



## MEMBERSHIP APPROVING PROCESS

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Following procedure shall govern the process of the membership applications to the Academy of Certified Counsellors:

### **Approval Committee**

- Dr. John Lim (President)
- Mdm Tan Lay Geok (Principal)
- Mr. Klein Tan (Vice President)
- Ms. Lucy Li (Dean of the Chinese Division)

### **Approving Procedure**

- Upon receipt of the Application for membership, it shall be submitted to the governing board members to verify all the documents.
- If necessary, an interview will be called, for further verification with the applicant.
- Upon verifying all documents to be complete and accurate, the governing board would proceed to approve the application by signing on the "Membership Application Form"
- In the event if the governing board found that the applicant for whatever reason, does not meet the requirements of the membership criteria, the applicant will first be notified. If upon notification, applicant fails to rectify the issue/s brought up by the Approving Board, the applicant will be officially notified by email about the failure to be ACC member. In this instance, the reason for rejecting applicant will be reflected on the "Membership Application Form".
- For those that meet the requirements of the application to be ACC member, the "Membership Application Form" will then be submitted to the President of the Academy of Certified Counsellors to be endorsed.
- Once the President endorsed on the "Membership Application Form", the applicant will be notified via email to make necessary payment.
- The Membership Certificate would then be issued to the applicant within two weeks.



### **Benefits of being ACC Member**

- The name and the last four digit of the Identity number of applicant will be published at the Academy of Certified Counsellors website as a confirmation of their membership status.
- The Academy targets to organized seminars once in every two-month on topics related to human services which will benefits all social workers, counselors and psychologists.
- Members of the ACC are expected to attend at least three meetings out of the six, which can be considered as part of their Continuing Professional Education.
- Students of the ACC School of Counselling and Psychology can opt to sign up as members of up to three years with an S\$30 off the total amount, accordingly.

### **Note**

- Payments made to the Academy of Certified Counsellors are non-refundable or exchange for any services.
- All information provided by the applicant will be kept in strict confidentiality.
- The approval of any applicants is solely under the discretion of the Academy of Certified Counsellors.
- The terms and conditions are subjected to change without prior notice.



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