

The process of applying to become a registered Sole Trader under ASACPEV Inc.

A. You will need:

1. the following documentation to apply for registration as a Sole Trader under ASACPEV:
 - Certificate of Accreditation (or letter from Exec confirming Accreditation)
 - Your PD Log covering the last 12mths.
 - Evidence that you have received 10 hrs of supervision over the past 12mths (NOTE: Supervisors can request a reduction in total hrs of supervision based on the amount of Supervision that are providing annually)
 - A Certificate of Currency of combined malpractice, public and products liability insurance (obtainable from Fenton Green - see details below regarding this process).
 - A current Working with Children's Check and National Police Check. (NOTE: Supervisors are welcome to request an exemption from providing both if their circumstances warrant this)

2. the following information:
 - Your ABN
 - The date on your Accreditation Certificate
 - Details that you want to appear on the ASACPEV and / or ANZACPE website to publicise the Supervisory service you are offering (if you wish to publicise your practice).

3. to have undertaken the following tasks:
 - Read the current Code of Ethics from the ASACPEV Standards (Standard 9)
 - Be a current financial member of ASACPEV Inc.
 - Read the current Standards pertaining to your level of Supervision, and noted any changes reported at the most recent AGM.
 - The payment of \$50 via an invoice to be sent by the Treasurer of ASACPEV Inc. at the same time as annual membership fees are due.

B. Applying for insurance with Fenton Green

Below is the process of obtaining a COC with Fenton Green for malpractice, public and product liability insurance:

1. Go the Fenton Green website: www.fentongreen.com.au
2. Click on the 'Specialities and Associations' Tab
3. Select 'Allied Health Practitioners' and scroll down and select ['Other Allied Health Practitioners'](#).
4. Follow the prompts to complete the required questions.

5. In the 'Modalities' cell, scroll down and select: "Supervision of Pastoral Practitioners, Clergy, Chaplainsetc."
6. In the Association cell select ASACPEV.
7. Select at least \$10M for coverage of both Professional indemnity and Public Liability.
8. Complete the remaining questions and have your payment method ready.

You will be emailed a COC by Fenton Green on completion of the above process.

C. Apply to ASACPEV

Once you are collected the required documentation [click here to complete the Application to be Registered as a Sole Trader](#) under ASACPEV Inc.

Once the Registrar has verified that all documentation and tasks have been completed, you will be issued a Certificate by ASACPEV Inc confirming your status as a Sole Trader under ASACPEV Inc.

If you have indicated agreement, your status as Sole Trader will be advertised on the ASACPEV and ANZACPE websites.

D. Annual Re-registration process:

Each year in Sept / Oct you will be asked to complete your Annual Declaration form. From this year on the Annual Declaration will include a section specifically for ASACPEV Sole Traders.

If you wish to continue as a Sole Trader you will need to provide the following documents to the Registrar:

- your current COC
- PD log for the previous 12 mths
- Evidence you have received 10 hours of Supervision (eg letter from your Supervisor) - (or a revised amount if requested and approved).

Your annual \$50 fee as Sole Trader will be included in your annual membership invoice.

If you have any questions regarding this process please don't hesitate to contact the Registrar (registrar@asacpev.org.au).