



Renewal of Registered Counsellor (RC)

For Registered Counsellors, whose current certification expires on **30 June 2020**

- **Renewal is required for the upcoming validity period: 1 July 2020 – 30 June 2022**

All Registered Counsellors (RC) – applicable to Clinical Members and above, whose certification **will expire on 30 June 2020**, please be reminded to submit a renewal application **at least one (1) month before** i.e. in May 2020. If you are unsure of your RC validity, please write in to admin@sacsingapore.org to request for a summary sheet of your membership and payment records.

You will be required to submit the following (in PDF):

- a) 400 Clinical Hours
 - i. Declaration required; no PDF documentation needed but it may be requested for audit purposes
- b) 50 Continuing Professional Development (CPD) hours
 - i. Certificate of attendance required OR;
 - ii. A letter of attendance on an official letterhead

Please ensure that the following information is clearly printed on the certificate/letter of attendance:

- a) Your full name
- b) Title of course/workshop/seminar
- c) Date of course/workshop/seminar
- d) Duration of course/workshop/seminar

[Download a copy of the RC Renewal Guide](#)

Your renewal application will be reviewed by the Register Board at a monthly meeting. Thereafter, it will be tabled before the EXCO for approval. Kindly take note that the entire process will take **approximately 1 – 2 months on average**. Once approved, you should receive an official invoice from us for payment of dues (refer to Table A below for reference). Kindly **refrain from making any advance payment** as no refunds will be made should your renewal be rejected. We seek your kind understanding and patience.

Table A

	Amount	Validity Period	Remarks
Clinical Member (Annual Dues)	\$80.00	1 Jan – 31 Dec Valid for one (1) year	Billed every January
Registered Counsellor (RC)	\$200.00	Valid for two (2) years (where applicable)	
Registered Clinical Supervisor (RCS)	\$100.00	1 July – 30 June Valid for two (2) years	Billed together with RC (if applicable).
Professional Indemnity Insurance	\$160.50	1 July – 30 June Valid for one (1) year	If you wish to be exempted because you have your own professional indemnity, you are required to complete an exemption form for our records.

For matters pertaining to finance matters, please email finance@sacsingapore.org.

For matters pertaining to administrative and membership matters, please email admin@sacsingapore.org

Counselling and Supervision Hours

The EXCO has approved the acceptance of video/tele-counselling hours and video supervision hours as the practice and supervision hours respectively for the purpose of RC-registration or renewal, subject to the condition that such hours are clocked between the period of **01 Mar 2020 and 31 Oct 2020**.

Professional Indemnity Insurance

Validity Period: 1st July 2020 – 30th June 2021

The upcoming professional indemnity (PI) insurance with the validity period from **1 July 2020 to 30 June 2021** is now open for opt-in and coverage will only take place upon receipt of payment. To opt-in, please fill in the online form via the following link (<https://forms.gle/RAfbFuAjsE3uX9QC8>). Kindly refrain from making any advance payment until you have received an official invoice from us.

Please note that the SAC Professional Indemnity Insurance is generally offered to **Provisional Clinical Members and above**. Notwithstanding, please note that pursuant to Article 5.5.1 of the SAC Constitution, it is mandatory for all Registered Counsellors (RC) to possess professional indemnity coverage.

If you are covered under your organisation, please write to admin@sacsingapore.org to request for the Professional Indemnity Exemption Form. If you have sent in previously, you **will not be required** to submit again.

SAC 38th Annual General Meeting

Kindly note that given the current COVID-19 situation, SAC's 38th Annual General Meeting has been rescheduled to 26th June 2020. You would have received a Notice of Meeting on 15 May 2020. If you did not receive it, please write to admin@sacsingapore.org.

If you have any questions or require clarifications regarding the AGM, please write in to agm@sacsingapore.org.

Member Profile Update and Payment Methods

Should there be any changes to your personal details on the member portal (e.g. address/email/etc.), please write in to us at admin@sacsingapore.org. This includes if you wish to receive up-to-date news and other information.

In our previous e-newsletters, we have informed you on the introduction of PayNow for easy payment.

PayNow

Kindly refer to the following QR code for payment.

UEN No. S83SS0024D



SCAN TO PAY

For payment by internet banking

Account name : Singapore Association for Counselling
Bank name : DBS Bank
Autosave Account No. : 010-013101-4

Please enter remitter's name and account number in bank form and send us an email informing us the date of the bank transfer.

Cheque Payment

Kindly take note of our new address to avoid confusion and missing cheques:

Attention: SAC Secretariat
Singapore Association for Counselling
c/o WorkCentral Offices Pte Ltd
190 Clemenceau Avenue
#06-01 Singapore Shopping Centre
Singapore 239924

Bank Transfers

For all internet bank transfers, when completing the transaction, please indicate your full name as per the application form. This will aid us with the payment verification.

Thereafter, please email finance@sacsingapore.org (Sarah) and copy admin@sacsingapore.org (Sandra) with the following details:

- 1) Full Name
- 2) Invoice number (if applicable)
- 3) Membership number (if applicable)
- 4) Amount
- 5) Date and time of transfer
- 6) Print-screen of transaction

Upcoming External Workshops

- **Individual Schema Therapy Certification Programme in Southeast Asia (Basic)** *by HOPE worldwide Singapore*
Schema Theory, Concepts and Techniques
Date of workshop: 27 – 29 July 2020
Cost: SGD 980.00 (standard rate)
SGD 900.00 (early bird – payment to be made by 31 Mar 2020)
SGD 682.50 (after VCF funding for Singaporeans / PR / Staff of NCSS-Member VWOs / SSOs)
Contact Information: Rebekah Lai (rebekah_lai@hopewwsea.org) / 6312 9671

- **Individual Schema Therapy Certification Programme in Southeast Asia (Advanced)** *by HOPE worldwide Singapore*
Specific Treatment Populations
Date of workshop: 1 – 3 February 2021
Cost: SGD 1,080.00 (standard rate)
SGD 972.00 (after 10% discount for SAC / SPS / SASW / APACS member)
Contact Information: Rebekah Lai (rebekah_lai@hopewwsea.org) / 6312 9671

For more details on the above workshops, kindly visit <http://sacsingapore.org/events-publication/events/calendar-of-events-workshops/>.