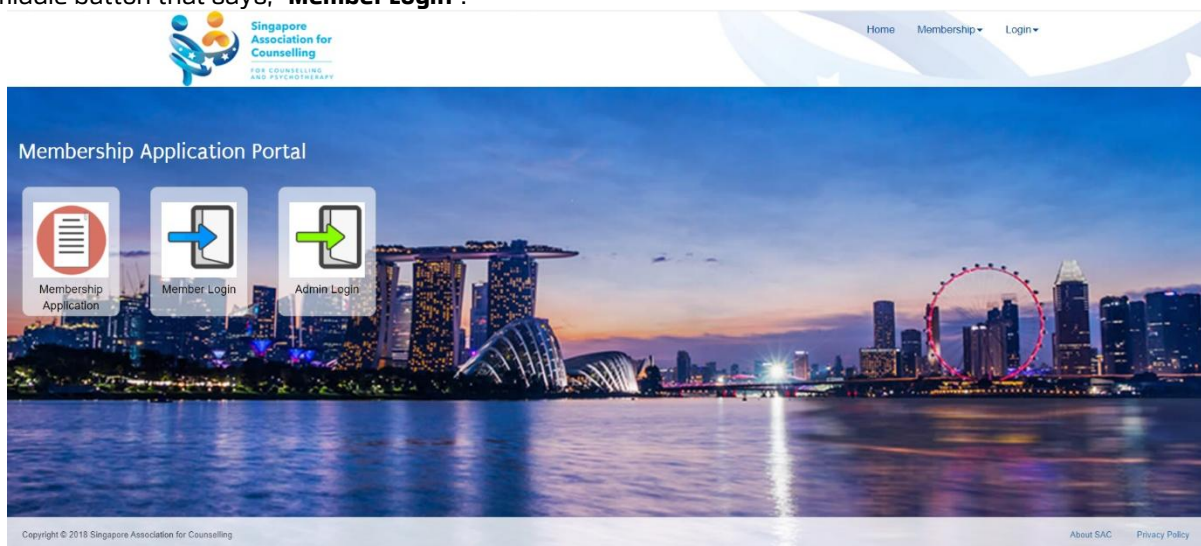
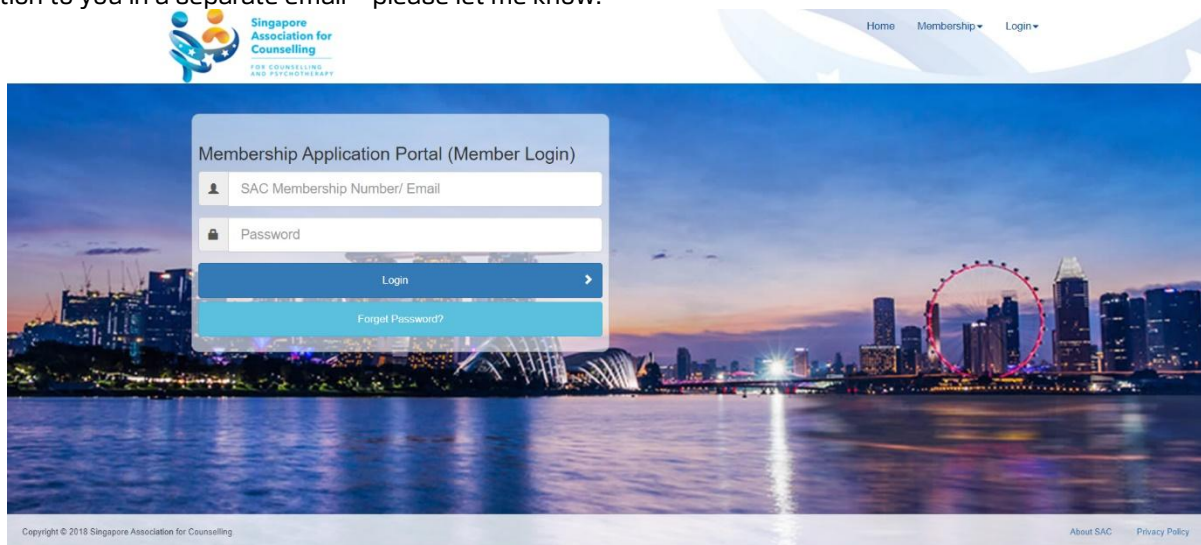




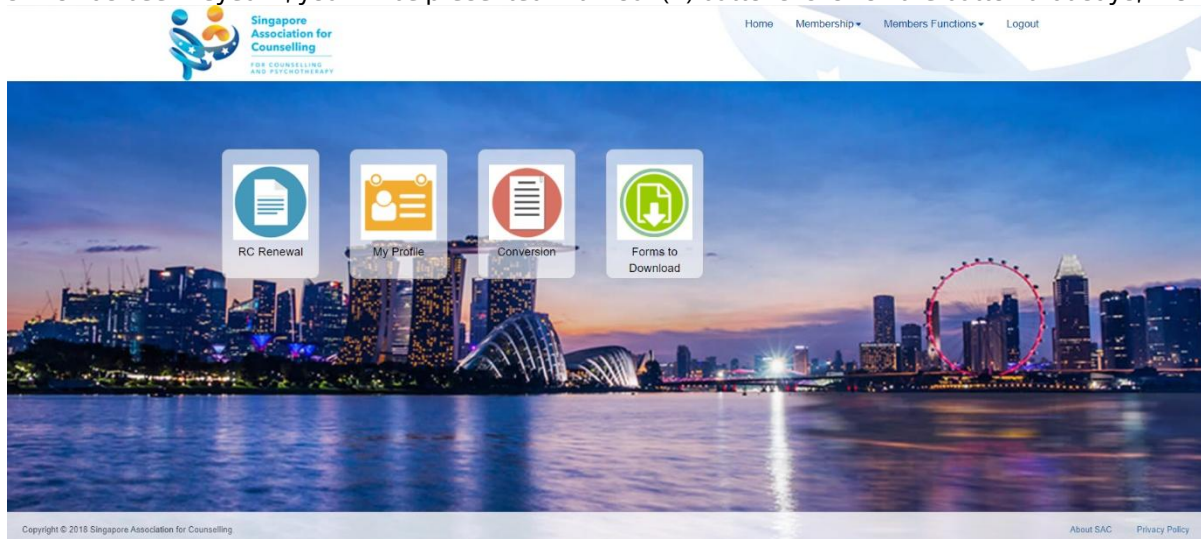
To start the application for renewal, please follow this link: <https://member.sacsingapore.org/#/login/member>. Then click on the middle button that says, "**Member Login**".



You will then be prompted to key in your SAC Membership Number/Email and password. If required, I can send this information to you in a separate email – please let me know.



Once this info has been keyed in, you will be presented with four (4) buttons. Click on the button that says, "**RC Renewal**".





You will be required to fill in two (2) sections:

1) Clinical Experience

- Do note that **at least 400 clinical hours** is required. Just a declaration will do.
- Supporting documents e.g., log sheets are not required unless requested by the board when conducting random audit checks. As good governance practice, please keep your own records using the SAC log sheet templates.

2) Continuing Professional Development (CPD) Hours

- At least 50 CPD hours** is required.
- Supporting documents such as certificate or letter of attendance for each workshop/course/seminar attended is **not required** but must be made available upon request.
- To attach the supporting documents, you will need to fill in the title of the workshop/seminar/course, start date, end date, number of hours and then click on the **green checkbox**. Once this is done, you will see a **paperclip icon**. Click on the paperclip icon and proceed to select the document(s) that you wish to upload. Do ensure that the document corresponds to the title of the workshop that was filled in.

Once you are done, click on the checkbox to declare and confirm that the information and supporting documents provided by you are true, accurate, and complete. Then click, **"SUBMIT"**.

The screenshot displays the 'Clinical Experience' and 'Continuing Professional Development (CPD) Hours' sections of the renewal application form. The 'Clinical Experience' section includes a table with columns for 'Year', 'Type', and 'No. of hours'. The 'Continuing Professional Development (CPD) Hours' section includes a table with columns for 'Title of workshop/seminar/course', 'From Date', 'To Date', and 'No. of hours'. Both sections have a green checkbox for confirmation. Below the tables, there is a consent box and three buttons: 'Submit', 'Save', and 'Print'.

Clinical Experience
Please provide your clinical experience below. You need to fulfill at least 400 clinical hours within 24 months prior to 31 March of the renewal period.

Year	Type	No. of hours
	Form of clinical hours	

Continuing Professional Development Hours
Please provide your CPD hours below. You need to fulfill at least 50 CPD hours within 24 months prior to 31 March of the renewal period.

Title of workshop/seminar/course	From Date	To Date	No. of hours

☐ By clicking on this consent box, I hereby declare and confirm that all information and supporting documents provided by me in connection with this membership renewal application are true, accurate and complete. I understand that it will be necessary for SAC to verify my identity and that SAC may contact me for more detailed information in order to locate the personal data requested and I consent to the collection, use and disclosure of the personal data that I have provided in this application.

Submit **Save** **Print**

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The first round of review will be done by the SAC secretariat to ensure that all the documents are in place before the application will be submitted to the Register Board for evaluation at the monthly meeting. Once the Register Board approves, it will then be tabled for official approval before the EXCO. Generally, it takes up to two (2) months on average for the entire process to be completed.

Once the approval is completed, you should receive an in-principle approval email (from admin@sacsingapore.org) and a payment invoice from finance@sacsingapore.org within fourteen (14) working days. **Kindly refrain from making any advance payment prior to receiving the official invoice from us. Please let us know if there are any errors to the invoice prior to payment.** The invoice **must** be paid in order to receive the renewal certificate.