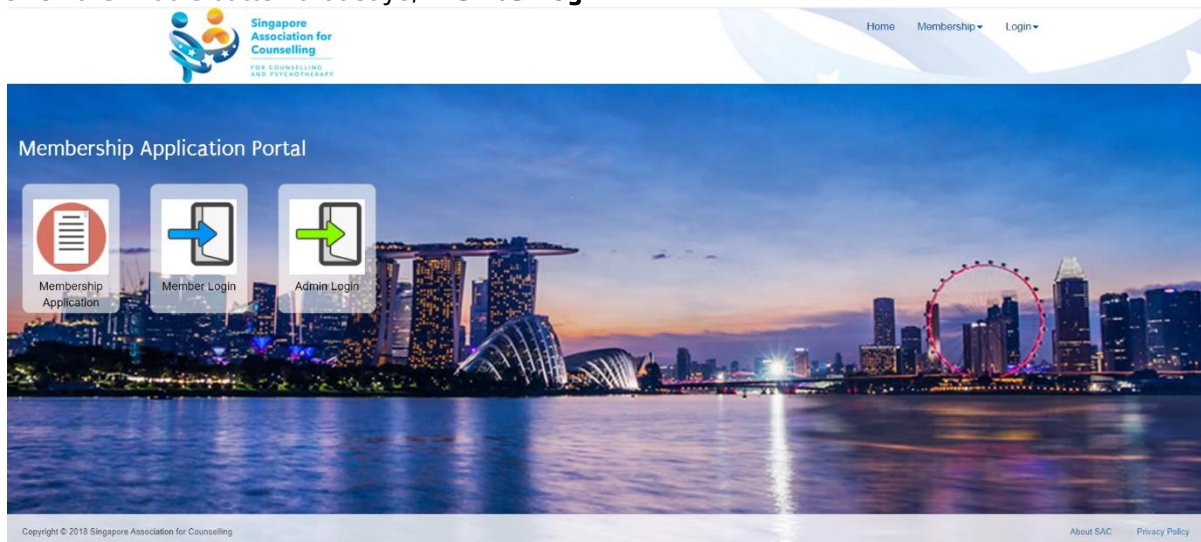
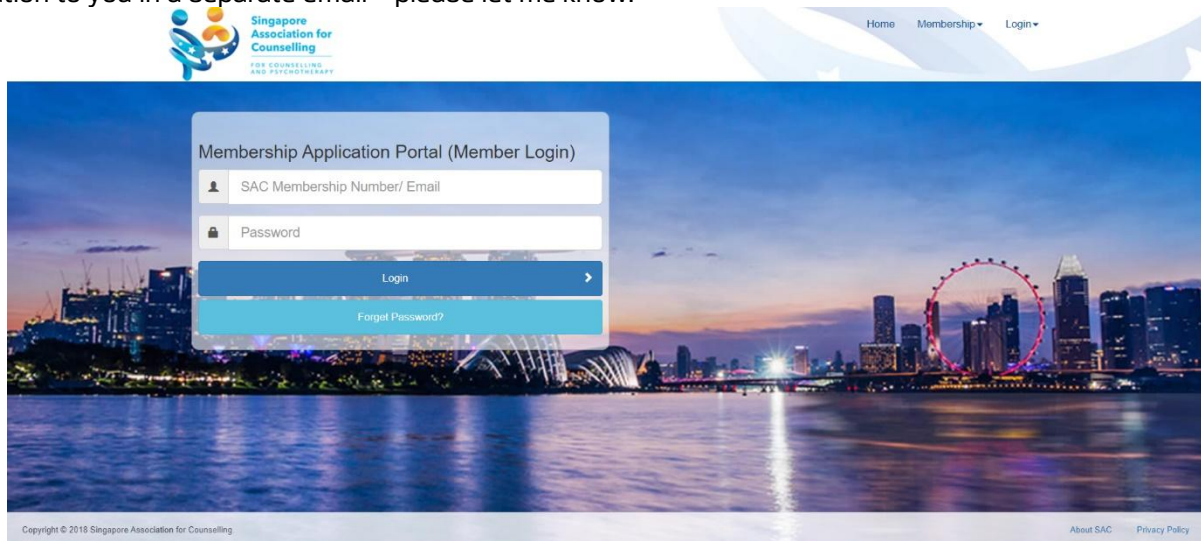


Membership Conversion Guide

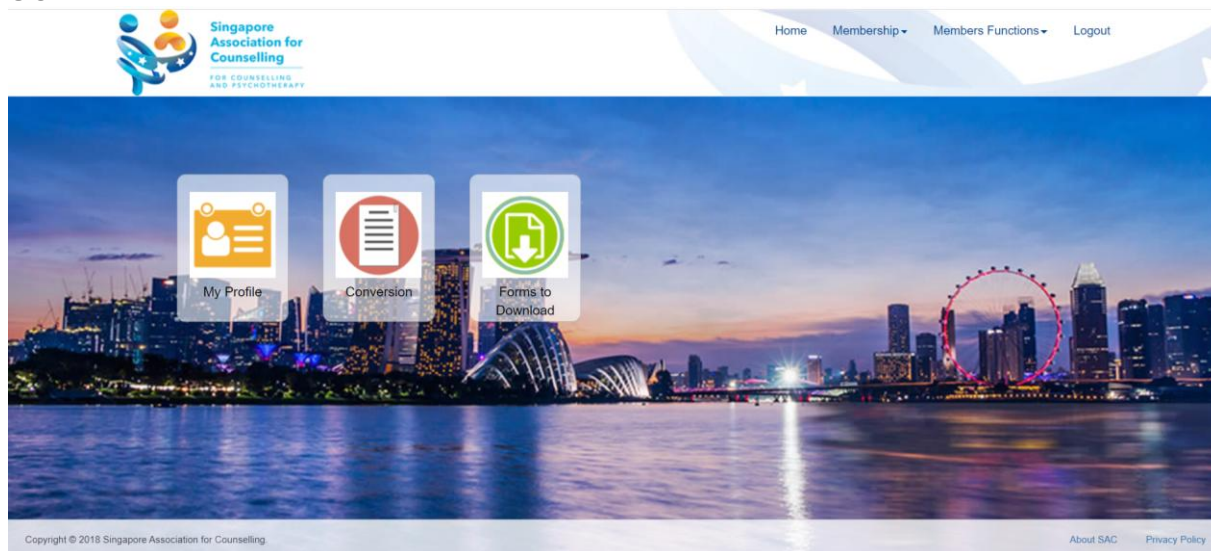
To start the application for conversion, please follow this link: <https://member.sacsingapore.org/#/login/member>. Then click on the middle button that says, "**Member Login**".



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 three (3) buttons. Click on the button that says, **"Conversion"**.



You will be required to **"Select type of membership to convert"** from the dropdown menu. Depending on the type of membership category that you intend to convert to, you will be required to submit or update the following with the relevant supporting documents (in PDF):

- 1) Educational background/qualifications
- 2) Training in Counselling
- 3) Employment
- 4) Current Professional Involvement
- 5) 600 clinical Hours log sheet – for conversion of Provisional Clinical Member (PCM) to Clinical Member
- 6) 60 supervision Hours log sheet – for conversion of Provisional Clinical Member (PCM) to Clinical Member

- ☐ Click the **green checkbox**. You will see a paperclip icon. Please use this function to attach the relevant documents (in PDF).
- ☐ Kindly ensure that the file size **do not exceed 5MB per file**.
- ☐ The date column on the application form should only contain numeric characters e.g., 01/01/2021

Personal Information

Name

NRIC/FIN NO (last 3 numeral digit and letter)

Local Residential Address

Nationality

Date of birth

Gender

Race

Marital Status

Mobile No

Office No

Home No

Personal Email

Select type of membership to convert*

Select a category

Please note that a non-refundable \$50.00 admin fee is applicable for all new applications and conversions. This admin fee is required to be paid before we can process your application/conversion.

Payment

A one-time admin fee of \$50 is applicable to new member

- ☐ I attached my cheque no, payable to "Singapore Association for Counselling"

Please indicate your name, contact details at the back of your cheque and mail to
SAC Secretariat Office
c/o Work Central Offices Pte Ltd
190 Clemenceau Avenue
#06-01
Singapore 239924
Attention: Finance Department

- ☐ I have made an internet bank transfer of \$50.00 to :-
SAC bank account: **DBS Autosave Account No. 010-013101-4**
Note: When making the bank transfer by Internet banking, please quote:
[your name] and the words "MemApplFee". Please do not use the remitter's name
Transaction number

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**".

Declaration and Consent

☐ 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 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.

Save

Submit

Print

SAC secretariat will conduct the first round of review to ensure that all the documents are in place and accurate 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 on average about 1 – 2 months to obtain approval.

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 approximately within fourteen (14) working days. **Please let us know if there are any errors to the invoice prior to payment.** Payment **must** be made within thirty (30) days in order to receive an official approval letter and/or certificate (applicable for Registered Counsellor) from SAC.