

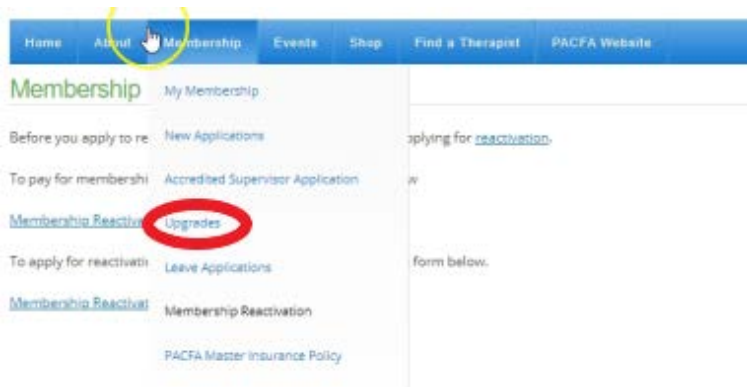
5. UPGRADING YOUR MEMBERSHIP

The upgrade page is relevant to current Provisional Members who are ready to upgrade to Clinical.

Students Members wishing to become Provisional Members need to submit a New Application.

To be eligible to upgrade your PACFA Membership from Provisional to Clinical, you must provide evidence of completing **at least 750 Client Contact hours linked to at least 75 hours of supervision over a minimum of 2 years post-qualifying**. For more information, please go to the PACFA Website [Upgrade Page](#).

After you have logged in to portal.pacfa.org.au, hover over the membership tab and click **Upgrades** from the drop-down menu.



There are 2 steps to upgrading your membership.

Membership Upgrade

To upgrade, you must provide [evidence](#) that you have met the requirements for the level membership or registration to which you wish to upgrade.

If you are eligible for membership upgrade please click the link below to make the payment.

[Membership Upgrade Fee](#)

If you meet the upgrade requirements please send the evidence to PACFA office. To download the Supervision and Client contact verification form please click on the link below

[Supervision and Client contact verification form](#)

1. **Pay the Membership Upgrade Fee** – click on the link as circled above and pay through the portal using credit card
2. **Provide evidence that you have completed the required hours of supervised practice**, using the linked [Supervision and Client Contact Verification Form](#). This form requires your supervisor to sign off on your hours and should be completed and emailed to register@pacfa.org.au as supporting documentation for your upgrade.

Once you have submitted your application, the membership team will assess your documents and let you know the outcome of your Upgrade Application. You will then be able to download your updated Membership certificate at any time through the portal. For help with this, check out our Instruction Manual 4. Downloading your Membership Certificate.