Australian Register of Professional Career Development Practitioners

www.cica.org.au/theregister

This document will ensure all your required documents are submitted correctly and you lodge a decision ready application.

Preparing Documents to Upload into the Online Application Form:

- High quality colour scans of originals (at least 300dpi).
- Maximum limit of 8MB per upload
- Ensure your PDF files are not encrypted or read only
- Upload the PDF or JPEG files of your documents
- When submitting new or additional documents, re-name the document to differentiate from already submitted documents

Please do not submit the following:

- Certified true copies of original document
- Black and white scans (unless original document is issued in black and white)
- Scans of photocopies
- Low resolution scans

Processing will be delayed if any of the above are submitted.

QUALIFICATION DOCUMENTS

Clear colour scan of your academic transcript

AND

Clear colour scan of your award certificate

Ensure that the following information is detailed in your qualification documents:
- Title of Degree or Award
- Name of University or Awarding Institution
- Date the Degree or Award was Completed
- Unit or Subject Names and Grades or Marks Achieved

PROOF OF PROFESSIONAL MEMBERSHIP

Clear colour scan of your current CICA Professional Member Association Certificate

OR

Clear scan of official notification from your CICA Member Association confirming your Professional Membership status