



## **Process for Upgrade from Associate to Professional Level Membership**

Application for upgrade from Associate to Professional membership can be made at anytime.

You are required to provide the following:

### **Complete the professional member application form**

Verified copy of your **Careers specific qualification at NZQA Level 6 (minimum)**

Curriculum Vitae demonstrating the Evidence of your Practice in the Career Industry

#### **Currently practising**

**Minimum 3 years full time work (or equivalent) in career practice within the last 5 years**

Evidence of Professional Development in last 12 months

**Minimum 30 hours professional development in the past subscription year of which a maximum of 10 hours is unstructured**

**Supervision recommended (maximum 12 hours per annum)**

### **Two Referees' Reports**

One from CDANZ Professional Member; who has been a Professional member for at least 1 year and who has known you in a professional capacity for at least 1 year

One other

Have been known for a minimum 2 years by at least one referee

Not more than one reference from employing organisation

Email the above to Membership Committee at [info@cdanz.org.nz](mailto:info@cdanz.org.nz). If approved, Professional level status will take effect from date of approval and your subscription year will change to that date.

**An invoice will be emailed to you for the Professional membership fee.**

Should the upgrade not be approved the membership fee will be refunded.

For further details and information regarding referees reports please see the CDANZ website – becoming a CDANZ Member