



NHAA Full Membership Clause 2 Application Guide

Overview

The Clause 2 application process is for individuals who wish to join the Association as a full member, but who have not completed an NHAA accredited course.

The checklists below indicate the information we need in order to accurately assess your course content and/or level of clinical experience against our training and education standards.

Your application will be allocated to one of our examiners, who will contact you if they need any further information during their assessment.

A Clause 2 application can take between one to six weeks, depending on the information received.

Instructions

Fill in the **Application for Full Membership** form and refer to the categories below for what to include with your application.

- **Clause 2 Category 1:** Completed a course in Western Herbal Medicine or Naturopathy within the last 5 years.
- **Clause 2 Category 2:** Completed a course in Western Herbal Medicine or Naturopathy more than 5 years ago.

Clause 2 Category 1 (completed studies 0 – 5 years ago)

Certified copies* of your qualification/s and full academic transcript/s (or equivalent) including qualification obtained, date awarded and hours studied for each subject. Where possible include course outlines for each subject.

NB: Distance education requires a letter from the educational institution outlining expected hours of study for each subject, if not on academic transcript or course outlines.

Certified copy* of current photo Identification, such as passport or drivers license.

Certified copies* of certificates (or other evidence) of any further study/ courses/ seminars which may support your application.

Continuing Professional Development (CPD). If your qualification is **more than 12 months old**, you must provide a completed CPD diary and evidence of 30 hours of CPD acquired within the last 12 months. For details see the CPD Guide and Diary (available on our website at <https://www.nhaa.org.au/join-us/extra-information/continuing-professional-education-cpe>)

For those applying for Full Practising Membership

Copies of your current insurance certificate of cover and first aid qualification (for those applying to be a practising full member). For details on minimum requirements see the [Insurance Guide](#) and [First Aid Guide](#) (available on our website under [Join: Extra Information/policies & Guides](#)).

NB: We do not require insurance and first aid to join. You can forward your information once you have it, but we cannot list you as practising until we receive it.

Clause 2 Category 2 (completed studies over 5 years ago)

Certified copies* of your qualification/s and full academic transcript/s (or equivalent) including qualification obtained, date awarded and hours studied for each subject. Where possible please include course outlines for each subject.

NB: Distance education requires a letter from the educational institution outlining expected hours of study for each subject, if not on academic transcript or course outlines.

Certified copy* of current photo Identification, such as passport or drivers license.

Certified copies* of certificates (or other evidence) of any further study/ courses/ seminars which may support your application.

Continuing Professional Development (CPD). You must provide a CPD diary and evidence of 30 hours of CPD per year for the last 2 years. For details see the CPD Guide and Diary (available on our website at <https://www.nhaa.org.au/join-us/extra-information/continuing-professional-education-cpe>)

Evidence of at least 2 years in clinical practice (in a formal practice environment). Evidence may include:

- 3 product invoices for 2 separate years or a statement of hours from an employer.
- Practice advertising materials (or receipts for same).
- References from colleagues or employers: at least 2 who have done business with you for 2 or more years.

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Copies of your current insurance certificate of cover and first aid qualification (for those applying to be a practising full member). For details on minimum requirements see the [Insurance Guide](#) and [First Aid Guide](#) (available on our website under [Join: Extra Information/policies & Guides](#)).

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*** Certified copies**

For how to certify documents and who is authorised to do this, see the [Certified Copies Guide](#) (available on our website under [Join: Extra Information/policies & Guides](#)).

*NB: Once you have your documents certified, we will need the **original certified copy** (not copies, scans or faxes of them), so you will need to post them to us.*

Notes

If you are having trouble establishing credentials or obtaining documented evidence of your education or clinical practice, please contact the office to be assigned a to an examiner. For example:

- Direct evidence from training institutions or organisations / individuals that have had a relationship with them in the past.
- Evidence from those who have trained with you at the same institution and are able to provide equivalent evidence as well as state that you completed the training.
- The Association may also be able to offer you a clinical entrance exam to assess your clinical competence and safety of practice.