**PROCESS FOR SUBMITTING CREDENTIAL APPLICATIONS IN VIC/TAS**

1. Download and complete the **CREDENTIAL APPLICATION FORM** from the CRC website

 Link - <https://crcchurches.org/files/117_australian-credential-application-form-aug2018.pdf>

 NOTE – as the process is currently being updated we will eventually have a different application form for subsequent applications. However, until this is finalised there is only one form available which needs to be used in all cases.

1. As a part of completing the form above you will be asked to provide (in Section 10) contact details of three referees. Check with these people before providing their details on the form. [**CLICK HERE**](https://crcchurches.org/files/113_vic-credential-referee-form-written.pdf)to download the **fillable REFEREE FORM** for your State (note that these are different in each State Council area). Email these to each of your three referees and ask them to fill out as soon as possible and email directly to the address provided in the form.
It is important that referee forms are received by the due date or they will not be considered during the interview process, which may affect the outcome. Due dates will be distributed by the State Office, and are also available on the CALENDAR on the CRC website.
2. Also before submitting the form, you will need to get your **NOMINATING SENIOR MINISTER** and **SECONDING MINISTER** to each complete their sections at the end of the form. You can email the form to them, and they can email back to you after completion.
3. Once the form is finished it can be emailed to the email address as shown in Section 11 on the form (vic.credsec@gmail.com)
4. In order for the application to proceed to the interview stage, two further actions must be completed.
	1. The credential application fee of $50 plus GST must be paid. This can be done;
		1. Using Credit Card Online ([CLICK HERE](https://crcchurches.org/shop/79-crc-credential-application-fee)) – **Preferred Method**
		2. By Invoice (SEND AN EMAIL HERE REQUESTING AN INVOICE)
	2. The CRC DUTY OF CARE REQUIRMENTS for all CRC ministers must be completed as stated in the **3 STEPS TO CRC DUTY OF CARE COMPLIANCE** document available on the CRC website ([CLICK HERE](https://crcchurches.org/files/143_mm16-three-steps-to-crc-duty-of-care-compliance.pdf) to access)
		1. if you are a new CRC minister, you will need to send the documentation to the CRC National Office before your application will proceed
		2. if you are an existing CRC minister and are compliant your application will proceed automatically as long as the application fee is paid. If you are not currently compliant this will need to be achieved to allow the application to proceed (you will receive a return email to notify you of this).
5. Once the requirements are met and the application proceeds to the State Office, you will be notified in due course of your interview date, or any other information relevant to the process.

If you have any questions, please email vic.credsec@gmail.com