

INSTRUCTIONS TO ALL APPLICANTS



1. The following information must be received by APSAC before an applicant is eligible to begin the examination process:
 - a. Eligibility Assessment Form
 - b. Supervisor's Evaluation Form
 - c. Verification of all work and training requirements towards the credential applied for
2. A statement signed by the applicant indicating no abuse of a substance for a period of three (3) years prior to application.
3. A statement signed by the applicant indicating agreement to and observance of the APSAC Code of Ethics.
4. All signatures on the applications forms must be original. Faxed signatures will not be accepted. Supervisor's evaluation forms must be sent by the supervisor(s) directly. Supervisor's evaluation forms submitted by the applicant will not be accepted.
5. The following fees apply to all applicants seeking certification:
 - a. Processing fee for application: S\$30
 - b. Written examination: S\$400
6. Test Dates - Please check with APSAC
7. Once an applicant satisfies all requirements for certification, he/she will be notified of his/her eligibility to sit for the written examination, together with the dates for the examination. Fees must be paid before the applicant is allowed to sit for the examination.
8. when an applicant has met all certification requirements and passed the relevant written examination for the applied credential, he/she will be certified by APSAC. The successful applicant will also enjoy reciprocity with other member boards of the International Certification of Reciprocity Consortium (IC&RC), of which APSAC is also a member.
9. Re-certification is required every 2 years after completing forty (40) hours of continuing education.
10. Please make online payment through:

Bank transfer to:

DBS Account No: 052-006062-1 or PayNow by UEN No: S98SS0128G05S

For fund traceability, please indicate <NAME> followed by <Purpose of Payment>

eg: <Samuel Tan eligibility assessment> in the reference field when making the transfer.
PLEASE submit a copy of your payment acknowledgement with your application.

Please submit all applications and enquiries by email to: info@apsac.org.sg