

COUNSELLING UNIT

CHANGE OF PRACTITIONER IN CHARGE

1. Application form
2. Application letter written by Practitioner in Charge
3. Practitioner in Charge (Counsellor with at least one-year counselling experience after Registration)
 - i. Copy of registration certificate
 - ii. Copy of Practising Certificate
 - iii. 2 recent Passport photos
 - iv. Up to date Curriculum Vitae or Job profile clearly showing work experience as Counsellor for at least one year after registration date.
 - v. A testimonial from another registered counsellor who has more Experience than practitioner in charge and is not involved in the registration Of the specific institution
4. Valid Registration and Practising certificates of additional personnel. **NB: Additional Personnel refer to AHPCZ Registered Counsellors**
5. City/Town Council inspection licence/letter/report and registration licence from the Health Department of the city or town of operation. (Certified)
6. Company registration documents (CR14, CR6, etc) - certified
7. ZIMRA Tax clearance - certified