



HOW TO REGISTER KIRITAKI/CLIENTS.

IMPORTANT: the following information is for term 4 of 2026, if interested in applying for term 1 2027, please email us directly for correct information

There are 3 steps to this process, your involvement will be needed during the first 2 steps. Once you have requested the Purchase Order, and our ACC Supplier has received it, they will then EMAIL YOU A REGISTRATION FORM which needs to be completed for your client before we are given access to client information.

Process for Lead Providers

STEP 1: Purchase Order Request

To arrange approval for a client to attend a group, please contact the client's recovery partner as soon as possible. You will need to provide a rationale and request that the following codes be approved:

Each Purchase Order (PO) needs 2 codes - Please use the code SCSGTT x 1 (for triage) ALONG WITH selecting from the codes below, depending on the group you are registering for.

- SCSGT x12 – BRIGHTER LIFE – Online Trauma-Sensitive Yoga (All Genders) with Jess & Amy
- SCSGT x12 – BRIGHTER LIFE – In-Person Trauma-Sensitive Yoga, Auckland (LGBTQIA+ / All Genders) with Jess & Amy
- SCSGT x12 – BRIGHTER LIFE – In-Person Trauma-Sensitive Yoga, Auckland (Women's Group) with Jess & Amy
- SCSGT x7 – BRIGHTER LIFE – One-Day Trauma-Sensitive Yoga Retreat, Auckland (Women's Group) with Jess & Amy

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**Time Frames: TERM 4 2026 = 01/10/26 - 20/12/26 (FOR TERM 1 2027
PLEASE EMAIL US: info@brighterlife.nz)**

Vendor ID: VAH127 (The Nelson Clinic)

Group Facilitator Information:

Name: Jessica Dziwulska

Role: Yoga Specialist

ACC ID: PVT0423JD

ACC Supplier: The Nelson Clinic

Vendor ID: VAH127

Name: Amy Benjamin

Role: ACC registered counselor

ACC ID: PAS256

ACC Supplier: The Nelson Clinic

Vendor ID: VAH127

Deadline: The deadline for Purchase Orders is 1 week before a retreat or group begins.

Please copy amy.benjamin@nelsonclinic.nz and our ACC supplier groups@nelsonclinic.nz into your ACC PO request so we know to expect your client's PO and can follow up if it's taking longer than expected:

STEP 2: Registration

When The Nelson Clinic (TNC) receives the Purchase Order from ACC, they will contact you to register your client and advise on the next steps.

PLEASE NOTE: We cannot register your client until you have completed their registration form, which TNC will email to you once the purchase order has been received. If you do not receive a registration form via email, please contact TNC on groups@nelsonclinic.nz

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Example Rationale To Use when Applying For Funding From ACC:

"We would like to request approval please for this client to attend a group course run by the Nelson Clinic (VAH127), which will commence on [DATE]. The aim of this would be for the client to acquire some additional skills in managing PTSD and depressive symptomatology and promote an opportunity for safe social connection to address current isolation. Could you please let me know if this can be approved for the client? They are motivated to attend this treatment, which aligns well with their current goals as outlined in the wellbeing plan."

STEP 3: Triage

Once we have received an approved Purchase Order AND you have completed the registration form, one of our facilitators will contact your client directly to assess any needs prior to starting the group and to discuss what to expect. You will be kept informed of any decisions related to your client.

Note on timelines and communication:

- The ACC application process (via ACC and our ACC supplier) can take several weeks.
- Please keep your client informed throughout and ask them to hold their availability until their place is confirmed.
- We contact clients 2–4 weeks before a retreat or group begins, but only after we have both an approved Purchase Order (PO) and the completed registration form.
- As we are the final step in the process, we do not receive client details until the PO and registration are in place; earlier contact is often not possible.