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Student Representative Guide

CCPA Student Representative Program

CCPA has a Student Representative program at Universities that offer master’s-level degrees in counselling or related fields leading to certification.

These Student Reps are available to contact if there are any questions about CCPA, its membership, and/or the profession. CCPA Student Reps act as liaison and facilitate communication between the University, its students, the appropriate Provincial Director and CCPA. They engage in activities intended to inform students about the Association and the counselling profession. CCPA encourages and supports Student Reps to be actively involved with the students on campus, with the CCPA National Conference, and with CCPA’s Student Newsletter.

**Student Representative Requirements**

Applicants to the Student Representative Program must be able to meet the following criteria:

1. Be enrolled in a Master’s level program at a University with a campus located within Canada
2. Must be enrolled for a period of 6 months or more.
3. An ability to communicate with your student body
   1. Examples: Social Media, Emails, coordination with faculty, etc.
4. Must provide required application forms

**Student Representative Benefits**

* Get a free [membership](https://www.ccpa-accp.ca/membership/) and access to [Chapters of Interest.](https://www.ccpa-accp.ca/chapters/)
* Get access to [professional liability Insurance](https://www.ccpa-accp.ca/professional-liability-insurance-bms/) during your practicum placement.
* Publish in our [Student Newsletter.](https://www.ccpa-accp.ca/students/student-newsletter/)
* [Student Incentive Program](https://www.ccpa-accp.ca/students/)
* Quarterly newsletter called [COGNICA](https://www.ccpa-accp.ca/cognica-cjcp/)
* Canadian Journal of Counselling and Psychotherapy
* Code of Ethics
* Standards of Practice for Counsellors
* Updates on Provincial regulations
* Employment Opportunities in member portal
* [Continuing Education Credit](https://www.ccpa-accp.ca/continuing-education/) tracking system
* Discounts on home, auto, health, travel, dental and/or life insurance
* Discounts on CCPA events (conference, webinars, etc.)
* Eligible for the 450$ Student Representative Award.
* Network and learn from like-minded individuals across the country.

**Student Representative Responsibilities**

* Work alongside the province's [Regional Director.](https://www.ccpa-accp.ca/team/)
* Participate in Annual Student Rep conference calls with CCPA Head Office. Dates will be determined according to the availability of the representatives.
* Hold up to two CCPA Information Session annually.
* Participate in the publication of the Student Newsletter
* Communicate relevant updates from CCPA to counselling students
* Outgoing representatives promote the position in their institution and, upon finding a replacement, contact the Program Administrator at CCPA head office (dgiguere@ccpa-accp.ca).
* Agree to have your name, email address and end term date posted on the CCPA [Student Rep website page](https://www.ccpa-accp.ca/students/student-representatives/)

**Student Representative (Optional Activities)**

* Submit the material required so that you may be profiled in [CCPA’s Ambassador’s Program](https://www.ccpa-accp.ca/ccpa-ambassadors/)
* “Follow” CCPA on [Twitter](https://twitter.com/ccpa) and [Facebook,](https://www.facebook.com/CCPA.ACCP) if applicable
* Assist with [CCPA National Conference](https://www.ccpa-accp.ca/continuing-education/annual-conference/) when it is held in your city or virtually.
* Plan and implement other activities on campus according to student needs and your schedule.

**How to Become a Student Representative**

Applications for vacant positions are accepted throughout the year, however, applications for positions that are occupied will not be considered.

To submit an application, please contact [dgiguere@ccpa-accp.ca](mailto:dgiguere@ccpa-accp.ca) and submit the following documents:

* 1. [Proof of Student Status](https://www.ccpa-accp.ca/wp-content/uploads/2022/05/Proof-of-Student-Status_EN-1.pdf)
  2. [Student Representative Application Form](https://www.ccpa-accp.ca/wp-content/uploads/2019/09/Student-Rep-Application_EN.pdf)
  3. [Student Representative Agreement Form](https://www.ccpa-accp.ca/wp-content/uploads/2019/09/Student-Rep-Agreement_EN.pdf)
  4. Your Resumé
  5. Cover Letter

Once your application is received, the documentation will be sent to the director(s) or your region for further review. You will be contacted with the outcome of your application within 2 weeks.

**Sample of Rep Activities by Month for 2022-2023**

*NOTE: The activities listed by month are simply suggestions by CCPA. CCPA Student Reps are encouraged to develop and participate in activities that suit their schedule and counselling student body.*

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| Month | Activity(ies) | Resources and Materials |
| September | * Create contact list of Masters Students in your program * Obtain list-serv targeted to counselling students and send out email to contacts | * List-serv received via email |
| October | * Hold a CCPA Information Session | * CCPA Students PowerPoint Presentation (provided by CCPA) * Student Kits and accommodations\*\*\* |
| November |  Contact students regarding the upcoming student awards deadline (February 1st)   * Contact students regarding the call for proposals for the conference | * [CCPA Awards Application Form](https://www.ccpa-accp.ca/wp-content/uploads/2022/10/Awards_EN.pdf) * [Awards webpage](https://www.ccpa-accp.ca/membership/awards/) * [Call for Proposals webpage](https://www.ccpa-accp.ca/call-for-proposals/) |
| December |  If the CCPA Conference will be in your city, start preparing for a student session or booth |  |
| January | * Update your contact list to include any new students in Masters program * Contact students regarding the early bird deadline for the CCPA Conference | * Posterfor upcoming early bird deadline for CCPA Conference * [Conference webpage](https://www.ccpa-accp.ca/general-continuing-education/ccpa-annual-conference/) |
| February |  Organize an event (e.g.. pizza evening/networking, info session) and  invite students and faculty | * Student Kits and accommodations\*\*\* |
| March | * Email students and post flyers regarding CCPA’s Counselling and Psychotherapy Month * Email Student Newsletter to students | * [Poster for Counselling and Psychotherapy Month](https://www.ccpa-accp.ca/wp-content/uploads/2022/03/CPM-Owl-Logo-FINAL.png) |
| April |  Attend free events provided for Counselling and Psychotherapy Month | * Registration links on [website](https://www.ccpa-accp.ca/counselling-and-psychotherapy-month/) and member portal |
| May |  Email follow up on Counselling and Psychotherapy Month   * Promote upcoming conference | * Counselling and Psychotherapy Month Newsletter * [Conference webpage](https://www.ccpa-accp.ca/general-continuing-education/ccpa-annual-conference/)[,](https://www.ccpa-accp.ca/general-continuing-education/annual-conference/) posters |
| June and July | * Email students about Student Incentive Program * Confirm attendance and preferred date of conference call | * [Poster for Incentive Program](https://www.ccpa-accp.ca/wp-content/uploads/2019/01/Incentive-Program-Poster_bilingual.pdf) |

***\*\*\* All expenses must be preapproved by Head Office, please provide expense form to CCPA.***

**How to Conduct an Information Session**

Information Sessions are an important method that allows CCPA to make its presence known amongst counselling and psychotherapy students across Canada. It allows for an introduction to the association, and presents its objectives, purpose, and benefits to students.

These sessions are typically conducted near the start of a semester. It is up to the individual Student Representative to determine the best time to conduct and information session at their institution.

When scheduling an Information Session, it is important to consider factors such as:

* University Calendar
  + Be mindful of important dates in your program, such as when exams may be scheduled or major assignments due
* Date & Time
* Class Times
* Advertising strategies to promote your event

**Accommodations:**

* Purchase up to $100.00 in prizes or accommodations
  + Complete Material Request Form
  + Complete Expense Claim Form

Prior to conducting an Information Session, it is important to submit both a **Material Request Form** and **Expense Claim Form** to the Program Administrator (dgiguere@ccpa-accp.ca). Please ensure that both of these forms are submitted at least **two weeks prior** to the scheduled information session. This is so your request may be processed, and any necessary materials have ample time to be shipped to you.

The purpose of the **Material Request Form** is to provide you with any necessary resources you need for your presentation. This may include items such as books, information kits, or CCPA branded items to be given away. The Material Request Form also indicates whether you intend on holding a raffle for a Student Membership, or are requesting a budget for your information session to be approved. Raffles for Student Membership are typically conducted for online sessions, while a budget is provided for in-person sessions, however it is at the discretion of the Student Representative as to which method they choose.

**Expense Claim Forms** are to be submitted prior to your information session for approval. Student Representatives are permitted up to $100.00 to purchase resources that may be of benefit to their session. These items may include things such snacks, and drinks.

When conducting a session, it is typical for the host to provide those attending with Information Kits. The best method for providing these kits, is by distributing the CCPA Prospective Member e-Kit after a session to those attending. For distribution, it is important to receive the email addresses of those attending, so the e-kits may be emailed to them. This list will only be used for distribution of the e-kit, and will not be recorded or used for other mailing from CCPA. If you require physical kits, please ensure to notify us on your Material Request Form, and detail how many you will need. Please be aware that our digital e-kit is the preferred method of distribution.

For those opting to raffle a CCPA Student Membership away as part of your session, there are a few methods that may be used to award it. Typically, the raffle component is conducted near the end of the information session, after the slides have been presented. For online sessions, one method of conducting a raffle is by taking the emails of those attending, and assigning a number to each. Have a random number generated, and the associated student will be offered a one-year Student Membership with the CCPA. For those hosting in-person sessions who opt for a Student Membership raffle, having those attending place their name in a hat to be pulled from at the end is the standard method.

Once a winner is selected, please ensure to contact both the winner and the Program Administrator by email, stating that the attending student is the winner. The Program Administrator will then be able to create a Student Membership account for the winner. Please ensure that the winner is aware that they will need to provide contact information, and Proof of Student Status to the Program Administrator to claim their Student Membership.

Information Sessions are typically concluded with a Q&A Session. Many of the questions asked may be outside the scope of the material discussed during the information session. We encourage Student Representatives to review the **Student Rep Presentation**, prior to hosting a session, as it covers some common questions that students may ask. If you have either a Board Member, please do not hesitate to defer to them if you do not have an answer. If they are not present, please feel free to defer the question to the Program Administrator. When the session is concluded, contact the Program Administrator with the question(s). Once the answer is received, please include both it and the question when distributing e-kits to those attending.

**How to Renew Your Student Representative Membership**

Firstly, please contact the Program Administrator to extend your term, as there may be new Student Representatives applying at your University.

Please be aware that current Proof of Student Status will be required for your Student Representative renewal to be processed.

If you expect to graduate before your next renewal date, please contact the Program Administrator for assistance.

If you do not wish to continue as a Student Representative upon your renewal, please contact the Program Administrator to transition your membership to a Student Membership or Professional Membership if you are graduating.

**Concluding your Student Representative Role**

Prior to the conclusion of your tenure as a Student Representative, you must attempt to have your vacancy filled. Replacement Student Representatives must meet the standard requirements, and be able to take on the Student Representative position for at least 6 months.

It is recommended that a replacement come from a cohort that is expected to graduate after your own. Social media may be helpful to reach out to possible students. Additionally, communicating with faculty coordinators that are able to contact other cohorts may be helpful in reaching possible replacements.

**Student Incentive Program Application Process**

After graduating, student members who apply for and are granted the **Canadian Certified Counsellor (CCC)** designation will have their first year of Professional Membership fee will be reimbursed (up to $185). The Student Representative Membership is eligible for the Student Incentive Program, under the same conditions as any Student Member. Eligibility is based off three criteria:

1. Held a Student Membership/Representative for at **least one year**.
2. Upgrade Membership to Professional
3. Must apply for and be granted certification within one (1) year of your graduation date.

Once you have obtained your CCC designation, please contact [membership@ccpa-accp.ca](mailto:membership@ccpa-accp.ca) to request the Student Incentive Program reimbursement.

***For any additional questions on the Student Representative Program, please contact*** [***dgiguere@ccpa-accp.ca***](mailto:dgiguere@ccpa-accp.ca)***!***