



CANADIAN COUNSELLING AND  
PSYCHOTHERAPY ASSOCIATION

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L'ASSOCIATION CANADIENNE DE  
COUNSELING ET DE PSYCHOTHÉRAPIE

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# Certification Guide

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## The Canadian Certified Counsellor (C.C.C.) Designation

In 1986, CCPA established a credentialing service for its members under the name Canadian Certified Counsellors: A National Certification Program for Professional Counsellors. The Canadian Certified Counsellor certification is a national service that identifies to the public those counsellors who CCPA recognizes as qualified to provide counselling services in Canada. Obtaining the status of Canadian Certified Counsellor (C.C.C.) includes recognition of standards of professional preparation, continuing education, and a formal code of ethics. As a self-regulating body, CCPA provides advice and discipline for certified members on matters of professional conduct.

- Certification with CCPA is different from membership with CCPA. Certification is a type of membership. This distinction between membership (Professional Membership) and certification (Certified Professional Membership) is for the benefit of the public. Professional Membership requirements are flexible, and require minimal formal training; the Registrar does not evaluate these requirements. Certified Professional Membership, on the other hand, entails a successful evaluation of a member's qualification to practice.

In addition to membership benefits, individuals who obtain Certified Professional Membership with CCPA enjoy the following exclusive benefits:

- Eligibility for Group Professional Liability insurance, available through a Group Plan from CCPA's broker of choice. This national company has considerable experience with professional liability insurance and provides insurance services for a number of other professions in Canada; Access to CCPA's FREE Telephone Legal Advice Helpline.
- Ready-to-frame certificate identifying you as a Canadian Certified Counsellor;
- Public recognition of national qualification as a certified counsellor;
- The right to add the title of C.C.C. (Canadian Certified Counsellor) on all your professional correspondence;
- Inclusion in our C.C.C. online Directory.
- Eligibility to apply for the CCS certification.

Only counsellors certified by CCPA are permitted to use the trademarked title Canadian Certified Counsellor and/or the acronym 'C.C.C.'. Certified Professional Members also receive a certificate that their clients should expect to see displayed at the place of work.

## Application Process

Obtaining the C.C.C. designation requires a comprehensive application demonstrating that an applicant's qualifications align with CCPA requirements as set forth by the Certification Committee, Board of Directors and Executive Committee. Please review the [Certification Requirements](#) section for a description of the certification requirements, and Table 1 for a summary.

Please take note that it is the applicant's responsibility to provide the complete and official documentations, which meet the CCPA requirements, for certification. Documentations must be current and in alignment with the certification requirements, at the time that the applicant applies. Please keep in mind that, over time, requirements can change; the forms are continuously updated to reflect the most current requirements of CCPA as the landscape of counselling changes.

A C.C.C. application file is only active for a 12-month period from the date the most recent document was received. Applicants, who have not completed their full application within 12 months, will be notified that their file will be archived, and will need to re-apply and pay the application fee. Some forms may require re-submission after 12 months from the date of receipt:

- Transcripts and course descriptions will not expire or need to be re-submitted as long as CCPA has archived copies of the original document in our records (this is not guaranteed).
- The Application Form and Criminal Records Check must be from within 12 months of the date the Registrar is evaluating the application.
- All other forms may expire if after 12 months they are no longer current or relevant to the application requirements.
- The Registrar is able to request updated documentation on a case-by-case basis.

The applicant's file will be sent for evaluation by the registrar, only when all the necessary documents are received. The evaluation process can take up to 8-10 business weeks. Please see the [Certification Application Procedure](#) section for more information about how to submit a C.C.C. Application.

The outcome to an application will be provided, to the applicants, by an email; the outcome could be any one of the following:

- C.C.C. Approval
- C.C.C.-Qualifying eligibility
- Pending additional documentation or follow-up with references and signatories before the file can be fully evaluated. CCPA strongly encourages all documents be completed in full with adequate description and information provided in order to avoid possible delays.
- Refer the application to the Certification Committee for consideration - C.C.C. Declined

The Registrar's outcome is valid for 12 months. Applicants who disagree with the Registrar's outcome can appeal the decision.

CCPA will retain the physical copies of the official transcripts and original vulnerable sector criminal record check for 12 months after the Registrar's outcome. Subsequently, the original documents will be destroyed. If you would like the official transcript and/or original vulnerable sector criminal record check returned to you by mail, please contact [certification@ccpa-accp.ca](mailto:certification@ccpa-accp.ca) prior to the 12 months ending. CCPA will retain electronic copies of these documents in archives for record purposes.

## Expediting the Evaluation of a File

Once all of an applicant's documents for CCC are received, the evaluation of the file takes approximately 8-10 business weeks. We offer an Expedited Evaluation that guarantees follow-up from a Registrar, either with an official outcome or with a request for further information, if applicable, within 3-4 business weeks. We recommend that any request for an expedited evaluation be made before all documentation is submitted to CCPA to avoid any delays. Requests for an Expedited Evaluation cannot be applied retroactively. The Expedited Evaluation is only applicable to the Registrar's evaluation; it is not applicable to the document collection stage. The cost of expediting the evaluation is \$100. An invoice will be sent once the rush is approved. The invoice must be paid before the file can be rushed.

Expedited evaluations can only be requested in the following situations:

### 1. Needed for Employment

- If a rush is needed for employment purposes, the expedited evaluation can be requested.
- In order to approve the rush request, a letter from the employer stating a rush is needed for employment purposes must be sent in.

### 2. Needed to Apply to a Regulatory College

- If a rush is needed to apply to a regulatory college, the expedited evaluation can be requested.
- In order to approve the request, a letter outlining the urgency must be sent in.

### 3. Needed to start a Practicum

- If a rush on an eligibility assessment is needed as a means to vet a supervisor's credentials prior to starting a practicum, the expedited evaluation can be requested. Note that the eligibility assessment does not provide an official outcome.
- In order to approve the request, we require a copy of an unofficial transcript indicating the practicum has not yet been completed.
- The cost of expediting the eligibility assessment is \$30 for a basic evaluation and \$100 for a complex evaluation. Our certification department can indicate which type of eligibility assessment applies to each file.

### 4. Needed for Professional Development Activities

- Sometimes, applicants will indicate that they need to have the CCC designation to sign up for professional development opportunities or higher education. In some cases, applicants would like to apply CECs they are currently completing or about to begin towards their first certification period and are looking to get the designation as soon as possible.
- A rush can be requested in this case and approved upon receipt of information confirming the applicant's registration to a professional development activity requiring the CCC designation.

## Fees and Renewal

Once certification is granted, the applicants must maintain their Professional Membership and Certification by renewing and paying the fees annually. Certified membership with CCPA costs \$280 annually; this amount is comprised of a \$195 membership fee plus a \$85 certification fee. There is an additional, non-refundable \$95 evaluation fee when initially applying for certification. Therefore, the fee when initially applying for certification, would be \$180 (\$95 evaluation fee and \$85 certification fee for the first year of certification if approved), in addition to the \$195 annual membership fee. If certification is declined, only the \$85 annual certification fee can be reimbursed at the applicant's request.

Although Certified Members pay certification fees annually, the certification credential is only valid for a three-year period. During each three-year period, certified members must accrue 36 Continuing Education Credits (CECs) in order to demonstrate on-going professional development and to renew their certification for another three-year period. Members are eligible for a one-time only, one-year extension to their CEC requirements, but must be a member in good standing to qualify.

## Extensions and Reinstating a Lapsed C.C.C. Designation

Members have 12 months to reinstate a lapsed C.C.C. designation from the date it lapsed, if they have the required CECs. Members must pay back-fees to reinstate their lapsed certification.

## Certification Requirements

Please note that applicants are distinguished as following one of two application pathways based on how recently they conferred their graduate degree. This allows for the evaluation of the applicant's most recent and relevant professional experience.

### **Pathway One: Recent Graduates**

This Pathway is strictly for individuals who completed their graduate degree within the past five years. The conferral date is the date of graduation indicated on an applicant's transcript. Applicants must submit their complete application within five years from their graduation conferral date in order to be eligible to apply by this pathway.

### **Pathway Two: Experienced Practitioners**

This Pathway is for experienced practitioners who completed their graduate degree in counselling over five years ago. The date is based on the date of degree conferral as listed on the applicant's official transcript.

The following outlines the requirements to obtain the C.C.C. designation. There is also a [summary table](#) available that provides a brief overview of all the requirements. Applicants must demonstrate that they satisfy all aspects of the certification requirements. Please consult the [Certification Application](#) section of this resource for detailed information on the required documentation and application procedures for certification.

## 1. CCPA Professional Membership:

Applicants must hold Professional Membership with CCPA prior to applying for the C.C.C. certification. If the applicant is a Student Member of CCPA, they must upgrade to Professional Membership before the application for certification is sent out for evaluation by the Registrar.

## 2. Graduate degree in counselling:

Applicants must hold a graduate degree in counselling in which the applicant completed the coursework required by CCPA (listed below). Typically, programs that satisfy CCPA's graduate-level coursework requirements are master's degrees.

*A coherent program of study comprises a conceptually consistent set of courses that covers foundation knowledge and skills for effective counselling, completed in a developmentally appropriate sequence.*

- a) Graduates from a Canadian university must complete their studies from a university that is government-recognized as a degree-granting institution.
- b) Graduates from an American university must complete their studies from a regionally accredited institution. Please find additional information and requirements [here](#).
- c) Graduates from an international institution (outside of Canada or the USA) will need to apply for a comprehensive Canadian equivalency. This must be obtained from a credential assessment service issued by a member of the [Alliance of Credential Evaluation Services of Canada \(ACESC\)](#).

## 3. Graduate-level coursework:

Applicants must demonstrate evidence of a minimum of eight (8) graduate-level courses in specific areas of study, from an acceptable university): <sup>1</sup>

- a) Counselling Theories,
- b) Counselling and Communication Skills
- c) Professional Ethics
- d) Supervised Counselling Practicum
- e) Four (4) elective courses which meet CCPA's coursework areas

Sample course descriptions indicating the required content is available in [Appendix 3](#).

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<sup>1</sup>Grandparenting the coursework requirements:

Graduates who conferred their degree prior to September 2012 are not required to have standalone coursework in Counselling and Communication Skills or Professional Ethics. These applicants must instead have completed the Counselling Theories and Supervised Counselling Practicum courses, and six elective courses, for a minimum total of eight graduate courses.

Graduates whose degree was conferred prior to the 2003 academic year are not required to demonstrate a practicum component to their studies, but must have completed the Counselling Theories course and seven additional counselling courses for a minimum total of eight graduate courses.

#### 4. Direct Practice Experience:

All applicants must demonstrate recent and relevant professional counselling experience. Applicants with insufficient direct practice hours should consult the [Qualifying Option for Certification](#) for more information.

Only professional experience aligned with CCPA's scope of practice is eligible:

**Counselling** is the skilled and principled use of relationship to facilitate self- knowledge, emotional acceptance and growth and the optimal development of personal resources. The overall aim of counsellors is to provide an opportunity for people to work towards living more satisfyingly and resourcefully. Counselling relationships will vary according to need but may be concerned with developmental issues, addressing and resolving specific problems, making decisions, coping with crisis, developing personal insights and knowledge, working through feelings of inner conflict or improving relationships with others.

The [counselling profession](#):

- is attentive to and responds to diversity and inclusiveness;
- works in the best interest of individuals, couples, families, groups, organizations, communities, and the public-at large;
- works in the domains of cognition, emotion, expression, somatics, human development, behaviour, learning, and interactive systems;
- promotes mental health by developing and enhancing: personal, relational, sexual, career, and spiritual growth and well-being, personal awareness and resources, decision-making and problem-solving;
- remediates or provides treatment for disorders in cognitive, behavioural, interpersonal, and emotional functioning;
- applies specific and recognized evaluation and assessment methods;
- may also include supervision, education, training, consultation, research, diagnosis, and referral.

Please note the distinction between direct client counselling hours and indirect counselling hours, which together represent the total hours:

**Direct client counselling hours:** clock hours during which you work with clients. Examples include: facilitating or co-facilitating a group, family, or couples session; providing real-time therapy to an individual, couple, family or group; conducting assessment activities, such as clinical interviewing/therapeutic observation.

**Indirect client service hours:** activities in which you are spending time outside the counselling hour focused on the client. Whether the activity is report writing, preparing process notes, or video/audiotape review, treatment planning, consultation, assessment scoring or other time spent contemplating the client and planning interventions, indirect client service hours are necessary for a rich learning process to take place.



Applicants demonstrate their direct practice experience through one of two pathways:

**Pathway One: Recent Graduates**

This pathway is for applicants whose graduate degree in counselling was conferred within the last five years. They must demonstrate the accrual of at least 150 hours of direct client counselling (DCC) during a supervised practicum course. The practicum must be completed under the oversight of a primary clinical supervisor who is qualified by CCPA standards. Please see the [supervisor qualification requirements](#) section for further information.

The aim is for practicum placements to provide students with ample opportunity to develop the relationship building skills, communication strategies, personal theoretical approach, interventions, and ability to navigate the stages of therapy that are deemed to be foundational entry-to-practice counselling skills and competencies.

CCPA strongly encourages that practicum placements emphasize “relational processing” clinical activities that focus on the development of the above skills. Relational processing activities require the building and maintenance of a therapeutic alliance, the development of the counsellor’s personal style and orientation to counselling, are based on foundational clinical skills, emphasize transferrable skills, allow the client and therapist to experience the various stages of therapy, provide a continuity to therapy from session to session, provide in–vivo experience ( virtual or in-person), include the delivery of interventions, and go beyond intake and assessment.

A minimum of 75% of the total client counselling hours required by CCPA (currently at least 112 or more of the 150 direct client counselling hours minimum) must fall into these guidelines of “relational processing” clinical activities. It is the responsibility of the student and supervisor to determine whether the clinical activities meet these criteria. Alternatively, “other” clinical activities such as intake, assessment, psycho-education and asynchronous clinical work can only account for 25% of the student’s direct client counselling hours. While these activities have value, they are not adequate as the sole or primary practicum clinical experience.

It is strongly recommended that at least 20 hours of the direct client counselling hours are in group settings. A maximum of 75 group counselling hours may be counted as direct counselling hours.

For example: Andre accrued 350 hours on-site during his practicum placement, which was comprised of 200 hours of direct client counselling activities and 150 hours of indirect services like recordkeeping, supervision, research, etc. Of the 200 hours of direct client counselling, he spent 120 hours providing ongoing counselling services (which fall under the description of relational processing above), and 80 hours providing intake and psychoeducation to clients of the agency (which falls into the “other” category above). Andre can only use up to 38 hours of his 80 hours of intake and assessment hours toward CCPA’s 150 hours requirement. Andre will have 120 hours of relational

processing counselling and 38 hours of other counselling activities, for a total of 158 acceptable clinical hours toward the 150 minimum hours of practicum counselling required.

Online therapy (services provided by video, phone or other virtual platform) that is occurring synchronously (rather than asynchronous therapy through email or text) is acceptable as long as it meets the guidelines of relational processing therapy.

Practicum professors and clinical supervisors are expected to disclose to the CCPA Registrar any concerns regarding the applicant's clinical competencies and/or ethical practice.

Effective September 1, 2023, practicum courses must include a course seminar and evaluation component. This requirement will be documented via an added attestation on the practicum form assessing whether (1) there was an evaluative component and (2) whether there are any concerns with the student's performance or competencies. Applicants who did not have an evaluative component to their practicum course would be required to submit a CCPA Form which evaluates their clinical skills and competencies, completed by a clinical supervisor who meets the qualification requirement. Since the clinical supervisor from the practicum may not be available, we will allow the applicant the option of having this evaluation completed by a post-graduate clinical supervisor.

### **Pathway Two: Work Experience**

This pathway is for experienced practitioners who graduated over five years ago. Pathway Two applicants must demonstrate that they have completed a minimum of 800 hours of direct client counselling within the five years prior to the date when they apply for certification.

Eligible work experience does not need to be supervised, however Pathway Two applicants must provide a reference from a clinical supervisor who (1) engaged in formal supervision with the applicant within the last ten years and (2) satisfies the supervisor qualification requirements.

## **5. Supervision Requirements:**

All applicants must in some way demonstrate that a supervisor whose qualifications align with CCPA's requirements has overseen their work through a formal supervisory relationship. The nature of the supervision and documentation required is different based on whether the applicant is applying along Pathway One or Pathway Two requirements.

### Supervisor Qualifications:

- Supervisors have a master's degree or higher in the area of counselling (or related field) in order to be qualified to supervise.
- Supervisors have expertise in the area of counselling, including conceptual knowledge and practical experience in the field of counselling.
- Supervisors have a minimum of four (4) years of successful post-graduate practice in the counselling field prior to taking on a supervisory role.

- Supervisors hold professional membership or association with CCPA or another association or college in a related field with a shared scope of practice, that has:
  - o a Code of Ethics aligned with the ethical principles of CCPA, and
  - o a formal complaints procedures accessible to the public and which enforces the aforementioned Code of Ethics.
- Supervisors must be able to ensure candidates practice in accordance with CCPA’s Code of Ethics.

**OR**

- The supervisor is a Canadian Clinical Supervisor (CCS)

**Characteristics of supervision:**

- Clinical supervision is a required element of certification.
- Involves regular meetings between the candidate and supervisor, typically in periods of approximately one hour each.
- Supervision is based on examination of the content and process of a candidate's professional counselling experience. Combinations of direct supervision (live observation, co-counselling, review of audio and video recordings, and live supervision, for example, reflecting teams) as well as indirect supervision (review of case notes and case consultations) are involved.
- **NEW:** A minimum of 10 hours of Direct Supervision is required as part of the total hours of supervision for graduates who have started their practicum after September 2024. The form of the Direct Supervision provided should match one of the definitions provided in Appendix 2: Supervisory Definitions.
- Supervision is not personal therapy. The purpose of supervision is to facilitate supervisees’ development of counselling competencies, intervention skills, and the ability to conduct counselling cases effectively. The supervisor provides the evaluative dimension of counselling supervision and monitors the quality of the services offered to the client by the candidate.
- Supervisors must be at "arms length" from the supervisee, as per CCPA Code of Ethics.
- Supervision does not include peer supervision by a person of equivalent qualifications, status and experience, nor does it include current or former family members or others where the personal relationship interferes or makes challenging the establishment of a professional relationship.
- Supervisors in administrative relationships to the supervisee whose position involves evaluating job performance or assessing case management are not suitable for evaluating the quality of therapy given to a client.
- “Structured peer group supervision” is an acceptable form of supervision provided that it has the following characteristics:
  - o It is comprised of formal and structured supervision, led by a supervisor who satisfies the supervisor qualification requirements.
  - o It should be noted in the client’s file.
  - o It is not the unstructured discussion of clients and it occurs regularly, rather than on an as-needed basis.

Please consult [Appendix 2: Supervision Definitions](#) for more information about the different types of supervision and their eligibility for certification.

## **Alternative supervision options**

If the supervisor holds at least a graduate degree in counselling, and EITHER the required 4 years of post-graduate experience OR eligible professional designation/license, the supervision may still satisfy

the supervision requirements if there was supervision of supervision in place. This means that the supervisory relationship between the applicant and their supervisor is itself overseen by a supervisor. It is a common arrangement when the direct supervisor is a PhD student or training as a supervisor, and is themselves having their supervision services overseen.

For example, if Jane (the primary clinical supervisor who is lacking either 4 years of post-graduate experience or a professional designation) supervises the counselling services Ahmed (the counsellor/applicant) provides to his client, it will be eligible toward CCPA's supervision requirements as long as there was a formal supervisor arrangement with Alexei, who supervised the supervision Jane provided to Ahmed.

Please consult [Appendix 1. Supervision Alternatives Flowchart](#) for a visual representation of alternative supervision options.

### **Pathway One: Recent Graduates**

These applicants must demonstrate qualified supervision from their primary clinical practicum supervisor(s). CCPA strongly encourages that all practicum placements are overseen for their entirety by a supervisor who satisfies all of the supervisor qualification requirements.

However, in cases where a fully-qualified supervisor is not available for the entirety of the practicum placement, a minimum of 1/3 of the total client counselling hours must be overseen by a supervisor who satisfies all of the qualification requirements. The remaining practicum hours must be overseen by a primary clinical supervisor who holds a graduate degree in counselling, and EITHER four years or more of post-Masters counselling experience, OR membership in a counselling-related professional association.

### **Pathway Two: Work Experience**

The supervision requirements are subsumed in the reference requirements for these applicants. Their work experience does not need to be supervised, but they must be able to provide a qualified supervisory reference.

## **6. Reference Requirements:**

Applicants must provide two (2) C.C.C. Reference Forms from counselling practitioners who:

- a) Are a graduate-level counsellor, counsellor-educator, or counselling supervisor,
- b) Hold a counselling-related graduate degree with a shared scope of practice,
- c) Are able to speak to the applicant's clinical competencies as outlined on the C.C.C. Reference Form,
- d) Are able to evaluate the applicant's skills from within the past ten years, or since the time of graduate studies.
- e) The nature of the relationship between an applicant and the referee is objective and at "arms-length"; the referee is not in a conflicting dual relationship when possible (e.g., fellow student), and was in a position to evaluate, without bias or personal entanglements, the applicant's clinical skill set and provide feedback (e.g., class seminars, case consultation, group supervision, direct supervision, co-counselling, review of audio/visual recordings).

One of the two references for BOTH Pathway One and Pathway Two applicants must be from a supervisor within the past ten years, or since the time of graduate studies. References are not confidential; they must be sent directly by the referee, and may be accessed by the applicant upon official request, with or without the referee's consent, or otherwise by an application from the applicant under The Personal Information Protection and Electronic Documents Act (PIPEDA). Referees are encouraged to review the conditions under which this information can, and cannot, be released to the applicant.

**In the case where a poor reference is a main or contributing factor to an outcome other than full approval for the C.C.C. designation, the Registrar may share information contained in a reference's evaluation of the applicant.**

**Pathway One: Recent Graduates**

These applicants must provide at least one of the two required C.C.C. Reference Forms from a supervisor who satisfies CCPA's supervisor qualification requirements and can attest to their skills based on their knowledge through a formal and clinical supervisory capacity within the past ten years.

**Pathway Two: Work Experience**

These applicants must provide at least one of the two required C.C.C. Reference Forms from a supervisor who satisfies CCPA's supervisor qualification requirements and can attest to their skills based on their knowledge through a formal and clinical supervisory capacity within the past ten years.

**7. Criminal Record Check**

All applicants must demonstrate that they do not have findings on their criminal record.

**TABLE 1. Summary of Requirements for CCPA Certification**

	<b>Pathway One: Recent Graduates</b> Applying within five years from the date of graduate degree conferral	<b>Pathway Two: Experienced Practitioners</b> Applying more than five years after the date of graduate degree conferral.
<b>Degree</b>	A graduate degree based on a coherent program in counselling or a related professional field, from a Canadian institution that is governmentally recognized as a degree-granting institution. OR A graduate degree based on a coherent program in counselling or a related professional field, from a Regionally Accredited institution in the U.S.A.  OR An international graduate degree determined to be equivalent to a Canadian graduate degree by a comprehensive, course-by-course, third party evaluation.	
<b>Coursework</b>	A total of <b>EIGHT</b> graduate- level courses in: <ul style="list-style-type: none"> <li>✓ Counselling theories,</li> <li>✓ Counselling practicum,</li> <li>✓ Counselling skills,</li> <li>✓ Professional ethics, and</li> <li>✓ FOUR elective courses in counselling that align with CCPA’s 12 coursework areas.</li> </ul> Please see the certification requirements for more information about the grandparenting options.	
<b>Direct Practice:</b>	Supervised counselling practicum with at least 150 hours of direct client counselling.  Applicants who do not have the minimum number of required hours may be eligible for the <a href="#">C.C.C - Qualifying</a> title.	At least 800 hours of direct client counselling within the last five years.  Applicants who do not have the minimum number of required hours of work experience may be eligible for the <a href="#">C.C.C- Qualifying</a> title.
<b>Supervisor Qualifications</b>	Practicum placements must be overseen for their entirety by a primary clinical supervisor who satisfies CCPA requirements. Please see the <a href="#">Supervision</a> section for a description of the characteristics of a supervisory relationship, and the qualification requirements for a supervisor.	While the work experience does not need to be supervised, a supervisory reference must be provided. Applicants must have engaged in supervision within the last ten years, and that supervisor must be eligible and able to provide a supervisory reference.
<b>References</b>	Two (2) C.C.C. Reference Forms; one of the C.C.C. Reference Forms must be from a qualified clinical supervisor as per supervision requirements above. Please see the Supervision section for a description of the characteristics of a supervisory relationship, and the qualification requirements for a supervisor.  A secondary Reference Form (e.g., professors, managers, employers, clinic directors, colleagues) must hold a graduate-level degree in counselling or a related field.	
<b>Criminal Record Check</b>	An original criminal record check, issued by police within the past 12 months.	

## Fast-Track Applications

Some graduate programs are accredited through the Council of Accreditation of Counsellor-Education Programs (CACEP). Current CACEP-accredited programs are listed [here](#).

Students who graduated from CACEP-accredited programs are fast-tracked through the certification application process. These graduates are not required to provide course descriptions with their applications, because the certification requirements recognize that CACEP coursework standards align with CCPA's certification coursework requirements.<sup>2</sup>

Applicants who hold a graduate degree in counselling from other programs are still eligible to apply for C.C.C. though they will be required to submit detailed course descriptions demonstrating how their degree aligns with CCPA requirements.

## C.C.C.-Qualifying (C.C.C.-Q.)

Applicants who do not have sufficient direct practice hours in either Pathway One or Pathway Two (and satisfy all education, coursework and reference certification requirements) might be offered access to the "Canadian Certified Counsellor – Qualifying" (C.C.C.-Q.) title by the Registrar rather than having their application declined outright. They will be able to work under this designation as they complete a specific amount of supervised practice and/or supervision hours (based on the guidelines below) to transfer to the C.C.C. designation.

Members with this title are eligible for the full benefits of certification, including access to discounted professional liability insurance, as they complete the additional hours of practice and/or supervision. C.C.C.-Q. members also start their three-year CEC requirements once this designation is approved. The member's three-year CEC window will transfer to their C.C.C. designation once the C.C.C.-Q. requirements are satisfied and documented.

Applicants will need to find a clinical supervisor who satisfies CCPA's qualification requirements and provides a signed Supervision Agreement Form for consideration by the Registrar. This form is sent to applicants that are offered the CCC Qualifying designation.

Once the additional requirements are completed, the member's supervisor will need to submit a Reference Form indicating the completion of the required hours, as well as providing a satisfactory report. The member can transfer to the C.C.C. designation once the Registrar has evaluated the form.

This designation is valid for a one-year period beginning on the date of the Registrar's evaluation letter and aligned with their membership renewal date. The designation may be renewed with approval from

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<sup>2</sup>The practicum supervision requirements will only be enforced for applicants who conferred their degree after September 1, 2016.

the Registrar if the applicant successfully demonstrates diligent practice and supervision under this title. Subsequent renewals will require approval by the Certification Committee for the second renewal, followed by the Appeals Committee for any requested third renewal.

### **Pathway One: Missing supervised practicum requirements**

If the number of acceptable direct client contact hours accrued in the practicum is less than the minimum amount required for certification, the applicant will need to complete additional supervision hours. The number of supervision hours (not supervised practice hours) is determined by the Registrar based on the guidelines below.

Applicants must have at least 75 hours of direct client counselling accrued in their practicum to be eligible for the C.C.C.-Qualifying designation. Insufficient practicum hours can only be supplemented by supervision hours and not direct client counselling hours from employment or other experience. This is because the purpose of practicum hours is counsellor development and training, whereas non-practicum direct client counselling hours are not accrued within the same education and development context.

The number of supervision hours required is equivalent to the number of direct client counselling hours the applicant is missing in order to satisfy the certification requirements. For example, if an applicant only completed 130 acceptable direct client counselling hours as part of an evaluated and accepted practicum placement, they would be 20 hours short of the required 150 hours of direct client counselling hours. The applicant would need to complete 20 hours of post-graduate supervision (not client hours) with a supervisor who satisfies the supervisor qualification requirements.

The supervision must involve direct supervision (live observation, co-counselling, review of audio and video recordings, and live supervision, for example, reflecting teams) as well as indirect supervision (review of written case notes and case consultations). The amount of each type of supervision is at the discretion of the supervisor.

The required hours of supervision may be completed through either paid or voluntary arrangements. The applicant is able to submit any post-graduate supervision hours they may have already completed for consideration toward the C.C.C.-Q requirements. The Registrar is available to assist with case-by-case details.

### **Pathway Two: Missing required hours of work experience**

Applicants who have not completed the minimum hours of post-graduate work experience may be eligible to work under the C.C.C.-Q designation and accrue the required direct client counselling hours under supervision and while accruing a specific amount of additional supervision hours. The supervisor must satisfy CCPA's supervisor qualification requirements.

The additional required hours of direct client counselling are calculated as 800 direct client counselling hours (the minimum required hours of practice within the preceding five years to obtain the C.C.C. designation) less the hours of practice accepted by the Registrar from the application.



The required additional hours of supervision are calculated as .07 multiplied by the required additional hours of direct client counselling.

Therefore, an applicant with no clinical experience within the five years prior to their date of application is required to complete 800 hours of direct client counselling, and 56 hours of supervision. An applicant with 266 hours of direct client counselling will need to accrue 534 hours of direct client counselling and 38 hours of supervision, and an applicant with 533 hours of direct client counselling will need to complete 267 hours of direct client counselling and 19 hours of supervision.

The supervision hours must involve direct supervision (live observation, co-counselling, review of audio and video recordings, and live supervision, for example, reflecting teams) as well as indirect supervision (review of written case notes and case consultations).

## **C.C.C. Eligibility Assessment Application**

Certification candidates who are missing documentation, are short on satisfying an aspect of the certification requirements, or are simply uncertain as to whether their application will meet CCPA requirements, may apply for an eligibility report by submitting a C.C.C. Eligibility Assessment Application.

The application is evaluated by the Registrar, who then provides the applicant with an eligibility report that identifies whether the applicant meets the certification requirements as well as any gaps or omissions in the application that need to be addressed in order to align with the certification requirements. The Registrar's outcome is only valid for 24 months from the date of evaluation, provided that the applicant does not change pathways during that post-evaluation period. Eligibility assessments are final and cannot be contested or appealed. If an applicant disagrees with our Registrar's assessment of their eligibility for certification, they must submit a full certification application in order to appeal.

There are two types of Eligibility Assessment Applications:

1. The Basic Eligibility Assessment evaluates coursework and practicum placement information from Canadian and regionally accredited USA Master's degrees in Counselling. It is most often used by student members. Applicants must be a member of CCPA to apply, and the cost of the assessment is \$40.
2. The Complex/Non-Member Eligibility Assessment assesses applications from individuals who are not members of CCPA, and/or do not hold a degree that includes the word "counselling" or "psychotherapy" in the title or specialization, and/or internationally-educated applicants, and/or individuals who do not meet the direct practice requirements. The cost for this assessment is \$100.

The Eligibility Assessment Application does not require official documentation. However, this is encouraged because any official documents submitted during the C.C.C. Eligibility Assessment Application can be used toward the C.C.C. full application, whereas unofficial documents would

need to be re-submitted in official format when applying for certification. More comprehensive documentation will result in a more comprehensive eligibility report from the Registrar.

The C.C.C. Eligibility Assessment Application requires the following documents:

- A C.C.C. Eligibility Assessment Application Form with signature.
- Payment information for the Basic (\$100.00) or Enhanced/Non-Member (\$200.00) fee.
- The applicant's graduate program/coursework transcript(s). Please note that international applicants must also provide a third-party credential assessment.
- Course descriptions for graduate level coursework.
- Optional additional documentation for evaluation: C.C.C. Practicum or C.C.C. Work Experience Form(s) (must be fully completed but does not require attestation signatures), the applicant's professional CV, and/or C.C.C. Reference Forms.

Applicants are encouraged to notify the Certification Department once all documentation is submitted in order to avoid any unforeseen or unnecessary delays in the processing of your application and evaluation by the Registrar.

## Certification Appeal Process

The Registrar's role is to enforce the certification requirements as set out by CCPA's Certification Committee and approved by the Board of Directors and Executive Committee, and the Registrar does not have the ability to consider exceptional circumstances or exceptions.

Applicants who do not agree with a negative outcome of the evaluation and feel their application does align with CCPA's certification requirements can appeal and request their application be re-evaluated by the Certification Committee. Applicants who are able to demonstrate that they have met criteria in accordance with the Certification Guide, and disagree with a declined outcome, may have their appeal presented to the Certification Committee. The requirements outlined **in the Certification Guide may not be contended**. For example, an applicant may appeal the Registrar's decision that a submitted Counselling Skills course does not meet CCPA's criteria for an acceptable course in skills development. An applicant may not appeal CCPA's requirement that applicants must complete a Counselling Skills course. Similarly, an applicant may appeal the number of Direct Client Contact hours recognized by the Registrar, if they believe that there has been an error in the number of hours submitted. An applicant may not appeal the CCPA requirement that applicants must accumulate 150 Direct Client Contact hours in their practicum. Applicants are only eligible to appeal the outcome of their application within 12 months of the date of the appeal outcome letter.

The appeal requires a formal letter, signed by the applicant, addressing the reasons why the Registrar declined certification and demonstrating how the application aligns with the certification requirements. It is the applicant's responsibility to ensure they provide a comprehensive appeal and include any relevant supporting documentation that will support their appeal and assist the Committee in coming to an informed decision. The full initial application, Registrar's evaluation and outcome, and appeal documentation, will be provided to the Committee for consideration. The evaluation process can take up to 8-10 business weeks depending on the complexity of the appeal and volume of appeals under review.

CCPA has also established an Appeals Committee to deal with appeals of decisions of all other committees, including the Certification Committee. Individuals disagreeing with the decision of the Certification Committee can appeal to the Appeals Committee as a final step. Their evaluation can take up to an additional 8-10 business weeks.

## **Certification Application Procedure**

Below you will find a list of the various documents required in a C.C.C. Application. Please ensure that all forms are completed in full in order to avoid delays in your application and evaluation process, and send the documentation to CCPA National Office.

Please be aware that all applicants are responsible for providing complete and official documentation that meets the CCPA requirements for certification at the time when they choose to apply. Requirements can change and forms are updated to reflect the most current requirements of CCPA as the landscape of counselling changes.

A C.C.C. Application file is only active for a 12-month period: this means that all C.C.C. forms (including practicum/work experience forms and reference forms) are only valid for a 12-month period after which they must be updated and re-submitted on current forms to reflect the current standards. The vulnerable sector police record check is only valid for certification purposes for a 12-month period from the date that the document was issued by the police service, rather than the date received by CCPA National Office.

Once a document is received and processed by CCPA's Certification Department, it will appear on the member's on-line profile in the Member's Portal, under "My Account" > "Membership" > "Certification". When you click on the word "Certification" on the Membership page, a pop-up box should appear with a checklist of documents and the dates on which they've been received.

Once all required documentation for an application has been received and processed, and each document is completed in full, it is then sent to the Registrar for evaluation. The evaluation of your application will take approximately 8-10 business weeks. Evaluation times vary by application based on whether follow-up is required by the Registrar to clarify information contained in the documentation. Once the evaluation is complete, the Registrar will email you with either an official outcome (either approving or declining your application), or a request for further documents. Declined applicants will receive an outcome letter outlining the reasons why their application does not align with CCPA standards and identify any remediation options that may be available.

All applicants must submit the following documentation:

### **1. Demonstrate Professional Membership with CCPA**

Applicants must indicate their member number on the C.C.C. Application Form. Applicants must have an active, Professional Membership with the CCPA, with the status of Member in Good Standing and all membership fees paid (\$195). Applicants can apply for membership with CCPA by clicking on the "Apply" button at this [webpage](#).

### **2. C.C.C. Application Form**

Applicants must ensure that the form is completed in full. Please indicate which courses you completed that align with CCPA requirements for evaluation by the Registrar, select which Pathways you are using

to apply based on your degree conferral date, indicate which documents you intend to submit, and sign the attestation.

### **3. Payment of Certification and Application Fees**

The initial application costs \$180.00. This cost is in addition to the annual cost for Professional Membership and is comprised of a \$95.00 application fee + \$85.00 for the first year of certification once granted. Applicants who receive an official outcome from the Registrar and who are not eligible for the C.C.C. designation are eligible for a refund of \$85.00. The \$95.00 application fee is nonrefundable.

Payment may be provided via credit card information on the C.C.C. Application Form, online through the Member's Portal, or with an accompanying cheque.

The evaluation fee is non-refundable. If an applicant was a student member of CCPA for one year before applying for certification, they are eligible for the Student Incentive Program and their first year membership fee is waived (\$195) if they are granted certification. Please contact CCPA's Membership department to request this benefit. For more information, please consult CCPA's student page.

### **4. Official Transcript**

Applicants must provide an official transcript reflecting successful completion of each graduate-level degree and course they wish to include toward the coursework requirements.

All transcripts must be sent to CCPA by mail in a signed and sealed envelope, or be emailed directly to CCPA National office from the issuing university as an unalterable PDF document. Electronic copies of the transcript from the applicant, mailed transcripts with a broken or tampered seal, any type of faxed transcripts, scanned, or photocopied versions of the official transcript will not be accepted toward certification as the authenticity of these documents cannot be verified.

- a) If you completed your graduate studies in Canada or the USA, you must send us an official transcript as per the guidelines above.
- b) If you completed your graduate studies in the USA, you must provide additional documentation demonstrating that your university was regionally-accredited at the time you completed your coursework and degree. CCPA recognizes accreditation only from one of the following [accrediting bodies](#).

To provide proof of this accreditation, you must supply a copy of regional accreditation from the webpage of your university's accrediting body. It must clearly indicate the date the institution was first accredited, and its current accreditation status.

- c) Graduates from an international institution (outside of Canada or the USA) must provide an official copy of their comprehensive (not basic or standard) third-party credential assessment from a service recognized by the [Alliance of Credential Evaluation Services of Canada \(ACESC\)](#).

An official transcript and official course descriptions must be submitted in addition to a comprehensive course-by-course credential evaluation. If these documents are not originally in English or French, then they must be professionally translated into English or French.

#### **5. Proof of degree conferral:**

CCPA requires proof of degree conferral before the file can be sent for evaluation by the Registrar. Proof of degree conferral is typically indicated on the official transcript provided by the applicant and includes the date of conferral.

If you submit a transcript before you confer your graduate degree, you can proceed with the C.C.C. application as long as you are able to provide a letter confirming degree conferral that meets the following guidelines:

- It must be on official university letterhead, often issued by the university's Registrar's office.
- It must list the exact date of degree conferral (day-month-year) or provide a guarantee of future convocation (must state "will convocate on [day-month-year]"). Terms such as "eligible", "anticipated" or "expected" are not firm enough as a guaranteed conferral, and will not be acceptable by CCPA.
- The terms "degree completion" and "degree conferral" are not interchangeable.
- It cannot have any stipulations that could impede successfully conferring the degree (ex: pending Senate approval, pending payment of tuition fees, pending registration for graduation, etc.).
- It must be sent as an unalterable .PDF by email, or hard-copy by mail from the university institution

If the issuing university is not willing or able to provide a guarantee of degree conferral that meets CCPA requirements, they are not required to do so; in such a case, the applicant must wait until a guarantee of convocation can be provided in an official letter or until after the actual date of degree conferral is listed on the official transcript in order to proceed with their application for the C.C.C. designation.

#### **6. Course Descriptions from an Official Source:**

All applicants must provide course outline/syllabus for the 4 mandatory courses, which included breakdowns of each class lesson throughout the course. Electives may be evaluated from a course outline/syllabus or an official university course description. All course descriptions must be submitted from an official source for each of the courses they wish evaluated by the Registrar. Acceptable formats include university-issued course syllabi, photocopy of the academic course calendar or a printout of the website (which includes the date and URL in the printer header/footer). Please submit these documents by email as a PDF attachment, by fax, or in hard-copy by mail. Course descriptions that are copy-pasted by the applicant into a word document or onto the application form will not be accepted.

Course codes and titles must match those on your transcript, and they should be valid for the time at which you took the course. If they do not, the applicant is responsible to get a letter from the

university stating all changes to the program/course title and their equivalent in order to be accepted by the Registrar of CCPA.

Applicants who cannot obtain an official document can ask their University for archived copies, and if these are not available, submit a formal letter from the University to that effect.

## **7. Criminal Record Check:**

All applicants must demonstrate that their criminal record has no findings. Each applicant must submit a criminal record check as an original document issued by the police within the past 12 months. Any criminal record check obtained from a third-party online source (e.g. myBackCheck) will not be accepted.

Criminal record checks can be completed by your local police service or RCMP detachment.<sup>3</sup> The document can be submitted either by the applicant mailing the official document to CCPA (electronic copies, scanned copies or photocopied documents will not be accepted), or sent directly from the issuing police service by email to the Certification Department as an unalterable PDF document.

**In addition to the above documentation, depending on the pathway to certification, applicants must provide the following additional documentation:**

### **PATHWAY ONE: Recent Graduates**

#### **1. C.C.C. Practicum Form(s)**

- One C.C.C. Practicum Form per practicum placement and course code.
- Combined, the forms must attest to the minimum required number of direct client counselling hours.
- The total amount of hours should include indirect service hours, and therefore the total practicum placement hours cannot equal the amount of client counselling hours.
- Can be signed by the primary clinical supervisor or practicum course professor.
- University or practicum logs cannot be accepted in lieu of complete and attested C.C.C. Practicum Forms.

#### **2. TWO (2) C.C.C. Reference Forms**

- One of the two forms must be completed by a qualified clinical supervisor who has engaged in formal supervisory activities according to C.C.C. criteria and can speak to the applicant's skills.
- A secondary reference must be completed by a graduate-level (typically a master's degree or higher), for example: professors, managers, employers, clinic directors, colleagues.

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<sup>3</sup> International applicants (outside of Canada and the USA) must provide a criminal record check compliant with the requirements of the Government of [Canada's requirements for immigration and citizenship](#).

- Must be completed by someone who is in a non-compliant relationship with the applicant and who is familiar with the applicant's counselling skills within the past ten years.
- References cannot attest to skills prior to the applicant's graduate studies.
- References attesting to counselling skills demonstrated during the applicant's graduate studies must be able to make their recommendations based on familiarity with counselling skills that were demonstrated during a supervised practicum placement or graduate counselling course.
- References can be accepted from qualified counselling-related professionals with a shared scope of practice, assessed on a case-by-case basis by the Registrar.
- Must be submitted directly to CCPA by the attesting referee or in a signed and sealed envelope if from the applicant.

OR

## **PATHWAY TWO: Experienced Practitioners**

### **1.C.C.C. Work Experience Form(s)**

- One C.C.C. Work Experience form per workplace or position.
- The forms must calculate the number of total employment and subset of direct client counselling hours within the past five years from the date of their application.
- Must be completed by a professional who is in a non-compliant relationship with the applicant who can speak to the truth and accuracy of the information on the C.C.C. Work Experience Form outlining the applicant's role as a counsellor within the past five years. - Work logs will only be accepted at the discretion of the Registrar.

### **2.Copy of a current professional CV or Resumé**

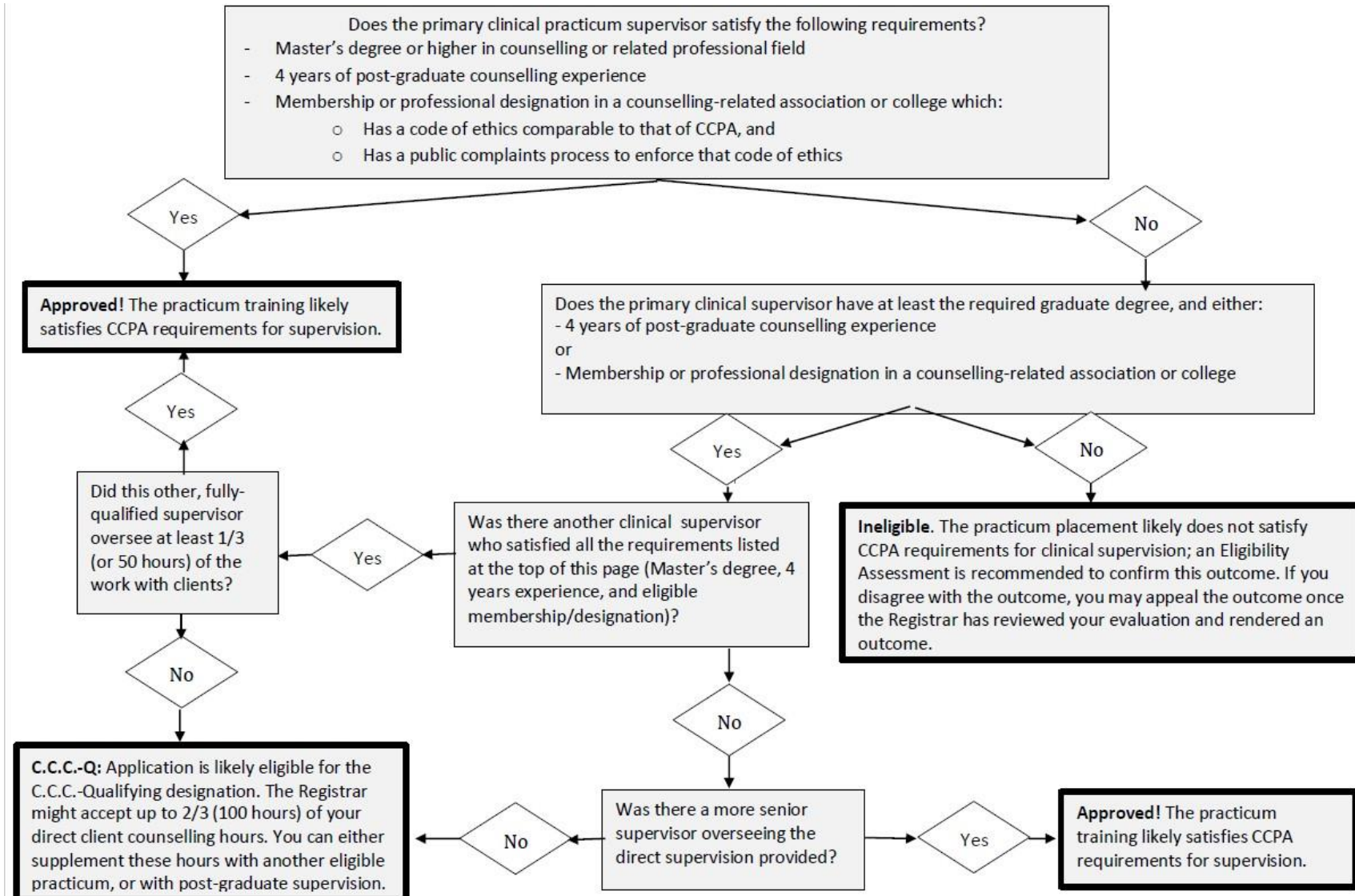
### **3.TWO (2) C.C.C. Reference Forms**

- One of the two forms must be completed by a qualified clinical supervisor who has engaged in formal supervisory activities according to C.C.C. criteria and can speak to the applicant's skills.
- The second form can be completed by either a counselling supervisor or by a counsellor or counsellor-educator, who held a graduate degree in counselling at the time of their familiarity with the applicant's counselling skills.
- A secondary reference must be completed by a graduate-level (typically a master's degree or higher), for example: professors, managers, employers, clinic directors, colleagues.
- Must be completed by someone who is in a non-compliant relationship with the applicant and who is familiar with the applicant's counselling skills within the past ten years.
- References cannot attest to skills prior to the applicant's graduate studies. References attesting to counselling skills demonstrated during the applicant's graduate studies must be in a position to make their recommendations based on familiarity with counselling skills that were demonstrated during a supervised practicum placement or graduate course.
- References can be accepted from counselling-related professionals with a shared scope of practice, assessed on a case-by-case basis by the Registrar.
- Must be submitted directly to CCPA by the referee or in a signed and sealed envelope if submitted by the applicant.



## Appendix 1. Supervision Alternatives Flowchart

Disclaimer: The purpose of this document is to assist, and a case-by-case evaluation by the Registrar is required to confirm eligibility.





## Appendix 2. Supervisory Definitions

### Supervisory Roles and Approaches

*Primary clinical supervisor:* oversees the supervision process and assumes responsibility for the supervisee. The principal supervisor is the primary contact.

*Co-supervisor:* at times, more than one supervisor shares supervisory duties, with each focusing on a different modality (e.g., individual, couples, family, or group counselling), client demographic (e.g., child versus adult, cultural or other diversity consideration), referral issue, and/or specialty area of practice (e.g., animal-assisted therapy, art therapy, play therapy, trauma therapy). Each supervisor contributes to the professional development of the supervisee and to the supervisory processes of assessment, feedback, evaluation, and reporting.

*Cross-disciplinary supervisor:* supervisor and supervisee belong to different helping professions.

### Direct vs. Indirect Supervision

Please note that there is an important distinction between direct and indirect supervision, and some forms of supervision may be either direct or indirect forms of supervision. Not all forms of supervision are eligible toward the C.C.C. requirements, and applicants are encouraged to review the definitions to ensure compliance with the standards.

Direct Supervision	Indirect Supervision
Supervisor and Supervisee Co-Counselling Supervisor and Supervisee Co-Facilitation Direct Observation Live Supervision Review of Session Recordings	Case Consultation Case Presentation Documentation Review Transcript Review Self-Report Role-play and Simulation Demonstration of a Skill or Strategy
Face-to-Face Supervision	
Distance Supervision	
Group Supervision (Peer Supervision vs. Structured Peer Group Supervision)	
Supervision of Supervision	

*Direct supervision* includes observational techniques such as sitting in the counselling room, standing behind a one-way mirror, and using video or other forms of telecommunication. It also includes interactive approaches such as co-therapy, use of a one-way mirror with phones or bug-in-the-ear (a wireless earphone placed in the ear of the supervisee through which the supervisor can communicate during the session), bug-in-the-ear (BITE), modeling, and demonstration.

- *Live supervision:* a form of direct supervision that involves a clinical supervisor observing a supervisee in session and directly intervening to provide guidance, in real time, in the here and

now. Live supervision has been provided using multiple modalities, for example, supervisors viewing counselling sessions through a one-way mirror. Their communication with the supervisee could include physically walking to the counselling room, knocking on the door, and speaking to the supervisee face-to-face, or using various technological innovations to provide immediate feedback to the supervisee while in session (e.g., visual, or text-based supervisorsupervisee communication or bug-in-the-eye).

*Indirect supervision* includes case consultation and self-report; written activities such as process recordings, transcriptions, structured case reviews, simulated case scenarios, and reviews of written documentation.

- *Case consultation*: a form of indirect supervision wherein the supervisor provides a review of casework; review, discussion, and evaluation of clinical impressions, treatment planning, intervention strategies, and clinical progress; involves guidance/advice and teaching.
- *Self-report*: a form of indirect supervision can be written or verbal, and can happen as an exchange between the supervisee and supervisor or as the more formal process of case consultation. Essentially, self-report refers to the descriptive information provided by the supervisee “about the client, the therapeutic interaction, the supervisory interaction, and personal information about himself or herself” (Ladany et al., 1996, p. 10). It is a type of indirect supervision.

*Face-to-face supervision* occurs when the supervisor and the supervisee are physically present with each other. Face-to-face supervision may include forms of direct and/or indirect supervision.

*Distance supervision* is also referred to as tele-supervision, cyber-supervision, or online supervision. Distance supervision can be provided by any number of synchronous (live and in real-time) methods, such as telephone, streaming video, webcam, or threaded discussions (which is live supervision). Asynchronous (different or delayed time) methods of providing supervision include telephone texts, listservs, email communications, discussion threads, etc. (which is indirect supervision)

*Group supervision* involves the concurrent provision of clinical supervision to three or more supervisees.

- *Peer supervision* is a form of group supervision that differs from more traditional and hierarchical forms of supervision in that it does not require the presence of a more qualified, identified expert in the process - a clinical supervisor. Peer supervision usually refers to reciprocal arrangements in which peers work together for mutual benefit where developmental feedback is emphasized and self-directed learning and self-evaluation is encouraged. It is becoming more commonly referred to in the professional literature as *peer consultation* (Benshoff & Paisley, 1996; Bernard & Goodyear, 2014; McWilliams, 2004).
- *Structured peer group supervision*:
  1. is led by a clinical supervisor who satisfies the CCPA clinical supervisor qualification requirements (see [Supervision Requirements](#));
  2. entails formal and structured supervision;

3. occurs regularly, on a planned and scheduled basis;
4. involves structured discussion of clients; and
5. requires that the counsellor's engagement in clinical supervision is made known to clients and noted in the client files.

*Supervision of supervision* is a supervisory arrangement wherein the supervisee is clinically supervised by a direct supervisor, and the supervision between the supervisee and direct supervisor is overseen by a senior supervisor. The role of the senior supervisor is to ensure the quality of the supervision provided by the direct supervisor, and to provide supplemental oversight and guidance to the supervisee and the direct supervisor. The senior supervisor and the direct supervisor should meet regularly to review the supervision provided to the supervisee.

### **Supervisory Approaches and C.C.C. Eligibility Chart**

<b>Type of Supervision</b>	<b>Can it be counted toward C.C.C. application?</b>
Direct Supervision	Yes, supervisors are <b>required</b> to engage in direct supervision.
Indirect Supervision	Yes, but direct supervision <b>is</b> required in addition to indirect supervision for some certification requirements.
Face-to-Face Supervision	Yes, but direct supervision <b>is</b> required in addition to face-to-face supervision for some certification requirements. Face-to-face supervision is not synonymous with direct supervision.
Distance Supervision	Yes, but direct supervision <b>is</b> required as part of distance supervision for some certification requirements.
Group Peer Supervision	Does not count toward the certification requirements
Group Structured Peer Supervision	Yes, if the five criteria numbered in the description above are met.
Supervision-of-Supervision	May be eligible depending on the supervisors' qualifications. Please see the supervision section and Appendix 1. Supervision Flowchart for more.

## Appendix 3. Coursework Areas and Descriptions

Applicants must have completed a total of eight (8) graduate-level courses in specific areas from an acceptable institution. The content of these courses will be evaluated in comparison to the course content provided in the sample course descriptions below:

### **Counselling Theories (compulsory):**

Counselling theories provide a consistent framework to conceptualize client issues and to identify and select appropriate counselling interventions. An eligible course includes academic and professional literature related to the foundations of human development; cognitive, affective and behavioural components of human experience; research evidence for intervention effectiveness; and applications to practice. A course in Counselling Theories covers approaches that fall into one or more of the following broad therapeutic orientations: psychodynamic, cognitive/behavioural, systemic/interpersonal, and humanistic.

Additional guidelines:

- A course in counselling theories must develop an understanding of some of the foundational theories in counselling/psychotherapy.
- There must be a breadth and depth of study. The course must cover various approaches within at least one of the following broad theoretical orientations: psychodynamic, cognitive/behavioural, systemic/interpersonal, and humanistic. In comparison, one very specific approach, studied in-depth is not eligible.
- While theories guide interventions, a course in Counselling Theories should be distinguished from a course on interventions (which is an elective coursework area).
- The course cannot be focused solely on the psychological components and/or on the application of the theory regarding one specific presenting problem or population.
- Counselling theories courses are often marked by a course component focused on the integration of various theories into a personal theoretical style and/or personal way of conceptualizing and working with clients.

### **Supervised Counselling Practicum (compulsory):**

Involves professional development and supervised practice in a counselling context. Effective September 1<sup>st</sup> 2023, the practicum course will need to include a formal evaluation of the student's clinical competencies with input from both the practicum course professor and the clinical supervisor. The practicum course professor will be responsible for assisting the development of counselling skills and competencies, and assist the student in developing insight and reflective practice necessary for independent practice, through a course seminar component. Students are expected to be involved in direct work with clients (individual, family, and/or group counselling) within CCPA's definition and scope of practice of counselling/ psychotherapy. The practicum placement must be completed under the supervision of a qualified clinical supervisor.

### **Counselling and Communication Skills (compulsory):**

Counselling and Communication Skills provides an understanding of essential interviewing and counselling skills needed to establish an effective counselling relationship and to develop and maintain

appropriate professional boundaries. These involvements also require a measure of student reflection and self-exploration.

Additional guidelines:

- The course needs to be part of a Graduate degree Counselling program and taught by a professor with a background in counselling.
- The course textbook, required readings, and course activities should be focused primarily on the development of interpersonal and communication skills that are fundamental to effective counselling practice.
- There must be a breadth and depth of study. The course must cover various counselling micro-skills.
- The course should include activities wherein the professor evaluates students in live role-play, video-recorded role-play, audio-recorded role-play, virtual live role-play, which may be accompanied by a transcript and provides feedback relevant to their development of skills.
- The syllabus should identify that each day of your course focused on the study and development of a specific counselling micro-skill.
- The course should include activities that engage students in the live practice of counselling micro-skills.
- Graded course assignments must include the evaluation of counselling micro-skills taught in the course.

Examples of counselling micro-skills that are acceptable in this course include, but are not limited to, the following:

Active listening  
Reflection of feelings  
Reflection of thoughts  
Reflection of content  
Paraphrasing  
Summarizing  
Self-disclosure

Providing feedback and confrontation  
Open and closed ended questions  
Use of silence  
Attending behaviours  
Use of immediacy

Note: If you graduated prior to September 2012, this course is not compulsory. Some counselling programs offer a Counselling and Communication Skills course that is combined with either a Counselling Practicum or Counselling Theories course. This combination will be acceptable toward C.C.C. Certification only if the course is worth double the credits and includes coursework that is equivalent to a standalone course in each coursework area.

**Professional Ethics (compulsory):**

Ethical and legal issues arising in professional counselling-related research, and/or assessment settings. A study of ethical codes, ethical decision-making, ethics in professional relationships, and standards of practice. Specific research ethics courses that do not include ethics related to professional counselling are not sufficient for this area.

Note: If the university offers a stand-alone course, then it would be expected that the student would take this course. If you graduated prior to September 2012, a course in professional ethics was not compulsory.

**Elective Coursework:**

Coursework in four (4) graduate courses in the following areas. Please note that only up to two courses will count toward each elective coursework area. If you graduated prior to September 2012 and you do not have the Counselling and Communication Skills and the Professional Ethics courses, six (6) graduate courses in the following areas are then required.

- Assessment Processes - A study of individual and group assessment and testing, case study approaches, individual differences, and methods of data collection and interpretation.
- Counselling in Specialized Settings - a study of issues, applied theory, and relevant counselling approaches pertaining to a particular special client population or setting, e.g. families, rehabilitation, schools, disabled clients, etc.
- Counselling Intervention Strategies - Theory and practice in planning and implementing client change interventions; application of strategies in laboratory setting.
- Couple and Family Counselling- The philosophical and historical underpinnings of family therapy, examining core assumptions of various theoretical frameworks in couple and/or familytherapy. An emphasis is given to intervention and professional issues when working with couple and/or family systems in various settings.
- Consultation Methods - Basic theories and research of psychological consultation that can be used to guide practice in a variety of settings. Topics include the process or stages of consultation, counsellor roles and responsibilities; ethical issues, and approaches to consultation.

- Diversity Issues - An examination of theoretical and practical factors that influence the nature and effectiveness of counselling clients from diverse backgrounds. Ethics, counselling competencies (culture-specific and universal), models of racial and cultural identity development, influence of social, economic, historical, political, and cultural contexts on client problems.
- Gender Issues - Theory, research, and practice in the areas of sex role development, sexual orientation, stereotyping and social roles and corresponding counselling theories and counselling approaches.
- Group Counselling - Theories related to group counselling including research evidence to support effectiveness of various group approaches. Attention is given to methods of facilitating interpersonal communication within groups, selection processes, group development, member roles and needs, group processes, and ethical and legal issues related to group counselling.
- Human Development and Learning - Human development and learning across the lifespan. Learning theories of human behaviour, life stages, transitions, typical and atypical human development, theories of personality.
- Lifestyle and Career Development - Involves an exploration of career development theories with emphasis on issues in life-career decision-making and career transitions and work-related issues.
- Psychological Education - A study of topics in psychology such as community mental health, social psychology, neurological basis of learning and behaviour, individual differences, motivation etc.
- Research and Evaluation - Understanding and applying research including quantitative and qualitative research designs, applied research and program evaluation, statistics.