



**Canadian Certified Counsellor (C.C.C.)  
Application Form**

**(All applicants must be a member of CCPA in order to apply for certification)**

**INCOMPLETE FORMS WILL NOT BE PROCESSED**

**1. Applicant Information**

CCPA Member #:

First Name:

Last Name:

Other Legal Names:

Number and Street:

City, Province, Postal code:

Home Phone:

Cell Phone:

Work Phone:

email: \_\_\_\_\_

**2. Education (Must hold a graduate degree in counselling or related field)**

	University	Year	Degree	Major
Graduate Degree (s)	1.			
	2.			

**3. Graduate-level coursework toward certification (located on transcript(s), minimum 8 full courses):**

Course Code	Course Title	Semester Completed
	<b>Counselling Theory</b> (Compulsory)	
	<b>Supervised Counselling Practicum/Internship</b> (Compulsory)	
	<b>Counselling &amp; Communication Skills</b> (Compulsory for graduates after Sept 2012)	
	<b>Professional Ethics</b> (Compulsory for graduates after Sept 2012)	

**3. Elective Courses (please refer to the corresponding section in the Certification Guide)**

1.		
2.		
3.		
4.		

5.		
6.		

**4. Documentation:** All applicants must provide each of the following pieces of documentation. Please check off each document that you have prepared or intend to submit

- Official transcript**  
Sent to CCPA by mail in a signed and sealed envelope from the university, or emailed directly from the issuing university as a password-protected unalterable PDF document to CCPA National office. 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.
- Course outlines/syllabi descriptions from an official source**  
*Compulsory courses must have corresponding course outlines* outlining the topics covered from each class. Elective official syllabi or course descriptions may be from the academic course calendar from the years that you attended your Masters of Counselling. These documents may be photocopied or scanned and sent to us by mail or fax, or sent by email in an unalterable PDF (including URL and retrieval date information if it is saved from the official university website). Applicants who cannot obtain an official document can ask their University for archived copies. If archives are unavailable, the University must provide a letter attesting that they are no longer available in order for your application to be evaluated. 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 course outlines in order to be evaluated by the Registrar of CCPA.
- Criminal Record Check**  
The original hardcopy, issued by the police within the past 12 months, must be mailed to CCPA from the applicant, or sent directly from the issuing police service by email as a password-protected unalterable PDF document. Electronic copies from the applicant, faxed documents, scanned, or photocopied versions of the check will not be accepted toward certification as the authenticity of these documents cannot be verified.

**5. Pathways Documentation:** All applicants must apply based on *either* Pathway ONE *or* Pathway TWO.

**PATHWAY ONE**, for applicants who graduated within the last five years. Education and Practicum Training:

- C.C.C .Practicum Form(s)** One form per practicum placement. Altogether the forms must attest to a total of 150 hours of direct client counselling.
- TWO C.C.C. Reference Forms:** Must be completed by a graduate-level counsellor, counsellor-educator, or counselling supervisor. The individual must be someone in a non-compliant relationship with you.

Or

**PATHWAY TWO**, for applicants who graduated over five years ago. Education and Work Experience:

- C.C.C. Work Experience Form(s)**  
One form per employer/workplace. In total, Attesting to 800 hours of direct client counselling (the equivalent of 3 years of practice) within the last five years from the date of their application.
- Current résumé.**
- TWO C.C.C. Reference Forms**  
One of which must be completed by a clinical supervisor who has engaged in formal supervisory activities according to C.C.C. criteria and can speak to the applicant's competencies. Forms must be completed by a graduate-level counsellor, counsellor-educator, or counselling supervisor. The individual must be in a non-compliant relationship with you who knows you in your capacity as a counsellor within the past ten years.

## 6. Attestation: Please read carefully for important information regarding your application

I certify that the information provided in this application is accurate and complete to the best of my knowledge and belief. I understand that the outcome of my application depends upon my demonstration of how my application satisfies the required criteria, including presenting relevant coursework in Section 3 for consideration by the Registrar. I will practice in accordance with CCPA's Code of Ethics. I have included a valid criminal records check with vulnerable sector screening conducted within the last 12 months or will submit one to CCPA shortly. I understand that any certification granted to me by the Canadian Counselling and Psychotherapy Association does not in and of itself specify licensure to practice counselling for a fee, monetary or otherwise. If I am granted certification by CCPA and practice counselling as a private practitioner, I do so at my own risk. I hereby release CCPA from any and all liability and/or claim that may arise from any decisions to practice privately as a Canadian Certified Counsellor. For research and statistical purposes only, data resulting from my participation in this process may be used in an unidentifiable manner.

I understand that all material becomes the property of CCPA upon receipt and that the official versions of my transcript and vulnerable sector criminal record check will be destroyed 12 months after I receive the Registrar's outcome. If I want these documents back, I understand that I must request to have them sent free of charge prior to the end of this time frame.

\*Applicant signature:

\*Date:

## 7. Payment

Once your completed C.C.C. Application is submitted to, and processed by the Certification Team, you will be automatically invoiced for the registration. You will be notified of this via CCPA System Email and will be able to pay this under the Invoices & Receipts section of your member profile.

Payment can be made online by logging into the Member Portal at <https://members.ccpa-accp.ca>.

The total cost for certification is **\$180** (\$95 for application plus \$85 annual fee). The \$85 annual fee will be reimbursed if your application is not granted C.C.C.

Please send the form by Mail/Email to:  
Canadian Counselling and Psychotherapy Association  
202 - 245 Menten Place  
Ottawa, ON, K2H 9E8  
E-Mail: [certification@ccpa-accp.ca](mailto:certification@ccpa-accp.ca)