



CANADIAN COUNSELLING AND  
PSYCHOTHERAPY ASSOCIATION  
L'ASSOCIATION CANADIENNE DE  
COUNSELING ET DE PSYCHOTHÉRAPIE

## **Canadian Certified Counsellor-Supervisor<sup>1</sup> (CCC-S)**

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<sup>1</sup> The term counsellor is used throughout this document to reflect a variety of professional titles such as counselling therapist, psychotherapist, mental health therapist, clinical counsellor, career counsellor, conseiller d'orientation, guidance counsellor, and many more.



## Contents

<b>DEFINITION OF TERMS.....</b>	<b>3</b>
<b>WHAT ARE THE BENEFITS OF SUPERVISOR CERTIFICATION?.....</b>	<b>3</b>
<b>WHY IS THERE A NEED FOR CERTIFIED SUPERVISORS? .....</b>	<b>3</b>
<b>SUPERVISOR CERTIFICATION APPLICATION CRITERIA .....</b>	<b>4</b>
PATHWAY ONE: CCPA-SPONSORED GRADUATE COURSEWORK IN CLINICAL SUPERVISION .....	4
PATHWAY TWO: GRADUATE COURSE IN CLINICAL SUPERVISION .....	5
PATHWAY THREE: CLINICAL SUPERVISOR DESIGNATION OBTAINED THROUGH ANOTHER CANADIAN OR INTERNATIONAL PROFESSIONAL ASSOCIATION WITH REQUIREMENTS EQUIVALENT TO OR GREATER THAN CCPA'S SUPERVISOR CERTIFICATION PROCESS.....	6
<b>RENEWAL REQUIREMENTS FOR ALL PATHWAYS .....</b>	<b>6</b>



## Definition of Terms

The CCC-S designation (Canadian Certified Counsellor – Supervisor) is intended to certify qualified clinical supervisors. It does not certify administrative supervisors.

**Clinical supervision:** A professional relationship in which the supervisor is “responsible for the development of the supervisee, as well as the safety and quality of services delivered to the client (s) by him or her” (Shepard & Martin, 2012, p. 5).

**Administrative supervision:** A professional relationship in which the supervisor has a managerial role and may act as a consultant with the purpose of “plac(ing) an emphasis on issues related to larger matters of organizational functioning” (Shepard & Martin, 2012, p. 5).

Different supervision models, with definitive theory-specific techniques, guide supervisors in their work. Regardless of the model of supervision chosen or adopted, five variables define the context in which competent clinical supervision takes place. It is imperative that supervision is:

1. Rooted in the learning and developmental needs of the supervisee,
2. Attuned to the specific needs of the clients served,
3. Aligned with the goals of the employment setting in which the supervisee works,
4. Conducted in a manner that is respectful of issues of diversity, and
5. Undertaken in an ethically and legally congruent manner.

## What are the benefits of supervisor certification?

The intention for introducing a supervisor certification (CCC-S) process includes, but is not limited to:

1. Promoting professional credibility of clinical supervisors;
2. Assuring the public, employers, regulatory colleges, and practitioners of a minimum standard of competency in clinical supervisors;
3. Promoting the delivery of competent, professional clinical supervision services;
4. Establishing a recognized credential of professional supervision competency;
5. Establishing guidelines for new clinical supervisors; and
6. Promoting continued professional development for clinical supervisors.

## Why is there a need for Certified Supervisors?

1. To meet requirements for CCC that were not met through the graduate program due either to no practicum or not enough hours accrued in the practicum,
2. To meet the needs of foreign- and alternatively-trained practitioners in reaching the prescribed hours of practicum/supervision for CCC and/or for regulatory colleges,
3. To meet post-graduate supervision hours for licensure or registration through a regulatory college, and
4. To enhance the therapeutic effectiveness of counsellors.



It is difficult for counsellors to pursue comprehensive training in clinical supervision due to:

- Limited coursework in supervision in Canadian graduate programs in Counselling and Counselling Psychology, and
- Insufficient post-master's coursework and training opportunities.

The establishment of standards and a system of voluntary professional certification assures opportunity for continued growth and development for clinical supervisors.

### **Supervisor Certification Application Criteria**

There are four potential pathways to obtain certification as a Canadian Certified Counsellor - Supervisor.

Regardless of the pathway chosen, **all applicants must meet the following requirements:**

1. Be a certified member (CCC) in good standing with CCPA;
2. Provide clear documentation of a minimum of **five (5)** years within the past 10 years of clinical experience as a practicing counsellor or equivalent relevant experience with a minimum of 800 hours per year. This experience must be attained subsequent to earning a master's degree or higher in the area of counselling or related field. Types of documentation to be provided include a letter of employment from an agency, a resumé that indicates the place/duties/supervisor. Contact information for the supervisor should be included. A self-declaration/attestation with sufficient detail may also be accepted
3. Have no active ethical complaints under investigation by an Association, regulatory College, legal system or entity;
4. Possess professional liability insurance;
5. Sign an agreement indicating that she/he has read, understood, and is committed to practising in accordance with CCPA's *Code of Ethics* and *Standards of Practice for Counsellors*;
6. Submit a current CV/resumé or a portfolio; and
7. Submit a self-report describing current and past employment and any supervision training (e.g., workshops, courses, workplace apprenticeships, and/or supervisory experiences).

Based on their individual situation, applicants can choose to apply using one of the following pathways:

#### **Pathway One: CCPA-sponsored Graduate Coursework in Clinical Supervision**

The candidate:

1. Has evidence of engaging in a minimum of a total of **40 hours** of regularly scheduled clinical supervision **over two (2) years** in one or both of the following settings/context:



- a. clinical supervision offered to counsellors and/or counsellors in training in a professional practice setting
- b. clinical supervision offered to practicum students as a counsellor educator at a regionally accredited American institution or a Canadian institution that is governmentally recognized as a degree-granting institution

**2.** The clinical supervision process involves one or more of the following: (a) co-counselling, (b) co-facilitating, (c) direct observation of sessions, (d) live supervision, or (e) review of video-recorded and/or audio-recorded sessions.

Note: Supervisory roles must be summarized by the applicant clearly stating the number of supervisees, frequency and duration of clinical supervision, and total number of hours of supervision accrued.

Evidence of the above may include a letter of employment from an agency and a resumé that indicates the place/duties/supervisor. Contact information for the supervisor should be included. A self-declaration/attestation with sufficient detail may also be accepted. A supervisor's dated report may also be accepted.

**3.** Successfully completes the CCPA-sponsored graduate level course: Counselling Supervision: Theory and Practice (3 credits);

**4.** Commits to ongoing professional development in the area of supervision. Each year, certified supervisors must complete 4 CECs in the area of supervision. These CECs will count towards the 36 CECs required to renew the CCC certification.

### **Pathway Two: Graduate Course in Clinical Supervision**

The candidate:

**1.** Has evidence of engaging in a minimum of a total of **40 hours** of regularly scheduled clinical supervision **over two (2) years** in one or both of the following settings/contexts:

- a. clinical supervision offered to counsellors and/or counsellors in training in a professional practice setting
- b. clinical supervision offered to practicum students as a counsellor educator at a regionally accredited American institution or a Canadian institution that is governmentally recognized as a degree-granting institution

**2.** The clinical supervision process involves one or more of the following: (a) co-counselling, (b) co-facilitating, (c) direct observation of sessions, (d) live supervision, or (e) review of video-recorded and/or audio-recorded sessions.



Note: Supervisory roles must be summarized by the applicant clearly stating the number of supervisees, frequency and duration of clinical supervision, and total number of hours of supervision accrued.

Evidence of the above may include a letter of employment from an agency and a resumé that indicates the place/duties/supervisor. Contact information for the supervisor should be included. A self-declaration/attestation with sufficient detail may also be accepted. A supervisor's dated report may also be accepted.

**3.** Successfully completes a graduate level course (at the master's or doctoral level) in clinical supervision from a regionally accredited American institution or from a Canadian institution that is governmentally recognized as a degree-granting institution.

**4.** Commits to ongoing professional development in the area of supervision Each year, certified supervisors must complete 4 CECs in the area of supervision. These CECs will count towards the 36 CECs required to renew the CCC certification.

**Pathway Three: Clinical Supervisor Designation obtained through another Canadian or international professional association with requirements equivalent to or greater than CCPA's supervisor certification process**

The candidate:

**1.** Has proof of supervisor qualification with another Canadian or international professional association requiring its members to meet equal or greater standards as CCPA's CCC-S or is in possession of a national or state credential as a clinical supervisor of equal or greater standard as CCPA's CCC-S.

Note: The candidate must supply the evidence of the standard being the same or greater than CCPA's standard;

**2.** Commits to ongoing professional development in the area of supervision Each year, certified supervisors must complete 4 CECs in the area of supervision. These CECs will count towards the 36 CECs required to renew the CCC certification.

**Renewal Requirements for all pathways**

The CCC-S certification period is for one year. In order to annually renew certification as a CCC-S, the candidate must:



- Maintain the CCC credential.
- Affirm the CCPA declaration.
- Possess professional liability insurance.
- Sign an agreement indicating that she/he has read, understood, and is committed to practising in accordance with CCPA's *Code of Ethics* and *Standards of Practice*.
- Adhere to CCPA's *Code of Ethics* and *Standards of Practice*, particularly boundaries of competence as a supervisor with respect to supervisees' areas of practice and treatment modalities utilized.
- Provide evidence of completion of continuing education requirements. Each year, certified supervisors must complete 4 CECs in the area of supervision. These CECs will count towards the 36 CECs required to renew the CCC certification.
- Provide a brief summary of the nature of supervision **provided** over the previous year (12 hours required) including log of dates; duration of sessions; supervisee status (graduate student or post-degree supervisee); and supervisee practice setting (e.g., school, college/university counselling centre, community mental health clinic, private practice).
- Attest that all information contained in, or referenced by, this CCC-S renewal application is complete and accurate and is not false or misleading.

With respect to the **supervision provided** renewal requirement, a cross-disciplinary and/or non-master's/doctoral supervision is supported subject to the following:

- 1) The supervisor makes his or her commitment to the CCPA Code of Ethics and Standards of Practice for Counsellors known to the supervisee.
- 2) The supervisor requires that the supervisee review and discuss these two CCPA documents.
- 3) The supervisee is a member of a professional association or Regulatory College or is a graduate student in counselling or a related field.
- 4) The profession to which the supervisee belongs also requires fidelity to a comprehensive code of ethics and has an oversight body in place to address any ethics inquiries or complaints.
- 5) The supervisor reviews and discusses the supervisee's code of ethics with him/her.