

CRPO REGISTRATION REQUIREMENTS (GRANDPARENTING OPTION)
and
AVAILABLE CCPA DOCUMENTATION

Grandparenting is a time-limited, alternate route to registration for experienced practitioners who are current in the practice of the profession (not a separate category of membership).

The College of Registered Psychotherapists of Ontario has developed an online application for candidates who wish to apply using the grandparenting route. The system will guide applicants through the process of providing a portfolio of information in relevant categories: education, training, experience and supervision, safe and effective use of self and other professional activities. Applicants will earn points in various categories, and will be required to obtain a minimum score in each category as well as a minimum total score.

The scoring system is posted on the CRPO website.

The following chart indicates the requirements for a Registered Psychotherapist as per the draft Regulations posted on the Transitional Council (TC) website on January 15th, 2014. The column related to the CCPA documentation might assist applicants, especially those who hold the C.C.C. designation, to provide supportive documentation and assist in the process of creating a CRPO registration portfolio.

Original CCC documentation remains on file at the CCPA National Office. Any certified members in good standing may contact the CCPA National Office to have copies of this material sent to them at no charge if they believe it may be helpful to them in their CRPO application process.

CAVEAT: Please note that CCPA does not have, nor claim to have, any decision-making authority related to candidates applying to CRPO. All application and licensing decisions are solely those of CRPO.

See <http://www.crpo.ca/home/info-for-applicants/grandparenting/application-process-for-grandparenting/> for specific portfolio information.

Category	Documents and Requirements for CRPO Grandparenting (Open for 2 years post-proclamation)	Helpful Documents Available at CCPA National Office
<p>1. Insurance</p> <p>Errors & Omissions: Professional Liability</p>	<p>By-Laws of the CRPO require Member/Applicant must have professional liability (Errors & Omissions) insurance with the following characteristics:</p> <ul style="list-style-type: none"> • a minimum of no less than \$1,000,000 per occurrence; • annual aggregate coverage of no less than \$5,000,000; • a deductible of no more than \$4,000 per occurrence; • run-off coverage (sometimes called enduring or tail coverage) for a minimum of two (2) years; • provided by an insurer licensed with the Financial Services Commission of Ontario or the office of the Superintendent of Financial Institutions Canada; and • a sexual abuse therapy and counselling fund endorsement that, <ul style="list-style-type: none"> ○ provides coverage ○ for therapy and counselling for every person eligible for funding under subsection 85.7(4) of the Code; and ○ provides coverage in respect of each such eligible person, for the maximum amount of funding that may be provided for the person under the RHPA, for therapy and counselling as a result of sexual abuse by the Member. <p>An Inactive Member who has practised in Ontario within the previous two years must carry professional liability run off coverage (sometimes called enduring or tail coverage) consistent with this</p> <p>A Member must, upon request, provide to the College proof of professional liability insurance which must include the following information:</p> <ul style="list-style-type: none"> • policy number; • name of the insured that matches the name of the Member; • address of the insured; • policy period; and • coverage details. <p>An applicant for registration must provide a declaration that he or she is eligible for professional liability insurance coverage and that he or she will submit proof of insurance to the Registrar with no less than 30 days after his or her registration is approved. The</p>	<p>Evidence of Cover Certificate: Any member who currently holds the CCC designation is are eligible for CCPA insurance, which is offered through Marsh Canada.</p> <p>CCPA has checked with Marsh Canada who has determined that the policy that it currently offers aligns with CRPO requirements provided the CCC-holder has the \$5M option.</p> <p>C.C.C.'s are able to apply for the \$5M coverage option with Marsh Canada and obtain an "Evidence of Cover Certificate" to assist with their application. Please contact Marsh Canada directly:</p> <p style="text-align: center;">Marsh Canada Limited 1130 Morrison Drive, Suite 280 Ottawa, Ontario K2H 9N6</p> <p style="text-align: center;">Toll Free: 1.888.725.5137 Facsimile: 613.725.1108</p> <p style="text-align: center;">Email: ccpa.services@marsh.com</p>

Category	Documents and Requirements for CRPO Grandparenting (Open for 2 years post-proclamation)	Helpful Documents Available at CCPA National Office
	Registrar shall not issue the certificate of registration until actual proof of coverage is received.	
2. Education Focus on Psychotherapy	<p>5.(1) 1. The applicant must have successfully completed:</p> <ul style="list-style-type: none"> • a structured, coherent program of education and training in psychotherapy which has as a prerequisite an undergraduate degree and which includes 360 hours of training and education central to the practice of psychotherapy, which hours exclude practicum, direct client contact hours and clinical supervision hours, and which program is recognized by the Registration Committee or by a body that is approved by the Registration Committee, or • a master's degree, which includes at least 10 semester courses (360 hours) of training and education central to the practice of psychotherapy, which hours exclude direct client contact hours and clinical supervision hours, and which degree is recognized by the Registration Committee or by a body that is approved by the Registration Committee, or • A program in Indigenous practice of psychotherapy recognized by the Registration Committee or by a body that is approved by the Registration Committee, or • a program that is deemed by the Registration Committee to be substantially equivalent to a program referred to in subparagraph i or ii, or education and training that may be comprised of one or more programs, that when viewed in its entirety is deemed by the Registration Committee to be substantially equivalent to a program referred to above <p>The Registration Committee or a body approved by the Registration Committee shall not recognize a program unless one of its core components is to develop competency in the safe and effective use of self in the psychotherapeutic relationship.</p>	<p>Proof of Graduation: Applicants who have applied for membership have submitted a document which identifies their degree of study. This document might be a transcript, letter of conferral, or copy of the diploma.</p> <p>Transcripts submitted toward CCC designation: Successful CCC applicants would have submitted an official transcript for a Masters degree or higher. Some applicants may have submitted documentation of additional education and training in psychotherapy.</p> <p>Course Descriptions: Successful CCC applicants would have submitted course descriptions of at least eight graduate-level courses related to CCPA's counselling coursework areas that were a part of their degree.</p> <p>Reminder for CCC-holders: In order to obtain the CCC designation, applicants must have submitted documentation that they have successfully completed at least six graduate level courses in counselling and psychotherapy. This coursework training includes a practicum component with clinical supervision.</p> <p>Graduates from a Canadian institution must complete their studies from an institution that is a member of the Association of Universities and Colleges of Canada (AUCC).</p> <p>Graduates from an American institution must complete their studies from a <u>regionally-accredited institution</u> in the United States.</p> <p>Graduates from an international institution will need to apply for a comprehensive Canadian equivalency through third party evaluation, for example WES (http://www.wes.org) or ICES (http://www.bcit.ca/ices/).</p> <p>CEC Transcript: If you completed training in indigenous practice of psychotherapy or post-graduate supervision and submitted this training for Continuing</p>

Category	Documents and Requirements for CRPO Grandparenting (Open for 2 years post-proclamation)	Helpful Documents Available at CCPA National Office
		Education Credits, it would be reflected in your application form and transcript.
<p>3. Safe & effective use of self in the therapeutic relationship (SEUS)</p>	<p>Applicants must have a minimum of 30 hours of education, training or experiential learning in SEUS to satisfy the minimum requirement. Applicants can count up to 120 hours in this category.</p> <p>To demonstrate how applicants use SEUS in their own practice, they will have a text field of up to 120 words to fill in, in their own words.</p> <p>The applicant must provide portfolio evidence demonstrating competency in the safe and effective use of self in the psychotherapeutic relationship, as defined in section 5(2) 3 and the entry-to-practice competency profile.</p> <p>The safe and effective use of self in the psychotherapeutic relationship speaks to one of the defining competencies of practising psychotherapy: the therapist's learned capacity to understand her or his own subjective context and patterns of interaction as they inform her or his participation in the therapeutic relationship with the client. It also speaks to the therapist's self-reflective use of her or his personality, insights, perceptions, and judgements in order to optimize interactions with clients in the therapeutic process.</p>	<p>Transcript and Course Descriptions While coursework in SEUS is not required to obtain certification, some applicants will have taken courses that address use of self; these may include, for example, personal family history and dynamics, anti-oppression and diversity, power dynamics, relational boundaries, experiential practice as client, or interpersonal relationship development. It will be important to review the course descriptions that you have on file with CCPA to determine if any of your courses used for CCC fit into the above category.</p> <p>CEC Transcript: If you completed training in safe and effective use of self or obtained experiential learning in the field, and submitted this training for Continuing Education Credits, it would be reflected in your application form and transcript.</p>
<p>4. Clinical Experience</p> <p>Clinical Experiences</p> <p>Confirmation of 800 hours needed.</p>	<p>Applicants must demonstrate at least 800 hours of direct client contact over the course of their career. Direct client contact is defined as an activity in which the practitioner interacts directly with the client.</p> <p>Applicants can count up to 3200 hours of direct client contact, for the maximum number of points in this category.</p> <p>Please see the supervision section for more information regarding the supervision requirement.</p> <p>Independent Practice: The member shall not practice Psychotherapy without clinical supervision until the member has obtained a total of 1000 direct client contact hours and 150 hours of clinical supervision.</p>	<p>Successful CCC applicants would have submitted one of two documents relating to at least some of their direct client contact experiences during the course of their career.</p> <p>Practicum Description Form: CCC's who applied for their designation relatively soon after obtaining their graduate degree would have submitted one or more Practicum Description Form(s). These forms document the number of direct client contact hours obtained as part of a graduate-level practicum course. Successful CCC applicants must have documented completion of at least 120 hours of direct client contact during their counselling practicum placement(s). Some applicants may have voluntarily submitted documentation of more than the minimum required hours of direct client contact. The forms are signed and verified by the applicant, as well as his or her on-site supervisor or practicum course professor.</p>

Category	Documents and Requirements for CRPO Grandparenting (Open for 2 years post-proclamation)	Helpful Documents Available at CCPA National Office
		<p>OR</p> <p>Work Experience Form: CCC's who applied for their designation after 2003/4 and their practicum information was not available, or they applied based on the recent Pathway Two option for experienced practitioners, may have submitted a Work Experience Form. This form documents the number of hours of counselling work experience. Successful CCC applicants documenting their work experience would have submitted documentation of a total of at least 4500 hours of full-time equivalent practice within the last ten years of the date of application, with the portion of hours spent providing direct client services likely demonstrated. As the total number of work hours is the priority for CCPA, not all documentation may include the proportion of time or the number of hours spent engaging in direct client contact. The form is signed and verified by the applicant and his or her employer or supervisor.</p> <p>OR</p> <p>Letters of Experience: Rather than providing a Work Experience Form, some CCC applicants may instead have provided letters of experience or employment from their employers or supervisors. There is greater variance in this form of documentation, but in total the letters should attest for 4500 hours of full-time equivalent practice within the last ten years of the date of application. This form of documentation is least likely to provide information about client contact hours, though some may indicate the portion of hours spent providing direct client services.</p> <p>** please see the supervision section for more information about documentation CCPA may hold regarding your supervision.</p>
5. Currency Hours	<p>Applicants must demonstrate 750 currency hours – as they are broadly defined - in the previous three years. 500 of these hours must be completed in Canada.</p> <p>Currency Hours include a broad range of professional activities, including direct client contact and related record-keeping, preparation, research, consultation; teaching, supervising, researching, writing, professional development in relation to</p>	<p>The Grandparenting route is meant for those experienced practitioners who are currently practicing. Review the definition of currency hours and note the broad range of activities that are included. You may need multiple documents to demonstrate that your most recent work experience(s) satisfied the range of professional activities and number of hours.</p> <p>You will need to consider the dates of the documents you previously</p>

Category	Documents and Requirements for CRPO Grandparenting (Open for 2 years post-proclamation)	Helpful Documents Available at CCPA National Office
	<p>direct client contact, other professional activities that impact the practice of psychotherapy, and managing.</p>	<p>submitted to CCPA and ensure they reflect your current work experience within the last three years. Due to the broad definition of acceptable professional activities toward the 750 hours, you will be looking for the total number of hours on each of these forms.</p> <p>Practicum Description Form: The purpose of these forms document the number of direct client contact hours obtained as part of a graduate-level practicum course. They should also include the total number of hours spent engaging in the broad range of professional activities as defined by the CRPO. The forms are signed and verified by the applicant, as well as his or her on-site supervisor or practicum course professor. **NOTE: this form is likely relevant to the currency requirement if you graduated within the last two to three years and just recently obtained certification.</p> <p>OR</p> <p>Work Experience Form: This form documents the number of hours of counselling work experience. Depending on the scope of practice of the position, the documentation may align with many of the professional activities outlined by the CRPO. Successful CCC applicants documenting their work experience would have submitted documentation of a total of at least 4500 hours of full-time equivalent practice within the last ten years of the date of application. The form is signed and verified by the applicant and his or her employer or supervisor. **NOTE: this form is likely relevant to the currency requirement if you applied for certification within the last two to three years, and documented work experience from within the last three years.</p> <p>OR</p> <p>Letters of Experience: Rather than providing a Work Experience Form, some CCC applicants may instead have provided letters of experience or employment from their employers or supervisors. There is greater variance in this form of documentation, but in total the letters should attest for 4500 hours of full-time equivalent practice within the last ten years of the date of application, with the portion of hours spent providing direct client services likely demonstrated.**NOTE: this form is likely relevant to the currency requirement if you applied for</p>

Category	Documents and Requirements for CRPO Grandparenting (Open for 2 years post-proclamation)	Helpful Documents Available at CCPA National Office
		certification within the last two to three years, and documented work experience from within the last three years.
<p>6. Supervision</p> <p>TYPES:</p> <p>a) Clinical Supervision (including structured peer group supervision)</p> <p>b) Other allowable forms of supervision</p> <ul style="list-style-type: none"> - Individual Supervision - Dyadic Supervision - Group Clinical Supervision - Facilitated Team Meetings - Experience & Training as a Supervisor of Psychotherapy 	<p>An applicant must have a minimum of 40 hours of supervision over her or his professional career, 20 of which must be clinical supervision; the remaining can be other allowable forms of supervision.</p> <p>Applicants can accrue up to 160 hours of clinical supervision with a maximum of 80 hours (or 50% of the maximum countable supervision hours) of other allowable forms of supervision.</p> <p>Clinical supervision is a contractual relationship in which a clinical supervisor discusses the direction of therapy and the therapeutic relationship, promotes the professional growth of the supervisee, enhances the supervisee's safe and effective use of self in the therapeutic relationship, and engages with a supervisee to safeguard the welfare of the client.</p> <p>Structured peer group supervision qualifies as group clinical supervision if it is a formal and structured process and includes at least one group member who meets the college's definition of Clinical Supervision.</p> <p>Supervision can be individual, dyadic or group (maximum group size is 12); supervision does not need to be face-to-face.</p> <p>Registration Committee may consider an exception on group size for modalities that traditionally allow larger groups.</p> <p>Independent Practice: The member shall not practice Psychotherapy without clinical supervision until the member has obtained a total of 1000 direct client contact hours and 150 hours of clinical supervision.</p>	<p>Practicum Description Form: There is a section on this form that identifies your practicum supervisor, his or her qualifications, the weekly or total number of hours of supervision received, and the nature of the supervision. The forms are signed and verified by the applicant, as well as his or her on-site supervisor or practicum course professor.</p> <p>OR</p> <p>Work Experience Form: If you obtained clinical supervision from your employer, it may be reflected on the work experience form had you have used this form in your CCC application.</p> <p>CEC Transcript: Post-graduate supervision may have been submitted for CECs and be reflected on your CEC application and transcript.</p>
<p>7. Other Professional Activities :</p> <p>Conducting research related to psycho-therapy</p>	<p>Includes activities related to psychotherapy, for example, providing clinical supervision, consulting, teaching, lecturing, conducting research, developing curriculum or policy, managing a team or organization, or volunteer work on committees or boards.</p>	<p>CEC Transcript As a Canadian Certified Counsellor (CCC) you must obtain Continuing Education Credits (CECs) in order to maintain your certification. Currently, the minimum requirement is 36 CECs over the course of each three year period that you are certified. CEC are generally one credit per hour. The CECs must be obtained in a</p>

Category	Documents and Requirements for CRPO Grandparenting (Open for 2 years post-proclamation)	Helpful Documents Available at CCPA National Office
<p>Consulting in regard to psychotherapy and its practice</p> <p>Developing psycho-therapy related curriculum or policy</p> <p>Managing/supervising a psychotherapy related team or organization</p> <p>Providing clinical supervision</p> <p>Published writing related to psycho-therapy</p> <p>Unpublished writing related to psycho-therapy</p> <p>Teaching or lecturing in psychotherapy</p> <p>Volunteering with psychotherapy related committees and boards</p>	<p>There is no minimum requirement, and applicants can accrue up to 500 hours toward this requirement.</p>	<p>relevant counselling or psychotherapy area. You can print out a copy in the Member's Only section of CCPA's website. Upon request, CCPA sends the member an official CEC transcript.</p> <p>Activities acceptable toward CECs align with CRPO's are defined as activities oriented to the enhancement of a professional counsellor's self-awareness, knowledge, and skills and competencies. CCPA promotes engagement in counselling-related and psychotherapy-related activities that link directly to the entry-to-practice counselling and psychotherapy competencies. Professional activities related to ethics, group counselling, diversity and social justice, supervision, and current trends in counselling and psychotherapy are deemed particularly relevant</p> <p>The CEC program reviews a wide variety of professional events, including: workshops, conferences, webinars, institutes and courses, and grants credit to those events that provide quality information for continued education. An activity fits for a continuing education credit (CEC) if it meets one of the following criteria: (1) contributes to your professional development; (2) contributes to the professional development of others; and (3) contributes to the advancement of the counselling profession.</p> <p>CCPA Webinars: If a CCPA member is not certified but participated in CCPA events such as the National Conference and webinars, the information will be documented in the CEC transcript. You can print out a copy in the Member's Only section of CCPA's website. Upon request, CCPA sends the member an official CEC transcript.</p> <p>Professional Involvement with CCPA: Professional involvement with one of CCPA's many special interest Chapters, Committees, or the Board of Directors may be documented on CCPA's website or from a letter from the appropriate executive.</p>
<p>8. Support Letters</p> <p>References and Verifications</p>	<p>Provide a letter signed by a current or past employer, supervisor or professional colleague, verifying that they have been practicing psychotherapy in Canada</p> <p>See http://www.crpo.ca/home/info-for-applicants/grandparenting/application-process-for-</p>	<p>CCC Reference Form: Certification applicants must provide at least two CCPA Reference Forms from a graduate-level counsellor, counsellor-educator, or counselling supervisor who is able to speak to the applicant's clinical competencies. Referees must evaluate the applicant's skills from within the past ten years, or since the time of graduate studies.</p>

Category	Documents and Requirements for CRPO Grandparenting (Open for 2 years post-proclamation)	Helpful Documents Available at CCPA National Office
	<u>grandparenting/</u>	Many applicants provide at least one Reference from a clinical supervisor, and/or may provide more than the minimum required number of Reference Forms. The reference forms indicate the capacity in which the referee is familiar with the applicant and his or her counselling work.
9. Security Checks TYPES: Police Checks Vulnerable Sector Screening Abuse Screening	Not Required	Criminal Record Check with Vulnerable Sector Screening: Certification applicant must submit a Criminal Record Check including vulnerable sector screening conducted within the year of their date of application. Original copies may have been returned to the applicant. ** NOTE: CCPA members sign a declaration that they do not hold a criminal record at the time of their application for membership. Certification with CCPA does not imply that an applicant does not hold a criminal record. Should an applicant hold a criminal record, it should be disclosed to CCPA at the time of their membership application, at which point there will be a review conducted by CCPA's Ethics Committee. A letter of response is sent to the applicant following the review, and a copy of this letter is retained at CCPA Head Office.
10. Other Documents Good Standing - Legal & Professional Issues	Applicants are required to disclose any previous findings against themselves, or any current or pending proceedings against them that would call into question their suitability to practice the profession safely and professionally. The applicant must, both at the time of initial application and throughout the registration process, immediately after the event, provide the College with details in writing relating to the following: <ul style="list-style-type: none"> • any finding of guilt for an offence that resulted in a fine of over \$1000 or any form of custodial sentence or any finding of guilt for a criminal offence, • any finding of professional misconduct, incompetency or incapacity, or any similar finding by any regulatory body or any professional association, • any current proceeding for professional misconduct, incompetency or incapacity, or any similar proceeding before any regulatory body or any professional association, • any finding of professional negligence or malpractice made against the applicant, • any refusal by any regulatory body or professional 	Letter of Good Standing: CCPA can provide a letter of good standing to CCPA members. Ethics Committee Letter of Review: CCPA members who have had an ethical complaint made against them to CCPA Head Office will have documentation regarding the review by the Ethics Committee. A copy of the letter of review and outcome is available should the applicant require another copy. CCC Letter of Evaluation: If an applicant was not granted certification with CCPA, or the Registrar identified gaps in his or her application, a letter would have been sent to the applicant. A copy of the letter is available should the applicant require another copy.

Category	Documents and Requirements for CRPO Grandparenting (Open for 2 years post-proclamation)	Helpful Documents Available at CCPA National Office
	<p>association to register or licence the applicant,</p> <ul style="list-style-type: none"> • whether the applicant is and has been in good standing, fulfilling all requirements with any regulatory body or professional association with which he or she has been registered, at the time when the applicant ceased being registered with that regulatory body or professional association, and • any other event that would provide reasonable grounds for the belief that the applicant will not practise safely and professionally. 	
11. Declaration of other professional affiliations/memberships	Listing of professional affiliations or memberships and reasons for rejection of an application	<p>Letter of Good Standing: CCPA can provide a letter of good standing to CCPA members. You also should keep your renewal receipt when you pay your membership fees.</p>
12. Employment Profile	Listing required	<p>Work Experience Form: This form documents the number of hours of counselling work experience.</p> <p>Resume: Some CCC applicants submitted copies of their resume with their CCC application. Applicants should ensure that they have an updated copy available.</p>
13. Self-Assessment and Plans	Every three years after RP Status Granted	<p>CEC Transcript CCC's must accrue a minimum number of Continuing Education Credits every three years in order to renew their certification. You can print out a copy in the Member's Only section of CCPA's website. Upon request, CCPA sends the member an official CEC transcript.</p>