Are you having trouble organizing your documents to create a portfolio to use in applying to the College of Registered Psychotherapists of Ontario?

If so, this presentation is designed to introduce a Portfolio Design Option

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What format will you use to create a portfolio which will help you when you apply to the CRPO?

The CRPO has indicated that random files will be selected for auditing. If your application file is selected, you may be requested to send documents that support your application to the College or you may be asked to meet with one or more of the representatives of the College.

We've identified several options for portfolio management…………

- ❑ **File folders in a stand-up filing cabinet**

- ❑ **Portfolio binder with document pockets**

- ❑ **Large binder with pocket protectors for documents**

- ❑ **Multi-pocket file or box**

- ❑ **CD / Flash drives**

- ❑ **iCloud, Zipfiles and Dropbox are all also modes of holding, accessing and transmitting information.**

2

Ask yourself these questions to assess which method you need.

Will it be easy to carry if I have to go to the CRPO?

Will it be easy to add to in the years ahead?

Do I have the skills to prepare a computerized version of my portfolio?
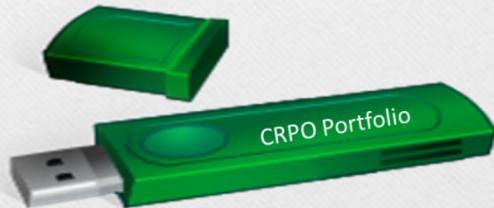
The remainder of this PowerPoint Presentation is designed to share **a model for organizing the Flash Drive Portfolio**. The folder organization can also be used for labelling subsections of the other types of portfolios.

CRPO Portfolio

STEP 1:
Procure a flash drive and identify a backup system to store a copy

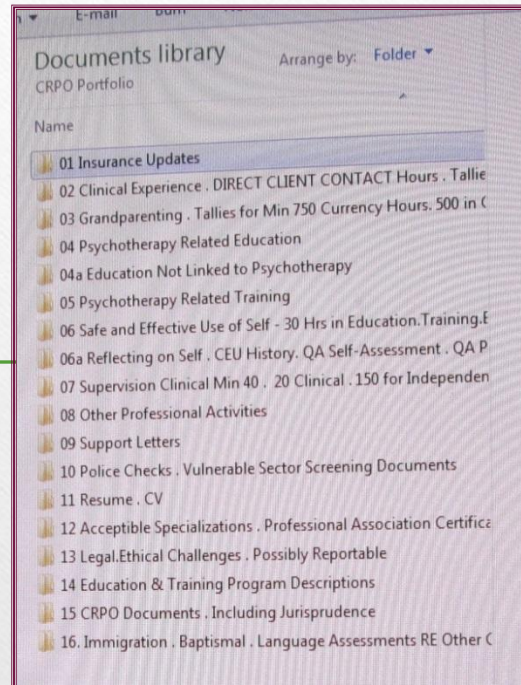**STEP 2: Create a master folder (CRPO Portfolio) and then using the titles below create 17 sub-folders.**

01 Insurance*

02 Clinical Experience.

03 Grandparenting .Currency Hours

04 Education . Psychotherapy Related

05 Education.

06 Training. Psychotherapy Related

07 Safe & Effective Use of Self

08 Reflecting on Self

09 Supervision*

10 Other Professional Activities*

11 Support Letters

12 Police Checks . Vulnerable Sector Screening Documents

13 Resume . CVs

14 Specializations*

15 Legal . Ethical Challenges

16 CRPO Documents

17 Other Certificates and Related Documents

To create a folder, right-click with your mouse, then name the folder.

Some folders need additional sub-folders

Inserting criteria in the folder/file name reminds an applicant of what is needed

Using numbers and a name for the folders allows you to easily identify the folder you want while the numbers keep the sub-files in somewhat the same order as the CRPO Registration Regulation Summary

Documents library
CRPO Portfolio
Arrange by: Folder ▾

Name

- 01 Insurance Updates
- 02 Clinical Experience . DIRECT CLIENT CONTACT Hours . Tallie
- 03 Grandparenting . Tallies for Min 750 Currency Hours. 500 in C
- 04 Psychotherapy Related Education
- 04a Education Not Linked to Psychotherapy
- 05 Psychotherapy Related Training
- 06 Safe and Effective Use of Self - 30 Hrs in Education.Training.E
- 06a Reflecting on Self . CEU History. QA Self-Assessment . QA P
- 07 Supervision Clinical Min 40 . 20 Clinical . 150 for Independen
- 08 Other Professional Activities
- 09 Support Letters
- 10 Police Checks . Vulnerable Sector Screening Documents
- 11 Resume . CV
- 12 Acceptible Specializations . Professional Association Certifica
- 13 Legal.Ethical Challenges . Possibly Reportable
- 14 Education & Training Program Descriptions
- 15 CRPO Documents . Including Jurisprudence
- 16. Immigration . Baptismal . Language Assessments RE Other C

Step 3: Create the Sub-Folders for Item 01: Insurance Updates

01 Insurance Updates/Sub-folders

Commercial Insurance . Office contents

Errors and Omissions. Professional Liability
MUST HAVE YOUR NAME ON IT

Business in Home

Step 4: Create the Sub-Folders for Item 09: Supervision

09 Supervision/Sub-folders

Individual Supervision Tallies

Dyadic Supervision Tallies

Group Clinical Supervision Tallies

Structured Peer Group Supervision Experiences

Note that peer consultation experiences DO NOT QUALIFY unless they are structured

Facilitated Team meeting Experiences. Case Conferences.

Supervision Agreements

Experience and Training as a Supervisor of Psychotherapy

Step 5: Create the Sub-Folders for Item 10: Other Professional Activities

10 Other Professional Activities / Sub-folders

Conducting Research Related to Psychotherapy

Consulting in Regard to Psychotherapy and its Practice

Developing Psychotherapy Curriculum or Policy

Managing/Supervising a Psychotherapy Related Team or Organization

Providing Clinical Supervision

Published Writing Related to Psychotherapy

Unpublished Writing Related to Psychotherapy . NOT ELIGIBLE

Teaching or Lecturing in Psychotherapy

Volunteering with Psychotherapy Related Committees and Boards

Step 6: Create the Sub-Folders for Item 14: Specializations

14 Specializations / Subfolders

Organize this by creating a folder for each association for which you are a member and putting related documents such as application packages, information about the organization, and certificates of membership in each. For Example….

📁 CCPA

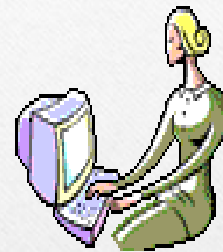📁 AAMFT - OAMFT

📁 ATSS

📁 CAPT

📁 OSP

📁 OACCPP

📁 OSCA

📁 OCSWSSW

Depending how active you are, how organized you are and how long you've been in your career this step has the potential for taking a lot of time – take breaks as needed!

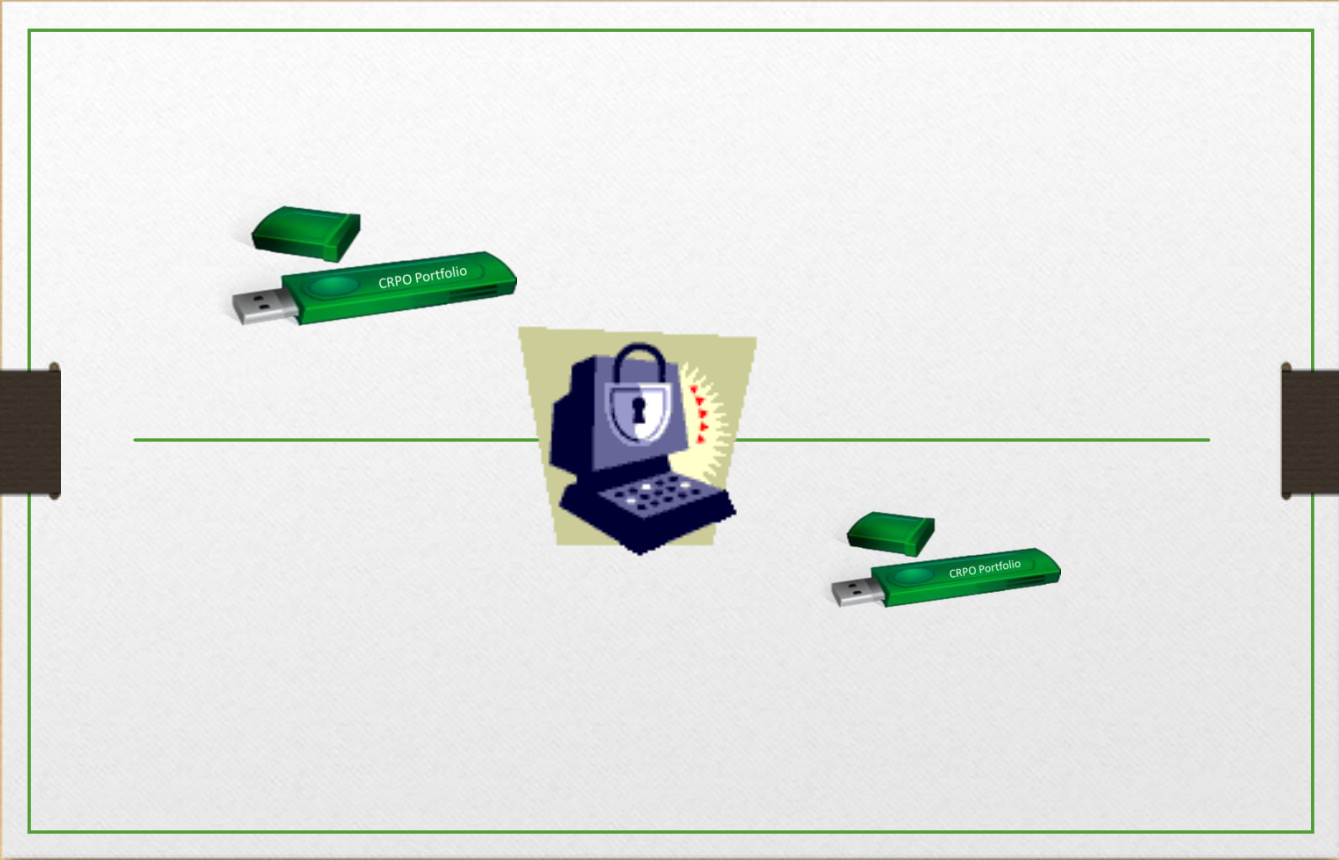**STEP 8: Scan documents or order digital copies of documents from the appropriate sources**

Date	Event	Contact	Hours to Prepare	Hours in Attendance	Comments
DD/MM/YYYY					

Feedback

Please send feedback on this Portfolio design to

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Please keep checking the website for the transitional Council www.crpo.ca for updated information related to the new College.