

CCPA and Professional Development

CCPA strongly endorses ongoing professional development for all members and promotes the pursuit of learning opportunities that foster both breadth and depth of knowledge acquisition and competency development. Breadth would include training that moves the counsellor beyond his or her current areas of competency into new learning activities, for example, learning a new therapeutic intervention. Depth would mean maintaining currency of knowledge regarding best practices in the counsellor's service area and developing skills and knowledge to a more advanced level. Therefore, it is expected that counsellors would choose to engage in professional development that reaches beyond their current workplace activities.

The Professional Development Activity Record is intended to capture the variety of activities that counsellors engage in and that CCPA considers eligible for credit. Applicants are not expected to have representation in all professional development categories; however, the table may be instrumental to counsellors in self-reflection upon professional development activities that have been undertaken and offer a point of reference for future development.

Those members who are **Canadian Certified Counsellors (CCCs) are required to accrue a minimum of 36 Continuing Education Credits (CECs) specifically related to counselling and/or psychotherapy over the course of each three-year certification period and to provide documentation of engagement in these professional development activities.** A well-rounded professional will record a variety of Learning Activities and Professional Contributions.

Counselling-related and psychotherapy-related continuing education opportunities are diverse. For example, training in Somatic Experiencing and Hakomi are recognized approaches to therapy for clients and are clearly counselling-related. Other areas of training, such as Reiki and meditation may be related to counselling or psychotherapy if the therapist uses these methodologies in conjunction with established counselling and psychotherapy approaches. In some cases, the direct linkage is explicit in the training session outline, and the training may be used for credit toward upgrading/training. In other cases, the session more accurately is described as devoted to personal wellness and mindfulness, and then the training may be more suited for credit toward personal insight/self-study.

CCPA Continuing Education Credits Definition of Terms

Term	Definition
Learning Activities	
Personal insight/self-study	<ul style="list-style-type: none"> Engagement in activities focused in enhancing self-awareness, self-understanding, and insight
Independent study	<ul style="list-style-type: none"> Engagement in self-directed, professional reading and/or research
Peer study	<ul style="list-style-type: none"> Participation in regularly scheduled, collaborative, peer learning activities such as peer supervision, peer study groups, professional learning communities May be done in-person, or via teleconference, Skype, online etc.
Receiving post-graduate supervision	<ul style="list-style-type: none"> Participation in regularly scheduled, formally structured, post-graduate supervision with a qualified supervisor (see http://www.ccpa-accp.ca/documents/supervisorqualifications_en.pdf)
Conferences, workshops, in-services, webinars	<ul style="list-style-type: none"> Attendance at and/or participation in counselling/psychotherapy conferences, workshops, in-services, webinars May be offered in-person, or via teleconference, Skype, online, etc. Includes CCPA and Mental Healthy Academy webinars
Upgrading/training	<ul style="list-style-type: none"> Completion of an upgrading/training course or program for additional qualifications in counselling/psychotherapy May be offered in-person, or via teleconference, Skype, online, etc. Includes Mental Healthy Academy coursework

Term	Definition
Learning Activities cont'd	
Graduate coursework	<ul style="list-style-type: none"> • Completion of a graduate level course related to counselling/psychotherapy
Professional Contributions	
<i>Professional Membership Roles and Activities</i>	
Professional involvement	<ul style="list-style-type: none"> • Professional involvement as a committee member, board member, or executive member of a regulatory body or professional association/organization related to counselling or psychotherapy • Includes preparation, participation, and follow-up to in-person, teleconference, Skype, etc. meetings
<i>Professional Volunteerism</i>	
Professional volunteerism	<ul style="list-style-type: none"> • Engaging in pro bono work in a professional counselling or psychotherapy capacity including consultation, crisis counselling, disaster response, etc.
<i>Supervision, Presentation, and Teaching Activities</i>	
Providing post-graduate supervision	<ul style="list-style-type: none"> • Provision of regularly scheduled post-graduate supervision in counselling or psychotherapy wherein the supervisor has met CCPA supervisory criteria
Presentation development	<ul style="list-style-type: none"> • Development of a counselling/psychotherapy conference presentation, poster presentation, workshop, in-service, webinar, etc. • Planning, researching, designing, preparing and assembling resources/materials • May be counted toward CECs one time only for each presentation
Presentation delivery	<ul style="list-style-type: none"> • First time delivery of a presentation at a counselling/psychotherapy conference, workshop, in-service, webinar, etc.

Term	Definition
Professional Contributions	
<i>Supervision, Presentation, and Teaching Activities cont'd</i>	
Course development	<ul style="list-style-type: none"> • Development of a counselling/psychotherapy college or university course • Includes planning and researching, designing course syllabus, preparing and assembling resources/materials, preparing lesson plans • May be counted toward CECs one time only
Course instruction	<ul style="list-style-type: none"> • Teaching a counselling/psychotherapy college or university course for the first time
<i>Professional Writing Activities</i>	
Scholarly writing	<ul style="list-style-type: none"> • Scholarly writing about counselling and/or psychotherapy • Includes journal article, book chapter, book • Authoring or co-authoring a published piece of writing
Applied writing	<ul style="list-style-type: none"> • Applied writing for the workplace or profession related to counselling and/or psychotherapy • Includes training and procedural manuals, handbooks, newsletters such as Cognica, blogs, facilitation of online professional association discussion forums

**CCPA Continuing Education Credits:
Transitioning from 24 credit hours to 36 credit hours per certification cycle**

Type of Continuing Education Event 2011	2011 CEC Value	2012 CEC Value	Type of Continuing Education Event 2012
Workshop (includes webinars –first time)	1 credit for each hour	1 credit for each hour	Conferences, workshops, in-services, webinars (applies for first time preparation only)
Preparation time to present a workshop (first time)	1 credit for each hour	1 credit for each hour	Presentation development (applies for first time preparation only)
Course attended at the College or University level	15 credits	1 credit per 3 hrs to max of 12 credits	Graduate coursework
Preparation time to teach a College or University course (first time)	15 credits	1 credit for each hour of preparation	Course development (applies for first time preparation only)
Preparation time to teach a course at the Masters level (first time)	15 credits	1 credit per 3 hrs of instructional time to a max of 12 credits	Course instruction (applies for first time preparation only)
Preparation time to write an article	24 credits	1 credit per hour (based on reasonable estimate)	Scholarly writing
Preparation time to write a book	24 credits	1 credit per hour invested (based on reasonable estimate)	Applied writing
CECs in excess of the 24 credit hours may not be carried over into the next certification period		1 credit for each hour	Personal insight/self-study
		1 credit for each hour	Independent study
		1 credit for each hour	Peer study
		1 credit for each hour	Receiving post-graduate supervision (available only to members not registered in a regulatory college. [Supervision hours are a regulatory requirement.])
		1 credit for each hour	Upgrading/training
		1 credit for each hour	Professional involvement
		1 credit for each hour	Professional volunteerism
		1 credit for each hour	Providing post-graduate supervision (eligible hours are those beyond workplace requirements)
		1 credit for each hour	Presentation delivery (applies for first time preparation only)
			CECs in excess of the 36 credit hours may not be carried over into the next certification period

CCPA Continuing Education Credits Professional Development Activity Record

You are encouraged to engage in a variety of Learning Activities and Professional Contributions as outlined below. Please count each professional development activity once only. **Please note that the onus to diversify professional development activities rests with the member. CCPA monitors the number of continuing education credit hours per certification cycle only.**

In the six-column CCPA Professional Activity Record:

- **Eligible events** are those activities described in the Definition of Terms document
- **Documentation required** by CCPA for each activity is described in the second column. This documentation must be submitted electronically or by mail unless otherwise advised by the CEC Coordinator.
- **Credit value** gives the number of CEC units that are allotted for each of the eligible events.
- **Total credits accrued** provides a space to state the grand total of credit units that were earned for eligible events. This allows the table to serve as a cumulative professional development record for counsellors to self monitor all CECs earned.
- **Recommended maximum CECs per certification cycle** provides recommendations for CEC hours for members to assist members in diversifying their professional learning activities during each certification cycle
- **CECs submitted this cycle** provides a space for applicants to report the number of CECs they have earned in each of their eligible events in order to attain a cumulative total of 36.

Please note that CECs in excess of the 36 credit hours may not be carried over into the next certification period.

PLEASE REMEMBER TO SUBMIT YOUR CECs USING THE CEC SUBMISSION FORM LOCATED AT: www.ccpa-accp.ca

START DATE: _____

END DATE: _____

Eligible Events	Documentation Required	Credit Value	Total Credits Accrued	Recommended Maximum CECs per Certification Cycle	CECs Submitted This Cycle
Learning Activities					
Personal insight/ self-study	<ul style="list-style-type: none"> Summary of activities (e.g., activity log) and signed statement 	1 CEC per hour of participation		Maximum 6 per certification cycle	
Independent study	<ul style="list-style-type: none"> Summary of activities (e.g., activity log or annotated bibliography) and signed statement 	1 CEC per hour of participation		Maximum 6 per certification cycle	
Peer study	<ul style="list-style-type: none"> Summary of shared study activities and signed statement 	1 CEC per hour of participation		Maximum 6 per certification cycle	
Receiving post-graduate supervision* <small>*Supervision hours as CECs are available only to members not registered in a regulatory college. (Supervision hours are a regulatory requirement.)</small>	<ul style="list-style-type: none"> Brief description of nature of supervision; log of dates and duration of sessions; statement signed by supervisor and supervisee Qualifications of supervisor and contact information 	1 CEC per hour of participation		Maximum 18 per certification cycle	
Conferences, workshops, in-services, webinars, etc.	<ul style="list-style-type: none"> Confirmation of registration and attendance Number of hours claimed must agree with registration (if hours not indicated on registration form, provide supporting evidence) 	1 CEC per hour of attendance /participation		Maximum 36 per certification cycle	

Eligible Events	Documentation Required	Credit Value	Total Credits Accrued	Recommended Maximum CECs per Certification Cycle	CECs Submitted This Cycle
Learning Activities cont'd					
Upgrading/training	<ul style="list-style-type: none"> Program description plus transcript, certificate, and/or diploma 	1 CEC per hour of participation		Maximum 18 per certification cycle	
Graduate coursework	<ul style="list-style-type: none"> Course description and university transcript Number of credit hours must be indicated 	1 CEC per three hours of instructional time to a maximum of 12 CECs		Maximum 18 per certification cycle	
Professional Contributions					
<i>Professional Membership Roles and Activities</i>					
Professional involvement	<ul style="list-style-type: none"> Brief outline of professional membership role; activity log; signed statement Reasonable estimate of hours invested in meetings, and preparatory and follow-up activities 	1 CEC per hour invested		Maximum 18 per certification cycle	
<i>Professional Volunteerism</i>					
Professional volunteerism	<ul style="list-style-type: none"> Brief outline of professional role; activity log; signed statement Reasonable estimate of hours invested in professional volunteer activities 	1 CEC per hour invested		Maximum 18 per certification cycle	

Eligible Events	Documentation Required	Credit Value	Total Credits Accrued	Recommended Maximum CECs per Certification Cycle	CECs Submitted This Cycle
Professional Contributions cont'd					
<i>Presentation and Teaching Activities</i>					
Providing post-graduate supervision* *Eligible hours are those beyond workplace requirements	<ul style="list-style-type: none"> • Brief description of nature of supervision; log of dates and duration of sessions; statement signed by supervisor and supervisee • Qualifications of supervisor, and contact information 	1 CEC per hour of supervision		Maximum 18 per certification cycle	
Presentation development	<ul style="list-style-type: none"> • Copy of invitation to present and/or accepted abstract; copy of brochure, outline, and/or agenda; signed statement • Reasonable estimate of hours of preparation • CECs apply once only for the first time preparing for a presentation 	1 CEC for each hour invested		Maximum 18 per certification cycle:	
Presentation delivery	<ul style="list-style-type: none"> • Copy of invitation to present and/or accepted abstract; copy of brochure, outline, and/or agenda; signed statement 	1 CEC for each hour of presentation		Maximum 18 per certification cycle	

Eligible Events	Documentation Required	Credit Value	Total Credits Accrued	Recommended Maximum CECs per Certification Cycle	CECs Submitted This Cycle
Professional Contributions cont'd					
<i>Presentation and Teaching Activities cont'd</i>					
Course development	<ul style="list-style-type: none"> • Course description from institution calendar/catalogue; course syllabus/outline • Must indicate number of credit hours • Course must be counselling-related • Reasonable estimate of hours invested • CECs apply once only for the first time preparing a course 	1 CEC for each hour of preparation		Maximum 18 per certification cycle	
Course instruction	<ul style="list-style-type: none"> • Course description from institution calendar/catalogue; course syllabus/outline • Must indicate number of credit hours • Course must be counselling-related • CECs apply once only for the first time preparing for course instruction 	1 CEC per three hours of instructional time to a maximum of 12 CECs		Maximum 18 per certification cycle	

Eligible Events	Documentation Required	Credit Value	Total Credits Accrued	Recommended Maximum CECs per Certification Cycle	CECs Submitted This Cycle
Professional Contributions cont'd					
<i>Professional Writing Activities</i>					
Scholarly writing	<ul style="list-style-type: none"> • Provide APA-style reference; copy of abstract for journal article; photocopy of cover and/or table of contents to identify book contribution; signed statement by member 	Reasonable estimate of hours invested; 1 CEC for each hour		Maximum 18 per certification cycle	
Applied writing	<ul style="list-style-type: none"> • Signed statement by member accompanied by supporting evidence such as: <ul style="list-style-type: none"> a) photocopy of cover and table of contents to identify content and contribution; b) blog or forum link c) letter of appointment as forum facilitator • Reasonable estimate of hours invested 	1 CEC for each hour invested		Maximum 18 per certification cycle	
Total Professional Contributions Credits Reported This Cycle: _____					
Total Credits Reported This Cycle From All Categories (subject to limits noted in column 6): _____					

CCPA Continuing Education Credit Research Project -Volunteers Needed-

Are you interested in volunteering to self-monitor your annual continuing education credits (CECs) and provide CCPA with feedback via e-mail?

CCPA is launching an informal research project related to continuing education credit patterns in our membership. Ongoing, quality professional development for all CCPA members is a major initiative of the Association, and we'd like to find ways to promote strategies that help our members self-monitor and plan effective learning programmes that are supportive of their professional and personal goals.

How is the Project structured?

To begin our research into continuing education credit patterns in our membership, we struck a committee of peers to consider what might be potentially effective levels of CEC exposure to encourage both breadth and depth of professional learning plans.

Using the Professional Development Activity Record that is intended to capture the variety of activities that counsellors engage in and that CCPA considers eligible for credit for all of our members, the Committee inserted a column on the right hand margin that indicates potential maximum exposure levels to build a balanced learning plan.

How do I volunteer?

- 1) Using the form below, insert your "start time" and "end time" for volunteering.
- 2) Insert the number of CEC hours in which you engage in the various eligible events for a one-year period.
- 3) At the end of the year, e-mail your completed form and any anecdotal feedback about the use of the form or its contents to CCPA at: [insert e-mail address].

What do I need to remember?

- 1) This is research project is voluntary. There will be no reporting that involves the identification of any person who agrees to volunteer.
- 2) The thresholds indicated on the "Total Credits Reported This Cycle" column are potential recommendations for the purposes of this research project. Your feedback will inform subsequent content in this column.
- 3) **YOU MUST STILL SUBMIT YOUR CECs TO MEMBERSHIP SERVICES USING THE REGULAR FORM AND PROTOCOL.** This research project is separate from and in addition to your regular submission of CECs.