Certification Guide

The Canadian Counselling and Psychotherapy Association
6-203 Colonnade Rd. South
Ottawa, ON, K2E 7K3
Toll free: 1-877-765-5565
Fax: 613-237-9786
certification@ccpa-accp.ca
**Table of Contents**

CERTIFICATION GUIDE .................................................................................................................. 1

CERTIFICATION SUMMARY .......................................................................................................... 3

CERTIFICATION PATHWAYS ......................................................................................................... 4

CERTIFICATION REQUIREMENTS OVERVIEW ............................................................................. 4

1. CCPA PROFESSIONAL MEMBERSHIP: ................................................................................. 4
2. GRADUATE-LEVEL DEGREE IN COUNSELLING: ................................................................. 4
3. GRADUATE-LEVEL COURSEWORK: ..................................................................................... 5
4. DIRECT PRACTICE EXPERIENCE: ........................................................................................ 6
5. SUPERVISION REQUIREMENTS: ............................................................................................ 7
6. REFERENCES: .......................................................................................................................... 9
7. VULNERABLE SECTOR POLICE RECORD CHECK ............................................................... 9

TABLE 1. SUMMARY OF REQUIREMENTS FOR CCPA CERTIFICATION .................................... 11

CERTIFICATION APPLICATION PROCEDURE ........................................................................... 12

FAST-TRACK APPLICATIONS ..................................................................................................... 16

C.C.C.-QUALIFYING (C.C.C.-Q.) ............................................................................................ 17

CERTIFICATION PRE-EVALUATION ......................................................................................... 21

CERTIFICATION APPEAL PROCESS ......................................................................................... 22

FREQUENTLY ASKED QUESTIONS ABOUT CERTIFICATION .................................................. 23

APPENDIX 1. COURSEWORK AREAS AND DESCRIPTIONS ...................................................... 27
Certification Summary
Certification is a nationally recognized professional designation with CCPA called the Canadian Certified Counsellor (C.C.C.). It requires a comprehensive application and successful evaluation by CCPA’s Registrar to ensure that an applicant’s qualifications align with CCPA requirements. Successful applicants are able to use the designation “Canadian Certified Counsellor” (C.C.C.) to identify recognition of standards of professional preparation, continuing education, and a formal code of ethics. Please see the Certification Requirements Overview section for a description of the certification requirements, and Table 1 for a summary of the requirements.

Please be aware that all applicants are responsible to provide complete and official documentation that meets the CCPA requirements for certification at the time when they choose to apply. Requirements can change and forms are updated to reflect the most current requirements of CCPA as the landscape of counselling changes. A CCC application file is only active for a 12-month period: this means that all CCC forms (including practicum/work experience forms and reference forms) are only valid for a 12-month period after which they must be updated and re-submitted on current forms to reflect the current standards. The vulnerable sector police record check is only valid for certification purposes for a 12-month period from the date that the document that it was issued by the police service. If you apply and are successfully granted the CCC certification, you must maintain Professional Membership and Certification fees annually, and are responsible for submitting CEC credits to maintain the certification credential over a 3-year period.

In order to apply for certification, applicants must provide a complete application package which demonstrates that they satisfy the certification requirements by providing the required documentation. Only once all documentation is received, will the applicant’s file be sent for evaluation by the Registrar. The evaluation process takes approximately 4 to 6 weeks at a cost of $170.00. This cost is in addition to the annual cost for Professional Membership and includes a $95.00 processing fee + $75.00 for the first year of certification once granted. Applicants who receive an official outcome from the Registrar of CCPA and who are not eligible for the CCC designation are eligible for a refund of $75.00. The $95.00 processing fee is non-refundable. Please see the Certification Application Procedure section for more information.

CCPA also offers an optional Pre-Evaluation service. This eligibility report does not grant CCC, but provides an overview that allows prospective applicants to have their credentials reviewed for gaps and omissions prior to seeking certification. The cost for a Basic Pre-Evaluation is $40.00. A Complex Pre-Evaluation costs $100.00. Applicants looking to have a Pre-evaluation assessment are not required to hold membership with CCPA in order to assess eligibility for the CCC designation. Professional Membership is only required before an applicant wishes to proceed to apply for the full CCC certification process to be granted the designation. Please see the Certification Pre-Evaluation section for more information.

In cases where an applicant disagrees with the Registrar’s evaluation of their application, a formal appeals process is available for the applicant. Please see the Certification Appeal Process section for more information.
Certification Pathways

Applicants are distinguished as one of two application pathways based on how recently they conferred their graduate degree. This allows for the evaluation of the applicant’s most recent and relevant professional experience.

Pathway One: Recent Graduates
This Pathway is strictly for individuals who have graduated from their Masters in Counselling within the past five years. The date is firm with no option for extension, and it is based on the date of degree conferral as listed on the official transcript. Applicants must submit their complete application within five years from their graduation conferral date in order to be eligible to apply by this pathway.

Pathway Two: Experienced Practitioners
This Pathway is for experienced practitioners who conferred their Masters or Ph.D-level counselling degree over five years ago. A Pathway Two applicant is an individual who is submitting an application for CCC five (5) years or more since their Masters degree conferral date. The date is firm, and it is based on the date of degree conferral as listed on the applicant’s official transcript.

Certification Requirements Overview
The following is a brief overview of CCPA certification. There is also a summary table available that provides a brief overview of all the requirements.

Please note that it is the applicant's responsibility to submit the required documents for certification. CCPA will not be contacting third parties in order to obtain the documents needed to review certification applications.

1. CCPA Professional Membership:
   Applicants must hold Professional Membership with CCPA prior to applying for the C.C.C. certification. If the applicant is a Student Member of CCPA, they must upgrade to Professional Membership before the application for certification is sent out for evaluation by the Registrar.

2. Masters or Ph.D-level degree in counselling:
   Applicants must hold a Masters or Ph.D-level degree based on a coherent program in counselling or a related professional field.

   A coherent program of study comprises a conceptually consistent set of courses that covers foundation knowledge and skills for effective counselling completed in a developmentally appropriate sequence.
a) Graduates from a Canadian university must complete their studies from an institution that is governmentally recognized as a degree-granting institution at the Masters level or above.
b) Graduates from an American university must complete their studies from a Regionally Accredited institution. To provide proof of this accreditation, the applicant must supply the page of Regional Accreditation (including date the institution was first accredited, and its current accreditation status) from one of the seven Regional Accrediting bodies. Please find additional information and requirements here: https://www.ccpa-accp.ca/students/graduate-programs/united-states-graduate-programs/.
c) Graduates from an international institution (outside of Canada or the USA) will need to apply for a comprehensive Canadian equivalency through third-party evaluation by a credential assessment service recognized by the Canadian Information Centre for International Credentials (http://www.cicic.ca/415/credential-assessment-services.canada), for example WES or ICES. Applicants must obtain a post-secondary course-by-course comprehensive report as opposed to a general assessment report (http://www.wes.org/ca/licensing/evalreports.asp). The WES or ICES Report must evaluate international credentials at the Masters degree or Ph.D degree level in order to be considered for use toward the CCC certification process. An official transcript and official course descriptions must be submitted in addition to a comprehensive course-by-course credential evaluation. If these documents are not originally in English or French, then they must be professionally translated into English or French.

3. Masters and Ph.D-level coursework:

Applicants must demonstrate evidence of a minimum of eight (8) graduate-level courses in specific areas of study, from an acceptable institution of study at the Masters degree or Ph.D degree level. Sample course descriptions indicating the required content of the courses is available in Appendix 1: Course Work Areas and Descriptions.

The standalone coursework must be in the following areas of study:

- Counselling Theories,
- Supervised Counselling Practicum,
- Counselling and Communication Skills
- Professional Ethics
- Four (4) elective courses which meet CCPA’s coursework areas (see Appendix 1)

NOTE: Graduates who conferred their degree prior to September 2012 are not required to have standalone coursework in Counselling and Communication Skills, and Professional Ethics. These applicants must instead have completed the Counselling Theories and Supervised Counselling Practicum courses, and six elective courses.
4. **Direct Practice Experience:**
All applicants must demonstrate recent and relevant professional counselling experience:

Counselling is the skilled and principled use of relationship to facilitate self-knowledge, emotional acceptance and growth and the optimal development of personal resources. The overall aim of counsellors is to provide an opportunity for people to work towards living more satisfyingly and resourcefully. Counselling relationships will vary according to need but may be concerned with developmental issues, addressing and resolving specific problems, making decisions, coping with crisis, developing personal insights and knowledge, working through feelings of inner conflict or improving relationships with others.

Please note the distinction between direct client counselling hours and indirect counselling hours, which together come to the total on-site hours:

**Direct client counselling hours:** actual clock hours during which you work with clients. Examples: Facilitating or co-facilitating a group, family, or couples session, providing real-time therapy to an individual, couple, family or group, conducting assessment activities, such as clinical interviewing/therapeutic observation as process/engaging in diagnostic techniques.

**Indirect client service hours:** activities in which you are spending time outside the counselling hour focused on the client. Whether the activity is report writing, preparing process notes, or video/audiotape review, time spent contemplating the client and planning interventions is necessary for a rich learning process. This includes documenting the more quantifiable activities of report-writing, information consultation with other professionals on specific cases, video/audio tape review, and assessment scoring and write-ups.

Applicants demonstrate their direct practice experience through one of two pathways.

**Pathway One: Recent Graduates**
At least 150 hours of direct client counselling (DCC) are required during a supervised practicum that is listed on the official transcript and overseen by the university as part of the Masters or Ph.D program. Applicants whose graduation date is before September 2013 must only demonstrate 120 hours of direct client counselling. This must be listed on official CCPA CCC Practicum Form(s). University practicum logs will not be accepted in lieu of a CCC Practicum Form.
Professional activities related to direct client counselling that will be accepted for practicum training include:

- Co-facilitation experiences
- Single-session counselling and assessment activities
- Time spent conducting intake and psycho-education activities (though these activities cannot exceed 25% of the total number of direct client counselling hours).
- It is strongly recommended that at least 20 of the direct client counselling hours are in group settings.

The practicum must be completed under a qualified on-site supervisor; please see the supervisor qualification requirements for further information.

**Pathway Two: Work Experience**

Pathway Two applicants must demonstrate that they have completed a minimum of 800 hours of direct client counselling within the last five years from the date of their application. This must be demonstrated on a CCC Work Experience Form, completed in full and signed in attestation by an employer or supervisor who can attest to the listed hours and type of counselling provided. Work place logs will not be accepted in lieu of official CCPA forms. In the case of individuals in private practice, the CCC Work Experience Form must still be signed by a professional at arms-length who can speak to the truth and accuracy of the information being provided; self-attestation by the applicant is not sufficient.

**5. Supervision Requirements:**

All applicants must in some way demonstrate that a supervisor who satisfies CCPA’s requirements has overseen their work through a supervisory relationship. The nature of the supervision and documentation required is different based on whether the applicant is applying along Pathway One or Pathway Two requirements.

**Supervisor Qualifications**: 

1. Supervisors have a **Masters degree** or **Ph.D degree** in the area of counselling (or related field) in order to be qualified to supervise.
2. Supervisors have **expertise in the area of counselling**, including conceptual knowledge and practical experience in the field of counselling.

---

1 If qualified supervision is not available, the Registrar may consider the following alternative supervision arrangement to supplement the supervision provided to the practicum student:

“Supervision of Supervision”: The supervisory relationship can be overseen by a senior supervisor if an applicant’s direct supervisor is lacking EITHER the required amount of professional experience OR appropriate membership(s)/designation(s). The senior supervisor must have a formal supervisory arrangement with the applicant’s direct supervisor, and must meet all qualification requirements.
- Supervisors have a **minimum of four years of successful practice** in the counselling field, subsequent to earning a Master’s degree or higher in the area of counselling (or related field), prior to taking on a supervisory role.
- Supervisors **hold professional membership or association** with CCPA or another association or college in a related field with a shared scope of practice that has:
  - a Code of Ethics aligned with the ethical principles of CCPA, and
  - a formal complaints procedures accessible to the public.
- Supervisors must be able to ensure candidates practice in accordance with CCPA’s Code of Ethics.

**OR**
- The supervisor is a **Canadian Certified Counsellor – Supervisor**

**Characteristics of supervision:**
- Clinical supervision is a required element of certification.
- Involves regular face-to-face meetings between the candidate and supervisor, typically in periods of approximately one hour each.
- Supervision is based on content and process of a candidate's professional counselling experience. Combinations of direct supervision (live observation, co-counselling, review of audio and video recordings, and live supervision, for example, reflecting teams) as well as indirect supervision (written case notes and case consultations) are involved.
- Supervision is not personal therapy. The purpose of supervision is to facilitate supervisees’ development of counselling competencies, intervention skills, and the ability to conduct counselling cases effectively. The supervisor provides the evaluative dimension of counselling supervision and monitors the quality of the services offered to the client by the candidate.
- Supervisors must be at "arms length" from the supervisee, as per CCPA Code of Ethics
- Supervision does not include peer supervision by a person of equivalent qualifications, status and experience, nor does it include current or former family members or others where the personal relationship interferes or makes challenging the establishment of a professional relationship.
- Supervisors in administrative relationships to the supervisee whose position involves evaluating job performance or assessing case management are not suitable for evaluating the quality of therapy given to a client.
- "Structured peer group supervision” is an acceptable form of supervision provided that it has the following characteristics:
  - It is comprised of formal and structured supervision, led by a supervisor who satisfies the supervisor qualification requirements.
  - It should be noted in the client’s file.
  - It is not the unstructured discussion of clients; it occurs regularly, rather than on an as-needed basis.
Pathway One: Recent Graduates
These applicants must demonstrate qualified supervision from their on-site practicum supervisor(s). CCPA strongly encourages that all practicum placements are overseen for their entirety by a supervisor who satisfies all of the supervisor qualification requirements.

However, in cases where a fully-qualified supervisor is not available for the entirety of the practicum placement, a minimum of 1/3 of the total client counselling hours must be overseen by a supervisor who satisfies all of the qualification requirements. The remaining practicum hours must be overseen by an on-site supervisor who holds a Masters or Ph.D degree in counselling, and EITHER four years or more of post-Masters counselling experience, OR membership in a counselling-related professional association.

Pathway Two: Work Experience
These applicants must provide one of the two required CCC Reference Forms from a qualified supervisor who has overseen their work in a supervisory capacity within the past ten years.

• References:
Applicants must provide two (2) CCC Reference Forms from practitioners who met the following criteria during the time period being reported in the reference for the applicant:
  • Holds a Masters degree or Ph.D degree in Counselling or a counselling-related field with shared scope of practice (such as Masters of Social Work, or Masters of Clinical Psychology)
  • Is a graduate-level counsellor, counsellor-educator, or counselling supervisor
  • Able to speak to the applicant’s clinical competencies as outlined on the CCC Reference Form,
  • Able to evaluate the applicant’s skills from within the past ten years, or since the time of graduate studies.

NOTE: Pathway Two applicants must ensure that at least one CCC Reference Form is provided by a supervisor who meets CCPA’s supervisor qualification requirements.

7. Vulnerable Sector Police Record Check
All applicants must demonstrate that they do not hold a criminal record, including with the vulnerable sector. Each applicant must submit a vulnerable sector police record check as an original document issued by the police within the past 12 months. This document must be mailed to CCPA, 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.

Please have the vulnerable sector criminal record check conducted at your local police station. This may require a letter or official form from CCPA requesting the vulnerable sector check be
conducted. If this is the case for you, please email certification@ccpa-accc.ca and we would be happy to provide you with the necessary document.

Depending on the jurisdiction, fingerprinting may be required in order to obtain a vulnerable sector check. Vulnerable sector police record checks performed for CCPA’s purposes would be classified as “Employment” or “Other: Professional designation with CCPA”, not “Volunteer”.

Applicants applying from the USA should request a comprehensive FBI check with fingerprinting results. International applicants (outside of Canada and the USA) must show that any criminal record check sent to CCPA does include a vulnerable sector check. If this is not explicitly stated on the check itself, the issuing police department must provide a letter confirming that the vulnerable sector check is comprehensive and does include a check specific to the vulnerable sector in order for the check to be accepted by CCPA. All vulnerable sector checks must be submitted in English or French.

If an applicant holds a criminal record, their CCPA membership and eligibility for certification must be reviewed by CCPA’s Ethics Committee as per the Ethics Declaration section of the membership application. This must occur before they can apply for certification.

Please consult the Certification Application section of this resource for detailed information on the required documentation and application procedures for certification. It may still be possible to obtain certification if you do not meet all of CCPA’s direct practice requirements; please consult the Qualifying Option for Certification for more information.
## TABLE 1. Summary of Requirements for CCPA Certification

<table>
<thead>
<tr>
<th>Pathway One: Recent Graduates</th>
<th>Pathway Two: Experienced Practitioners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applying within five years from the date of Masters or Ph.D degree conferral</td>
<td>Applying more than five years after the date of Masters or Ph.D degree conferral.</td>
</tr>
</tbody>
</table>

### Degree

- A Masters or Ph.D degree based on a coherent program in counselling or a related professional field, from a Canadian institution that is governmentally recognized as a degree-granting institution at the Masters degree level or higher. OR
- A Masters or Ph.D degree based on a coherent program in counselling or a related professional field, from a Regionally Accredited institution in the U.S.A. OR
- An international graduate degree determined to be equivalent to a Canadian Masters degree or Ph.D degree by a comprehensive, course-by-course, third-party evaluation from WES or ICES.

### Coursework

- A total of **EIGHT** Masters or Ph.D level courses in:
  - Counselling theories,
  - Counselling practicum,
  - Counselling skills,
  - Professional ethics, and
  - FOUR elective courses in counselling which align with CCPA’s 12 coursework areas.

Applicants who graduated prior to September 2012 need not have completed the skills and ethics courses, but must have 6 elective courses.

### Direct Practice: Practicum Form OR Work Experience Form

- Supervised counselling practicum with at least 150 hours of direct client counselling (graduates prior to September 2013 must instead have 120 hours). 

Applicants who do not have the minimum number of required hours may be eligible for the **C.C.C.- Qualifying** title.

- At least 800 hours of direct client counselling within the last five years. 

Applicants who do not have the minimum number of required hours of work experience may be eligible for the **C.C.C.- Qualifying** title.

### Supervisor Qualifications

In some cases, supplemental supervisory arrangements may be considered.

- Please see the [Supervision](#) section for a description of the characteristics of a supervisory relationship, and the qualification requirements for a supervisor.

Practicum placements should be overseen for their entirety by an on-site supervisor who satisfies CCPA requirements.

Please see the [Supervision](#) section for a description of the characteristics of a supervisory relationship, and the qualification requirements for a supervisor.

- At least one CCC Reference Form must be received from a supervisor who satisfies the CCPA requirements and can attest to the applicant’s skills within the last ten years.

### References

- Two (2) CCC Reference Forms provided by Masters or Ph.D-level counsellors, counsellor-educators, or counselling supervisors.

- Two (2) CCC Reference Forms; one of the CCC Reference Forms must be from a qualified supervisor as per supervision requirements above.

### Vulnerable Sector Police Record Check

- An original vulnerable sector police record check, issued by police within the past 12 months must be mailed to CCPA or sent as unalterable protected PDF document by email directly from the police service. Electronic copies from the applicant, photocopies, scans, or faxed copies will not be accepted.

Last updated November 2017
Certification Application Procedure

Below you will find a list of the various documents required to submit an application. Please ensure that all forms are completed in full in order to avoid delays in your application and evaluation process, and send the documentation to CCPA Head Office. Incomplete forms will not be processed for evaluation by the Registrar.

Once a document is received and processed by CCPA’s Certification department, it will appear on your on-line profile in the Member’s Portal, under “My Account” > “Membership” > “Certification”. When you click on the word “Certification” on the Membership page, a pop-up box should appear with a checklist of documents and the dates on which we have received them. Please note that the processing time for submitted documents is 1-3 business days.

Once all required documentation for an application has been received and processed, it is then sent out to the CCPA Registrar for evaluation. The evaluation of your application will take approximately 4 to 6 weeks. This timeframe is an estimate based on complete applications with complete forms and official documents. Once the evaluation is complete, the Registrar will email you with either an official outcome on your certification file, or a request for further documents.

All applicants must submit the following documentation:

1. **Professional Membership with CCPA:** must have an active, Professional Membership with the CCPA, with the status of Member in Good Standing and all membership fees paid.

2. **CCC Application Form:** Please ensure that the form is completed in full, with the appropriate Pathway selected, all coursework listed, accompanying documentation checked off, and signed in Section 6. Attestation.

3. **Payment of Fees:** May be provided via credit card information on the CCC Application Form, online through the Member’s Portal, or as an accompanying cheque.

4. **Official Transcript:** We do require that all transcripts outline coursework done at the Masters level and above be sent to CCPA by mail in a signed and sealed envelope, or emailed directly from the issuing university as a password-protected unalterable PDF document. 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.

All coursework must be listed on the official transcript, including final grades and course credit.
Bachelors level coursework, post-graduate diploma and post-graduate certificate level coursework are not considered toward the CCC professional designation. You must complete a coherent Masters degree in Counselling in order to meet the requirements of certification; a compilation of individual coursework outside of a coherent Masters or Ph.D degree program cannot be considered toward the CCC designation.

- If you graduated from your Masters or Ph.D studies in Canada or the USA, your official transcript must be mailed to our office in a signed and sealed envelope by the issuing university directly.
- If your Masters or Ph.D studies have been conducted in the USA, it is the applicant’s responsibility to prove that their university was Regionally Accredited at the time that they obtained their Masters degree. To prove this, the applicant must provide the page of regional accreditation (including date the institution was first accredited, and its current accreditation status) from one of the seven regional accrediting bodies. Please find additional information and requirements here: https://www.ccpa-accp.ca/students/graduate-programs/united-states-graduate-programs/.
- Graduates from an international institution (outside of Canada or the USA) will need to apply for a comprehensive Canadian equivalency through third-party evaluation by a credential assessment service recognized by the Canadian Information Centre for International Credentials (http://www.cicic.ca/415/credential-assessment-services.canada), for example WES or ICES. Applicants must obtain a post-secondary course-by-course comprehensive report as opposed to a general assessment report (http://www.wes.org/ca/licensing/evalreports.asp). The WES or ICES Report must evaluate international credentials at the Masters degree or Ph.D degree level in order to be considered for use toward the CCC certification process. An official transcript and official course descriptions must be submitted in addition to a comprehensive course-by-course credential evaluation. If these documents are not originally in English or French, then they must be professionally translated into English or French.

5. **Proof of degree conferral:** normally, proof of degree conferral is listed on the official transcript provided by the applicant. If the official transcript with all of the completed coursework is provided prior to the student conferring their Masters of Counselling degree, then an official letter of degree conferral would be required from the university Registrar’s Office guaranteeing an impending conferral date. Please note that “degree completion” and “degree conferral” are not interchangeable, and CCPA requires proof of degree conferral before the Registrar may grant an applicant CCC certification.

The letter of degree conferral must come directly from the issuing university and include the following aspects:
- Must be on official university letterhead
- Must list the exact date of degree conferral (day-month-year) or provide a guarantee of future convocation (must state “will convocate on [day-month-year]”. Terms “eligible”, “anticipated” or “expected” are not firm enough as a guarantee and will not be accepted by CCPA).
- Degree conferral must not have any stipulations that could impede successfully conferring the degree (ex: pending Senate approval, pending payment of tuition fees, pending registration for graduation, etc.)
- Must be sent as an unalterable .PDF by email, or hard-copy by mail from the university institution

If the issuing university is not willing or able to provide a guarantee of degree conferral that meets CCPA requirements, they are not required to do so; in such a case, the applicant must wait until a guarantee of convocation can be provided in an official letter or until after the actual date of degree conferral is listed on the official transcript in order to proceed with their application for the CCC certification.

6. **Course Descriptions from an Official Source:** All applicants must provide course descriptions from an official source for each of the courses being used toward certification. Acceptable formats include university-issued course syllabi, photocopy of the academic course calendar or a printout of the website which includes the date and URL in the printer header/footer. Please submit these documents by email as a PDF or JPG attachment, by fax, or in hard-copy by mail. Course descriptions that are copy-pasted by the applicant into a word document or onto the application form will not be accepted. Applicants who cannot obtain an official document can ask their University for archived copies, and if these are not available, submit a formal letter from the University to that effect.

Course codes and titles must match those on your transcript, and they should be valid for the time at which you took the course. 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 in order to be accepted by the Registrar of CCPA.

7. **Vulnerable Sector Criminal Record Check / Abuse Registry Screening:** All applicants must demonstrate that they do not hold a criminal record, including with the vulnerable sector. Each applicant must submit a vulnerable sector police record check as an original document issued by the police within the past 12 months. This document must be mailed to CCPA, 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. Any vulnerable sector police record check obtained from a third-party online source (such as myBackCheck) will not be accepted.

In addition to the above documentation, depending on the pathway to certification, applicants must provide the following additional documentation:

PATHWAY ONE: Recent Graduates
1. CCC Practicum Form(s)
   - One CCC Practicum Form per practicum placement.
   - Combined, the forms must attest to the minimum required number of direct client counselling hours.
   - The total amount of hours should include indirect service hours, and therefore the total on-site hours cannot equal the amount of client counselling hours.
   - Can be signed by the on-site supervisor or practicum course professor.
   - University or on-site practicum logs cannot be accepted in lieu of complete and attested CCC Practicum Forms

2. TWO (2) CCC Reference Forms
   - Must be completed by a Masters degree-level (or higher) counsellor, counsellor-educator, or counselling supervisor.
   - Must be completed by someone who is in a non-compliant relationship with you who knows you in your capacity as a counsellor within the past ten years.
   - References cannot attest to skills prior to the applicant’s graduate studies.
   - References can be accepted from qualified counselling-related professionals such as an Masters of Social Work (MSW) / Registered Social Worker (RSW).
   - Must be submitted directly to CCPA by the attesting referee if the document is signed digitally.

OR

PATHWAY TWO: Experienced Practitioners
1. CCC Work Experience Form(s)
   - One CCC Work Experience form per workplace or position.
   - The forms must attest to a total of 800 hours of direct client counselling within the past five years from the date of their application.
   - Must be completed by a professional who is in a non-compliant relationship with you who can speak to the truth and accuracy of the information on the CCC Work Experience Form outlining your role as a counsellor within the past five years.
   - Work logs will not be accepted in lieu of complete and attested CCC Work Experience Form(s).
2. **Copy of a current professional CV or Resumé**

3. **TWO (2) CCC Reference Forms**
   - One of the two forms must be completed by a qualified clinical supervisor who has engaged in formal supervisory activities according to C.C.C. criteria and can speak to the applicant’s skills.
   - Must be submitted directly to CCPA by the referee by email, by fax, or by mail, or in a signed and sealed envelope if submitted by the applicant.
   - Must be completed by a Masters or Ph.D-level counsellor, counsellor-educator, or counselling supervisor.
   - Must be completed by someone who is in a non-compliant relationship with you who knows you in your capacity as a counsellor within the past ten years.
   - References cannot attest to skills prior to the applicant’s graduate studies.

**Fast-Track Applications**

Students who have graduated from CACEP accredited programs within five years of their official conferral date are fast-tracked through the certification procedure. These graduates are not required to provide course descriptions with their applications as these programs have already had their coursework evaluated and approved by the Registrar and Certification Committee.

Graduates of CACEP-accredited programs are required to submit their CCC Practicum Form with their application (given that they are applying through Pathway One), but the practicum supervision requirements will only be enforced for graduates who conferred their degree on or after September 1, 2016. **Applicants who graduate after September 1, 2016 MUST show a fully qualified supervisor for the practicum in order for the student to be eligible for certification with CCPA.**
Current CACEP accredited programs are:

<table>
<thead>
<tr>
<th>University</th>
<th>Program</th>
<th>Year of Accreditation</th>
<th>Year of Accreditation Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of British Columbia</td>
<td>M.A. Counselling Psychology</td>
<td>June 2006</td>
<td>November 2016</td>
</tr>
<tr>
<td>University of British Columbia</td>
<td>M.Ed Counselling Psychology</td>
<td>June 2006</td>
<td>November 2016</td>
</tr>
<tr>
<td>Acadia University</td>
<td>M.Ed in Counselling</td>
<td>March 2009</td>
<td>March 2019</td>
</tr>
<tr>
<td>Trinity Western University</td>
<td>M.A. Counselling Psychology</td>
<td>March 2012</td>
<td>March 2018</td>
</tr>
<tr>
<td>University of Victoria</td>
<td>MA Counselling Psychology (Thesis-based; on campus)</td>
<td>May 2017</td>
<td>April 2020</td>
</tr>
<tr>
<td>University of Victoria</td>
<td>MA Counselling Psychology (Project-based; on campus only)</td>
<td>May 2017</td>
<td>April 2020</td>
</tr>
</tbody>
</table>

*Please note that this list is only programs that are fast-tracked for CCC through the CACEP program. Applicants who hold Masters and Ph.D degrees in counselling from other programs are still eligible to apply for CCC though they will be required to submit detailed course descriptions demonstrating how their degree aligns with CCPA requirements. No other programs are eligible to be fast-tracked through the evaluation process.

**C.C.C.-Qualifying (C.C.C.-Q.)**

Applicants who do not have sufficient hours of DCC practice in either Pathway One or Pathway Two might be instead granted a “Canadian Certified Counsellor – Qualifying” (C.C.C.-Q.) title. Applicants must satisfy all other certification requirements in order to be eligible for the C.C.C.-Q designation. Applicants who are granted this title are required to complete a specific amount of additional hours of practice and/or supervision (as determined by the Registrar) in order to meet the certification requirements.

In order to accept the designation, the applicant must find a qualified supervisor and workplace, and submit to the Registrar a proposal to complete the outstanding requirements on a CCC-Q Supervisor Agreement Form. This form is not found on the CCPA website, but rather provided to eligible applicants directly from the Registrar of CCPA if all other criteria for CCC are met.
This designation is valid for a one-year period beginning on the date of the Registrar’s evaluation letter. Members with this title are eligible to the full benefits of certification, including access to discounted professional liability insurance as they complete the additional hours of practice and/or supervision. The designation may be renewed with approval from the Registrar if the applicant successfully demonstrates diligent practice and supervision under this title.

**Pathway One: Missing supervised practicum requirements**

If the number of acceptable direct client contact hours in your practicum is less than the amount required number by CCPA, the applicant will need to complete additional supervision hours. Applicants can use the table below to find the number of supervision hours you needed to be eligible for certification.

The number of supervision hours required is equivalent to the number of direct client counselling hours the applicant is missing in order to satisfy the certification requirements. For example, if an applicant only completed 130 acceptable direct client counselling hours as part of an evaluated and accepted practicum placement, they are 20 hours short of the required 150 hours of direct client counselling hours as part of a practicum placement. They applicant would need to complete 20 hours of post-graduate supervision under a supervisor who satisfies the supervisor qualification requirements.

The required hours of supervision may be completed through either paid or voluntary arrangements that fit your unique location and situation. The applicant is able to submit any post-graduate supervision hours they may have already completed for consideration toward the CCC-Q requirements. The Registrar is available to assist with case-by-case details.

**CCC-Q for Yorkville University Graduates:**

Please be advised that at this time, the Certification Committee of the CCPA has assessed the coursework in the Master of Counselling degree from Yorkville University and found that the Counselling Skills & Competencies course does not align with CCPA requirements as it does not contain sufficient hours of counselling skills training. In order to assist our Yorkville graduate applicants, we have developed a work-around that would allow applicants to receive the professional designation (so long as all other criteria have also been met). This solution is a required top-up of Counselling Skills hours by a supervisor that meets CCPA requirements and that are completed after the degree has been conferred. These cannot be completed while the applicant is still in their Masters degree as it must be supplemental supervision specific to Counselling Skills (rather than direct client contact hours). The committee’s decision is firm that these hours must be completed after the degree has been conferred for continued supervision and skills training. If the Yorkville Counselling Skills &
Competencies course were to change increasing the number of skills hours taught within the degree program, the committee could re-evaluate the requirement of supplemental hours decision at that time. Currently, this is the requirement of all Yorkville graduates, and we have had many Yorkville graduates who have been successful in obtaining their full CCC designation either by continuing in supervision with their on-site supervisor after their degree is conferred, or by finding an alternative supervisor that meets CCPA requirements for that face-to-face time to accrue the required 15 additional post-graduation hours.

<table>
<thead>
<tr>
<th>Hours of acceptable direct client counselling completed at the practicum site(s)</th>
<th>Required Hours of additional post-graduate supervision</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>0</td>
<td>Minimum practicum requirements are satisfied. No additional hours are required. The number of direct client counselling hours that were supervised during the practicum are sufficient for entry-to-practice as a Canadian Certified Counsellor. Continued supervision is encouraged at this stage of counsellor development.</td>
</tr>
<tr>
<td>130</td>
<td>20</td>
<td>At least 20 hours of post-graduate supervision, which must involve direct supervision (live observation, co-counselling, review of audio and video recordings, and live supervision, for example, reflecting teams) as well as indirect supervision (written case notes and case consultations).</td>
</tr>
<tr>
<td>110</td>
<td>40</td>
<td>At least 40 hours of post-graduate supervision, which must involve direct as well as indirect supervision.</td>
</tr>
<tr>
<td>75</td>
<td>75</td>
<td>A minimum of 75 hours of post-graduate supervision is required to grant the CCC-Q, which must involve direct as well as indirect supervision.</td>
</tr>
</tbody>
</table>

Once the required additional supervised hours are completed, and a satisfactory report from the supervisor(s) has been received, your application for certification may be processed. The report may be a CCC Reference Form which indicates the number and nature of post-graduate supervision hours provided to the applicant, or on a CCC-Q Supervision Checklist for Yorkville University graduates, or an alternative form requested by the Registrar of CCPA in the CCC-Q outcome letter to the applicant from when the CCC-Q was granted.
Pathway Two: Missing required hours of work experience
Applicants who have not completed the number of hours of post-graduate work experience may qualify for certification by completing additional practice and supervision hours. Applicants may meet this requirement by completing the following steps:

a. Obtain a qualified supervisor who satisfies CCPA’s supervisor qualification requirements,
b. Successfully engage in formal supervised practice from the time of application as per the table below;
c. Submit a proposed schedule for completion of required hours.

<table>
<thead>
<tr>
<th>Years of Attested Experience</th>
<th>Additional Direct Client Counselling Hours</th>
<th>Additional Supervision Hours</th>
<th>Description of supplemental supervision requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>800</td>
<td>60</td>
<td>At least 60 hours of supervision. The supervisor must align with the requirements outlined in the supervision section. It must involve direct supervision (live observation, co-counselling, review of audio and video recordings, and live supervision, for example, reflecting teams) as well as indirect supervision (written case notes and case consultations).</td>
</tr>
<tr>
<td>Up to 1 Year (266 counselling hours)</td>
<td>534</td>
<td>40</td>
<td>At least 40 hours of supervision. The supervisor must align with the requirements outlined in the supervision section. It must involve direct supervision as well as indirect supervision.</td>
</tr>
<tr>
<td>Up to 2 Years (533 counselling hours)</td>
<td>267</td>
<td>20</td>
<td>At least 20 hours of supervision. The supervisor must align with the requirements outlined in the supervision section. It must involve direct supervision as well as indirect supervision.</td>
</tr>
</tbody>
</table>
Once the supervised practice hours are completed, and a satisfactory report in the form of a CCC Work Experience Form and a CCC Reference Form from the supervisor(s) has been received, your application for certification may be processed toward the full CCC designation.

**Certification Pre-Evaluation**

If you are missing documentation, are short on satisfying an aspect of the certification requirements, or are simply uncertain as to whether your application will meet CCPA requirements, you may apply for an eligibility report called a CCC Pre-Evaluation. The Registrar will determine if you meet the requirements as well as which gaps and omissions in your application need to be addressed in order to meet the requirements.

The Pre-Evaluation service allows prospective applicants to have their credentials reviewed for gaps and omissions prior to seeking certification. The pre-evaluation is used primarily to assess coursework or the clinical practicum to see if there are any obstacles to becoming CCC certified before paying the full amount. The CCC Pre-evaluation is divided into two categories: “Basic” which evaluates coursework and practicum placement information from Canadian and regionally accredited USA Masters degrees in Counselling at a cost of $40.00, and a “Complex” evaluation that assesses international Masters degrees, and individuals who do not meet the direct practice requirements for pathway one or two.

A Pre-Evaluation does not require official documentation. However, any official documents submitted during the CCC Pre-Evaluation can be used toward the CCC full application if you wish to proceed to a full application after receiving your eligibility report; unofficial documents cannot be considered toward the CCC professional designation.

The **CCC Pre-Evaluation** requires the following documents:
- A CCC Pre-Evaluation Application form with signature
- Payment information for the Basic $40.00 or Complex $100.00 evaluation fee
- A copy of the applicant’s transcript (may be unofficial for the pre-evaluation)
- Official course descriptions for Masters degree coursework
- CCC Practicum or CCC Work Experience form (must be fully filled out, but attestation signatures are not required)
- Applicant’s professional CV
- 2 CCC Reference forms (optional)

If you wish to proceed with a Pre-evaluation without one or more of the documents listed above, you may do so but it may result in a less comprehensive eligibility report from the Registrar. If you will not be submitting all of the documentation listed above, please let the Certification department know so that the processing of your documents does not experience any unnecessary or unforeseen delays.

Last updated November 2017
Certification Appeal Process

If you do not agree with the outcome of the evaluation by the Registrar regarding your application for certification, you may write a formal letter to the CCPA Certification Committee appealing the decision with all pertinent information. It is the responsibility of the applicant to include any additional information that will support their case/claim and assist the committee in coming to an informed decision. Your file will be forwarded to the Certification Committee for a second evaluation. Their evaluation can take up to 6-8 weeks.

CCPA has also established an Appeals Committee to deal with appeals of decisions of all other committees, including the Certification Committee. Individuals disagreeing with the decision of the Certification Advisory Committee can appeal to the Appeals Committee as a final step. Their evaluation can take an additional 6-8 weeks.
Frequently Asked Questions about Certification

Who decides whether I can be a C.C.C.?
The Registrar of CCPA is a professional counsellor whose role is to manage the certification process and who has the responsibility of evaluating all applications, including credentials, and clinical references submitted for certification. The Registrar’s process includes:

- ensuring that the applicant holds a Masters or Ph.D degree in counselling or a related professional field from a Canadian institution that is governmentally recognized as a degree-granting institution at the Masters level (or from a Regionally Accredited institution in the United States).
- evaluating official university transcripts to determine that the graduate degree has the appropriate courses
- reviewing the supervised practice component to ensure that it meets the standard both for content and supervision.
- requesting any additional information from applicants before certification can be demonstrated and full adjudication achieved.
- verifying the authenticity of documents including results of the vulnerable sector police record check and official university documents.

What do I do if I disagree with the Registrar’s evaluation of my certification application?
CCPA’s Certification Committee consists of counsellor educators and others who are able to advise the CCPA Board of Directors on all matters pertaining to counsellor certification. This committee also serves in a consultative role to the Registrar on discretionary matters and on challenging certification issues which arise from time to time.

I still have a course to finish (like a thesis) before I graduate from my Masters degree in counselling. Could I still obtain the “Canadian Certified Counsellor” or maybe the “C.C.C.-Qualifying” designation while I finish this course?
No. The C.C.C.-Qualifying title is only available to practitioners who have satisfied all of the education requirements. This includes completing all of the required coursework and having the Masters degree in counselling conferred. An applicant’s training is not considered to be complete until they have been awarded their degree.

However, if the applicant has successfully completed all of the program’s coursework and the university Senate has reviewed the program completion with a set date for the conferral of the degree, the applicant may still be able to apply for certification. To do so, the applicant should ensure that his or her transcript indicates that the grade and credit were awarded to all courses required for certification, and in addition provide a letter from the counselling program’s director or University Registrar confirming that the applicant has successfully completed the program requirements and indicate the date on which the degree will be awarded.
For example, if Jane Doe successfully completed all courses required for her program by the end of the Fall semester in December 2012, but is waiting to have her degree conferred at the June 2013 graduation ceremony, she can still apply for the Canadian Certified Counsellor title if she provides her transcript where the grade and credit were awarded to all courses required for certification as well as a letter from the University Registrar confirming that Jane will have her degree conferred at the Spring convocation ceremony. However, if John Smith successfully completed all the courses required for certification by the end of the Fall semester in December 2012 but is still working on completing his thesis, he cannot apply for the Canadian Certified Counsellor title because his program is incomplete and he could not yet provide the required letter confirming that the program is completed and identify the date on which the degree would be conferred.

I’m likely missing a course required for certification. Can I obtain the “C.C.C.-Qualifying” title while I finish this course?
No. The C.C.C.-Qualifying title is only available to practitioners who have satisfied all of the education requirements. This includes completing all of the required coursework and having the Masters degree in counselling conferred. If a required course is missing, the applicant must finish their studies, taking the required coursework for certification as part of their coherent Masters degree in counselling, and confer his or her degree before he or she qualifies for certification.

I think my application satisfies the coursework requirements, but my program didn’t have a practicum requirement. Which pathway should I use to apply for certification?
A practicum course is a required course to qualify for certification. The majority of counselling programs which align with CCPA requirements have had a counselling practicum course as a mandatory part of their program since 2002/2003. Unless the program was completed before this time, the applicant must have completed some kind of practicum course in order to be eligible for certification. If a practicum course was not a part of the program structure, most likely the program will have other gaps aligning with the certification requirements. For example, the program may not have a course in Counselling Theories or the scope of practice may not be in counselling and psychotherapy. Applicants lacking a counselling practicum course should consider submitting a Certification Pre-Evaluation Application instead, which is a cost-effective way to have the application reviewed by the Registrar and identify gaps in obtaining Certification.

Why does my supervisor need to hold a membership with a counselling-related professional association of college?
The supervisor requirement for membership in a counselling-related professional association or college ensures that supervisors are accountable for their professional conduct under a code of ethics and standards of practice. This helps to promote high quality and rigorous clinical supervision, and this in turn ensures that the Canadian public receive equally high quality and
effective counselling services. It also provides supervised counselling students avenues for redress on the rare occasion that supervisor conduct falls outside of professionally acceptable limits.

How can I determine if my coursework aligns with the various coursework areas?
Your coursework does not need to have the same title and description as the samples provided by CCPA. You should compare the course descriptions from your course catalogue or syllabus to the ones provided by CCPA, and there should be common themes in the topic, breadth and depth of study.

Additional guidelines to coursework evaluations:
- Applicants cannot combine multiple courses to satisfy one coursework area, nor can they cannot use the same course to satisfy two different course requirements.
- Evaluate the syllabus to and specifically consider whether the description, objectives, readings, weekly course topics, and assignments indicate that the course is focused on the same topic of study as described by CCPA.

The compulsory and elective coursework as referred to in the Certification Guide and on the CCC Application Form refer to courses that are compulsory for all applicants to have taken in their Masters degree in order to be eligible for the CCC designation, and the elective coursework refers to counselling coursework done as part of your Masters degree that meets CCPA requirements but that can fit our application requirements as is tailored to your degree (ex: a degree with a focus in Marriage and Family Therapy might select electives from CCPAs list in the areas of “Couple and Family Counselling” or “Group Counselling” whereas an M.Ed in Counselling might have more counselling coursework that would meet CCPA elective categories such as “Human Development and Learning” or “Psychological Education”).

The four courses that are compulsory for all applicants of the CCC designation are:
- Counselling Theories
- Counselling Skills
- Professional Ethics
- Counselling Practicum

Elective coursework would be any other counselling coursework from your Masters degree in Counselling that falls into one of the following categories (you cannot list more than 2 courses per topic category):
- Assessment Processes
- Counselling in Specialized Settings
- Counselling Intervention Strategies
- Couple and Family Counselling
- Consultation Methods
- Diversity Issues
- Gender Issues
- Group Counselling
- Human Development and Learning
- Lifestyle and Career Development
- Psychological Education
- Research and Evaluation

To assist you in selecting the proper category for your Masters of Counselling degree coursework, please see pages 27-30 of the Certification Guide: Appendix 1 – Coursework Areas and Descriptions. This coursework should be listed out with the course code, name of the course as it appears on your transcript, and the semester in which you took each course on the CCC Application Form to outline how your degree meets CCPA requirements for assessment by the Registrar.
Appendix 1. Coursework Areas and Descriptions

Applicants must have completed a total of eight (8) Masters-level courses in specific areas from an acceptable institution. The content of these courses will be evaluated in comparison to the course content provided in the sample course descriptions below:

Counselling Theories (compulsory):
Counselling theories provide a consistent framework to conceptualize client issues and to identify and select appropriate counselling interventions. An eligible course includes academic and professional literature related to the foundations of human development; cognitive, affective and behavioural components of human experience; research evidence for intervention effectiveness; and applications to practice. A course in Counselling Theories covers approaches that fall into one or more of the following broad therapeutic orientations: psychodynamic, cognitive/behavioural, systemic/interpersonal, and humanistic.

Additional guidelines:
- A course in counselling theories must develop an understanding of some of the foundational theories in counselling/psychotherapy
- There must be a breadth and depth of study. The course must cover various approaches within at least one of the following broad theoretical orientations: psychodynamic, cognitive/behavioural, systemic/interpersonal, and humanistic. In comparison, one very specific approach, studied in-depth is not eligible.
- While theories guide interventions, a course in Counselling Theories should be distinguished from a course on interventions (which is an elective coursework area)
- The course cannot be focused solely on the psychological components and/or on the application of the theory regarding one specific presenting problem or population
- Counselling theories courses are often marked by a course component focused on the integration of various theories into a personal theoretical style and/or personal way of conceptualizing and working with clients.

Supervised Counselling Practicum (compulsory):
Involves professional development and supervised practice in a counselling context. Students are expected to be involved in direct work with clients (individual, family, and/or group counselling) under the supervision of a qualified professional. It is strongly recommended that at least 20 hours of direct client counselling is in group settings. These hours may include co-facilitation experiences.

Counselling and Communication Skills (compulsory):
Counselling and Communication Skills provides an understanding of essential interviewing and counselling skills needed to establish an effective counselling relationship and to develop and
maintain appropriate professional boundaries. These involvements also require a measure of student reflection and self-exploration.

Additional guidelines:
- The course needs to be part of a Masters degree-level counselling program and taught by a professor with a background in counselling
- The course textbook, required readings, and course activities should be focused primarily on the development of interpersonal and communication skills that are fundamental to effective counselling practice.
- The syllabus should identify that each day of your course focused on the study and development of a specific counselling micro-skill
- The course should include activities that engage students in the live practice of counselling micro-skills.
- Graded course assignments must include the evaluation of counselling micro-skills taught in the course.

Note: If you graduated prior to September 2012, this course is not compulsory. Some counselling programs offer a Counselling and Communication Skills course that is combined with either a Counselling Practicum or Counselling Theories course. This combination will be acceptable toward CCC Certification only if the course is worth double the credits and includes coursework that is equivalent to a standalone course in each coursework area.

Professional Ethics (compulsory):
Ethical and legal issues arising in professional counselling-related research, and/or assessment settings. A study of ethical codes, ethical decision-making, ethics in professional relationships, and standards of practice. Specific research ethics courses that do not include ethics related to professional counselling are not sufficient for this area.

Note: If the university offers a stand-alone course, then it would be expected that the student would take this course. It should further be noted that by September 2015, C.C.C. requirements will include a standalone course in Ethics. If you graduated prior to September 2012, a course in professional ethics is not compulsory.
Elective Coursework:
Coursework in four (4) graduate courses in the following areas. Please note that only up to two courses will count toward each elective coursework area. If you graduated prior to September 2012 and you do not have the Counselling and Communication Skills and the Professional Ethics courses, six (6) graduate courses in the following areas are then required.

- **Assessment Processes** - A study of individual and group assessment and testing, case study approaches, individual differences, and methods of data collection and interpretation.
- **Counselling in Specialized Settings** - a study of issues, applied theory, and relevant counselling approaches pertaining to a particular special client population or setting, e.g. families, rehabilitation, schools, disabled clients, etc.
- **Counselling Intervention Strategies** - Theory and practice in planning and implementing client change interventions; application of strategies in laboratory setting.
- **Couple and Family Counselling** - The philosophical and historical underpinnings of family therapy, examining core assumptions of various theoretical frameworks in couple and/or family therapy. Attention is given to intervention and professional issues when working with couple and/or family systems in various settings.
- **Consultation Methods** - Basic theories and research of psychological consultation that can be used to guide practice in a variety of settings. Topics include the process or stages of consultation, counsellor roles and responsibilities; ethical issues, and approaches to consultation.
- **Diversity Issues** - An examination of theoretical and practical factors that influence the nature and effectiveness of counselling clients from diverse backgrounds. Ethics, counselling competencies (culture-specific and universal), models of racial and cultural identity development, influence of social, economic, historical, political, and cultural contexts on client problems.
- **Gender Issues** - Theory, research, and practice in the areas of sex role development, sexual orientation, stereotyping and social roles and corresponding counselling theories and counselling approaches.
- **Group Counselling** - Theorists related to group counselling including research evidence to support effectiveness of various group approaches. Attention is given to methods of facilitating interpersonal communication within groups, selection processes, group development, member roles and needs, group processes, and ethical and legal issues related to group counselling.
- **Human Development and Learning** - Human development and learning across the lifespan. Learning theories of human behaviour, life stages, transitions, typical and atypical human development, theories of personality.
• **Lifestyle and Career Development** - Involves an exploration of career development theories with emphasis on issues in life-career decision-making and career transitions and work-related issues.

• **Psychological Education** - A study of topics in psychology such as community mental health, social psychology, neurological basis of learning and behaviour, individual differences, motivation etc.

• **Research and Evaluation** - Understanding and applying research including quantitative and qualitative research designs, applied research and program evaluation, statistics.