



**CCPA Board Meeting
May 19, 2016
13:00 - 14:00 p.m. (ET)**

Present : Natasha Caverley (Chair), Blythe Shepard, Nicholas Renaud, Tracy Duffy, Michel Turcotte, Kathy Offet-Gartner, Bill Thomas, Kimberly Young, Kiraz Johannsen, Vicki-Anne Rodrigue, Marion Clorey, Barbara MacCallum (Secretary)

Guests : Monika Green, Kim Hollihan

Regrets : Ricardo Pickering, Joyce Milligan, John Driscoll, Jen Rowett

Absent: Andrea Currie

Welcome

- Natasha welcomed everyone to the Board meeting.

Agenda

1. Approval of Agenda
2. Acceptance of the April 4-5, 2016 minutes
3. Conflict of Interest
4. Legislative Support Fund Application – BC
5. Regional Development Fund Application - NS
6. CCC Motions
7. Information Items
 - a. CACEP Rejuvenation Project
 - b. Ethics Committee
 - c. New Brunswick Licensed Therapists ACT
 - d. Research Conference
8. Next Meeting
9. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Michel Turcotte. Seconded by Bill Thomas.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the April 4-5, 2016 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Michel Turcotte. Seconded by Tracy Duffy.
CARRIED.**



3. Conflict of Interest

The following conflict was noted:

- Natasha Caverley regarding the BC Legislative Support Fund Application.

4. Legislative Support Fund Application – BC

- A Legislative Support Fund (LSF) application was received from British Columbia for \$8,020.
- As this application was anticipated at the April 4-5, 2016 Board meeting, an additional \$8,000 was placed into the fund.
- The request from BC has been received each year, since the inception of FACT-BC (2014).
- FACT-BC is the group that is advocating for the regulation of counselling in BC.
- In order to participate in the process of regulating counsellors in BC, CCPA must be at the FACT-BC table and to be at the table, CCPA must pay the annual fee required by FACT-BC.
- It is important for CCPA to be at the table to ensure that the interests of CCPA members are well represented.
 - CCPA wants to ensure that its CCCs are ported into the new College when it is created.
 - Participation in the competency profile development – Blythe Shepard has been representing CCPA on the Competency Profile Committee since its inception.
 - Blythe has ensured that the entry-to-practice competencies developed are appropriate and that they will maintain the standard required for counsellors.
 - CCPA has access to documents and work that will save much time and effort as it assists other provinces towards regulation.
- CCPA has developed a caucus model which ensures that key CCPA members are kept informed of FACT-BC activities.
- Ricardo Pickering, Blythe Shepard, Cathleen Dyer, Wendy Woloshyn, Natasha Caverley, and Barb MacCallum are members of the BC Caucus.
- This group meets by teleconference prior to FACT-BC meetings to ensure that CCPA has a consistent strategy when FACT-BC Board meetings are held.

Motion: To approve the BC application to the Legislative Support Fund.

**Moved by Kathy Offet-Gartner. Seconded by Marion Clorey.
CARRIED.**

5. Regional Development Fund Application – NS

- Andrea Currie has submitted a Regional Development Fund Application related to networking activities in Nova Scotia.
- The activities would be co-ordinated with the NS Chapter President.
- The application mentions the President of the NS Chapter as attending the networking events.
- It was recommended that networking events make use of all members of the NS Chapter Board as this will ensure inclusivity and may strengthen the NS Chapter Board.



Motion: To approve the NS Regional Development Fund application as presented.

Moved by Kiraz Johannsen. Seconded by Bill Thomas.

CARRIED.

6. CCC Motions

- The Certification Committee has recommended a series of changes to the CCC program.
- These changes were reviewed and approved by a special task force consisting of Natasha Caverley (CCPA President), John Driscoll (CCPA President Elect), Blythe Shepard (CCPA Past President), Barbara MacCallum (CCPA CEO), Kim Hollihan (CCC-S Registrar), Monika Green (CCC Registrar), and Jeff Landine (Chair Certification Committee) and then also approved by the Governance, Quality Assurance, and Executive Committees.
- The recommendations do not in any way compromise the CCC standards but rather provide more flexibility with regard to the real world circumstances faced by CCC applicants.

Motion 1 related to Senior Supervisor Arrangements.

- **Rationale:** The Certification Committee has reviewed requests to consider alternative supervisory arrangements where an applicant was supervised by an on-site supervisor who does not meet all the qualification requirements.
- In these cases, the supervision provided to the applicant was formally overseen by a qualified “senior supervisor”.
- This arrangement is most common in counselling programs that have their PhD students supervise the Master’s-level students, and the PhD student is overseen by a qualified faculty member.
- In other cases where qualified on-site supervision was not available for practicum placements, faculty members or another qualified supervisor (such as an external supervisor or agency director) offered to step in to oversee the supervision to ensure the applicant would be eligible for certification.
- One such example would be the school setting, where often school counsellors are members of school counselling special interest groups of the provincial Teacher Federation, which is not an eligible membership for supervisors.
- A qualified professional (e.g., a regional School Psychologist, an external supervisor, or counselling program faculty member) who would not be available to provide on-site supervision, would thus be able to supervise the on-site supervisor and ensure the quality of the supervision that the practicum student receives.
- This motion is largely applicable to practicum placements, rather than work experience.
- **Effective Date:** Immediate.



Motion: 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), including adherence to a Code of Ethics in the field of counselling which can be enforced through a complaints process. The senior supervisor must have a formal supervisory arrangement with the applicant's direct supervisor, and must meet all qualification requirements.

Motion 2 related to Structured Peer Group Supervision

- **Rationale:** Many certification applicants, especially those further along in their career, engage in formal peer supervision.
- CCPA should acknowledge the value in peer group supervision when it is formal and structured in nature, and led by a practitioner who meets the supervisor qualification requirements.
- This motion is largely applicable to experienced practitioners who are in later stages of a supervisory relationship which is often characterized with increase independence as a practitioner.
- **Effective Date:** Immediate

Motion: That CCPA accept structured peer group supervision as an acceptable form of supervision provided that "Structured peer group supervision" has the following characteristics. It is 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.

Motion 3 related to On-Site Practicum Supervisor's Qualifications

- **Rationale:** The Registrar and Certification Committee have consistently received feedback from counselling programs that the supervisor qualification requirements are not realistic in certain settings and locations.
- Despite extensive efforts on behalf of the University, it is often not feasible to arrange for the full practicum placement to be supervised by on-site supervisors who satisfy all of the qualification requirements.
- The minimum requirement that on-site supervisors must hold a "graduate degree in counselling, and EITHER 4 years or more of post-graduate counselling experience OR membership in a counselling-related professional association" is intended to recognize the competency of more experienced supervisors, and alternatively increase the accountability of supervisors with less professional experience.
- **Effective Date:** Immediate

Motion: While CCPA strongly encourages that all practicum placements are overseen, for their entirety, by a supervisor who satisfies the supervisor qualification requirements, only a minimum of 1/3 of the total client counselling hours be overseen by a supervisor who satisfies the qualification requirements. The remaining practicum hours must be overseen by an on-site supervisor who holds a graduate degree in counselling, and EITHER 4 years or more of post-graduate counselling experience OR membership in a



counselling-related professional association (including adherence to a Code of Ethics in the field of counselling which can be enforced through a complaints process as per supervisor qualification requirements).

Motion 4 related to Work Experience Requirements

- **Rationale:** The current amount of work experience required for certification (three years of full-time equivalent counselling practice or 4500 work hours within the last ten years), is vague and difficult to calculate given that the nature of counselling services, and proportion of counselling contained in an applicant's job, can vary significantly.
- This requirement also far exceeds the number of hours required by other professional bodies such as CRPO and AAMFT.
- The proposed motion would serve to:
 - align the amount of work experience hours required with that of other professional organizations,
 - align the amount of work experience hours with the hours required for the CCC-S designation,
 - maintain a consistent focus and requirement for direct client counselling hours in both pathways, and
 - establish a baseline for calculating the amount of counselling experience when the applications have professional roles that vary in the amount of counselling they contain,
 - increase the currency of the professional experience by requiring it be completed within the last five years rather than the last ten years.
- **Effective Date:** Immediate

Motion: Pathway Two applicants must demonstrate accruing a minimum total of 800 hours of direct client counselling (the equivalent of three years of practice), within the last five years.

Motion: To approve CCC motions 1,2,3,4 as presented.

**Moved by Kathy Offet-Gartner. Seconded by Marion Clorey.
CARRIED.**

Motion 5 related to Reference Forms

Rationale: This new requirement would allow applicants greater flexibility regarding how they document their references, but maintain CCPA's certification standards by increasing the liability and integrity of one reference.

Effective Date: Immediate

Motion: Applicants who cannot provide two Reference Forms could instead provide one affidavit from a professional counsellor, counselling-supervisor, or counsellor-educator who has direct knowledge of the applicant's counselling competencies and is willing to legally attest to the applicant's counselling competency and ethical conduct.



- There was concern expressed about the liability this placed upon a referee.
- This motion was tabled until the attestation document was developed.
- It was determined that the Board would feel more comfortable assessing this motion when the attestation document was available.
- It was noted that the information and format provided for the motions above was very helpful to the Directors when assessing the motions.
- Many thanks to Monika Green for developing and presenting thorough background material for these motions.

7. Information Items

- Due to time restrictions, it was agreed that Natasha Caverley and Barb MacCallum will provide notes via email on the information items.

8. Next Meeting

- The next meeting will be held by teleconference on June 16, 2016 at 19:00 ET.

9. Adjournment

Motion: To adjourn the meeting.

**Moved by Kathy Offet-Gartner. Seconded by Vicki-Anne Rodrigue
CARRIED.**

President

Date



Summary of Motions

Motion: To approve the agenda as presented.

**Moved by Michel Turcotte. Seconded by Bill Thomas.
CARRIED.**

Motion: To accept the minutes of the April 4-5, 2016 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Michel Turcotte. Seconded by Tracy Duffy.
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Motion 3: While CCPA strongly encourages that all practicum placements are overseen, for their entirety, by a supervisor who satisfies the supervisor qualification requirements, only a minimum of 1/3 of the total client counselling hours be overseen by a supervisor who satisfies the qualification requirements. The remaining practicum hours must be overseen by an on-site supervisor who holds a graduate degree in counselling, and EITHER 4 years or more of post-graduate counselling experience OR membership in a counselling-related professional association (including adherence to a Code of Ethics in the field of counselling which can be enforced through a complaints process as per supervisor qualification requirements).

Motion 4: Pathway Two applicants must demonstrate accruing a minimum total of 800 hours of direct client counselling (the equivalent of three years of practice), within the last five years.

Motion: To approve CCC motions 1,2,3,4 as presented.

**Moved by Kathy Offet-Gartner. Seconded by Marion Clorey.
CARRIED.**



Motion: To adjourn the meeting.

**Moved by Kathy Offet-Gartner. Seconded by Vicki-Anne Rodrigue
CARRIED.**



Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	5	Convey information to Andrea Currie regarding her RDF application.	ASAP	Barb MacCallum
2	7	Distribute written documentation regarding information items.	ASAP	Natasha Caverley Barb MacCallum