



CANADIAN COUNSELLING AND  
PSYCHOTHERAPY ASSOCIATION  
L'ASSOCIATION CANADIENNE DE  
COUNSELING ET DE PSYCHOTHÉRAPIE

## **Canadian Certified Counsellor-Supervisor (CCC-S) Guide**

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Please note that the terms “counsellor” and “counselling” are used consistently as general, umbrella terms that encompass the breadth and depth of more specific titles and professional helping roles encountered across Canada. These terms reflect a variety of specific counselling-related roles such as career counsellor, clinical counsellor, conseiller d’orientation, counselling therapist, guidance counsellor, mental health therapist, psychotherapist, school counsellor, etc.



## Framing Clinical Supervision

The Canadian Certified Counsellor – Supervisor (CCC-S) designation is intended to certify qualified clinical supervisors. It does not certify administrative supervisors.

Clinical supervision is a specialty within the overall practice of counselling and psychotherapy. Corey, Corey, and Callanan (2007) suggested that clinical supervision may be the most crucial contribution to “...the development of a competent practitioner. It is within the context of supervision that trainees begin to develop a sense of their professional identity and to examine their own beliefs and attitudes regarding clients and therapy.” (p. 360)

Falender and Shafranske (2004) described supervision as:

a distinct professional activity in which education and training aimed at developing science-informed practice is facilitated through a collaborative interpersonal process (mindful of the power differential). Supervision involves observation, evaluation, self-assessment and feedback, the acquisition of knowledge and skills by instruction, modeling and mutual problem solving, and encourages self-efficacy, building upon the recognition of the strengths and talents of the supervisee. Supervision insures that clinical consultation is conducted in a competent manner in which ethical standards, legal prescriptions, and professional practices are employed to promote and protect the welfare of the client, the profession, and society at large. (p. 3)

Bernard and Goodyear’s (2014) subsequent definition of clinical supervision referred to:

an intervention provided by a more senior member of a profession to a more junior colleague or colleagues who typically (but not always) are members of that same profession. This relationship is evaluative and hierarchical, extends over time, and has the simultaneous purposes of enhancing the professional functioning of the more junior person(s); monitoring the quality of professional services offered to the clients that she, he, or they see; and serving as a gatekeeper for the particular profession the supervisee seeks to enter. (p. 9)

Shepard and Martin (2012) further elaborated that clinical supervision is “[a] professional relationship in which the supervisor is “responsible for the development of the supervisee, as well as the safety and quality of services delivered to the client(s) by him or her” (p. 5). Clinical supervision is contrasted with administrative supervision, which is a professional relationship in which the supervisor has a managerial role and may act as a consultant, with “more of an emphasis on issues related to larger matters of organizational functioning.” (Shepard & Martin, 2012, p. 5)

**Note: Administrative supervision does not meet CCC-S certification standards.**



Historically, the practice of clinical supervision has been associated with the education and training of student supervisees who undertake supervised practica and internships as part of their graduate degree programs. More recently, clinical supervision also has become a requirement for professional certification, registration, and licensing. However, the salience and value of clinical supervision extend across the professional career span. Novice and veteran counsellors and psychotherapists, alike, benefit from ongoing clinical supervision that engages them in goal-oriented, growth-focused, and collaborative reflective practice. From an ethical standpoint, and regardless of years of experience, it is especially important that counsellors and psychotherapists seek clinical supervision when developing a new counselling competency or specialty area of practice, or resuming a former area of practice (e.g., with a particular clientele or referral issue) after a period of time.

Different supervision models, informed by theory, research, and clinical practice, guide supervisors in their work. Regardless of the model of supervision espoused, five variables define the context in which competent clinical supervision takes place. It is imperative that supervision is:

1. Rooted in the learning and developmental needs of the supervisee,
2. Attuned to the specific needs of the clients served,
3. Aligned with the goals of the employment setting in which the supervisee works,
4. Conducted in a manner that is respectful of issues of diversity, and
5. Undertaken in an ethically and legally congruent manner.

**The nature of the clinical supervisory relationship between supervisor and supervisee must be at ‘arm’s length.’** Relationships that do not satisfy the arm’s length criterion (e.g., where there are friendship, romantic, sexual, family, and/or business ties) are unacceptable between clinical supervisors and supervisees. Clinical supervisors should ensure that the supervisory relationship does not pose any conflict of interest, involve a dual/multiple relationship that could impair objectivity or pose the risk of exploitation, or present other ethical concerns. Please consult CCPA’s *Code of Ethics and Standards of Practice* for more information.



## What are the benefits of supervisor certification?

The intentions of the Canadian Certified Counsellor – Supervisor (CCC-S) certification process include, but are not limited to:

1. Promoting professional credibility of clinical supervisors;
2. Assuring the public, employers, regulatory colleges, and practitioners, of a minimum standard of competency in clinical supervisors;
3. Promoting the delivery of competent, professional clinical supervision services;
4. Establishing a recognized credential of professional supervision competency;
5. Establishing guidelines for new clinical supervisors; and
6. Promoting continued professional development for clinical supervisors.

## Why is there a need for certified supervisors?

1. To ensure competent supervision of students in graduate counselling programs during their practicum or internship,
2. To assist CCPA members (including foreign- or alternately-trained practitioners) in meeting requirements for the Canadian Certified Counsellor (CCC) designation that were not met through the members' graduate programs due either to lack of practicum or insufficient hours accrued in the practicum,
3. To assist CCPA members and other counselling practitioners (including foreign- or alternately-trained practitioners) in meeting candidacy requirements for licensure or registration with a regulatory college that were not met through their graduate programs due either to lack of practicum or insufficient hours accrued in the practicum,
4. To meet required post-degree supervision hours for licensure or registration with a regulatory college, and
5. To promote continued professional growth and development that will enhance the therapeutic effectiveness of counsellors across the career span.

It has been difficult for counsellors to pursue comprehensive training in clinical supervision due to:

- Limited coursework in supervision in Canadian graduate programs in Counselling and Counselling Psychology, and
- Insufficient post-master's coursework and training opportunities.

The establishment of standards and a system of voluntary professional certification assures opportunity for continued growth and development for clinical supervisors.



## Supervisor Certification Criteria and Application Requirements

All applicants must meet specific eligibility requirements, in addition to the requirements of one of three potential pathways to obtain the designation of Canadian Certified Counsellor –Supervisor (CCC-S). The three pathways distinguish between applicants who (1) completed the CCPA-sponsored graduate-level supervision course, (2) completed an equivalent graduate-level supervision course, or (3) possess a supervisory designation whose standards are equivalent or greater than those of the CCC-S designation.

Once a document is received and processed by CCPA's Certification Department, it will appear on an applicant's on-line profile in the Member's Portal, under "My Account" > "Membership" > "Supervisor". Click on the word "Supervisor"; a pop-up box will appear with a checklist of documents and the dates on which they were received. Please note that the processing time for submitted documents is 1-3 business days.

An application is sent to the Certification Registrar for evaluation only once all documents have been received and processed, and the evaluation 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, applicants will be contacted with either an official outcome of their application, or a request for further documentation.

All CCC-S applicants must submit the following documentation and meet the following requirements:

### CCC-S APPLICATION FORM:

1. Are a certified member (CCC) in good standing with CCPA.
2. Attest to the following:
  - a. no active ethical complaints under investigation by a professional association, regulatory college, or legal system or entity;
  - b. never been the subject of an ethics investigation that resulted in disciplinary sanctions (including educative, reparative, or other corrective required actions);
  - c. never been named in a civil suit;
  - d. never been denied membership in a professional association or registration in a regulatory college for counselling or a related field; and
  - e. never been refused, or dismissed from, employment based on personal or professional conduct.

If unable to confirm one or more of the statements above, applicants are to attach details in a letter of explanation that will be taken into account in the review of the CCC-S application.

3. Possess professional liability insurance for practice as a counsellor and as a clinical supervisor.
4. Sign an agreement indicating that they have read, understood, and are committed to practicing in accordance with CCPA's *Code of Ethics and Standards of Practice*.



5. Commit to annual ongoing professional development in the area of clinical supervision:
  - a. and CEC Eligible Activity Chart for Maintaining the CCC-S Credential sections of this document for more information about eligible activities
  - b. Each year, certified supervisors must demonstrate that they've provided a minimum of twelve (12) hours of providing clinical supervision. Please consult the Supervisory Definitions and Eligibility toward the CCC-S Designation section of this document for more information about eligible supervisory activities.

#### **DOCUMENTATION OF CLINICAL EXPERIENCE:**

6. Provide clear documentation of a minimum of five (5) years of post-graduate clinical experience as a practicing counsellor or equivalent relevant experience, within the past ten (10) years, with a minimum of 800 work hours per year. This experience must be attained subsequent to earning a master's degree or higher in the area of counselling or a related field.

Types of documentation to be provided include CCPA's Work Experience Form, a letter of confirmation of employment from an employer or accountant, or a self-declaration/attestation with sufficient detail to confirm that this criterion has been met.

#### **SUMMARY OF EMPLOYMENT:**

7. Submit a current CV, résumé, or a portfolio that summarizes employment history, including positions held, location, duties, and contact information for employers and/or supervisors.

#### **SUMMARY OF CLINICAL SUPERVISORY TRAINING:**

8. Submit a brief narrative summary of clinical supervision training (e.g., workshops, courses, workplace apprenticeships, and/or supervisory experiences).

Based on their individual situation, applicants can choose one of the following three pathways to apply for the CCC-S credential:

### **Pathway One: CCPA-Sponsored Graduate Coursework in Clinical Supervision**

#### **1. SUPERVISORY EXPERIENCE:**

Evidence of forty (40) hours of regularly-scheduled clinical supervision over the last two years, in one or both of the following settings:

- a. clinical supervision offered to counsellors and/or counsellors in training in a professional practice setting, and/or
- b. clinical supervision offered to graduate-level practicum students as a counsellor educator at a Canadian institution that is governmentally recognized as a degree-granting institution or a regionally accredited American institution.



The clinical supervision process involves a minimum of four (4) hours providing one or more of the following direct supervision approaches:

- a. co-counselling,
- b. co-facilitating,
- c. direct observation,
- d. live supervision, or
- e. review of video-recorded and/or audio-recorded sessions.

For more definition of supervision terms as per CCPA standards, details regarding the types of supervision eligible, and the amount of various forms of supervision that can be accepted in an application, please consult the Supervisory Definitions and Eligibility toward the CCC-S Designation section of this document.

*Documentation: When applying, this may be evidenced through a letter of employment from an agency and detailed resume, or a detailed self-attestation by the applicant containing sufficient detail including the number of supervisees overseen, the frequency and duration of clinical supervision sessions, supervisory modalities and methods implemented, and the total number of hours of supervision provided.*

## **2. CCPA-SPONSORED COURSE:**

The candidate successfully completes the CCPA-sponsored graduate level course: Counselling Supervision: Theory and Practice (3 credits).

*Documentation: When applying, the applicant submits a transcript (unofficial is acceptable) verifying successful course completion.*

## **Pathway Two: Graduate Course in Clinical Supervision**

### **1. SUPERVISORY EXPERIENCE:**

Evidence of forty (40) hours of regularly-scheduled clinical supervision over the last two years, in one or both of the following settings:

- a. clinical supervision offered to counsellors and/or counsellors in training in a professional practice setting, and/or
- b. clinical supervision offered to graduate-level practicum students as a counsellor educator at a Canadian institution that is governmentally recognized as a degree-granting institution or a regionally accredited American institution.

The clinical supervision process involves a minimum of four (4) hours providing one or more of the following direct supervision approaches:

- a. co-counselling,





- b. co-facilitating,
- c. direct observation,
- d. live supervision, or
- e. review of video-recorded and/or audio-recorded sessions.

For more definition of supervision terms as per CCPA standards, details regarding the types of supervision eligible, and the amount of various forms of supervision that can be accepted in an application, please consult the Supervisory Definitions and Eligibility toward the CCC-S Designation section of this document.

*Documentation: When applying, this may be evidenced through a letter of employment from an agency and detailed resume, or a detailed self-attestation by the applicant containing sufficient detail including the number of supervisees overseen, the frequency and duration of clinical supervision sessions, supervisory modalities and methods implemented, and the total number of hours of supervision provided.*

## **2. GRADUATE-LEVEL SUPERVISION COURSE:**

The candidate successfully completes a graduate-level course (at the master's or doctoral level) in clinical supervision.

A graduate-level course in clinical supervision that is acceptable for the Pathway Two route must also include:

- a. A comprehensive and current readings list;
- b. Familiarity with a variety of models of supervision achieved through exposure to and exploration of a variety of models of clinical supervision;
- c. Substantial assignments that assess conceptual (e.g. theoretical) and applied competencies, and which include development and articulation of a personal clinical supervision framework (incorporating consonant clinical supervision model(s), strategies, techniques, and skills); and
- d. One video recording of clinical supervision session(s) accompanied by supervisee reflection and critical analysis and instructor/faculty supervisor feedback.

*Documentation: When applying, applicants must submit an official transcript verifying successful completion of the course, accompanied by a course syllabus from an official source (that provides details about assignments), demonstrating that the course content aligns with CCC-S criteria. The course must be completed at a Canadian institution that is governmentally-recognized as a degree-granting institution or a [regionally accredited](#) American institution, or a course that has been approved by CCPA as equivalent to a graduate-level course. The course must include a minimum of 36 hours, not including preparation and assignments.*



## **Pathway Three: Clinical Supervisor Designation Obtained Through another Canadian or International Professional Association**

### **1. EQUIVALENT SUPERVISORY DESIGNATION:**

The candidate holds a clinical supervisory designation with another Canadian or international professional association whose standards are equivalent to or more rigorous than those of CCPA. For example, the candidate may be in possession of a national or state credential as a clinical supervisor, for which the requirements are equally or more demanding than CCPA's CCC-S.

Assessment of standards of the alternative clinical supervisory designation will be based on requirements for

- a. formal study, including readings, written assignments, a minimum of four (4) hours of live or video-recorded demonstration of supervision skill, and
- b. documentation of in vivo clinical supervision practice.

*Documentation: When applying, the candidate must supply documentation that includes a URL and evidence of the standards for the clinical supervision designation or credential being equivalent to or more rigorous than CCPA's standards. The demonstration of equivalency must address, in detail, the assessment areas described above.*

### **2. DIRECT SUPERVISION:**

The clinical supervision process involves a minimum of four (4) hours providing one or more of the following direct supervision approaches:

- a. co-counselling,
- b. co-facilitating,
- c. direct observation,
- d. live supervision, or
- e. review of video-recorded and/or audio-recorded sessions.

*Documentation: When applying, the applicant must summarize their supervisory history, which may be evidenced through a letter of employment from an agency and detailed resume, or a detailed self-attestation by the applicant containing sufficient detail including the number of supervisees overseen, the frequency and duration of clinical supervision sessions, supervisory modalities and methods implemented, and the total number of hours of supervision provided. A notarized self-declaration/attestation with sufficient detail may also be accepted.*



## CCC-S Pathways Summary Table

	Pathway One	Pathway Two	Pathway Three
CCC Designation	Be a Canadian Certified Counsellor (CCC) in good standing with CCPA		
Attestation	Sign an attestation on the CCC-S Application Form regarding: <ul style="list-style-type: none"> <li>- ethical and legal personal and professional conduct;</li> <li>- familiarity with, comprehension of, and commitment to CCPA's <i>Code of Ethics</i> and <i>Standards of Practice</i>;</li> <li>- Possession and maintenance of professional liability insurance with coverage for counselling and supervision;</li> <li>- Commitment to documenting minimum of 4 CECs in clinical supervision, and a minimum of 12 hours of providing eligible clinical supervision annually</li> </ul>		
Clinical Experience	Minimum of five (5) years of post-graduate degree experience as a practicing counsellor, within the last ten (10) years, including a minimum 800 work hours/year		
Employment History	Submit a summary of employment history including positions held, locations, duties and contact information for employers/supervisors		
Supervision Training	Submit brief narrative summary of clinical supervision training		
Supervision Experience	Submit evidence of having provided a minimum of 40 hours of clinical supervision over the last two years (including at least 4 hours of direct supervision). Please consult the guide for information about eligible the supervisees and types of supervision.	Submit evidence of having provided minimum of 40 hours of clinical supervision over the last two years (including at least 4 hours of direct supervision).	Submit evidence of clinical supervisory designation whose requirements include recent clinical supervision experience equivalent to the standards of the CCC-S designation
Education in the area of Supervision	Submit transcript confirming completion CCPA-sponsored graduate level supervision course.	Submit official transcript and course syllabus confirming completion of graduate level course in clinical supervision, from an eligible University, that is equivalent in content to the CCPA-sponsored course.	Submit evidence of clinical supervisory designation with a professional association whose requirements include education equivalent to the CCPA-sponsored graduate-level supervision course.



## Renewal Requirements for All Pathways

The CCC-S certification period is for one year. In order to annually renew certification as a CCC-S, the candidate must meet each of the following criteria:

- **Submit the CCC-S Renewal Form** which:
  - Confirms maintenance of the CCC credential.
  - Affirms the CCPA ethics declaration.
  - Affirms holding professional liability insurance.
  - Attests to having read, understood, and committed to practicing in accordance with, CCPA's *Code of Ethics* and *Standards of Practice*.
  - Attests that all information in the CCC-S renewal application is complete and accurate.
- **Submit a supervision log** or use the one provided with the CCC-S Renewal Form: Provide a brief summary of the nature of supervision provided over the previous year (with 12 hours required), including a log of dates, duration of sessions, supervisee status (graduate student or post-degree supervisee), and supervisee practice setting (e.g., school, college/university counselling centre, community mental health clinic, private practice).
- **Submit the CEC CCC-S Form:** Provide evidence of completion of continuing education requirements. Each year, certified supervisors must complete four (4) Continuing Education Credits (CECs) in the area of clinical supervision. These CECs will count towards the 36 CECs required to renew the CCC certification. (If you have any questions about about CEC requirements for maintaining the CCC-S credential, do not hesitate to contact the CEC Coordinator for clarification. Please see also the CEC table.)

### Cross-Disciplinary and/or Non-Graduate-Level Clinical Supervision

With respect to requirements for renewal, cross-disciplinary and/or non-graduate level (not master's or doctoral) clinical supervision is acceptable subject to the following:

1. The supervisee is a member of a professional association or regulatory college, or is a graduate student in a counselling-related field.
2. The profession to which the supervisee belongs also requires fidelity to a comprehensive code of ethics and has an oversight body in place to address any ethics inquiries or complaints from the public.
3. The supervisor makes his or her commitment to the CCPA *Code of Ethics* and *Standards of Practice* known to the supervisee. The supervisor requires that the supervisee review and discuss these two CCPA documents.
4. Together, the supervisor and supervisee review and discuss the supervisee's code of ethics.



## CEC Eligible Activity Chart for Maintaining the CCC-S Credential

CCPA members who hold the Canadian Certified Counsellor - Supervisor (CCC-S) designation are required to accrue a minimum of four (4) Continuing Education Credits (CECs) each year that are specifically related to clinical supervision, 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. The chart below summarizes eligible areas of continuing education for maintaining CCC-S status.

\*Disclaimer to members who also belong to a regulatory college: CCPA cannot guarantee that continuing education credits granted by our Registrar will be eligible for credit with regulatory colleges.

Term	Definition	CECs per Hour Invested	Required Documents
<b>Learning Activities</b>			
Independent study	Engagement in self-directed, professional reading and/or research focused on clinical supervision	1 credit	CEC CCC-S Form, Schedule A
Peer study	Participation in regularly scheduled, collaborative, peer learning activities such as structured peer supervision, peer study groups, or professional learning communities focused on clinical supervision May be done in person, or via teleconference, Skype, online, etc., with due respect for security and confidentiality	1 credit	CEC CCC-S Form, Schedule A
Receiving postgraduate supervision	Participation in regularly scheduled, formally structured, post-graduate supervision (or supervision-of-supervision) with a qualified supervisor. Alternatively, may be clinical supervision at the master's or doctoral level with a qualified supervisor if part of a post-CCC/CCC-S graduate level program	1 credit	CEC CCC-S Form, Schedule B; Log of dates and duration of sessions signed by supervisor



Conferences, workshops, in-services, webinars	Attendance at and/or participation in conference sessions, workshops, in-services, and/or webinars focused on clinical supervision May be offered in person, or via teleconference, Skype, online, etc. Includes CCPA and Mental Healthy Academy webinars focused on clinical supervision	1 credit	CEC CCC-S Form, Schedule A; Proof of attendance
Upgrading/training course or program	Completion of upgrading/training course or program for additional qualifications in clinical supervision May be offered in person, or via teleconference, Skype, online, etc. Includes Mental Healthy Academy coursework focused on clinical supervision	1 credit	CEC CCC-S Form, Schedule A; Transcript/certificate/diploma
Graduate coursework	Completion of a graduate level, post-CCC/CCC-S course on clinical supervision	36 credits per one-semester course	CEC CCC-S Form, Schedule A; Transcript/certificate/diploma; Copy of course syllabus
<b>Professional Contributions</b>			
<i>Professional Involvement</i>			
Professional membership role	Professional involvement in roles that are directly related to clinical supervision and which promote growth and development as a clinical supervisor	1 credit	CEC CCC-S Form, Schedule A; Activity log
Professional volunteerism	Engaging in pro bono work in clinical supervision	1 credit	CEC CCC-S Form, Schedule A; Activity log
Thesis/dissertation supervisor	Served as supervisor for a completed thesis/dissertation on clinical supervision	1 credit, based on reasonable estimate	CEC CCC-S Form, Schedule A
<i>Presentation</i>			



Presentation development <i>* May be counted toward CECs one time only for each presentation</i>	Development of a conference presentation, poster presentation, workshop, in-service, webinar, etc., on clinical supervision Planning, researching, designing, preparing and assembling resources/materials for the presentation	1 credit, based on reasonable estimate	CEC CCC-S Form, Schedule A; Copy of invitation to present
Presentation delivery <i>* May be counted toward CECs one time only for each presentation</i>	First-time delivery of a presentation on clinical supervision at a conference, workshop, in-service, webinar, etc.	1 credit	CEC CCC-S Form, Schedule A; Copy of invitation to present and/or accepted abstract
<b>Professional Writing Activities</b>			
Scholarly writing	Scholarly writing about clinical supervision including journal article, book chapter, or book	1 credit, based on reasonable estimate	CEC CCC-S Form, Schedule C Copy of article, book chapter, or key excerpts if whole book (i.e., front matter content including title page, copyright page, table of contents)
Scholarly reviews	Reviewing journal article, book chapter, or book about some aspect of clinical supervision	1 credit, based on reasonable estimate	Copy of review request; with title blacked out or deleted if this was a blind review; Brief summary indicating whether the review was of an article, book chapter, or book, and what aspect of clinical supervision it addressed (e.g., diversity, ethics, methods, modalities)
Applied writing	Applied writing for the workplace or profession related to clinical supervision Includes training and procedural manuals, handbooks, newsletters such as Cognica, blogs, facilitation of online professional association discussion forums	1 credit, based on reasonable estimate	CEC CCC-S Form, Schedule C; Copy of or link to manual, handbook, newsletter, blog, or forum
Thesis/dissertation writing	Completion of thesis or dissertation on clinical supervision as part of a post-CCC graduate level program	1 credit, based on reasonable estimate	CEC CCC-S Form, Schedule C; Copy of thesis/dissertation (link to electronic version is sufficient)



## Supervisory Definitions and Eligibility toward the CCC-S Designation

### Supervisory Roles and Approaches

*Principal supervisor:* oversees the supervision process and assumes responsibility for the supervisee. The principal supervisor is the primary contact.

*Co-supervisor:* at times, more than one supervisor shares supervisory duties, with each focusing on a different modality (e.g., individual, couples, family, or group counselling), client demographic (e.g., child versus adult, cultural or other diversity consideration), referral issue, and/or specialty area of practice (e.g., animal-assisted therapy, art therapy, play therapy, trauma therapy). Each supervisor contributes to the professional development of the supervisee and to the supervisory processes of assessment, feedback, evaluation, and reporting.

*Cross-disciplinary supervisor:* supervisor and supervisee belong to different helping professions.

*Supervisor of a non-graduate-level supervisee:* oversees the supervision process with an undergraduate-level supervisee.

### Direct vs. Indirect Supervision

Please note that there is an important distinction between direct and indirect supervision, and some forms of supervision may be either direct or indirect forms of supervision. Not all forms of supervision are eligible in a CCC-S Application and/or renewal, and applicants are encouraged to review the definitions to ensure compliance with the CCC-S standards.

Direct Supervision	Indirect Supervision
Supervisor and Supervisee Co-Counselling Supervisor and Supervisee Co-Facilitation Direct Observation Live Supervision Review of Session Recordings	Case Consultation Case Presentation Documentation Review Transcript Review Self-Report Role-play and Simulation Demonstration of a Skill or Strategy
Face-to-Face Supervision	
Distance Supervision	
Group Supervision (Peer Supervision vs. Structured Peer Group Supervision)	
Supervision of Supervision	





## Direct Supervision

*Direct supervision* includes observational techniques such as sitting in the counselling room, standing behind a one-way mirror, and using video or other forms of telecommunication. It also includes interactive approaches such as co-therapy, use of a one-way mirror with phones or bug-in-the-ear (a wireless earphone placed in the ear of the supervisee through which the supervisor can communicate during the session), bug-in-the-eye (BITE), modeling, and demonstration.

*Note: Direct supervision is an acceptable form of supervision to meet first time CCC-S application and annual renewal requirements.*

Examples of Direct Supervision:

*Live supervision:* a form of direct supervision that involves a clinical supervisor observing a supervisee in session and directly intervening to provide guidance, in real time, in the here and now. Live supervision has been provided using multiple modalities, for example, supervisors viewing counselling sessions through a one-way mirror. Their communication with the supervisee could include physically walking to the counselling room, knocking on the door, and speaking to the supervisee face-to-face, or using various technological innovations to provide immediate feedback to the supervisee while in session (e.g., visual, or text-based supervisor-supervisee communication or bug-in-the-eye).

## Indirect Supervision

*Indirect supervision* includes case consultation and self-report; written activities such as process recordings, transcriptions, structured case reviews, simulated case scenarios, and reviews of written documentation.

*Note: Due to the limitations of indirect supervision, it is only eligible toward CCC-S requirements when combined with direct supervision. There must be a minimum of four (4) hours of direct supervision documented to meet first-time application requirements and six (6) hours for annual renewal requirements.*

Examples of Indirect Supervision

*Case consultation:* a form of indirect supervision wherein the supervisor provides a review of casework; review, discussion, and evaluation of clinical impressions, treatment planning, intervention strategies, and clinical progress; involves guidance/advice and teaching.

*Self-report:* a form of indirect supervision can be written or verbal, and can happen as an exchange between the supervisee and supervisor or as the more formal process of case consultation. Essentially, self-report refers to the descriptive information provided by the supervisee “about the



client, the therapeutic interaction, the supervisory interaction, and personal information about himself or herself” (Ladany et al., 1996, p. 10). It is a type of indirect supervision.

## Face-to-Face Supervision

*Face-to-face supervision* occurs when the supervisor and supervisee are physically present with each other. Face-to-face supervision may include forms of direct and/or indirect supervision.

*Note: Face-to-face supervision may be eligible for CCC-S certification, provided that a minimum of four (4) hours of direct supervision has been documented to meet first-time application requirements and six (6) hours for annual renewal requirements.*

## Distance Supervision

*Distance supervision* is also referred to as telesupervision, cybersupervision, or online supervision. Distance supervision can be provided by any number of synchronous (live and in real-time) methods, such as telephone, streaming video, webcam, or threaded discussions (which is live supervision). Asynchronous (different or delayed time) methods of providing supervision include telephone texts, listservs, email communications, discussion threads, etc. (which is indirect supervision)

*Note: Distance supervision may be eligible for CCC-S certification, provided that a minimum of four (4) hours of direct supervision has been documented to meet first-time application requirements and six (6) hours for annual renewal requirements.*

## Group Supervision

*Group supervision* involves the concurrent provision of clinical supervision to three or more supervisees.

Examples of Group Supervision:

*Peer supervision* a form of group supervision that differs from more traditional and hierarchical forms of supervision in that it doesn't require the presence of a more qualified, identified expert in the process - a clinical supervisor. Peer supervision usually refers to reciprocal arrangements in which peers work together for mutual benefit where developmental feedback is emphasized and self-directed learning and self-evaluation is encouraged. It is becoming more commonly referred to in the professional literature as *peer consultation* (Benshoff & Paisley, 1996; Bernard & Goodyear, 2014; McWilliams, 2004).

*Note: Peer supervision is not eligible to be counted toward CCC-S certification application and renewal requirements.*



*Structured peer group supervision:*

1. is led by a clinical supervisor who satisfies the CCPA clinical supervisor qualification requirements (see Supervision Requirements at <https://www.ccpa-accp.ca/certification-requirements-overview/>);
2. entails formal and structured supervision;
3. occurs regularly, on a planned and scheduled basis;
4. involves structured discussion of clients; and
5. requires that the counsellor's engagement in clinical supervision is made known to clients and noted in the client files.

*Note: Structured peer group supervision is an acceptable form of supervision with respect to CCC-S application and renewal provided that it meets the criteria above and provided that a minimum of four (4) hours of direct supervision has been documented to meet first-time application requirements and six (6) hours for annual renewal requirements.*

## Supervision of Supervision

*Supervision of supervision* is a supervisory arrangement wherein the supervisee is clinically supervised by a direct supervisor, and the supervision between the supervisee and direct supervisor is overseen by a senior supervisor. The role of the senior supervisor is to ensure the quality of the supervision provided by the direct supervisor and to provide supplemental oversight and guidance to the supervisee and direct supervisor. The senior supervisor and direct supervisor should meet regularly to review the supervision provided to the supervisee.

*Note: Supervision of supervision is endorsed by CCPA as best practice. It does not count toward the 12 hours of supervision required for application or renewal of the CCC-S.*

## Supervisory Approaches and CCC-S Eligibility Chart

Type of Supervision	Can it be counted toward CCC-S application & renewal requirements?
Direct Supervision	Yes, provided that a minimum of four (4) hours of direct supervision has been documented to meet first-time application requirements and six (6) hours for annual renewal requirements
Indirect Supervision	Yes, provided that a minimum of four (4) hours of direct supervision has been documented to meet first-time application requirements and six (6) hours for annual renewal requirements
Face-to-Face Supervision	Yes, provided that a minimum of four (4) hours of direct supervision has been documented to meet first-time application requirements and six (6) hours for annual renewal requirements



Distance Supervision	Yes, provided that a minimum of four (4) hours of direct supervision has been documented to meet first-time application requirements and six (6) hours for annual renewal requirements
Group Peer Supervision	Does not count toward CCC-S application and renewal requirements
Group Structured Peer Supervision	Yes, if the five criteria numbered in the description above are met and a minimum of four (4) hours of direct supervision has been documented to meet first-time application requirements and six (6) hours for annual renewal requirements
Supervision-of-Supervision	Does not count toward CCC-S application and renewal requirements