



# CCPA Student Representatives

CCPA has a Student Representative program at Universities that offer master's-level degrees in counselling or related fields leading to certification.

These Student Reps are available to contact if there are any questions about CCPA, its membership, and/or the profession. CCPA Student Reps act as liaison and facilitate communication between the University, its students, the appropriate Provincial Director and CCPA. They engage in activities intended to inform students about the Association and the counselling profession. CCPA encourages and supports Student Reps to be actively involved with the students on campus, with the CCPA National Conference, and with CCPA's Student Newsletter.

## STUDENT REPRESENTATIVE BENEFITS:

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- Get a free [membership](#) and access to [Chapters of Interest](#).
- Get access to [professional liability Insurance](#) during your practicum placement.
- Publish in our [Student Newsletter](#).
- [Student Incentive Program](#)
- Quarterly newsletter called [COGNICA](#)
- Canadian Journal of Counselling and Psychotherapy
- Code of Ethics
- Standards of Practice for Counsellors
- Updates on Provincial regulations
- Employment Opportunities in member portal
- [Continuing Education Credit](#) tracking system
- Discounts on home, auto, health, travel, dental and/or life insurance
- Discounts on CCPA events (conference, webinars, etc)
- Network and learn from like-minded individuals across the country.

## STUDENT REPRESENTATIVE RESPONSIBILITIES:

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- Work alongside the province's [Regional Director](#).
- Participate in Annual Student Rep conference calls with CCPA Head Office. Dates will be determined according to the availability of the representatives.
- Hold a CCPA Information Session near the beginning of the semester.
- Submit the one-page CCPA Student Representative Annual Report once per year, near the end of the second semester, prior to the conference call.
- Participate in the publication of the Student Newsletter
- Communicate relevant updates from CCPA to counselling students
- Outgoing representatives promote the position in their institution and, upon finding a replacement, contact the Membership Coordinator at CCPA head office ([membership@ccpa-accp.ca](mailto:membership@ccpa-accp.ca)).
- Agree to have your name, email address and end term date posted on the CCPA [Student Rep website page](#)



## STUDENT REPRESENTATIVE OPTIONAL ACTIVITIES:

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- Submit the material required so that you may be profiled in [CCPA's Ambassador's Program](#)
- “Follow” CCPA on [Twitter](#) and [Facebook](#), if applicable
- Assist with [CCPA National Conference](#) when it is held in your city.
- Plan and implement other activities on campus according to student needs and your schedule.

## HOW TO BECOME A STUDENT REPRESENTATIVE

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Applications for vacant positions are accepted throughout the year. Applications for positions that are occupied will not be considered.

To submit an application:

- Go to our [Membership Page](#)
- Select Student Representative Membership, and “**Apply**”
- You will be required to provide three documents:
  1. [Proof of Student Status](#)
  2. [Student Representative Application Form](#)
  3. [Student Representative Agreement Form](#)



## SAMPLE OF REP ACTIVITIES BY MONTH:

*NOTE: The activities listed by month are simply suggestions by CCPA. CCPA Student Reps are encouraged to develop and participate in activities that suit their schedule and counselling student body.*

Month	ACTIVITY (IES)	RESOURCES AND MATERIALS
September	<ul style="list-style-type: none"> <li>✓ Obtain list-serv of counselling students</li> <li>✓ Confirm attendance and preferred date of conference call</li> </ul>	<ul style="list-style-type: none"> <li>• Student Kits and other materials for your info session***</li> </ul>
October	<ul style="list-style-type: none"> <li>✓ Hold a CCPA Information Session</li> <li>✓ Contact students regarding the call for proposals for the conference</li> </ul>	<ul style="list-style-type: none"> <li>• CCPA Students PowerPoint Presentation</li> <li>• Call for Presenters Poster</li> </ul>
November	<ul style="list-style-type: none"> <li>✓ Contact students regarding the upcoming student awards deadline</li> </ul>	<ul style="list-style-type: none"> <li>• CCPA Student Awards Poster</li> </ul>
December	<ul style="list-style-type: none"> <li>✓ If the CCPA Conference will be in your city, start preparing for a student session or booth</li> </ul>	
January	<ul style="list-style-type: none"> <li>✓ Update contact list to include any new students in program</li> <li>✓ Contact students regarding the early bird deadline for the CCPA Conference</li> <li>✓ Assist with preparation of the publication of CCPA Student Newsletter by submitting an article or seeking contributions from peers or faculty members</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Poster</a> for upcoming early bird deadline for CCPA Conference</li> </ul>
February	<ul style="list-style-type: none"> <li>✓ Organize an event (e.g.. pizza evening/networking, info session) and invite students and faculty</li> </ul>	<ul style="list-style-type: none"> <li>• Student Kits and other materials***</li> </ul>
March	<ul style="list-style-type: none"> <li>✓ Email students and post flyers regarding CCPA's Incentive Program</li> <li>✓ Email Student Newsletter to students</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Poster for Incentive Program</a></li> </ul>
April	<ul style="list-style-type: none"> <li>✓ Remind students of the upcoming conference</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Conference poster</a></li> </ul>
May	<ul style="list-style-type: none"> <li>✓ If you are attending the conference, help with the student session</li> </ul>	
June and July	<ul style="list-style-type: none"> <li>✓ Submit the CCPA Student Rep Activity Report Form</li> <li>✓ Confirm attendance and preferred date of conference call</li> </ul>	<ul style="list-style-type: none"> <li>• CCPA Student Rep Activity Report Form</li> </ul>

**\*\*\* All expenses must be preapproved by Head Office.**