Canadian Certified Counsellor - Supervisor (CCC-S) Annual Renewal Form

*Please note that you must hold the designation of CCC in order to apply for renewal of your supervisor certification*

NOTE: INCOMPLETE FORMS WILL NOT BE PROCESSED

1. Applicant Information

<table>
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<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>CCPA Member ID:</th>
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Address:

City, Prov/Terr: 
Postal code:  
E-Mail: 
Tel (H): 
Tel (W): 
Fax:

2. Documentation

The following documents MUST BE ATTACHED to this application:

- A brief summary of the nature of supervision provided over the previous year (12 hours required) including 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). To record this, you can use the Supervision Log that is available below on page 2.

- Provide evidence of completion of continuing education requirements. Each year, certified supervisors must complete 4 CECs in the area of supervision. These CECs will count towards the 36 CECs required to renew the CCC certification.

3. Declarations

- I confirm that I possess professional liability insurance.
- I confirm that I have read, understand and am committed to practicing in accordance with CCPA’s Code of Ethics and Standards of Practice for Counsellors.
- I confirm I will adhere to CCPA’s Code of Ethics and Standards of Practice, particularly boundaries of competence as a supervisor with respect to supervisees’ areas of practice and treatment modalities utilized.
- I certify that all information contained in, or referenced by, this CCC-S renewal application is complete and accurate and is not false or misleading.

_________________________________________  __________________________
Signature Date

Please send the form by Mail/Fax/Email to:
Canadian Counselling and Psychotherapy Association 202 - 245 Menten Place, Ottawa, ON, K2H 9E8
Fax: 613-237-9786 | E-Mail: ccc@ccpa-accp.ca
<table>
<thead>
<tr>
<th>Date</th>
<th>Session Duration</th>
<th>Supervisee Status / Membership</th>
<th>Practice Setting</th>
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Type(s) of Supervision provided:  
- [ ] Direct observation  
- [ ] Review of recorded sessions  
- [ ] Co-counselling / Co-facilitating  
- [ ] Live Supervision  
- [ ] Structured Peer Supervision  
- [ ] Supervision of Supervision  
- [ ] Other (please specify):  

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Total Supervision Hours:  
12 hours per year for renewal