



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

Canadian Clinical Supervisor (CCS) Guide

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Clinical Supervision

Clinical supervision refers to a formal arrangement between a clinical supervisor and supervisee to embark on a supervisory relationship and process. (CCPA Code of Ethics, 2020, p.33)

There are a number of contexts in which counsellors/therapists¹ may offer clinical supervision. They may undertake a clinical supervisory role with pre-service counsellors/therapists who are completing practica or internships. They also may enter into clinical supervision relationships with in-service counsellors/therapists who are (a) pursuing certification, licensure, or registration; (b) required to engage in clinical supervision as part of an employment contract; (c) seeking to update competencies or to develop new competencies in a particular area of counselling/therapy practice; (d) fulfilling sanctions imposed by an ethical or other professional body; or (e) choosing to participate in clinical supervision and consultation as a valued and valuable practice across the career span. (CCPA Code of Ethics, 2020, p. 20)

The Benefits of Supervisor Certification

With the growing need for quality and ethically-based counselling and psychotherapy practice in our profession, and the increase in professional regulation across provinces, the importance of ensuring quality supervision as the cornerstone for the counselling/psychotherapy profession has never been more clear. When looking for competent supervisors for counselling/psychotherapy students, counsellors/psychotherapists under ethical sanction, counsellors/psychotherapists growing competence into newer areas of practice, knowing that the supervisor holds certain competencies is essential in providing quality professional development. Whether seeking clinical supervision to enrich your clinical work or enriching your practice as a clinical supervisor, the specific knowledge, skills, and attitudes that comprise competent supervision is essential for effective practice.

Recognition by way of a credential identifies clinical supervision as a distinct discipline demanding a distinct set of skills and training. The intentions of the Canadian Clinical Supervisor (CCS) certification process includes, but are not limited to:

- Promoting professional credibility of clinical supervisors;
- Assuring the public, employers, academia, clinics and agencies, regulatory colleges, students in training, and practitioners, of a minimum standard of competency in clinical supervisors;
- Promoting the delivery of competent, professional clinical supervision services;
- Establishing a recognized credential of professional supervision competency;
- Establishing guidelines for new clinical supervisors;



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- Promoting continued professional development for clinical supervisors; and
- Providing opportunities to support supervisees in their development as a professional.

By obtaining your CCS designation, you demonstrate to potential supervisees and their regulatory colleges that you are qualified to provide this vital service and are committed to maintaining a high standard of competence.



Supervisor Certification Criteria and Application Requirements

Please use the checklist to ensure that your application is complete.

	Requirements	✓ Included
#1	<p>Application Form – signed</p> <ul style="list-style-type: none">• CCPA (CCC) in good standing or a member of one of the regulatory bodies related to counselling therapy and holding a master's degree (or equivalent degree) related to counselling or psychotherapy.• Declarations.	
#2	<p>Proof of Clinical Experience</p> <ul style="list-style-type: none">• must be post-graduate degree (5 years).• self-report describing current past employment – 800hrs per year for 5 years.	
#3	<p>Submit evidence of Supervisory Experience</p> <ul style="list-style-type: none">• Minimum 20 hours in past 2 years including types of supervisees and 2 hours of direct supervision (identify type of direct supervision provided). <p>OR</p> <ul style="list-style-type: none">• Evidence of supervising practicum students as a counsellor educator including 1. Who are the supervisees and 2. Types of direct supervision provided.	
#4	<p>Submit evidence of Education in area of Supervision</p> <p>Pathway 1</p> <ul style="list-style-type: none">• Proof of CCPA graduate level supervision course (e.g., unofficial transcript). <p>Pathway 2</p> <ul style="list-style-type: none">• Official transcript and course syllabus of confirmed completed graduate level course in clinical supervision from eligible university / approved professional course in clinical supervision, that is equivalent in content to CCPA-sponsored course. <p>Pathway 3</p> <ul style="list-style-type: none">• Evidence of clinical supervisor designation with professional association whose requirements include education equivalent to the CCPA-sponsored graduate level supervision course.	



The Application Process

Once the documents are received and processed by CCPA's Certification Department, they 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 it takes 5 to 7 business days to acknowledge receipt of your documents.

An application is sent to the Certification Registrar for evaluation once ALL documents have been received and processed, and the evaluation will take approximately 8 business 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.

An overview of the requirements for each Pathway is provided in the following table to identify the similarities and differences between each Pathway. Based on an individual's situation, applicants can choose one of the following three pathways to apply for the CCS credential and then download the application form for the Pathway they have chosen from the [CCPA website](#). Specific requirements for each Pathway follow this overview table.



Overview of the Three Pathways

	Pathway One	Pathway Two	Pathway Three
CCC Designation	Be a Canadian Certified Counsellor (CCC) in good standing with CCPA and have signed the ethics pledge or a member of a regulatory body listed in Appendix B and holding a Master's degree or equivalent).		
Insurance	Possession and maintenance of professional liability insurance with coverage for counselling and supervision.		
Clinical Experience	Minimum of five (5) years of post-graduate degree experience as a practicing counsellor/psychotherapist, within the last ten (10) years, including a minimum 800 counselling-related work hours/year. This experience must be attained subsequent to earning a master's degree or higher in the area of counselling or a related field.		
Supervision Experience	Submit evidence of having provided a minimum of 20 hours of clinical supervision over the last two years to counsellors or counselling-related professionals, and/or to students training in counselling or a counselling-related field . Include at least 2 hours of direct supervision. Self-attestation is accepted. Please consult the Appendix for information about eligible supervisees and types of supervision.		
Education in the area of supervision	Proof of CCPA graduate level supervision course (e.g., unofficial transcript).	Submit official transcript and course syllabus with topics covered, reading list, and assignments that are equivalent in content to the CCPA-sponsored course. Completion of a graduate level course in clinical supervision from an eligible University (a Canadian institution that is governmentally-recognized as a degree-granting institution or a regionally- <u>accredited American</u> institution, or a course that has been approved by CCPA as equivalent to a graduate-level course)	Submit evidence of clinical supervisor designation with professional association whose requirements include education equivalent to the CCPA- sponsored graduate level supervision course <i>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.</i>



How are Supervisees Defined?

Supervisees are typically a counsellor/therapist in training or a professional counsellor/therapist whose counselling/therapy skill development is being supported and overseen in a formal collaborative supervisory relationship by a qualified professional (CCPA, 2020, p. 118 standards of practice). However, cross-disciplinary and/or non-graduate level clinical supervision of counselling-related professionals, and/or to students training in a counselling-related field is also accepted 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 any ethics inquiries or complaints from the public.
3. The supervisor makes their 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.

Pathway One: CCPA-Sponsored Graduate Coursework in Clinical Supervision

1. SUPERVISORY EXPERIENCE:

Evidence of twenty (20) hours of providing regularly-scheduled clinical supervision over the last two years, in one or both of the following settings:

- a. clinical supervision offered to counsellors or counselling-related professionals; 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 two (2) hours providing one or more of the following direct supervision approaches including face to face or on-line/virtual:

- a. co-counselling,
- b. co-facilitating,
- c. direct observation,
- d. live supervision,
- e. review of video-recorded and/or audio-recorded sessions, or
- f. review of counselling session transcripts from synchronous chat counselling sessions or asynchronous e-counselling sessions.

Details regarding the types of supervision eligible, and the amount of various forms of supervision that can be accepted in an application are located in Supervisory Definitions and Eligibility toward the CCS Designation (Appendix A).



Documentation: When applying, supervision experience may be evidenced through completing the following form: Pathway One application form <https://www.ccpa-accp.ca/forms/>

2. CCPA-SPONSORED COURSE:

The candidate successfully completes the CCPA-sponsored graduate level course: Counselling Supervision: Theory and Practice (3 credits). Please provide proof of CCPA graduate level supervision course (e.g., unofficial transcript).

Pathway Two: Graduate / Approved Professional Course in Clinical Supervision

1. SUPERVISORY EXPERIENCE:

Evidence of twenty (20) hours of providing regularly-scheduled clinical supervision over the last two years, in one or both of the following settings:

- a. clinical supervision offered to counsellors or counselling-related professionals 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 two (2) hours providing one or more of the following direct supervision approaches including face to face or on-line/virtual:

- a. co-counselling,
- b. co-facilitating,
- c. direct observation,
- d. live supervision,
- e. review of video-recorded and/or audio-recorded sessions, or
- f. review of counselling session transcripts from synchronous chat counselling sessions or asynchronous e-counselling sessions.

Details regarding the types of supervision eligible, and the amount of various forms of supervision that can be accepted in an application are located in Supervisory Definitions and Eligibility toward the CCS Designation (Appendix A).

Documentation: When applying, supervision experience may be evidenced through: Pathway Two application form <https://www.ccpa-accp.ca/forms/>



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 criteria listed in the table below:

Supervision Course Criteria
<ul style="list-style-type: none">• Must be graduate level (30-36 credit hours)
<ul style="list-style-type: none">• A comprehensive & current readings list
<ul style="list-style-type: none">• Exposure and exploration of a variety of models of clinical supervision
<ul style="list-style-type: none">• Assignments<ul style="list-style-type: none">- Must assess conceptual (e.g., theoretical) and applied competencies.- Including: development and articulation of a personal clinical supervision framework (incorporating consonant clinical supervision model(s), theory(ies), strategies, techniques and skills).
<ul style="list-style-type: none">• One video or audio recording and/or live observation of clinical supervision session(s)<ul style="list-style-type: none">- Must be accompanied by supervisee reflection, as well as feedback and evaluation provided by the instructor/faculty supervisor. In these evaluated sessions, the applicant should be providing clinical supervision to supervisee(s). <p>*If role play with peers is the only option for evaluation (e.g., due to course constraints or lack of supervisees) then this may be reviewed and accepted on a case-by-case basis.</p>
<ul style="list-style-type: none">• <i>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 and readings, demonstrating that the course content aligns with CCS-criteria.</i>• <i>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.</i>



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

1. SUPERVISORY EXPERIENCE:

Evidence of twenty (20) hours of providing regularly-scheduled clinical supervision over the last two years, in either one or both of the following settings:

- a. clinical supervision offered to counsellors or counselling-related professionals 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 two (2) hours providing one or more of the following direct supervision approaches including face to face or on-line/virtual:

- a. co-counselling,
- b. co-facilitating,
- c. direct observation,
- d. live supervision,
- e. review of video-recorded and/or audio-recorded sessions, or
- f. review of counselling session transcripts from synchronous chat counselling sessions or asynchronous e-counselling sessions.

Documentation: When applying, supervision experience may be evidenced through: Pathway Three Application Form, <https://www.ccpa-accp.ca/forms/>

2. 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 CCS.

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.



Renewal Requirements for All Pathways

The CCS certification period is for **three years**. Over the **three (3) year span**, certified supervisors commit to documenting a minimum of six (6) CECs in clinical supervision and a **minimum of 18 hours** of providing eligible clinical supervision, 9 of those hours being **direct supervision**. Pathway one is exempt from completing the 6 CEC requirement during the first three (3) years.

In order to renew the certification as a CCS at the end of the certification period, please use the following checklist:

✓		
	Submit the CCS renewal form	<ul style="list-style-type: none">• Confirms maintenance of the CCC credential or membership in a regulatory college.• Affirms the CCPA ethics declaration.• Affirms holding professional liability insurance.• Attests to having read, understood, and committed to practicing in accordance with, CCPA's <i>Code of Ethics and Standards of Practice</i>.• Attests that all information in the CCS renewal application is complete and accurate.
	Submit a supervision log or use the one provided with the CCS Renewal Form	<ul style="list-style-type: none">• Summary of the nature of supervision provided over the last three (3) years: 18 hours required with nine (9) of those hours as direct supervision.• Include a log of dates, duration of sessions, supervisee status, and supervisee practice setting (e.g., school, college/university counselling centre, community mental health clinic, private practice).
	Submit the CEC CCS form	<ul style="list-style-type: none">• Provide evidence of completion of six (6) continuing education requirements in the area of clinical supervision. Note: These CECs will count towards the 36 CECs required to renew the CCC certification. Note: Pathway One is exempt from completing the 6 CEC requirement during the first three (3) years.• Please see also the CEC table (online)



Appendix A: Supervisory Definitions and Eligibility toward the CCS Designation

Supervision and Other Professional Roles: Supervision is distinguished from consultation and other professional roles by:

- 1) professional responsibility and liability.
- 2) the purpose of the activity.
- 3) the relative power of the parties involved.
- 4) the presence or absence of evaluation.

In consultation, the consultant does not evaluate the referring provider, does not bear case responsibility, and the consultee is not required to implement the input of consultation. Supervision is distinguished from personal psychotherapy of the supervisee by maintaining the focus of inquiry on the client, supervisee reactions to the client, and/or the supervision process related to the client (Bernard & Goodyear, 2014; Falender & Shafranske, 2004). Mentoring is distinguished from supervision by an absence of evaluation or power differential, and by the mentor's advocacy for the protege's professional development and welfare (Johnson & Huwe, 2002; Kaslow & Mascaro, 2007). American Psychological Association. (2018). *Guidelines for Clinical Supervision in Health Service Psychology* (p. 4).

Supervisory Roles and Approaches

Principal supervisor: oversees the supervision process and assumes responsibility for the supervisee. The principal supervisor is the primary contact and understands that they are ultimately responsible for the supervisee's clinical work.

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.

Off site, secondary supervision, or additional supervisor occurs wherein the counsellor is clinically supervised by a direct supervisor, and the supervision between the counsellor 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 counsellor and direct supervisor. The senior supervisor and direct supervisor meet regularly to review the supervision provided to the supervisee. Off-site or secondary supervision is a common arrangement when the direct supervisor is a PhD student or training as a supervisor, and is themselves having their supervision services overseen. The supervisor holds at least a graduate degree in counselling, and EITHER the required 5 years of post-graduate experience OR eligible professional designation/license.

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

Supervisee: typically, a counsellor/therapist in training or a professional counsellor/therapist whose counselling/therapy skill development is being supported and overseen in a formal collaborative supervisory relationship by a qualified professional (CCPA, 2020, p. 118 Standards of Practice) are supervised by a qualified clinical supervisor from the same discipline. However, cross-disciplinary and/or non-graduate level clinical supervision of counselling-related professionals, and/or to students training in a counselling-related field is also accepted 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 their 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.



Direct vs. Indirect Supervision

Not all forms of supervision are eligible in a CCS Application and/or renewal, and applicants are encouraged to review the definitions to ensure compliance with the CCS standards.

Direct and indirect supervision face to face and online/virtual:

Direct Supervision	Indirect Supervision
<ul style="list-style-type: none"> • Supervisor and Supervisee Co-Counselling • Supervisor and Supervisee Co-Facilitation • Direct Observation • Live Supervision • Review of Session Recordings (video and/or audio) • Review of counselling session transcripts from synchronous chat counselling sessions or asynchronous e-counselling sessions. 	<ul style="list-style-type: none"> • Case Consultation • Case Presentation • Documentation Review • Transcript Review • Self-Report • Role-play • Simulation Demonstration of a Skill or Strategy
Mode of Direct or Indirect Supervision	
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, the incorporation of visual or text-based supervisor-supervisee communication or bug-in-the-eye and reviewing a previously video or audio taped session. 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). Examples of direct (live) video/telephone supervision include video/telephone observation and video/telephone co-counselling and co-facilitation.

Note: Direct supervision is an acceptable form of supervision to meet first time CCS application and 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). Note: Live supervision can be done both in a traditional in-person format, and in a virtual or online format.

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 CCS requirements when combined with direct supervision. There must be a minimum of **two (2) hours of direct supervision** documented to meet first-time application requirements. For **renewal**, certified supervisors must demonstrate that they have provided a minimum of **eighteen (18) hours** of providing clinical supervision over a three-year span. **Nine (9)** of those hours must be **direct supervision**.*

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 present with each other physically or online (e.g., via ZOOM). Face-to-face supervision may include forms of direct and/or indirect supervision.

*Note: Face-to-face supervision may be eligible for CCS certification, provided that a minimum of **two (2) hours of direct supervision** has been documented to meet first-time application requirements. For **renewal**, certified supervisors must demonstrate that they have provided a minimum of **eighteen (18) hours** of providing clinical supervision over a three-year span. **Nine (9)** of those hours must be **direct supervision**.*

Distance Supervision

Distance, telehealth or online or cyber supervision can be provided by any number of synchronous (live and in real-time) methods, such as telephone, videoconference, audiotapes, streaming video, webcam, or threaded discussions (which are examples of live supervision). Asynchronous (different or delayed time) methods of providing supervision include telephone, texts, listservs, email communications, discussion threads, etc.

Synchronous communication is real-time communication. This form of supervision involves the use of online chatting and audio/video sharing that occurs in real-time. During synchronous online supervision, feedback is delivered immediately during and/or after session.

Asynchronous supervision—is delayed-time communication. This type of online supervision involves the use of e-mail and audio/video sharing that does not necessarily involve real-time communication. It implies the review and discussion of information in a virtual environment using recorded events.

Real-time chat is a scheduled time when both the supervisee and supervisor are online and communicate via an instant messaging system. The supervisor and supervisee can see each other’s responses immediately. This is direct supervision.

Note: Distance supervision may be eligible for CCS certification, provided that a minimum of two (2) hours of direct supervision has been documented to meet first-time application requirements. For



renewal, certified supervisors must demonstrate that they have provided a minimum of eighteen (18) hours of providing clinical supervision over a three-year span. **Nine (9)** of those hours must be **direct** supervision.

Dyadic, Triadic and Group Supervision

Dyadic supervision / Triadic format of supervision is characterized by two supervisees meeting with one supervisor simultaneously.

Group supervision involves the concurrent provision of clinical supervision to two or more supervisees by a clinical supervisor who satisfies the CCPA clinical supervisor qualification requirements with no more than six persons in a group setting. Group supervision activities tend to focus on dyadic presentation, case conferencing, individual conferencing and group development. Case presentation is a typical group supervision intervention. Both the group members and the supervisor provide feedback.

Examples of Group Supervision:

Peer supervision a form of group supervision that differs from more traditional and hierarchical forms of supervision in that it does not 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).

Peer supervision is not eligible to be counted toward CCS 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/membership/supervisor-certification/>).
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 CCS application and renewal provided that it meets the criteria above and provided that a minimum of two (2) hours of direct supervision has been documented to meet first-time application requirements. For **renewal**, certified supervisors must demonstrate that they have provided a minimum of eighteen (18) hours of providing clinical supervision over a three-year span. **Nine (9)** of those hours must be **direct** supervision.*



Supervision of Supervision

Supervision of Supervision is a structured, supportive, collegial, and collaborative process in which supervisors, in pairs or groups, build their skills, knowledge and effectiveness in a supervisory arrangement.

Note: Supervision of supervision is endorsed by CCPA as best practice. It does not count toward the 18 hours of supervision required for application or renewal of the CCS.

Supervisory Approaches and CCS Eligibility Chart

Type of Supervision	Can it be counted toward CCS application & renewal requirements?
Direct Supervision	Yes, provided that a minimum of two (2) hours of direct supervision has been documented to meet first-time application requirements. Over a three-year span, certified supervisors must demonstrate that they have provided a minimum of eighteen (18) hours of providing clinical supervision. Nine (9) of those hours must be direct supervision.
Indirect Supervision	Yes, provided that a minimum of two (2) hours of direct supervision has been documented to meet first-time application requirements. Over a three-year span, certified supervisors must demonstrate that they have provided a minimum of eighteen (18) hours of providing clinical supervision. Nine (9) of those hours must be direct supervision.
Face-to-Face Supervision	Yes, provided that a minimum of two (2) hours of direct supervision has been documented to meet first-time application requirements. Over a three-year span, certified supervisors must demonstrate that they have provided a minimum of eighteen (18) hours of providing clinical supervision. Nine (9) of those hours must be direct supervision.
Distance Supervision	Yes, provided that a minimum of two (2) hours of direct supervision has been documented to meet first-time application requirements. Over a three-year span, certified supervisors must demonstrate that they have provided a minimum of eighteen (18) hours of providing clinical supervision. Nine (9) of those hours must be direct supervision.
Group Peer Supervision	Does not count toward CCS application and renewal requirements.
Structured Group Peer Supervision	Yes, if the five criteria numbered in the description above are met and a minimum of two (2) hours of direct supervision has been documented to meet first-time application requirements. Over a three-year span, certified supervisors must demonstrate that they have provided a minimum of eighteen (18) hours of providing clinical supervision. Nine (9) of those hours must be direct supervision.
Supervision-of-Supervision	Does not count toward CCS application and renewal requirements.



Appendix B: List of Eligible Regulatory Bodies

All applicants must have a Master degree or equivalent in a related field to counselling/psychotherapy.

AB	College of Counselling Therapy of Alberta (when proclaimed)
NB	The College of Counselling Therapists of New Brunswick
NS	Nova Scotia College of Counselling Therapists
ON	College of Registered Psychotherapists of Ontario
PEI	College of Counselling Therapy of PEI
QC	Ordre des conseillers et conseillères du Québec (French only)
QC	Order of Social Workers and Marriage and Family Therapists of Quebec (French only)
QC	Ordre des Psychoéducateurs (French only)
QC	Ordre Professionnel des sexologues du Québec (French only)
QC	Psychotherapy Permit (through the Ordre des Psychologues du Québec)
AB	College of Registered Nurses of Alberta
BC	British Columbia College of Nurses and Midwives
MB	College of Registered Nurses of Manitoba
MB	College of Registered Psychiatric Nurses of Manitoba
NB	Nurses Association of New Brunswick
NL	College of Registered Nurses of Newfoundland and Labrador
NS	Nova Scotia College of Nursing
ON	Ontario College of Nurses
PEI	College of Medical Nurses and Midwives of PEI
QC	Ordre des infirmières et infirmiers du Québec (French only)
NWT	Registered Nursing Association of the NWT and Nunavut
SK	College of Registered Nurses of Saskatchewan
SK	Registered Psychiatric Nurses Association of Saskatchewan
AB	College of Registered Psychiatric Nurses of Alberta
YK	Yukon Registered Nurses Association regulates Nurses and Nurse Practitioners
YK	Registered Psychiatric Nurses
AB	College of Physicians and Surgeons of Alberta
BC	The College of Physicians and Surgeons of BC
MB	The College of Physicians and Surgeons of Manitoba
NB	College of Physicians and Surgeons of NB
NL	College of Physicians and Surgeons of Newfoundland and Labrador
NS	College of Physicians and Surgeons of NS
NWT	Registrar, Professional Licensing NWT
ON	Ontario College of Physicians and Surgeons
PEI	College of Physicians and Surgeons of Prince Edward Island
QC	Collège des médecins du Québec
SK	College of Physicians and Surgeons of Saskatchewan
YK	Yukon Medical Council



AB		College of Alberta Psychologists
BC		The College of Psychologists of BC
MB		The Psychological Association of Manitoba
NB		College of Psychologists of New Brunswick
NL		Newfoundland and Labrador Psychology Board
NS		Nova Scotia Board of Examiners in Psychology
NWT		Refers to College of Alberta Psychologists for licensing
ON		Ontario College of Psychologists and Psychological Associates
PEI		PEI Psychologists Registration Board
QC		Ordre des Psychologues du Québec (French only)
SK		Saskatchewan College of Psychologists
AB		Alberta College of Social Workers
BC		British Columbia College of Social Workers
MB		Manitoba College of Social Workers
NB		New Brunswick Association of Social Workers
NL		Newfoundland and Labrador Association of Social Workers
NS		Nova Scotia College of Social Workers
NWT		Registrar, Professional Learning Health and Social Services
ON		Ontario College of Social Workers and Social Service Workers
PEI		PEI Social Workers Registration Board
QC		Order of Social Workers and Marriage and Family Therapists of Quebec (French only)
SK		Saskatchewan Association of Social Workers