



Canadian Certified Counsellor - Qualifying (C.C.C. -Q.)

Renewal Form

1. Applicant Information

First Name: _____ Last Name: _____

Member #: _____

Email: _____

2. Documentation

- A summary of the nature of supervision received since the CCC-Qualifying designation was awarded, or since your last renewal of the CCC-Qualifying designation. This must include a log of dates, duration of sessions, supervisor name (qualifications should be provided for each supervisor) and clientele descriptions. To record this information, you can use the Supervision Log that is available below. Information must be verified with a signature from the supervisor.

3. Definitions

- **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.
- **Live supervision:** a form of direct supervision and 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.



- Case consultation: A form of indirect supervision. 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*.
- Distance Supervision Distance supervision is also referred to as tele-supervision, cyber-supervision, 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) *may include forms of direct and/or indirect supervision*.
- 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/certificationrequirements-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.

4. Attestation

1. 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*.
2. I certify that all information contained in, or referenced by, this CCC-Qualifying renewal application is complete and accurate and is not false or misleading.

Direct Supervision Hours: _____ Indirect Supervision Hours: _____ Total: _____

Referee Signature: _____ Date: _____

CCC-Qualifying Supervision Log *(submit as many as needed)*

Date	Session Duration (min)	Supervisor	Client description	Type(s) of Supervision Received	
				Case consultation Direct supervision Co-counselling/Co-facilitating Structured Peer Supervision Other _____	Live Supervision Indirect Self-report
				Case consultation Direct supervision Co-counselling/Co-facilitating Structured Peer Supervision Other _____	Live Supervision Indirect Self-report
				Case consultation Direct supervision Co-counselling/Co-facilitating Structured Peer Supervision Other _____	Live Supervision Indirect Self-report
				Case consultation Direct supervision Co-counselling/Co-facilitating Structured Peer Supervision Other _____	Live Supervision Indirect Self-report

Please send the form by Mail/Email to:
Canadian Counselling and Psychotherapy Association
202 - 245 Menten Place, Ottawa, ON, K2H 9E8
E-Mail: certification@ccpa-accp.ca

**For emails, please use the following subject line:
Applicant FirstNameLastName_CCCQRenewal**