

# Student Representative Guide

Becoming a CCPA  
Student Representative



**Student Representatives**

Canadian Counselling and  
Psychotherapy Association



CANADIAN COUNSELLING AND  
PSYCHOTHERAPY ASSOCIATION

L'ASSOCIATION CANADIENNE DE  
COUNSELING ET DE PSYCHOTHÉRAPIE

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# About the Program

CCPA Student  
Representatives



## About the Program

The Canadian Counselling and Psychotherapy Association (CCPA) Student Representative Program connects master's-level counselling and psychotherapy students with their peers, faculty, and the national counselling community. As a Student Representative, you act as an ambassador for CCPA. You'll help your classmates learn about membership benefits, resources, and opportunities like certification, conferences, and continuing education.

You'll also share updates from CCPA and encourage student involvement in professional development. This role is more than sharing information—it's about building community and leadership. Student Representatives play a key part in connecting students across Canada, strengthening the profession, and supporting the next generation of counselling and psychotherapy professionals.



# **Key Terms & Program Roles**



# Key Terms & Roles



## 01 Canadian Certified Counsellor (CCC)

A national certification offered by CCPA that recognizes qualified counsellors and psychotherapists who meet professional standards.



## 02 CCPA Membership

Students can join CCPA as Student Members or Student Representatives. After graduation, you can upgrade to a Professional Membership and may apply for CCC certification.



## 03 Proof of Student Status (POS) Form

A form signed by faculty or staff to confirm you are currently enrolled in a recognized program. This form is required for membership applications and renewals.



## 04 Regional Director

A CCPA leader in your province or region. Regional Directors serve as mentors for Student Representatives and may attend your information session to provide encouragement and support.



## Key Terms & Roles Cont.



### **05 Student Representative (Student Rep)**

A volunteer role for master's-level students who act as ambassadors for CCPA. Student Representatives host at least one information session each year, share CCPA updates with peers, and help connect classmates with professional opportunities.



### **06 Student Representative Coordinator**

The CCPA staff member who manages the Student Representative Program, supports your activities, and connects you with your Regional Director (Currently: Danika Charlebois, Special Projects & Indigenous Relations Lead).



### **07 Counselling & Psychotherapy (C&P) Month**

Held each April, C&P Month promotes awareness of the counselling and psychotherapy profession across Canada.

These key terms and roles will come up often throughout this guide. Keep them in mind as you read — they'll help you better understand how the Student Representative Program works and how each part of CCPA supports you in your role.



# **Program Requirements**



## Program Requirements

To qualify as a CCPA Student Representative, you must:

1. Be enrolled in a recognized master's-level counselling or psychotherapy program at a Canadian university.
2. Have at least six months remaining in your program at the time of application, to ensure you can meaningfully contribute to the role.
3. Submit a completed Student Representative application through the CCPA website, including:
  - Proof of Student Status Form (signed by faculty or staff)
  - Resume
  - Cover letter
4. Renew your Student Representative membership each September by providing updated proof of enrollment.



# **Student Representative Benefits**



## Student Representative Benefits

Becoming a CCPA Student Representative comes with many professional and academic benefits, including:

- Free CCPA membership
- Free access to Chapters of Interest
- Access to professional liability insurance during practicum
- Eligibility for the \$500 Student Representative Award
- Opportunity to submit content to the Student Corner in COGNICA and other CCPA publications or communications
- Access to the Student Incentive Program
- Member discounts on CCPA conferences, webinars, and events
- Discounts on home, auto, health, travel, dental, and life insurance
- Access to the Continuing Education Credit (CEC) tracking system
- Employment opportunities through the CCPA member portal
- Professional updates on regulations, certifications, and more
- Networking opportunities with peers and professionals nationwide
- Leadership and mentorship experience to strengthen resumes and grad school or job applications



# **Student Representative Responsibilities**



## Student Representative Responsibilities

**As a CCPA Student Representative, you are expected to:**

- Work alongside your Regional Director and the Student Rep Coordinator.
- Participate in the annual Fall Meet & Greet virtual session.
- Host at least one CCPA Information Session per year for students in your program.
- Share relevant updates from CCPA with your peers and promote opportunities such as conferences, webinars, awards, and chapters.
- Engage in CCPA activities such as contributing to the Student Corner in COGNICA or other communications.
- Renew your Student Representative membership each September by providing updated proof of enrollment.
- Support a smooth transition at the end of your term by encouraging a replacement applicant.
- Agree to have your name and end term date posted on the CCPA Student Rep webpage.

### **Optional Opportunities:**

Beyond the core responsibilities, you may also:

- Follow and promote CCPA on LinkedIn, Instagram, or Facebook.
- Assist with the CCPA National Conference when held in your city or virtually.
- Organize other activities on campus or online that fit your student body's needs and your schedule.



# Application Process

Join Our Community of  
Student Representatives



Becoming a CCPA Student Representative offers the opportunity to connect with peers, build leadership skills, and engage with Canada's national counselling community. Before applying, please check [here](#) to confirm that a Student Representative position is available at your school and ensure you have at least six months remaining in your program at the time of application.

## How to Apply



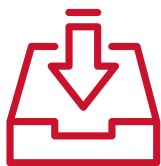
### 01 Confirm Your Student Status

Download and complete the [Proof of Student Status Form](#). The form must be signed by a faculty or staff member at your institution.



### 02 Prepare Required Documents

Gather your resume, cover letter, and a short written response to the question: "Why do you wish to become a CCPA Student Representative?"



### 03 Submit Your Online Application

Complete the online application form and upload all required documents, including your Proof of Student Status Form, resume, and cover letter.



### 04 Application Review and Notification

Applications are reviewed by the Student Representative Coordinator and approved by the Regional Director. Applicants will be notified by email once a decision is made.



# Yearly Overview

CCPA Student

Representative Activities



## Yearly Overview of CCPA Student Rep Activities

Here's a guide to help you plan your year as a Student Representative:

### August – September

- Applications are reviewed and confirmed.
- Renew your Student Rep membership by submitting updated Proof of Student Status.
- Share the Call for Proposals for the CCPA Annual Conference (opens in August).

### October – November

- Participate in the Fall Meet & Greet with other Student Reps and Regional Directors.
- Create a contact list of students in your program and send an introductory message.

### November – December

- Promote and encourage applications for CCPA student awards and scholarships (applications typically close mid-December).

### January – February

- Participate in the Mid-Year Check-In with the Coordinator and Regional Directors.
- Update your student contact list with new classmates.
- Begin planning and hosting your Information Session (at least one per year).

### Year-Round (Deadlines: Sept 1 & March 1)

- Contribute content to the Student Corner in COGNICA.
- Share CCPA events, webinars, and opportunities with your peers.

### March – April

- Promote Counselling and Psychotherapy (C&P) Month through posters, emails, or events.
- Share early details about the CCPA Annual Conference.

### May – June

- Follow up on C&P Month activities.
- Promote and encourage participation in the Annual Conference.
- Wrap up your year and, if applicable, host a second Information Session.

### June

- Participate in an exit interview or complete the annual end-of-year survey.
- Support transition planning by encouraging another student to apply for the role.

### July – August

- Program review and planning for the year ahead with the Student Rep Coordinator.



# Information Sessions

Connect, share, and learn  
together

As a Student Representative, you are expected to host at least one CCPA Information Session per year. These sessions introduce students in your program to CCPA, its membership benefits, certification, and professional opportunities.

## Planning Your Session



### **01** Choose a good time

Avoid exam periods and major assignment deadlines.

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### **02** Promote widely

Use email lists, posters, faculty networks, or social media to invite classmates.

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### **03** Use provided resources

You'll have access to a ready-to-use slide deck and a recorded overview of the Canadian Certified Counsellor (CCC) certification process. These can be customized to fit your group.



### **04** Inform your Coordinator and Regional Director

Once you've set a date, let them know so they can support your session and attend if possible.



## During Session

- **Engage your peers:** Include discussion, Q&A, or a raffle to encourage participation.
- **Get support:** The Student Rep Coordinator and your Regional Director can attend virtually (or in person when possible) to help answer questions and provide guidance.



## Budget & Materials

- You may spend up to \$100 on approved expenses (e.g., snacks, drinks, gift cards, or a CCPA student membership as a raffle prize).
- To request books or CCPA-branded items, submit a Material Request Form at least two weeks before your session.
- If reimbursement is needed, complete an Expense Claim Form with receipts and (if not already on file) a Direct Deposit Form.



## After Session

- Email attendees a copy of Join CCPA: A Guide to Student Membership and Benefits.
- If you held a raffle, send the winner's name and contact info to the Student Rep Coordinator.
- Share any feedback or highlights from your session with your Coordinator or Regional Director.





# Renewing and Concluding Your Role



## **Renewing Your Role**

Student Representative memberships are renewed each September.

What to expect:

- You will receive a renewal reminder email when it's time to renew.
- The Student Rep Coordinator will check in during the spring to confirm who plans to return next year.
- To renew, you'll need to:
  - Submit an updated Proof of Student Status Form
  - Review and update your membership information in the CCPA member portal

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## **Concluding Your Role**

When your term as a Student Representative ends (usually at graduation):

- **Exit Interview or Survey:** Complete a short exit interview or the end-of-year survey to share feedback.
- **Find a Replacement:** Encourage another student to apply so the position remains active.
- **Stay Involved:**
  - Upgrade to a Professional Membership
  - Apply for Canadian Certified Counsellor (CCC), if eligible
  - Join a CCPA Chapter or committees
  - Stay connected through the CCPA Annual Conference and ongoing learning opportunities



# Student Incentive Program



## Student Incentive Program

The Student Incentive Program supports your transition from student to professional membership. If you apply for and are granted the Canadian Certified Counsellor (CCC) designation within one year of graduation, CCPA will reimburse your first year of Professional Membership fees (up to \$195).

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### To be eligible, you must:

1. Hold a **Student Membership or Student Representative Membership** for at least one year.
2. Upgrade to a **Professional Membership** after graduation.
3. Apply for and be granted the **CCC designation** within one year of graduation.

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Once you receive your CCC designation, email [membership@ccpa-accp.ca](mailto:membership@ccpa-accp.ca) to request your reimbursement.



# Contact Information

Get in Touch with Us



## Contact & Support

As a **Student Representative**, you are not alone in your role. Support is available whenever you need it:

- **Student Rep Coordinator** – Your main point of contact for everything related to the program, including applications, renewals, info sessions, materials, and planning.
- **Regional Director** – Your regional mentor who can provide encouragement, attend your info session, and help connect you with opportunities.

### Your Coordinator



**Danika Charlebois, MA, RP**  
(she/they · elle/iel)  
Manager, Communications and Events



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### Follow Us



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## Student Representatives

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Psychotherapy Association



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L'ASSOCIATION CANADIENNE DE  
COUNSELING ET DE PSYCHOTHÉRAPIE

Thank you for exploring the CCPA Student Representative Program. We look forward to welcoming you to a national community of future counselling and psychotherapy professionals dedicated to growth and leadership.

**Address** 202-245 Menten Place, Ottawa, ON, K2H 9E8

**Phone** 1-877-765-5565

**Email** [dcharlebois@ccpa-accp.ca](mailto:dcharlebois@ccpa-accp.ca)

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