

CEC Activity Breakdown

Canadian Certified Counsellors (CCCs) are required to accrue a minimum of 36 Continuing Education Credits (CECs)

Specifically related to counselling and/or psychotherapy over the course of each three-year certification period and required to provide documentation of engagement in these professional development activities. A well-rounded professional will record a variety of Learning Activities and Professional Contributions. The chart that follows provides current information related to CCPA's eligible areas of continuing education. Members holding a CCC or CCS designation who have been selected for audit must submit supporting documentation for the activities for which they are claiming credit. The corresponding supporting documentation is provided in the information below.

Type	Definition	Credits	Required Documents
CCPA cannot guarantee that continuing education credits granted by our Registrar will be eligible for credit with regulatory colleges			
Independent study	<ul style="list-style-type: none"> Engagement in self-directed, professional reading and/or research 	1 credit per hour Books: 2-3 credits per 100 pages	<ul style="list-style-type: none"> CEC application Schedule A Title/Author/ISBN/Number of pages Date of completion
Peer study	<ul style="list-style-type: none"> Participation in regularly scheduled, collaborative, peer learning activities such as peer supervision, peer study groups, professional learning communities May be done in-person, or via teleconference, Zoom, online etc. 	1 credit per hour	<ul style="list-style-type: none"> CEC application Schedule A Signature or email confirmation from leader of the study Date of completion
Receiving post-graduate supervision	<ul style="list-style-type: none"> Participation in regularly scheduled, formally structured, post-graduate supervision with a qualified supervisor 	1 credit per hour	<ul style="list-style-type: none"> CEC application Schedule B Log of dates and duration of sessions Signature or email confirmation from supervisor
Conferences, workshops, in-services, webinars	<ul style="list-style-type: none"> Attendance at and/or participation in counselling/psychotherapy conferences, workshops, in-services, webinars May be offered in-person, or via teleconference, Zoom, online, etc. Includes CCPA and Mental Healthy Academy webinars 	1 credit per hour	<ul style="list-style-type: none"> CEC application Schedule A Transcript Certificate Signature or email from the Leader/Speaker/Sponsor
Your own signature or the signature of the person accompanying you will not be considered valid			

Upgrading/training	<ul style="list-style-type: none"> • Completion of an upgrading/training course or program for additional qualifications in counselling/psychotherapy • May be offered in-person, or via teleconference, Zoom, online, etc. • Includes Mental Healthy Academy, PESI 	1 credit per hour	<ul style="list-style-type: none"> • CEC Application • Schedule A, Transcript • Certificate • Diploma.
Graduate coursework	<ul style="list-style-type: none"> • Completion of a graduate level, post-CCC course related to counselling/psychotherapy. This can include practicum/internship courses. 	36 credits per 1 semester course	<ul style="list-style-type: none"> • CEC Application • Schedule A • Transcript • Certificate • Diploma
Professional Contributions			
Professional Involvement			
Professional involvement	<ul style="list-style-type: none"> • Professional involvement in roles that are directly related to counselling/psychotherapy and which promote growth and development as a counsellor/psychotherapist. • Serving on a professional committee or board (e.g., within a counselling association) that contributes to the advancement of counselling/psychotherapy practices. • Participating in the development, delivery, or evaluation of counselling-related programs, workshops, or community initiatives. 	1 credit per hour	<ul style="list-style-type: none"> • CEC Form • Schedule A • Log of dates and duration of sessions • Signature or email from the Leader/Speaker/Sponsor
Professional volunteerism	<ul style="list-style-type: none"> • Engaging in pro bono work in professional counselling or psychotherapy capacity including consultation, crisis counselling, disaster response, etc. 	1 credit per hour	<ul style="list-style-type: none"> • CEC Application • Schedule A • Log of hours • Signature or email from the Leader/Speaker/Sponsor

<p>Thesis/Dissertation Committee Member (Advisor)</p>	<ul style="list-style-type: none"> • Committee member for thesis/dissertation that has been completed 	<p>1 CEC per hour invested (reasonable estimate, no cap)</p>	<ul style="list-style-type: none"> • CEC Application • Schedule A • Copy of work • Completion date • Number of invested hours (reasonable estimate, no cap)
<p>Presentation</p>			
<p>Presentation development</p>	<ul style="list-style-type: none"> • First time development of a novel (new and original) counselling/ psychotherapy conference presentation, poster presentation, workshop, in-service, webinar, lecture, seminar, etc. • Planning, researching, designing, preparing and assembling resources/materials for the first time delivery of a novel (new and original) presentation, workshop, in-service, webinar, seminar, lecture, etc. • May be counted toward CECs one time only for each first time counselling/psychotherapy conference presentation, poster presentation, workshop, in-service, webinar, seminar, lecture, etc. As such, no CECs will be awarded for the repetition of the same presentations, workshops, in-service, webinar, seminar, lecture, etc. 	<p>1 credit per hour of presentation</p> <p>2-3 hours of preparation time may be granted per 1 hour of presentation time</p>	<ul style="list-style-type: none"> • CEC Application • Schedule A • Duration of presentation • Number of preparation hours
<p>Presentation and delivery can be combined into a single application for each activity</p>			
<p>Presentation delivery</p>	<ul style="list-style-type: none"> • First time delivery of a presentation at a counselling/psychotherapy conference presentation, poster presentation, workshop, in-service, webinar, lecture, seminar, etc. • May be counted toward CECs one time only for each first time counselling/psychotherapy conference presentation, poster presentation, workshop, in-service, webinar, etc. As such, no CECs will be awarded for the repetition of the same presentations, workshops, in- service, webinar, seminar or lecture. 	<p>1 credit per hour of presentation</p> <p>2-3 hours of preparation time may be granted per 1 hour of presentation time</p>	<ul style="list-style-type: none"> • CEC Application • Schedule A • Duration of presentation • Number of preparation hours
<p>Professional Writing Activities</p>			

Scholarly writing and reviews	<ul style="list-style-type: none"> • Scholarly writing about counselling and/or psychotherapy • Includes journal article, book chapter, book • Authoring or co-authoring a published piece of writing • Reviewing journal articles, book chapters, books, etc. 	1 credit per hour invested (based on reasonable estimate)	<ul style="list-style-type: none"> • CEC Application • Schedule C • Copy of article or book
All professional writing Activity applications will be sent for evaluation by the CEC Registrar			
Applied writing	<ul style="list-style-type: none"> • Applied writing for the workplace or profession related to counselling and/or psychotherapy • Includes training and procedural manuals, handbooks, newsletters such as Cognica, blogs, facilitation of online professional association discussion forums 	1 credit per hour invested (based on reasonable estimate)	<ul style="list-style-type: none"> • CEC Application • Schedule C • Copy of article or book
CCPA Indigenous CEC Activities			
All CEC Indigenous applications will be sent for review to the CEC Indigenous Review Panel			
Indigenous CEC Activities	<p style="text-align: center;">Traditional teachings</p> <ul style="list-style-type: none"> • A brief biography of the traditional teacher/healer/Elder is to be included in terms of experience(s) in the areas of Indigenous healing and helping. 	Indigenous CEC Review Panel	<p>Complete Schedule (I)A. Attach community attestations signed by designated community members and proof of attendance attestation signed by the traditional teacher/healer/Elder</p>
	<p style="text-align: center;">Healing ceremonies</p> <ul style="list-style-type: none"> • A brief biography of the traditional teacher/healer/Elder is to be included in terms of experience(s) in the areas of Indigenous healing and helping. 		<p>Complete Schedule (I)B. Attach community attestations signed by designated community members and proof of attendance attestation signed by the traditional teacher/healer/Elder, log of dates, and duration of sessions.</p>

	<p style="text-align: center;">Community engaged scholarship</p> <ul style="list-style-type: none">• A brief biography of the traditional teacher/healer/Elder is to be included in terms of experience(s) in the areas of Indigenous healing and helping.		<p>Complete Schedule (1)C. Attach copy of the scholarship or link to an online version and a community attestation signed by a designated senior administrator/leader in the Indigenous organization/ community</p>
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