



CANADIAN COUNSELLING AND
PSYCHOTHERAPY ASSOCIATION

L'ASSOCIATION CANADIENNE DE
COUNSELING ET DE PSYCHOTHÉRAPIE

Canadian Certified Counsellor Certification Guide

The Canadian Counselling and Psychotherapy Association

202-245 Menten Place

Ottawa, ON, K2H 9E8

Toll free: 1-877-765-5565

certification@ccpa-accp.ca

Last Updated: January 2026

Table of Contents

The Canadian Certified Counsellor (C.C.C.) Designation	4
Application Process	5
Certification Requirements.....	6
Table 1. Summary of Certification Requirements.....	7
Application Checklist.....	9
1. CCPA Professional Membership:	10
2. Application:.....	10
3. Graduate degree in counselling:	11
3.1 Official Transcript.....	11
3.2 Proof of degree conferral	12
4. Graduate-level coursework:	12
Grandparenting coursework requirements	13
Table 2. Overview of Course Requirements.....	14
4.1 Counselling Theories	15
4.2 Supervised Counselling Practicum (compulsory after Sept 2003)	15
4.3 Counselling and Communication Skills (compulsory after Sept 2012 ¹)	16
4.4 Professional Ethics (compulsory after Sept 2012)	17
4.5 Elective Coursework	17
Table 3: Elective Coursework.....	17
5. Direct Practice Experience.....	19
5.1 Pathway One and Pathway Three: Practicum Experience	20
5.2 Pathway Two: Work Experience.....	22
6. Supervision Requirements.....	22
Supervisor Qualifications	23
Characteristics of Supervision	23
What if Supervisors Don't Meet All the Criteria?	24
6.1 Pathway One and Pathway Three	25
6.2 Pathway Two.....	25

Table 4. Supervision Criteria Flowchart	26
7. Reference Requirements	27
8. Criminal Record Check	28
C.C.C. Eligibility Assessment Application	29
Extensions and Reinstating a Lapsed C.C.C. Designation	30
C.C.C.-Qualifying (C.C.C.-Q.)	31
Figure 1. Scenarios for a CCC-Q Outcome	33
Expediting the Evaluation of a File	34
Fast-Track Applications.....	35
Fees and Renewal.....	35
Certification Appeal Process	36
Appendix 1. Supervisory Definitions	37
Appendix 2. Supervisory Approaches and C.C.C. Eligibility Chart.....	40
References	41

The Canadian Certified Counsellor (C.C.C.) Designation

In 1986, CCPA established a credentialing service for its members under the name Canadian Certified Counsellors: A National Certification Program for Professional Counsellors. The Canadian Certified Counsellor certification is a national service that identifies to the public those counsellors who CCPA recognizes as qualified to provide counselling services in Canada. Obtaining the status of Canadian Certified Counsellor (C.C.C.) includes recognition of standards of professional preparation, continuing education, and a formal code of ethics. As a self-regulating body, CCPA provides advice and discipline for certified members on matters of professional conduct.

C.C.C. is an optional certification. In provinces that are regulated by colleges, please refer to their specific requirements. Please note that C.C.C. does not have equivalencies to licences or certifications in other counselling associations or college in Canada or the USA.

- Certification with CCPA is different from membership with CCPA. Certification is a type of membership. This distinction between membership (Professional Membership) and certification (Canadian Certified Counsellor) is for the benefit of the public. Professional Membership requirements are flexible, and require minimal formal training, the Registrar does not evaluate these requirements. Canadian Certified Counsellor, on the other hand, entails a successful evaluation by the registrar of a member's qualification to practice.

In addition to membership benefits, individuals who obtain Canadian Certified Counsellor with CCPA enjoy the following exclusive benefits:

- Eligibility for Group Professional Liability insurance, available through a Group Plan from CCPA's broker of choice. This national company has considerable experience with professional liability insurance and provides insurance services for a number of other professions in Canada;
- Access to CCPA's FREE Telephone Legal Advice Helpline.
- Electronic certificate identifying you as a Canadian Certified Counsellor;
- Public recognition of national qualification as a certified counsellor;
- The right to add the title of C.C.C. (Canadian Certified Counsellor) on all your professional correspondence;
- Inclusion in our C.C.C. Online Directory.

Only counsellors certified by CCPA are permitted to use the trademarked title Canadian Certified Counsellor and/or the acronym 'C.C.C.'.

Application Process

To apply, please fill out forms for your respective Pathway from the [website](#), and email them to certification@ccpa-accp.ca. Only submit CCPA's forms (e.g., please do not send university logs for hours, certificates from continuing education, etc.).

Obtaining the C.C.C. designation requires a comprehensive application demonstrating that an applicant's qualifications align with CCPA requirements as set forth by the Certification Committee, Board of Directors and Executive Committee. Please review Table 1: Certification Requirements for a summary. It is the applicant's responsibility to provide the complete and official documentations. Documentations must be current and in alignment with the certification requirements, at the time that the applicant applies. **Please keep in mind that requirements can change; the forms are continuously updated to reflect the most current requirements of CCP A as the landscape of counselling changes.**

A C.C.C. application file is only active for a 12-month period from the date the most recent document was received. Applicants who have not completed their full application within 12 months will be notified that their file will be archived and will need to re-apply and pay the application fee.

The applicant's file will be sent for evaluation by a registrar, once all the necessary documents are received. The evaluation process takes 8-10 business weeks. The outcome to an application will be provided, to the applicants, by an email; the outcome could be any one of the following:

❖ CCC Approval

❖ CCC-Qualifying, Eligible

Offered by the registrar on a case-by-case basis.

❖ CCC Declined

This outcome may be re-evaluated by the registrar with new official documentation. Applicants also have the right to appeal a declined outcome to the certification committee.

❖ CCC Pending

Additional documentation may be requested, follow up communication with professors or supervisors, or advisement to complete a missing course.

The Registrar's outcome is valid for 12 months.

CCPA will retain the physical copies of the official transcripts and original criminal record check for 12 months after the Registrar's outcome. Subsequently, the original documents will be destroyed. If you would like the official transcript and/or original criminal record check returned to you by mail, please contact certification@ccpa-accp.ca prior to the 12 months ending.

Certification Requirements

Please note that applicants are distinguished between the following pathways. You may only apply through one pathway that best describes your experience. This allows for the evaluation of the applicant's most recent and relevant professional experience.

Pathway One - Recent Graduates

- For applicants who conferred their degree within the past 5 years
- The conferral date is the date of graduation indicated on an applicant's transcript; Applicants must submit their complete application within 5 years from their graduation conferral date in order to apply through this pathway
- All CCPA required coursework, including practicum, must be completed
- 2 clinical references, one of which is a qualified supervisor

Pathway Two - Experienced Practitioners

- For applicants who conferred their degree more than 5 years ago
- The date is based on the date of the applicant's degree conferral as listed on their official transcript
- All CCPA required coursework; see grand-parents section for exceptions
- Direct Client Counselling hours from work experience
- 2 clinical references, one of which is a qualified supervisor

Pathway Three - Prospective Graduates (*New)

- Applicants who have yet to officially confer their degree
- This is strictly an application pathway for students who have completed 90% or more of their program and are in the process of completing degree requirements such as completion of a thesis or elective(s)
- All CCPA required coursework, including practicum, must be completed. Requirements for practicum and references are the same as Pathway One.
- A successful application will result in CCC-Qualifying status, mandating practice under qualified supervision until degree completion is confirmed
- Offered by the registrar on a case-by-case basis

TABLE 1. Summary of Requirements for CCPA Certification

	<p>Pathway One: Recent Graduates and Pathway Three: Prospective Graduates Applying within five years from the date of graduate degree conferral</p>	<p>Pathway Two: Experienced Practitioners Applying more than five years after the date of graduate degree conferral</p>
<p>Degree</p>	<p>A graduate degree based on a coherent program in counselling or a related professional field, from a Canadian institution that is governmentally recognized as a degree-granting institution. OR A graduate degree based on a coherent program in counselling or a related professional field, from a Regionally Accredited institution in the U.S.A. OR An international graduate degree determined to be equivalent to a Canadian graduate degree by a comprehensive, course-by-course, third party evaluation.</p> <p>Pathway One and Two: Official confirmation of degree conferral Pathway Three: Can apply with 90% of program completed. Must have completed 8 counselling courses as outlined in this document.</p>	
<p>Coursework</p>	<p>A total of EIGHT standalone graduate- level courses in:</p> <ul style="list-style-type: none"> ➤ Counselling theories, ➤ Counselling practicum, ➤ Counselling skills, ➤ Professional ethics ➤ FOUR elective courses in counselling that align with CCPA’s 12 elective coursework areas. <p>Please see the certification requirements for more information about the grandparenting options.</p>	
<p>Direct Practice</p>	<p>Supervised counselling practicum/internship with at least 150 hours of direct client counselling, and a minimum of 10 hours of direct supervision.</p> <p>Applicants who do not have the minimum number of required hours may be eligible for the C.C.C.-Qualifying title.</p>	<p>At least 800 hours of direct client counselling within the last five years.</p> <p>Applicants who do not have the minimum number of required hours of work experience may be eligible for the C.C.C- Qualifying title.</p>
<p>Supervisor Qualifications</p>	<p>Practicum placements must be overseen for their entirety by a primary clinical supervisor who satisfies CCPA requirements.</p> <p>Please see the Supervision section for a description of the characteristics of a supervisory relationship, and the qualification requirements for a supervisor.</p> <p>Please see Appendix 1. Supervision Criteria Flowchart for the decision process in offering C.C.C.-Q when a supervisor does not meet all requirements.</p>	<p>While the work experience does not need to be supervised, a supervisory reference must be provided. Supervisory references must be able to attest to applicant’s clinical counselling skills in the past 5 years.</p>
<p>References</p>	<p>Two (2) C.C.C. Reference Forms; one of the C.C.C. Reference</p> <ol style="list-style-type: none"> 1. One reference must be from a qualified clinical supervisor as per Supervision Requirements above. 2. A secondary reference (e.g., professors, managers, employers, clinic directors, colleagues*) must hold a graduate-level degree in counselling or a related field, and be able to attest to the applicant’s clinical counselling skills in a non-conflictual relationship. <p><i>*Student peers may not provide a clinical reference</i></p>	
<p>Criminal Record Check</p>	<p>An original criminal record check, issued by police within the past 12 months.</p>	

CCC Checklist

Documents Required for C.C.C. Application	Pathway One	Pathway Two	Pathway Three
CCPA Professional Membership	✓	✓	
CCPA Student Membership			✓
Application Fee	✓	✓	✓
Application and Practicum Experience Form	✓		✓
Application and Work Experience Form		✓	
Course Outlines for 4 Mandatory Courses	✓	✓	✓
Course Outlines for 4 Elective Courses	✓	✓	✓
2x Reference Forms [1 Supervisory, 1 Clinical]	✓	✓	✓
Official Criminal Records Check	✓	✓	✓
Official Transcript + Proof of Degree Conferral [Pathway 3 will be degree pending]	✓	✓	✓
CV/Resume		✓	

In addition to:

* Educational Institutions outside of North America

** American Universities

Official Comprehensive Educational Credential Assessment - Canadian Equivalency Report (e.g., WES, IQAS) instead of Official Transcript	✓	✓	✓
Proof of University Accreditation (PDF of webpage)	✓	✓	✓

Documents to Submit After Degree Conferral

Proof of Degree Conferral			✓
---------------------------	--	--	---

C.C.C. Application Requirements

Applicants must demonstrate that they satisfy all aspects of the certification requirements. Requirements can change and forms are updated to reflect the most current requirements of CCPA as the landscape of counselling changes.

Once all required documentation for an application has been sent to certification@ccpa-accp.ca, or mailed, our certification team will inform you that the documents have been processed, and at that time it will be sent to the Registrar for evaluation. **From this point, the evaluation of your application will take approximately 8-10 business weeks.** Evaluation times vary by application based on whether follow-up is required by the Registrar to clarify information contained in the documentation. Once the evaluation is complete, the Registrar will email you with either an official outcome, or a request for further documents. Declined applicants will receive an outcome letter outlining the reasons why their application does not align with CCPA standards and identify any remediation options that may be available.



1. CCPA Professional Membership:

Applicants must hold Professional Membership with CCPA prior to applying for the C.C.C. certification. If the applicant is a Student Member of CCPA, they must upgrade to Professional Membership before the application for certification is sent out for evaluation by the Registrar, with the exception of Pathway Three applicants. Pathway Three applicants must retain their Student Membership until they provide proof of degree conferral.

2. Application:

Fill out the forms for your respective pathway from the website and email them to certification@ccpa-accp.ca as pdf attachments.

- Payment of Certification and Application Fees:
The initial application costs \$180.00. This cost is in addition to the annual cost for Professional Membership and is comprised of a \$95.00 application fee + \$85.00 for the first year of certification once granted. Applicants who receive an official outcome from the Registrar and who are not eligible for the C.C.C. designation are eligible for a refund of \$85.00. The \$95.00 application fee is non-refundable.

- Applicants will be invoiced for the CCC registration fee once their completed CCC Application is submitted to and processed by the Certification Team. The invoice is automatically generated in the member portal once the CCC tier checklist is opened on the applicant's member profile.
- Applicants will be able to pay the invoice in the Invoices & Receipts section of their member profile once invoiced. Please wait to be invoiced for the registration fee before paying. Instructions for how to pay by e-transfer are included on the invoice once it is created.
- The evaluation fee is non-refundable. Applicants who receive a Denied Outcome can receive a refund for the application portion of the fee.

3. Graduate Degree in Counselling

Applicants must have enrolled in a coherent graduate degree in counselling wherein the applicant completed the coursework required by CCPA (listed below). Graduate-level coursework includes those at a Master's and Doctoral level. Any post-graduate programs are evaluated on a case-by-case basis by the Registrar. Undergraduate coursework will not be evaluated.

A coherent program of study is comprised of a conceptually consistent set of courses that covers foundational knowledge and skills for effective counselling, completed in a developmentally appropriate sequence.

A. Graduates from a Canadian university must complete their studies at a university that is governmentally recognized as a degree-granting institution.

B. Graduates from an American university must complete their studies from a regionally accredited institution. To provide proof of Regional Accreditation, applicants must supply a copy of Regional Accreditation from the webpage of your university's accrediting body. It must clearly indicate the date the institution was first accredited and its current accreditation status.

C. Graduates from an International institution (outside of Canada and the USA) will need to have a Comprehensive Canadian Equivalency report completed (for example, by WES). This must be obtained from a credential assessment service issued by a member of the Alliance of Credential Evaluation Services of Canada (ACESC). Official course descriptions must be submitted in addition to a comprehensive course-by-course credential evaluation. If these documents are not originally in English or French, they must be professionally translated into English or French.

3.1 Official Transcript

Applicants must have their Official Transcript reflect successful completion of each graduate-level course they wish to include as part of the coursework requirements. All Transcripts must be sent to CCPA by mail in a signed and sealed envelope, or emailed directly to CCPA Certification in a password-protected unalterable PDF, directly by the issuing university on behalf of the applicant in order to be processed as Official.

Any scanned, photocopied, faxed or otherwise electronic copies of the transcript sent by the applicant, or mailed copies with a broken seal, will be processed as *Unofficial* as the authenticity of the document cannot be verified.

3.2 Proof of Degree Conferral

CCPA requires proof of degree conferral for Pathway 1 and Pathway 2 before the file can be sent for evaluation by the Registrar. Proof of degree conferral is typically indicated on the official transcript provided by the applicant's university and clearly includes the date of conferral and degree awarded.

Pathway 3 applicants must have their university submit the Official Transcript (Degree pending) at the time of application. Once their degree is conferred, the applicant must then have the university send Certification their Official Graduate Transcript with their conferral date included in order to transfer from CCC-Q to the full CCC designation.

Official Transcripts must:

- Have an official university letterhead, often issued by the university's Registrar's office
- List the exact date of degree conferral (day/month/year) for Pathway 1 and Pathway 2 applicants. Pathway 3 applicants will not yet have the conferral date on their transcript.
- The terms "degree completion" and "degree conferral" are not interchangeable.
- Not have any stipulations that could impede successful conferral of the degree (e.g. pending Senate approval, pending payment of tuition, pending registration for graduation, etc.).
- Be sent as an unalterable PDF by email, or hard-copy by mail, directly by the issuing university on the applicant's behalf.

If the issuing university is not willing or able to provide a guarantee of degree conferral that meets CCPA requirements, they are not required to do so. In such cases, the applicant must wait until a guaranteed convocation date can be provided in an official conferral letter or until the date of conferral is included on the official transcript in order for this requirement to be met for their CCC Application.

4. Graduate-level Coursework:

Course codes and titles included on the CCC Application must match those included on the transcript , and should be valid for the time at which the applicant completed the course(s). If they do not, the applicant is responsible for getting a letter from the university stating all/any changes to the program or course title/codes and their equivalent in order to be accepted by the Registrar of CCPA.

Acceptable formats include university-issued course syllabi, photocopied academic course calendar or printouts from the university website (including the date and URL in the printer header/footer). Please submit these documents by email in PDF document format, or hard copy by mail to our National Office. Course descriptions that are copy-pasted or screenshotted by the applicant into a word document or onto the application form will not be accepted.

Applicants who cannot obtain an official document can ask their University for archived copies, and if these are not available, submit a formal letter from the University or the respective professor to that effect.

Applicants must demonstrate evidence of a minimum of eight (8) graduate-level courses in specific areas of study, from an acceptable university. The registrar will only consider one course for each course requirement (i.e. one course from a program cannot fulfill the requirement for more than one course category listed below):

- a) Counselling Theories
- b) Counselling and Communication Skills
- c) Supervised Counselling Practicum
- d) Professional Ethics
- e) Four (4) elective courses which meet CCPA's coursework areas

Grandparenting coursework requirements:

1. Graduates who conferred their degree prior to September 2012 are not required to have standalone coursework in Counselling and Communication Skills or Professional Ethics. These applicants must instead have completed the Counselling Theories and Supervised Counselling Practicum courses, and **six elective courses**, for a minimum total of eight graduate courses.
2. Graduates whose degree was conferred prior to the 2003 academic year are not required to demonstrate a Practicum component to their studies but must instead have completed a theories course and **seven elective courses** for a minimum total of eight graduate courses.

TABLE 2. OVERVIEW OF COURSE REQUIREMENTS

**Degree conferral since 2012*

Mandatory courses	4 elective courses (max. 2 per category)	
1. Counselling theories	Assessment	Group
2. Counselling skills	Career	Intervention
3. Counselling practicum/internship	Couple/family	Psychological
4. Counselling ethics	Diversity	Research
	Development	Gender
	Specific Settings	

**Degree conferral prior to 2012= grandparented*

Mandatory courses	6 elective courses (max. 2 per category)	
1. Counselling theories	Assessment	Group
2. Counselling skills	Career	Intervention
3. Counselling practicum/internship	Couple/family	Psychological
4. Counselling ethics	Diversity	Research
	Development	Gender
	Specific Settings	

**Degree conferral prior to 2003= grandparented*

Mandatory courses	7 elective courses (max. 2 per category)	
1. Counselling theories	Assessment	Group
2. Counselling skills	Career	Intervention
3. Counselling practicum/internship	Couple/family	Psychological
4. Counselling ethics	Diversity	Research
	Development	Gender
	Specific Settings	

A complete **course outline (syllabus) for each mandatory course** (e.g., official document containing course code, date and location, each lesson topic, mandatory and recommended readings, assignments and grading scheme; typically given out by professor at the beginning of a course), and **course description of electives**, must be included with the application. The content of these courses will be evaluated in comparison to the course content provided in the sample course descriptions below:

4.1 Counselling Theories

Counselling theories provide a consistent framework to conceptualize client issues and to identify and select appropriate counselling interventions. An eligible course includes academic and professional literature related to the foundations of human development; cognitive, affective, and behavioural components of human experience; research evidence for intervention effectiveness; and applications to practice. A course in Counselling Theories covers approaches that fall into one or more of the following broad therapeutic orientations: psychodynamic, cognitive/behavioural, systemic/interpersonal, and humanistic.

Additional guidelines:

- A course in counselling theories must develop an understanding of some of the foundational theories in counselling/psychotherapy.
- There must be a breadth and depth of study. The course must cover various approaches within at least one of the following broad theoretical orientations: psychodynamic, cognitive/behavioural, systemic/interpersonal, and humanistic. In comparison, one very specific approach studied in depth is not eligible.
- While theories guide interventions, a course in Counselling Theories should be distinguished from a course on interventions (which is an elective coursework area).
- The course cannot be focused solely on the psychological components and/or on the application of the theory regarding one specific presenting problem or population.
- Counselling theories courses are often marked by a course component focused on the integration of various theories into a personal theoretical style and/or personal way of conceptualizing and working with clients.

4.2 Supervised Counselling Practicum (compulsory after Sept 2003)

- Involves professional development and supervised practice in a counselling context. Effective September 1st, 2024, the practicum course will need to include a formal evaluation of the student's clinical competencies with input from both the practicum course professor and the clinical supervisor.
- The practicum course professor will be responsible for assisting the development of counselling skills and competencies, and assisting the student in developing insight and

reflective practice necessary for independent practice, through a course seminar component.

- Students are expected to be involved in direct work with clients (individual, family, and/or group counselling) within CCPA's definition and scope of practice of counselling/psychotherapy. The practicum placement must be completed under the supervision of a qualified clinical supervisor.
- Effective July 2025, the counselling practicum must include a minimum of 10 hours of direct supervision. The overall amount and ratio of supervision is at the discretion of the site supervisor.

4.3 Counselling and Communication Skills (compulsory a ter Sept 2012)

- Counselling and Communication Skills provides an understanding of essential interviewing and counselling skills needed to establish an effective counselling relationship and to develop and maintain appropriate professional boundaries. These involvements also require a measure of student reflection and self-exploration.
- This course is different from a counselling interventions course and focuses on one-on-one counselling microskills.

Additional guidelines:

- The course must include activities wherein the professor formally reviews and evaluates students in live role-play, video-recorded role-play, audio-recorded role-play, or virtual live role-play (which may be accompanied by a transcript), and provides feedback relevant to their development of skills. Students engage in the live practice of counselling micro-skills (mock sessions).
- Graded course assignments must include the evaluation of counselling micro-skills taught in the course.
- The syllabus should identify that each day of the course focuses on the study and development of a specific counselling micro-skill.
- The course needs to be part of a graduate-level Counselling program and taught by a professor with a background in counselling.
- The course textbook, required readings, and course activities should be focused primarily on the development of interpersonal and communication skills that are fundamental to effective counselling practice.
- There must be a breadth and depth of study. The course must cover various counselling microskills.

Examples of counselling micro-skills that are acceptable in this course include, but are not limited to, the following:

- ◇ Providing feedback and confrontation
- ◇ Use of silence
- ◇ Use of immediacy
- ◇ Active listening
- ◇ Reflection of thoughts
- ◇ Summarizing and paraphrasing
- ◇ Open- and closed-ended questions
- ◇ Attending behaviours
- ◇ Use of encouragers
- ◇ Reflection of feelings
- ◇ Reflection of content
- ◇ Self-disclosure

4.4 Professional Ethics (compulsory after Sept 2012)

Ethical and legal issues arising in professional counselling-related research and/or assessment settings. A theoretical study of ethical codes, ethical decision-making, ethics in professional relationships, and standards of practice equivalent to CCPA's Code of Ethics.

Specific research ethics courses that do not include ethics related to professional counselling are not sufficient for this area.

4.5 Elective Coursework

Coursework in four (4) graduate courses in the following areas. Please note that only up to two courses will count toward each elective category. See grandparenting note to meet a total of eight (8) counselling courses.

Table 3: Elective Coursework

Category (maximum of 2 courses per category)	Course Descriptions
Assessment Processes	A study of individual and group assessment and testing, case study approaches, individual differences, and methods of data collection and interpretation.
Counselling in Specialized Settings	A study of issues, applied theory, and relevant counselling approaches pertaining to a particular special client population or setting, e.g. families, rehabilitation, schools, disabled clients, etc.
Counselling Intervention Strategies	Theory and practice in planning and implementing client change interventions; application of strategies in laboratory settings.
Couple and Family Counselling	The philosophical and historical underpinnings of family therapy, examining core assumptions of various theoretical frameworks in couple and/or family therapy. Attention is given to intervention and professional issues when working with couple and/or family systems in various settings.

Consultation Methods	Basic theories and research of psychological consultation that can be used to guide practice in a variety of settings. Topics include the process or stages of consultation, counsellor roles and responsibilities, ethical issues, and approaches to consultation.
Diversity	An examination of theoretical and practical factors that influence the nature and effectiveness of counselling clients from diverse backgrounds. Includes ethics, counselling competencies (culture-specific and universal), models of racial and cultural identity development, and the influence of social, economic, historical, political, and cultural contexts on client problems.
Gender	Theory, research, and practice in the areas of sex role development, sexual orientation, stereotyping, and social roles, along with corresponding counselling theories and approaches.
Group Counselling	Theories related to group counselling, including research evidence to support the effectiveness of various group approaches. Attention is given to methods of facilitating interpersonal communication within groups, selection processes, group development, member roles and needs, group processes, and ethical and legal issues related to group counselling.
Human Development and Learning	Human development and learning across the lifespan. Covers learning theories of human behaviour, life stages, transitions, typical and atypical human development, and theories of personality.
Lifestyle and Career Development	Involves an exploration of career development theories with emphasis on issues in life-career decision-making, career transitions, and work-related issues.
Psychological	A study of topics in psychology such as community mental health, social psychology, neurological bases of learning and behaviour, individual differences, motivation, personality, psychopathology, etc.
Research and Evaluation	Understanding and applying research, including quantitative and qualitative research designs, applied research and program evaluation, and statistics.

5. Direct Practice Experience

All applicants must demonstrate recent and relevant professional counselling experience. The Qualifying Option for Certification may be offered if the required amount of direct client counselling hours has not been reached.

Only professional experience aligned with CCPA's scope of practice is eligible:

Counselling is the skilled and principled use of a relationship to facilitate self-knowledge, emotional acceptance, and growth, and the optimal development of personal resources. The overall aim of counsellors is to provide an opportunity for people to work towards living more satisfyingly and resourcefully. Counselling relationships will vary according to need but may be concerned with developmental issues, addressing and resolving specific problems, making decisions, coping with crisis, developing personal insights and knowledge, working through feelings of inner conflict, or improving relationships with others.

The counselling profession:

- ⇒ Is attentive and responsive to diversity and inclusiveness;
- ⇒ Works in the best interest of individuals, couples, families, groups, organizations, communities, and the public at large;
- ⇒ Works in the domains of cognition, emotion, expression, somatics, human development, behaviour, learning, and interactive systems;
- ⇒ Promotes mental health by developing and enhancing personal, relational, sexual, career, and spiritual growth and well-being, personal awareness and resources, decision-making, and problem-solving.
- ⇒ Remediates or provides treatment for disorders in cognitive, behavioural, interpersonal, and emotional functioning;
- ⇒ Applies specific and recognized evaluation and assessment methods;
- ⇒ May also include supervision, education, training, consultation, research, and referral.

Please note the distinction between direct client counselling hours and indirect counselling hours, which together represent the total hours:

Direct client counselling hours (DCC): Clock hours during which you work directly with clients. Examples include facilitating or co-facilitating a group, family, or couples session; providing real-time therapy to an individual, couple, family, or group; conducting assessment activities such as clinical interviewing or therapeutic observation.

Indirect client service hours: Activities in which you spend time outside the counselling hour focused on the client. Whether the activity is report writing, preparing process notes, video/audiotape review, treatment planning, consultation, assessment scoring, or other time spent contemplating the client and planning interventions, indirect client service hours are necessary for a rich learning process to take place.

Applicants demonstrate their direct practice experience through the following pathways:

<p>Pathway One and Three: Practicum Experience</p>	<ul style="list-style-type: none"> • 150 DCC hours • An on-site supervisor that meets CCPA criteria • A minimum of 10 hours of direct supervision • An associated practicum course
<p>Pathway Two: Work Experience</p>	<ul style="list-style-type: none"> • 800 DCC hours in the past 5 years • A signature from a manager, employer, supervisor, or anyone in a non-conflicting relationship to confirm these hours

5.1 Pathway One and Pathway Three: Practicum Experience

Applicants must demonstrate the accrual of at least 150 hours of direct client counselling (DCC) during a supervised practicum course. The practicum must be completed under the oversight of a primary clinical supervisor who is qualified according to CCPA standards. Please see the Supervisor Qualification Requirements section for further information.

The aim of practicum placements is to provide students with ample opportunity to develop relationship-building skills, communication strategies, personal theoretical approach, interventions, and the ability to navigate the stages of therapy that are deemed foundational entry-to-practice counselling skills and competencies.

CCPA strongly encourages that practicum placements emphasize “relational processing” clinical activities that focus on the development of the above skills. Relational processing activities require the building and maintenance of a therapeutic alliance, the development of the counsellor’s personal style and orientation to counselling, are based on foundational clinical skills, emphasize transferable skills, allow the client and therapist to experience the various stages of therapy, provide continuity from session to session, provide in-vivo experience (virtual or in person), include the delivery of interventions, go beyond intake and assessment.

A minimum of 75% of the total client counselling hours required by CCPA (currently at least 112 of the 150 direct client counselling hours minimum) must fall within these guidelines of relational processing clinical activities. It is the responsibility of the student and supervisor to determine whether the clinical activities meet these criteria.

Alternatively, “other” clinical activities such as intake, assessment, psycho-education, and asynchronous clinical work can only account for 25% of the student’s direct client counselling hours. While these activities have value, they are not adequate as the sole or primary practicum clinical experience.

It is strongly recommended that at least 20 hours of the direct client counselling hours are in group settings. A maximum of 75 group counselling hours may be counted as direct counselling hours. Online therapy (services provided by video, phone, or other virtual platforms) that occurs synchronously (rather than asynchronously via email or text) is acceptable, provided it meets the guidelines of relational processing therapy.

Practicum professors and clinical supervisors are expected to disclose to the CCPA Registrar any concerns regarding the applicant’s clinical competencies and/or ethical practice.

NEW: Effective **September 1, 2024**, practicum courses must include a course seminar and evaluation component. This requirement will be documented via an added attestation on the practicum form, assessing whether:

1. There was an evaluative component
2. There are any concerns with the student’s performance or competencies

Applicants who did not have an evaluative component in their practicum course would be required to submit a CCPA Form evaluating their clinical skills and competencies, completed by a clinical supervisor who meets the qualification requirement. Since the clinical supervisor from the practicum may not be available, applicants are allowed the option of having this evaluation completed by a post-graduate clinical supervisor.

NEW: Applicants who apply for CCC and began their practicum in **September 2024 (grace period until July 2025)** must have a component on either their practicum syllabus or practicum form indicating 10 hours of direct supervision from on-site supervision, the practicum seminar, or both. Any missing direct supervision hours will need to be made up through CCC-Qualifying, post-conferral.

Example:

Andre accrued 350 hours on-site during his practicum placement, which was comprised of:

- 200 hours of direct client counselling activities
- 150 hours of indirect services such as recordkeeping, supervision, research, etc.

Of the 200 hours of direct client counselling:

- He spent 120 hours providing ongoing counselling services (which fall under the description of relational processing above)
- He spent 80 hours providing intake and psychoeducation to clients of the agency (which falls into the “other” category above)

Andre can only use up to 38 hours (25%) of his 80 hours of intake and assessment toward CCPA’s 150-hour requirement. Therefore, Andre will have:

- 120 hours of relational processing counselling
- 38 hours of other counselling activities

For a total of 158 acceptable clinical hours toward the 150 minimum hours of practicum counselling required.

5.2 Pathway Two: Work Experience

This pathway is for experienced practitioners who graduated **over five years ago**. Pathway Two applicants must demonstrate that they have completed a **minimum of 800 hours of direct client counselling** within the five years prior to the date they apply for certification.

Eligible work experience does **not** need to be supervised, as this requirement is covered by the reference requirements. Pathway Two applicants must provide a reference from a clinical supervisor who: (1) Engaged in formal supervision with the applicant within the last five years, and (2) Satisfies the supervisor qualification requirements

6. Supervision Requirements

All applicants must demonstrate that a supervisor whose qualifications align with CCPA’s requirements has overseen their work through a formal supervisory relationship. The nature of the supervision and documentation required differs based on whether the applicant is applying under Pathway One/Three or Pathway Two.

Supervisor Qualifications

Supervisors must meet the following criteria:

1. Hold a master's degree or higher in the area of counselling (or a related field such as social work or clinical psychology). Please note that if we are reviewing a supervisor whose program we are not familiar with, the registrars will ask to review a graduate transcript. The registrars will look for the following courses from the supervisors graduate program: counselling theories, counselling skills, counselling practicum, counselling ethics, marriage and family counselling, group counselling, counselling interventions, and other counselling courses.
2. Have a minimum of four (4) years of successful post-graduate practice in the counselling field prior to taking on a supervisory role.
3. Hold professional membership or association with CCPA or another association/regulatory body in a related field with a shared scope of practice that has both:
 - A Code of Ethics aligned with the ethical principles of CCPA, and
 - A formal complaints procedure accessible to the public that enforces the Code of Ethics.

OR

1. The supervisor is a Canadian Clinical Supervisor (CCS).

Supervisors must ensure that candidates practice in accordance with CCPA's Code of Ethics. They must also have expertise in counselling, including conceptual knowledge and practical experience in the field.

Characteristics of Supervision

- **NEW:** A minimum of 10 hours of Direct Supervision is required as part of the total supervision hours for graduates who started their practicum after September 2024 (grace period until July 2025). The form of direct supervision provided should match one of the definitions provided in Appendix 1: Supervisory Definitions.
- Clinical supervision is a required element of certification.
- Involves regular meetings between the candidate and supervisor, typically in periods of approximately one hour each.
- Supervision is based on examination of the content and process of a candidate's professional counselling experience. This can include a combination of:
 - Direct supervision: live observation, co-counselling, review of audio and video recordings, live supervision (e.g., reflecting teams)
 - Indirect supervision: review of case notes and case consultations
- Supervision is not personal therapy. The purpose of supervision is to facilitate the supervisee's development of counselling competencies, intervention skills, and the ability

to conduct counselling cases effectively. The supervisor provides the evaluative dimension of counselling supervision and monitors the quality of services offered to the client by the candidate.

- Supervisors must be at “arm’s length” from the supervisee, as per CCPA Code of Ethics.
- Supervision does not include peer supervision by a person of equivalent qualifications, status, and experience, nor does it include current or former family members or others where a personal relationship interferes with establishing a professional relationship.
- Supervisors in administrative relationships to the supervisee whose position involves evaluating job performance or assessing case management are not suitable for evaluating the quality of therapy given to a client.
- Structured peer group supervision is an acceptable form of supervision provided it has the following characteristics:
 - It is comprised of formal and structured supervision, led by a supervisor who satisfies the supervisor qualification requirements.
 - It is documented in the client’s file.
 - It is not an unstructured discussion of clients and occurs regularly, rather than on an as-needed basis.

Please consult Appendix 1: Supervision Definitions for more information about the different types of supervision and their eligibility for certification.

What if Supervisors Don’t Meet All the Criteria?

If the supervisor holds at least a graduate degree in counselling and **either** the required four years of post-graduate experience or an eligible professional designation/license, the supervision may still satisfy the supervision requirements if there was supervision of supervision in place. This means that the supervisory relationship between the applicant and their supervisor is itself overseen by a qualified supervisor. Other missing criteria are evaluated on a case-by-case basis. The registrar will either: Offer CCC-Qualifying, or Reject the practicum/reference of an unqualified supervisor.

Please consult Table 3: Supervision Alternatives Flowchart for a visual representation of alternative supervision options.

Example 1:

Jane (the primary clinical supervisor who lacks either four years of post-graduate experience or a professional designation) supervises the counselling services Ahmed (the applicant) provides to his client. These hours will be eligible toward CCPA's supervision requirements as long as there is a formal supervision arrangement with Alexei (who meets all supervisory requirements), who supervises the supervision Jane provides to Ahmed.

Example 2:

Stephen is a supervisor with 30+ years of experience in counselling and has many continuing education credits and certifications. They are a member of a counselling association that meets criteria. However, their graduate degree is not in counselling, social work, or clinical psychology. Stephen's master's degree had some psychology courses, but they did not learn most of their counselling theories or skills through a graduate program. Although they are likely an experienced and competent clinician, Stephen would not meet the criteria of a CCPA approved supervisor without the corresponding graduate degree. Any practicum hours under their supervision would not be accepted, and a reference from them cannot be accepted by the registrar.

6.1 Pathway One and Pathway Three

Applicants must demonstrate qualified supervision from their primary clinical practicum supervisor(s). CCPA strongly encourages that all practicum placements are overseen in their entirety by a supervisor who satisfies all supervisor qualification requirements.

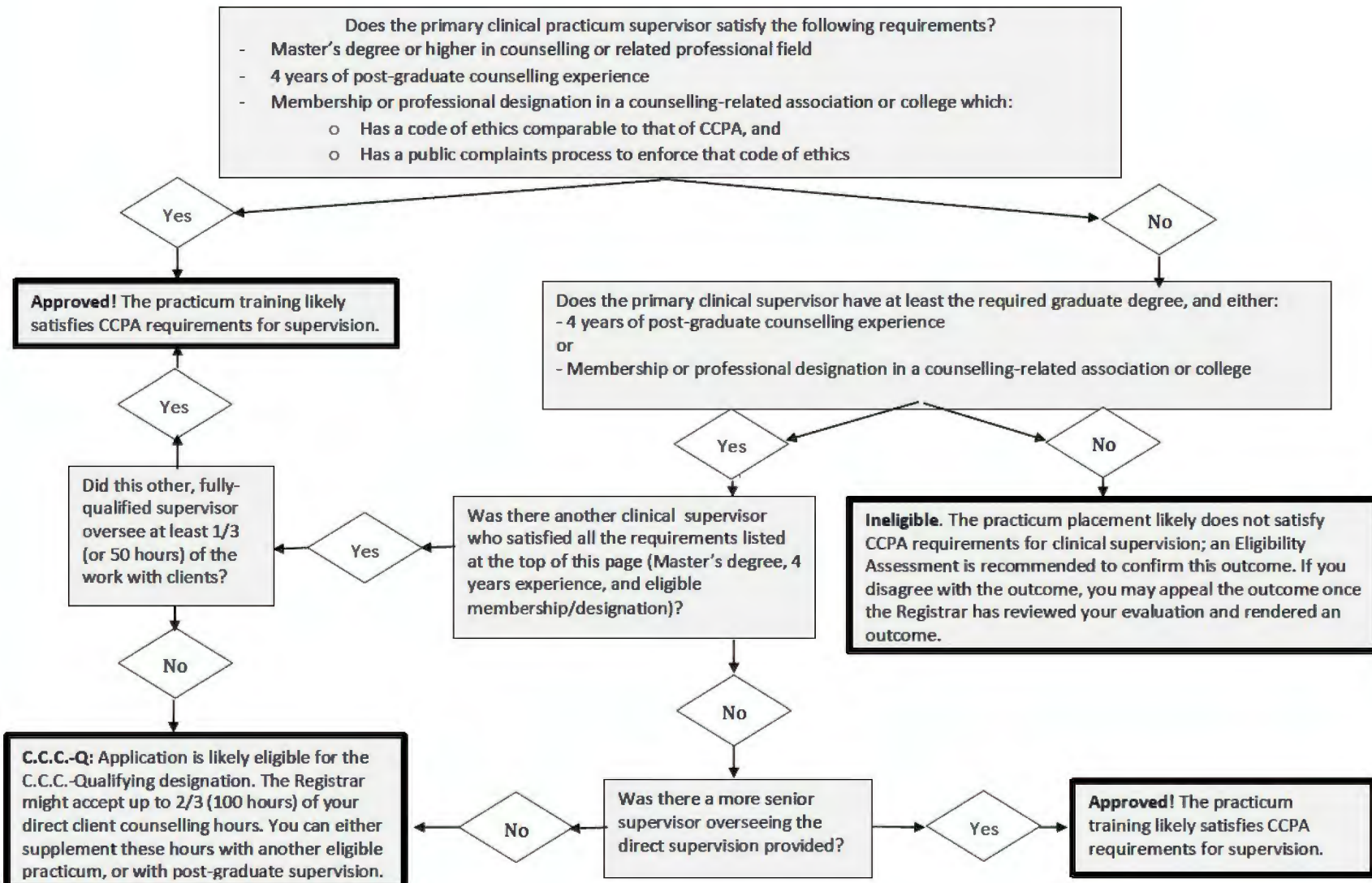
However, if a fully qualified supervisor is not available for the entire practicum placement, a minimum of 50 of the total client counselling hours must be overseen by a supervisor who satisfies all qualification requirements. The remaining practicum hours must be overseen by a primary clinical supervisor who:

- Holds a graduate degree in counselling, and
- Meets either:
 1. Four years or more of post-master's counselling experience, or
 2. Membership in a counselling-related professional association

6.2 Pathway Two

For these applicants, supervision requirements are subsumed by the reference requirements. Work experience does not need to be supervised, but applicants must provide a qualified supervisory reference from the past five years.

Table 4. Supervision Criteria Flowchart



7. Reference Requirements

Clinical References (All Pathways)

1. Qualified Supervisor
+
2. Practicum Professor
OR
Clinical Director/Employer
OR
Consultant
OR
Colleague*
(cannot be a student peer)

Applicants must provide two (2) C.C.C. Reference Forms from counselling practitioners who:

- A. Are a graduate-level counsellor, counsellor-educator, or counselling supervisor
- B. Hold a counselling-related graduate degree with a shared scope of practice
- C. Are able to speak to the applicant's clinical competencies (see Reference Form on website)
- D. Are able to evaluate the applicant's skills from within the past five years, or since the time of graduate studies
- E. The nature of the relationship between the applicant and the referee is objective and at "arm's-length"; the referee is not in a conflicting dual relationship when possible (e.g., fellow student), and was in a position to evaluate, without bias or personal entanglements, the applicant's clinical skill set and provide feedback (e.g., class seminars, case consultations, group supervision, direct supervision, co-counselling, review of audio/visual recordings). **Student peers will not be considered as collegial references.**

One of the two references for all pathways must be from a clinical supervisor. For Pathway One/Three applicants, the supervisor cannot be attesting to work before the beginning of graduate studies. For Pathway Two applicants, the supervisor must have supervised the applicant within the past five years.

References are NOT confidential; they must be sent directly by the referee and can only be accessed by the applicant either with the referee's consent, or otherwise by an application from the applicant under The Personal Information Protection and Electronic Documents Act.

In the case where a poor reference is a main or contributing factor to an outcome other than full approval for the C.C.C. designation, the Registrar may share information contained in a reference's evaluation of the applicant.

8. Criminal Record Check

All applicants must demonstrate that their criminal record has no findings. Applicants who do have criminal convictions on their official record check will be sent to CCPA's Ethics Committee for review.

Each applicant must submit a criminal record check as an original document issued by the police within the past 12 months. Any criminal record check obtained from a third-party online source (e.g. myBackCheck) will not be accepted. Criminal record checks can be completed by your local police service or RCMP detachment. If the Police only provide paper copies, the official record check can be submitted either by the applicant mailing the original hard copy of the official document to CCPA National Office (see page 1 for address). Or, for digitalized Record Checks issued by the Police, in order to verify its authenticity, we will require the original email sent from the Police (forwarded by the applicant) with the encrypted passcode or direct link to the issuing Police Service's official website to access the CRC in their database directly. Please be sure to include the online credentials required for us to access it (usually date of birth, phone number, and postal code). Any electronic copies, scanned copies or photocopied documents sent as attachments by the applicant will be considered Unofficial.

C.C.C. Eligibility Assessment Application

Certification candidates who are missing documentation, are short on satisfying an aspect of the certification requirements, or are simply uncertain as to whether their application will meet CCPA requirements, may apply for an eligibility report by submitting a C.C.C. Eligibility Assessment Application.

The application is evaluated by the Registrar, who then provides the applicant with an eligibility report that identifies whether the applicant meets the certification requirements as well as any gaps or omissions in the application that need to be addressed in order to align with the certification requirements. The Registrar's outcome is only valid for 12 months from the date of evaluation, provided that the applicant does not change pathways during that post-evaluation period. Eligibility assessments are final and cannot be contested or appealed, and are not a C.C.C. application. If an applicant disagrees with our Registrar's assessment of their eligibility for certification, they must submit a full certification application in order to appeal.

There are two types of Eligibility Assessment Applications:

- The Basic Eligibility Assessment evaluates coursework and practicum placement information from Canadian and regionally accredited U.S.A. Master's degrees in Counselling. It is most often used by student members. Applicants must be a member of CCPA to apply, and the cost of the assessment is \$100.
- The Enhanced/Non-Member Eligibility Assessment assesses applications from individuals who are not members of CCPA, and/or do not hold a degree that includes the word "counselling" or "psychotherapy" in the title or specialization, and/or internationally educated applicants, and/or individuals who do not meet the direct practice requirements. The cost for this assessment is \$200.

The Eligibility Assessment Application does not require official documentation. However, this is encouraged because any official documents submitted during the C.C.C. Eligibility Assessment Application can be used toward the full C.C.C. application, whereas unofficial documents would need to be resubmitted in official format when applying for certification. More comprehensive documentation will result in a more comprehensive eligibility report from the Registrar.

The C.C.C. Eligibility Assessment Application requires the following documents:

- A C.C.C. Eligibility Assessment Application Form with signature.
- Payment information for the Basic (\$100.00) or Complex/Non-Member (\$200.00) fee.
- The applicant's graduate program/coursework transcript(s). This can be unofficial. Please note that international applicants must also provide a third-party credential assessment.

- Course descriptions for graduate-level coursework.
- Optional additional documentation for evaluation: C.C.C. Practicum or C.C.C. Work Experience Form(s) (must be fully completed but do not require attestation signatures), the applicant's professional CV, and/or C.C.C. Reference Forms.

Applicants are encouraged to notify the Certification Department once all documentation is submitted in order to avoid any unforeseen or unnecessary delays in the processing of your application and evaluation by the Registrar.

Extensions and Reinstating a Lapsed C.C.C. Designation

Members have 12 months to reinstate a lapsed C.C.C. designation from the date it lapsed, provided they have the required Continuing Education Credits (CECs). Members must pay back-fees to reinstate their lapsed certification.

C.C.C.-Qualifying (C.C.C.-Q.)

There are several circumstances where applicants might be offered access to the “Canadian Certified Counsellor – Qualifying” (C.C.C.-Q.) title by the Registrar rather than having their application declined outright. They will be able to work under this designation as they complete a specific amount of supervised practice and/or supervision hours (based on the guidelines below) to transfer to the C.C.C. designation.

Members with this title are eligible for most benefits of certification, including access to discounted professional liability insurance, as they complete the additional hours of practice and/or supervision. C.C.C.-Q. members also start their three-year CEC requirements once this designation is approved. The member’s three-year CEC window will transfer to their C.C.C. designation once the C.C.C.-Q. requirements are satisfied and documented.

C.C.C.-Q. members will not show on the CCPA Directory. Applicants will need to find a clinical supervisor who satisfies CCPA’s qualification requirements and provides a signed Supervision Agreement Form for consideration by the Registrar. This form with instructions is sent to applicants that are offered the C.C.C.-Qualifying designation.

Once the additional requirements are completed, the member’s supervisor will need to submit a detailed Reference Form indicating the completion of the required hours, as well as providing a satisfactory report. The member can transfer to the C.C.C. designation once the Registrar has evaluated the form and determined that the report is satisfactory. This form will also be provided to the applicant upon a C.C.C.-Q offer.

This designation is valid for a one-year period beginning on the date of the Registrar’s evaluation letter and aligned with their membership renewal date. The designation may be renewed with approval from the Registrar if the applicant successfully demonstrates diligent practice and supervision under this title. Subsequent renewals will require approval by the Certification Committee for the second renewal, followed by the Appeals Committee for any requested third renewal.

Pathway One and Three: Missing supervised practicum requirements

If the number of acceptable direct client contact hours accrued in the practicum is less than the minimum amount required for certification, the applicant will need to complete additional supervision hours. The number of supervision hours (not supervised practice hours) is determined by the Registrar based on the guidelines below. Applicants must have at least 75 hours of direct client counselling accrued in their practicum to be eligible for the C.C.C.-

Qualifying designation. Insufficient practicum hours can only be supplemented by supervision hours and not direct client counselling hours from employment or other experience. This is because the purpose of practicum hours is counsellor development and training whereas non-practicum direct client counselling hours are not accrued within the same education and development context. The number of supervision hours required is equivalent to the number of direct client counselling hours the applicant is missing in order to satisfy the certification requirements.

For example, if an applicant only completed 130 acceptable direct client counselling hours as part of an evaluated and accepted practicum placement, they would be 20 hours short of the required 150 hours of direct client counselling hours. The applicant would need to complete 20 hours of post-graduate supervision (not client hours) with a supervisor who satisfies the supervisor qualification requirements.

The supervision must involve at least 10 hours of direct supervision (live observation, co-counselling, review of audio and video recordings, and live supervision), as well as indirect supervision (review of written case notes and case consultations). The overall amount of each type of supervision is at the discretion of the supervisor. Less than 10 hours of direct supervision during a practicum may result in a C.C.C.-Q offer. The required hours of supervision may be completed through either paid or voluntary arrangements. The applicant is able to submit any post-graduate supervision hours they may have already completed for consideration toward the C.C.C.-Q requirements. The Registrar is available to assist with case-by-case details.

Pathway Two: Missing required hours of work experience

Applicants who have not completed the minimum hours of post-graduate work experience may be eligible to work under the C.C.C.-Q designation and accrue the required direct client counselling hours under supervision and while accruing a specific amount of additional supervision hours. The supervisor must satisfy CCPA's supervisor qualification requirements. The additional required hours of direct client counselling are calculated as 800 direct client counselling hours (the minimum required hours of practice within the preceding five years to obtain the C.C.C. designation) minus the hours of practice accepted by the Registrar from the application.

The required additional hours of supervision are calculated as 0.07 multiplied by the required additional hours of direct client counselling.

Therefore, an applicant with 0 direct client contact hours within the five years prior to their date of application is required to complete 800 hours of direct client counselling and 56 hours of supervision.

Example:

An applicant with 266 hours of direct client counselling will need to accrue 534 hours of direct client counselling and 38 hours of supervision.

An applicant with 533 hours of direct client counselling will need to complete 267 hours of direct client counselling and 19 hours of supervision.

The C.C.C.-Q supervision hours typically require direct supervision (live observation, co-counselling, review of audio and video recordings, and live supervision, for example) as well as indirect supervision (e.g., case consultations). A detailed explanation of requirements will be provided to the applicant directly by the Registrar.

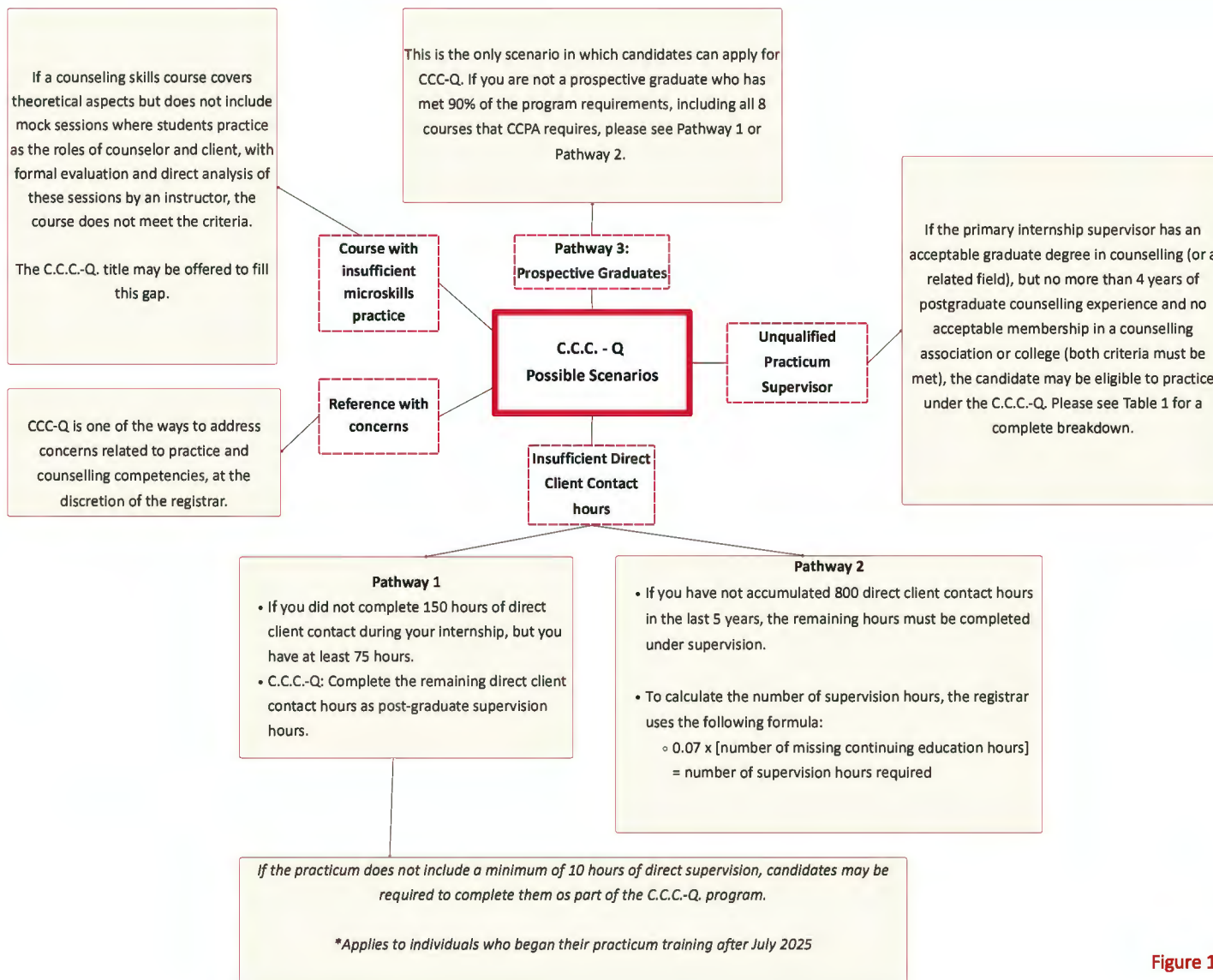


Figure 1. Scenarios for a CCC-Q Outcome

Expediting the Evaluation of a CCC Application

Once the entirety of an applicant's CCC application documentation is received and processed by the Certification Team, the application is sent for evaluation by the Registrar which takes approximately 8 to 10 business weeks. CCPA does offer an Expedited Evaluation Rush Service that applicants can apply for before their file is sent for evaluation which guarantees follow-up from a Registrar within **3 to 4 business weeks** instead. The Registrar will follow-up either with an official outcome or with a request for further information in order to provide their outcome. The cost of expediting an evaluation is \$100.00. An invoice for the Rush Fee will be generated once the rush request is approved. The rush request and invoice must be paid before the file can be sent for evaluation at the expedited rate.

Requests for an Expedited Evaluation cannot be applied retroactively. We recommend that any request for an expedited evaluation be submitted at the start of an applicant's documentation collection stage to ensure it is processed prior to the file being completed and sent for evaluation. The Expedited Evaluation is only applicable to the Registrar's evaluation; it does not apply to the documentation collection stage. It is the applicant's responsibility to ensure they submit the required application documentation.

Expedited Evaluations can only be requested in the following situations:

1) Needed for Employment

- If a rush is needed for employment purposes, the expedited evaluation can be requested.
- In order for this request to be approved, a Letter from the employer stating why the rush is needed for employment purposes is required to be sent directly to Certification on the applicant's behalf. Letters in PDF document format are accepted.
- If you are self-employed, please write and sign a formal letter including your business logo and link to your online advertisement (website, Psychology Today, etc.).

2) Needed to Apply to a Regulatory College

- If a rush is needed to apply to a regulatory college, a letter outlining the urgency for this request need be submitted

3) Needed to Start a Practicum

- If a rush on an **eligibility assessment** is needed to vet a supervisor's credentials prior to starting a practicum, this expedited request can be approved.
- **Please note, the eligibility assessment does not provide an official CCC outcome. It assess the applicant's eligibility to apply for the full designation.**
- An Unofficial Transcript indicating the practicum has not been completed is required
- The cost of expediting the eligibility assessment is \$100 for a basic evaluation and \$200 for a complex eligibility assessment. See page 29 for information on the 2 types of Eligibility Assessments. Should you have any questions, please contact the Certification department.

4. Needed for Professional Development Activities

- Sometimes, applicants will indicate that they need to have the C.C.C. designation to sign up for professional development opportunities or higher education. In some cases, applicants would like to apply Continuing Education Credits (CECs) they are currently completing or about to begin towards their first certification period and are looking to get the designation as soon as possible.
- A rush can be requested in this case and approved upon receipt of information confirming the applicant's registration to a professional development activity requiring the C.C.C. designation.

Fast-Track Applications

Some graduate programs are accredited through the Council of Accreditation of Counsellor Education Programs (CACEP). Current CACEP-accredited programs are listed [here](#).

Students who graduated from CACEP-accredited programs are fast-tracked through the certification application process. These graduates are not required to provide course descriptions with their applications, because the certification requirements recognize that CACEP coursework standards align with CCPA's certification coursework requirements.

Applicants who hold a graduate degree in counselling from other programs are still eligible to apply for C.C.C. though they will be required to submit detailed course outlines demonstrating how their degree aligns with CCPA requirements.

Fees and Renewal

- Annual Professional Membership and Certification Fee: \$280 (\$195 membership + \$85 certification)
- Initial Evaluation Fee: \$95 (non-refundable)
- First-Year Certification Cost: \$180 (\$95 evaluation + \$85 certification) in addition to \$195 annual membership
- Reimbursement: If certification is declined, only the \$85 certification fee will be reimbursed
- Certification is valid for three years. During this period, members must accrue 36 Continuing Education Credits (CECs) to renew certification
- One-year extension: Eligible for a one-time extension if member is in good standing

Certification Appeal Process

The Registrar's role is to enforce the certification requirements as set out by CCPA's Certification Committee and approved by the Board of Directors and Executive Committee, and **the Registrar does not have the ability to consider exceptional circumstances or exceptions.**

Applicants who do not agree with a negative outcome of the evaluation and feel their application does align with CCPA's certification requirements can appeal and request their application be re-evaluated by the Certification Committee. Applicants who are able to demonstrate that they have met criteria in accordance with the Certification Guide, and disagree with a declined outcome, may have their appeal presented to the Certification Committee. The requirements themselves outlined in this document may not be contended.

Example: An applicant may appeal the Registrar's decision that a submitted Counselling Skills course does not meet CCPA's criteria for an acceptable course in skills development. An applicant may not appeal CCPA's requirement that applicants must complete a Counselling Skills course.

Example: An applicant may appeal that their supervisor is qualified and aligns with CCPA's supervisor criteria. Their supervisor's degree name may not be familiar, but upon submission of their transcript, the content of the degree aligns with a comprehensive counselling program. The applicant may not appeal that their supervisor does not require a comprehensive counselling graduate degree, and that experience and post-graduate training be considered in lieu of education.

Appeal letters are emailed to certification@ccpa-accp.ca, and require:

- A formal letter, signed by the applicant, addressing the reasons why the Registrar declined certification
- Demonstration of how the application aligns with the certification requirements, with reference to this Certification Guide and specific requirements.
- Any relevant supporting documentation that will support their appeal and assist the Committee in coming to an informed decision.

The full initial application, Registrar's evaluation and outcome, and appeal documentation, will be provided to the Committee for consideration.

The appeal process takes **8–10 business weeks** depending on the complexity of the appeal and volume of appeals under review. Applicants are only eligible to appeal the outcome of their application within 12 months of the date of an outcome letter.

Appendix 1. Supervisory Definitions

Supervisory Roles and Approaches

- **Primary clinical supervisor:** oversees the supervision process and assumes responsibility for the supervisee. The principal supervisor is the primary contact.
- **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.
- **Cross-disciplinary supervisor:** supervisor and supervisee belong to different helping professions.

Direct vs. Indirect Supervision

- Please note that there is an important distinction between direct and indirect supervision, and some forms of supervision may be either direct or indirect forms of supervision. Not all forms of supervision are eligible toward the C.C.C. requirements, and applicants are encouraged to review the definitions to ensure compliance with the standards.

Direct Supervision	Indirect Supervision
Supervisor and Supervisee Co-Counselling Supervisor and Supervisee Co-Facilitation Direct Observation Live Supervision Review of Session Recordings	Case Consultation Case Presentation Documentation Review Transcript Review Self-Report Role-play and Simulation Demonstration of a skill or strategy
Delivery of Supervision	
Face-to-Face Supervision Distance Supervision Group supervision (Peer Supervision vs. Structured Peer Group Supervision) Supervision of Supervision	

Direct supervision includes observational techniques such as: Sitting in the counselling room, standing behind a one-way mirror, 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-ear (BITE), modeling, demonstration.

- ◇ **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 can be 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 methods to provide immediate feedback while in session (e.g., visual, text-based supervisor-supervisee communication, or bug-in-the-ear communication).

Indirect supervision includes activities such as: 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 in which the supervisor provides review, discussion, and evaluation of casework, including clinical impressions, treatment planning, intervention strategies, and clinical progress. Guidance, advice, and teaching are provided.
- ◇ **Self-Report:** A form of indirect supervision that can be written or verbal, occurring either in an exchange between supervisee and supervisor or in a more formal case consultation. Self-report refers to descriptive information provided by the supervisee about the client, the therapeutic interaction, the supervisory interaction, and personal information about themselves (Ladany et al., 1996, p. 10).

Face-to-Face Supervision: Occurs when the supervisor and supervisee are physically present together. May include both direct and indirect supervision.

Distance Supervision: Also called tele-supervision, cyber-supervision, or online supervision. It can be: Synchronous (live, real-time): telephone, streaming video, webcam, or threaded discussions (counted as direct supervision) and Asynchronous (delayed): telephone texts, email, discussion threads (counted as indirect supervision)

Group Supervision: Involves the provision of clinical supervision to three or more supervisees concurrently.

- **Peer Supervision:** is 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 (Paisley & Benshoff, 1996; Bernard & Goodyear, 2014; McWilliams, 2004).
- **Structured Peer Group Supervision:**
 1. Led by a clinical supervisor who satisfies the CCPA clinical supervisor qualification requirements (see supervision requirements);
 2. Entails formal and structured supervision;
 3. Occurs regularly, on a planned and scheduled basis;
 4. Involves structured discussion of clients;
 5. Requires that the counsellor's engagement in clinical supervision is made known and noted in the client files.

Supervision of Supervision: A supervisory arrangement in which the supervisee is clinically supervised by a direct supervisor, and the supervision between them 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 supervisee and the direct supervisor. The senior supervisor and the direct supervisor should meet regularly to review the supervision provided to the supervisee.

Appendix 2. Supervisory Approaches and C.C.C. Eligibility Chart

Type of Supervision	Can it be counted toward C.C.C. application?
✓ Direct Supervision	Yes, supervisors are encouraged to engage in direct supervision. As of July 2025, 10 hours of direct supervision is required during student practicum placements.
✓ Indirect Supervision	Yes, but direct supervision may be required in addition to indirect supervision for some certification requirements.
✓ Face-to-Face Supervision	Yes, but direct supervision may be required in addition to face-to-face supervision for some certification requirements. Face-to-face supervision is not synonymous with direct supervision.
✓ Distance Supervision	Yes, but direct supervision may be required in addition to distance supervision for some certification requirements.
✓ Group Structured Peer Supervision	Yes, if the five criteria numbered in the description above are met.
? Supervision-of-Supervision	May be eligible depending on the supervisors' qualifications. Please see the supervision section and Table 4: Supervision Flowchart for more.
× Group Peer Supervision	Does not count toward the certification requirements.

References

- Bernard, J. M., & Goodyear, R. K. (2018). *Fundamentals of clinical supervision* (6th ed.). Pearson.
- Ladany, Nicholas & Hill, Clara & Corbet, Maureen & Nut, Elizabeth. (1996). Nature, Extent, and Importance of What Psychotherapy Trainees Do Not Disclose to Their Supervisors. *Journal of Counseling Psychology*, 43. 10-24. 10.1037/0022-0167.43.1.10.
- McWilliams, N. (2004). *Psychoanalytic psychotherapy: A practitioner's guide*. The Guilford Press.
- Paisley, P. O., & Benschoff, J. M. (1996). applying developmental principles to practice: training issues for the professional development of school counselors. *Elementary School Guidance & Counseling*, 30(3), 163–169. <http://www.jstor.org/stable/42871210>