

 CPCA Education and Competency Requirements:	Credit Hours	List the courses completed that provided knowledge for the development of this core competency:
Counselling Foundations I <ul style="list-style-type: none"> ▪ Human Development ▪ Culture and Diversity 		
Counselling Foundations II <ul style="list-style-type: none"> ▪ Theoretical Framework ▪ Evidence Based Practice 		
Counselling Foundations III <ul style="list-style-type: none"> ▪ Psychopathology/Abnormal Psych/DSM-V/ ICD 		
Counselling Interventions <ul style="list-style-type: none"> ▪ Clinical assessment ▪ Crisis Intervention ▪ Conflict Resolution 		
Counselling Process <ul style="list-style-type: none"> ▪ Orientation ▪ Assessment ▪ Closure 		
Counselling Skills and Techniques <ul style="list-style-type: none"> ▪ Therapeutic Communication ▪ Therapeutic Relationship ▪ Therapeutic Process 		
Ethics and Ethical Practice <ul style="list-style-type: none"> ▪ Legal & Regulatory Practice ▪ Scope of Practice ▪ Ethical Practice ▪ Ethical Decision-making ▪ Ethical Communication 		
Reflective Practice <ul style="list-style-type: none"> ▪ Self-Care & Personal Safety ▪ Awareness of Self ▪ Supervision/Clinical Governance 		
Professional Practice <ul style="list-style-type: none"> ▪ Business Practices ▪ Records ▪ Collegial Relationships - Consultation/Collaboration ▪ Supervision/Practice Governance 		
Professional Communication <ul style="list-style-type: none"> ▪ Clinical Documentation ▪ Referrals and Third Party Reports ▪ Media/Social Media 		
Practicum <ul style="list-style-type: none"> ▪ 90 hours minimum in a program practicum completed in a clinical setting under approved clinical supervision in the mental health field – on site or in an agency. ▪ Provides opportunity for students to apply the knowledge gained in skill development through clinical practice experience. 		

NOTES:



** This self-evaluation must be submitted with all requested documents in order to be reviewed by the office of the registrar and has an administrative fee of \$50.00 +GST/HST to be paid in advance.*

Applicant Name: _____

Address: _____

Phone: _____

Email: _____

Relevant Professional Development/Training/Certification/Degree:

<u>Institution</u>	<u>Degree&/or Diploma</u>	<u>Date Granted</u>

I _____, (please print name clearly)

confirm that the information contained in this education self-evaluation is true.

Signature of Applicant

Date

Education/Competency Review Process for Application Preparation

Thank you for your interest in applying for membership with the Canadian Professional Counsellors Association. The attached portfolio of documents contain the forms that are required for this process. There is also a National Application form included for your convenience.

These forms are designed for an easy comparative of your education to the required core competencies essential for applying for membership as a Registered Professional Counsellor.

There is a minimum requirement of 450 Hours of education with a 90 hour supervised practicum in counselling/psychotherapy.

When submitting a Self-Evaluation of your Education, please include either the original or a copy of your transcripts. The original will be required with your application once you are ready for that step.

Step 1

- Examine the competency list to match the courses from your transcripts that provided the knowledge for developing that particular competency.
- List the courses beside the corresponding competency. You may have an overlap of courses in that one course might correspond with more than one competency. It is okay to use the course twice.
- List the credit hours applied to each course. Understand that the credit hours from the course will be divided between the two.
- Include a copy of your syllabus if your education came from a college or university not already known and recognized by the association.

Step 2

- Submit the \$50.00 +GST/HST administrative fee for this review either by phone at 1-888-945-2722 or through the website at www.cpcarpc.ca.
- Submit the completed forms with the requested documents to the Office of the Registrar at registrar@cpcarpc.ca or by fax at 1-250-558-3369.

You will be contacted by the Office of the Registrar with the outcomes of the review within 10 business days.

Following a successful review, the next step is to complete and submit the National Application with the required documents listed on the forms.