



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 \$25.00 administrative fee for this review either by phone at 1-888-945-2722 or through the website at www.cPCA-rPC.ca.
- Submit the completed forms with the requested documents to the Office of the Registrar at registrar@cPCA-rPC.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.