1. COUNSELLING FOUNDATIONS – knowing psychological health, development, and dysfunction
   
   A. Human Development and Functioning
      o Understands development Across the Life Span, and life transitions
      o Understands contextual and systemic influences of social, biological, and family
      o Integrates knowledge of the significance of religion, spirituality, values, and meaning

   B. Culture and Diversity
      o Understands sociological and cultural barriers that may affect counselling
      o Adapts counselling approach to meet the cultural/spiritual/ethnic specific needs of the client
      o Recognizes and adjusts therapeutic approach due to historic and systemic oppression, power imbalance and its impact on the counselling relationship

   C. Theoretical Framework
      o Uses and applies established therapeutic theory
      o Establishes a therapeutic relationship informed by the theoretical framework
      o Recognizes and understands how human problems develop
      o Applies a theoretical framework to client contexts and presentations
      o Applies a theory of change consistent with the theoretical framework
      o Recognizes the benefits, limitations, and contraindications of differing theoretical frameworks

   D. Mental Health
      o Understands the impact of trauma on psychological functioning
      o Recognizes impact of major classes of psychotropic drugs and their effects
      o Recognizes the major diagnostic categories identified in the DSM-5 and IDC and their possible implications for counselling
      o Recognizes the impact of drug and alcohol misuse, abuse, and addiction
      o Understands and uses knowledge of neurobiology pertinent to clinical practice
      o Understands psychopathology and abnormal psychology and the nature of dysfunction

2. COUNSELLING INTERVENTIONS – knowing when and how to complete successful interventions
   
   A. Clinical Assessment
      o Understands purpose and can perform a full clinical assessment process
      o Understands what client issue(s) to address first and rationale for prioritization

   B. Crisis Intervention
      o Able to assess crisis and level of risk
      o Able to assess suicidal & homicidal risk, and other types of risk
      o Able to address when a client is in crisis

   C. Conflict Resolution
      o Manages a client’s conflict or a conflict with a client

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3. **Counselling Processes** – Having the knowledge and skills to work with client issues

**A. Orientation**
- Explains the proposed theoretical framework for therapy
- Describes the therapeutic process to establish agreement on who is the client for the purposes of therapy
- Explains the responsibilities of counselor and client in the therapeutic relationship
- Explains confidentiality and its limits
- Establishes ongoing informed consent
- Provides key administrative policies and procedural information to client

**B. Assessment**
- Identifies client’s strengths, vulnerabilities, resilience, and resources.
- Selects and uses appropriate assessment tools
- Refers clients to external assessment where appropriate
- Identifies client’s expectations of therapy and its outcomes
- Integrates assessment data into proposed therapeutic process
- Communicates assessment information so client understands its relationship to proposed therapeutic process
- Assesses for and addresses legal duty to report and legal duty to warn

**C. Therapeutic Relationship**
- Establishes and maintains a client-therapist relationship
- Establishes and maintains therapeutic boundaries
- Defines clear limits of response to client’s requests or demands
- Regains therapeutic perspective when it has been diminished
- Monitors and responds to quality of client-therapist relationship in an ongoing way

**D. Therapeutic Process**
- Adapts therapeutic process to meet specific needs of client
- Formulates working hypothesis to account for presenting problems of clients
- Uses working hypothesis to guide therapeutic approach
- Obtains, interprets, and integrates multiple sources of information pertaining to working hypotheses
- Assesses working hypothesis an effectiveness of the therapeutic approach
- Reformulates working hypothesis and therapeutic approach as appropriate
- Manages interpretations to the therapeutic process
- Reviews process with client on an ongoing basis
- Develops and monitors safety plan with client and/or others
- Fosters and promotes client’s ability to function independent of therapy
- Manages interruptions to the therapeutic process due to external factors
- Identifies situations in which referral may benefit the client
- Refers client, when needed or appropriate, in a timely fashion

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E. Closure
   o Recognizes when to conclude therapy
   o Prepares client for the ending of a course of therapy
   o Conducts an effective closure process
   o Identifies follow up options
   o Reviews support systems and resources
   o Addresses premature endings

4. COUNSELLING SKILLS AND TECHNIQUES – using counselling skills to build therapeutic relationship
   A. Therapeutic Relationship
      o Uses counselling skills to create an emotionally safe, respectful, authentic, accepting, and therapeutic relationship
   B. Therapeutic Communication and Process
      o Uses counselling skills such as listening, paraphrasing, empathy, probing, immediacy, reframing, and different types of appropriate challenging to enhance the formation of the therapeutic relationship

5. ETHICS AND ETHICAL PRACTICE – Using ethical principles to guide best practice
   A. Commitment to Regulatory Standards
      o Complies with all relevant federal and provincial/territorial legislation
      o Complies with all relevant municipal and other local bylaws
      o Complies with all requirements of statutory regulatory body
      o Complies with all requirements of self regulatory organization
      o Adheres to Standards of Practice of a professional association
      o Distinguishes between the role of a provincial regulatory body and a professional association
   B. Commitment to Ethical Practice
      o Recognizes ethical issues encountered in clinical practice
      o Applies an ethical decision-making process
      o Addresses organizational policies and practices that are inconsistent with legislation and professional standards
      o Resolves ethical dilemmas in a manner consistent with legislation and professional standards
      o Recognizes and acknowledges personal accountability in decision making
      o Recognizes one’s scope of practice and to not work beyond one’s scope of practice
      o Uses ethical communication where ethical principles are maintained in all communications with client

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6. REFLECTIVE PRACTICE – Taking care of self to better take care of the client
   A. Self Awareness
      o Recognizes instances where counselling therapist’s life experiences may enhance or compromise effectiveness
      o Recognizes when subjectivity values and biases may compromise counselling effectiveness
      o Obtains support to enhance objectivity.
   B. Self-Care & Personal Safety
      o Maintains wellness practices that contribute to professional performance
      o Builds and uses a support network
      o Recognizes compromised performance and addresses these indicators
      o Recognizes and addresses need for personal counselling
      o Recognizes and addresses risks to personal safety
   C. Clinical Supervision and Personal/Professional Congruence
      o Seeks regular clinical supervision for best welfare of clients & self-reflective practice
      o Differentiates administrative supervision, clinical supervision, & consultation
      o Recognizes the principles of clinical supervision and the complexities of the role of clinical supervisor
      o Strives to be a fully integrated person whose personal and professional life are congruent and who present consistently in both contexts

7. PROFESSIONAL PRACTICE – Doing the business of counselling
   A. Clinical Records
      o Maintains comprehensive records of professional activity
      o Ensures clarity and legibility of records
      o Maintains security and preservation of records
      o Recognizes and addresses factors affecting confidentiality and access to information
      o Recognizes and addresses factors affecting transfer of information and records to others
   B. Professional Business Practices
      o Recognizes and addresses liability concerns
      o Establishes sound business management policies and procedures
      o Establishes procedures to deal effectively with client crises and emergency situations
      o Establishes procedures to provide services during therapeutic absence
      o Employs ethical advertising principles
      o Maintains professional deportment congruent with practice setting
      o Uses planning and time management skills

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C. Collegial Relationships - Consultation and Collaboration
   o Recognizes the principles of consultation and the complexities of the role of the consultant
   o Provides consultation within therapist’s limits of professional expertise
   o Creates and sustains working relationships with other professionals
   o Differentiates the functions of other service providers
   o Shows respect to other disciplines and professions
   o Participates in collaborative practice
   o Develops and maintains a referral network
   o Identifies community resources relevant to client needs

8. PROFESSIONAL COMMUNICATION – Presenting oneself as a professional to the world
   A. Third Party Support
      o Identifies when advocacy or third-party support may be of value to the client, and advises client accordingly
      o Supports clients to overcome barriers
   B. Referrals and Third-Party Reports
      o Prepares clear, concise, accurate, and timely reports, appropriate team events of the recipient and the client
      o Recognizes ethical and legal implications when preparing reports
   C. Media/social media
      o Considers and follows all ethical considerations when using media or social media in professional and in personal accounts
      o Considers and follows all standards of practice associated with the use of media/social media

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