CRPO / OPAO

College of Registered Psychotherapists of Ontario

Ordre des psychothérapeutes autorisés de l'Ontario

Guide to Completing Your Application for Registration

Revised March 14, 2017

NOTICE:

In the event of any inconsistency between information presented in this document and College of Registered Psychotherapists of Ontario (CRPO) legislation & policy, the latter takes precedence.

Legislation & policy refers to the Regulated Health Professions Act, 1991 *and the* Psychotherapy Act, 2007*, including its regulations, and any by-laws and policies of the College.*

Contents

About this Document

This *Guide to Completing Your Application for Registration,* provides detailed instructions on how to complete the steps for becoming a member of the College of Registered Psychotherapists of Ontario, including how to access and fill out the online application for registration.

Prospective applicants are strongly urged to read the ***Registration Guide: Information and Requirements for Registration***, prior to reviewing this document and before commencing the registration process. The *Registration Guide* provides important information about becoming a Registered Psychotherapist in Ontario.

Completing your Application

Introduction

The application for registration is internet-based and available only through the College's secure online Member Management System. Before you can access the application, you will be required to follow a series of steps, which includes creating a user account, and paying for and successfully completing the Professional Practice & Jurisprudence e-Learning Module, all of which are accomplished via our secure online system.

NOTE: You may access your online account from a computer using any internet browser from anywhere in the world. Since the system is optimized for use on Google Chrome, we suggest that you download and use this platform. While you can use other browsers like Internet Explorer, Mozilla Firefox, Safari, etc., some users may encounter technical difficulties.

The application consists of a number of 'pages'. These pages (or forms) can be completed in one sitting or over several sessions, and can be completed in any order. It should be noted that you may be required to report the same or similar information in more than one section of the application.

The application is designed to collect information for several purposes:

- to meet requirements set out in the College's Registration Regulation, so an application can be properly evaluated;
- to comply with the *Regulated Health Professions Act, 1991,* especially information that will be posted on the Public Register; and
- to comply with the reporting requirements of the Ministry of Health and Long-Term Care (MOHLTC) Health Professions Database, a planning and research resource of anonymized information collected and reported annually by all regulated health professions.

For your application to be considered by the College, it must be complete, and the College must receive payment of the application processing fee. The information to follow describes how to access and complete the application and pay the processing fee.

Accessing the application

The application form is accessed via your member account on the online system. Remember, you will not be able to access the application unless you have already created a member account and paid for and successfully completed the Professional Practice & Jurisprudence e-Learning Module.

To log into your account and access the application, follow the steps below.

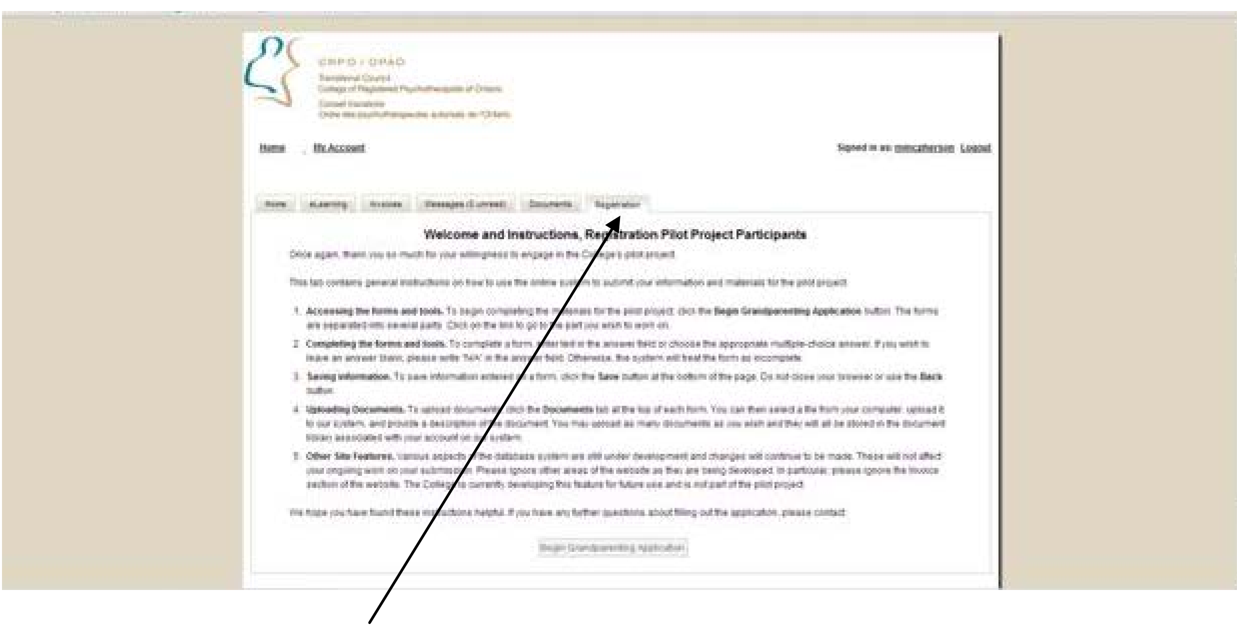
1. You can find the *Login page* (shown in image on next page) in one of two ways:

    a) go to the crpo.ca home page and click on the **Login** button, located at the top right corner, or

b) go to: https://www.terida.com/idms.

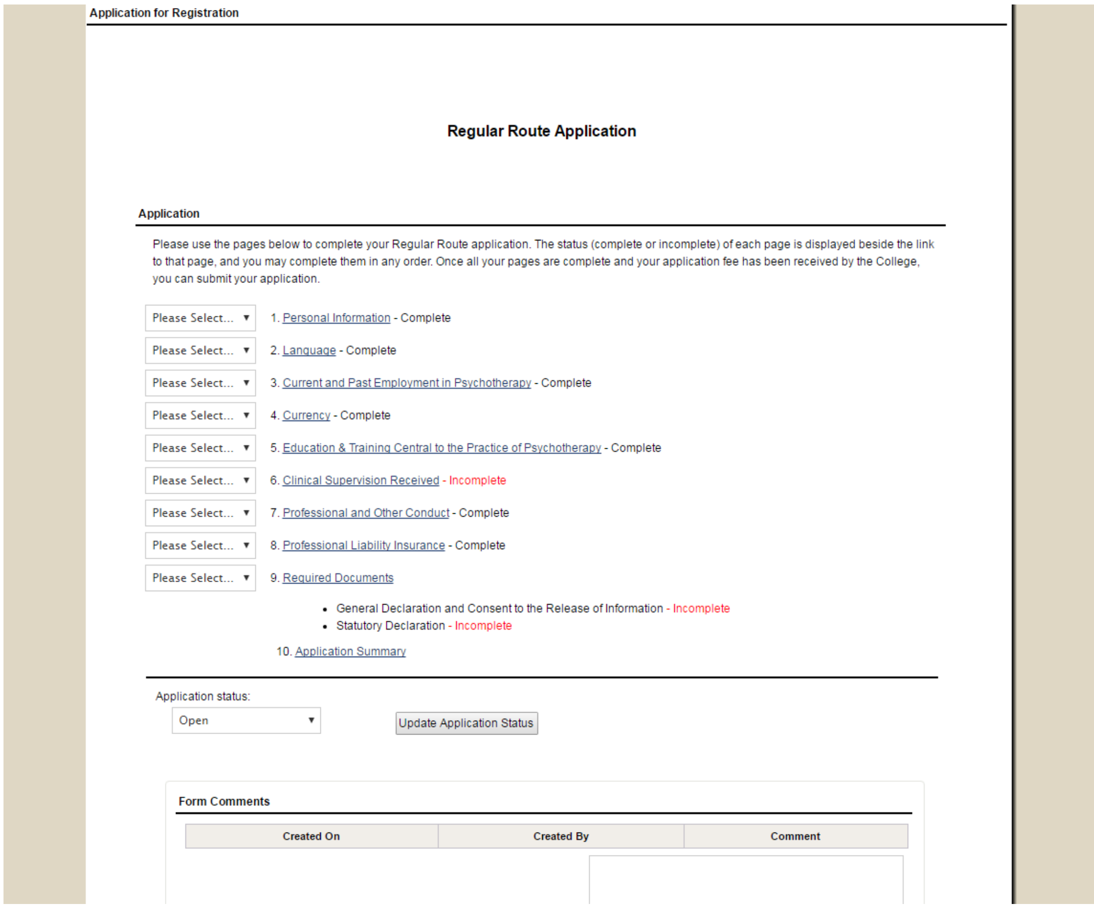
2. Enter your username and password. Click *Login*. This takes you to the system's **Home** page, where you will see a series of labelled tabs running horizontally across the screen. The tab labels include: e-Learning, Invoices, Messages, Documents, etc.

If you can't remember your password, use the Forgot Password link on the Login page to reset it. If you can't remember your username, contact the College at ***info@crpo.ca***.



3. Click the **Registration** tab, which will open the *Welcome and Instructions* page (shown above). Detailed instructions are provided to help you navigate your way through the application process and provide a complete and comprehensive submission for registration. Read the instructions carefully before proceeding.

4. When you are ready to start filling in the application, choose **Begin Application**. You will be directed to the *Application Landing page* where links to each section of the application form are listed.



Application for Registration

Regular Route Application

Application

Please use the pages below to complete your Regular Route application. The status (complete or incomplete) of each page is displayed beside the link to that page, and you may complete them in any order. Once all your pages are complete and your application fee has been received by the College, you can submit your application.

Please Select... 1. Personal Information - Complete
Please Select... 2. Language - Complete
Please Select... 3. Current and Past Employment in Psychotherapy - Complete
Please Select... 4. Currency - Complete
Please Select... 5. Education & Training Central to the Practice of Psychotherapy - Complete
Please Select... 6. Clinical Supervision Received - Incomplete
Please Select... 7. Professional and Other Conduct - Complete
Please Select... 8. Professional Liability Insurance - Complete
Please Select... 9. Required Documents

- General Declaration and Consent to the Release of Information - Incomplete
- Statutory Declaration - Incomplete

10. Application Summary

Application status:
Open
Update Application Status

Form Comments

Created On	Created By	Comment

5. Select the section you wish to begin with by clicking its related link. Begin filling in the information as prompted. We kindly ask that you read any provided instructions carefully.

   You may complete the sections of the application in any order; however, we recommend that you start with the *Personal Information* page, which is automatically populated with the basic demographic information you provided when you first created your account.

Payment instructions

On the *Application Landing* page, a link to the application fee invoice is provided – follow this link to pay your application processing fee. You can pay the fee before, during or after you complete your application; however, the College must receive a cleared payment before the **Submit Application** button will activate to allow you to submit an application. Payments can only be made via bank-to-bank-transfers only. CRPO does not accept credit card payments, Interac e-transfers, PayPal, etc. Payments may take at least 3 business days to clear if you bank with one of the major domestic banks.

You can see when your payment has been received by checking the information in the Payments section in the "**Invoices"** tab. Do not call or email to inquire about the status of your payment until at least three full business days have passed and you have checked the Payments section in the "**Invoices"** tab.

General instructions for completing the application

A. When you first open the application (which brings you to the *Application Landing* page), you will notice that each page of the application is flagged as "Incomplete". As you progress through the application, page-by-page, these flags will change to "Complete." (The Complete flag will only appear if you have filled in all mandatory fields (marked with an *) and have clicked the **Save** button.) Use these flags to help track the pages of the application that you have finished, and those that still require your attention.

B. When entering names and addresses, and names of institutions, education programs or employers, etc., you are encouraged to make use of appropriate capitalization and punctuation, as some of this information will appear on the Public Register the way you enter it.

C. A **Save** button is typically found near the bottom of each application page. Make sure you click this button as you progress through the pages of the application as doing so will ensure that the information you enter is retained. All mandatory fields, which are marked with an asterisk (*), must be complete before the page can be saved. *Do not* close your browser or use its Back button if you have not clicked **Save**, or you will lose information you have entered.

D. For security purposes, the system will automatically log you out after 30 minutes of inactivity. All data entered and not saved prior to an automatic log-out will be lost. To avoid this, be mindful of time and avoid prolonged periods of inactivity or typing without saving the page.

E. If you wish to leave a mandatory field blank or a mandatory question is not relevant, you must complete the following action(s), otherwise the system will the treat the page as incomplete and you will not be able to save the page: (1) Where a drop down menu exists, you may select 'Not Applicable'. (2) Where there is no drop down menu, type 'N/A' (i.e. Not Applicable).

F. If you need to adjust the text size of a page, use the 'Zoom' feature associated with your internet browser, normally located in the "View" drop-down menu, or in either the 'Settings', 'Tools' or 'Customize' menu options, depending on which browser you are using (e.g. Google Chrome or Internet Explorer).

G. You will be asked to enter contact details including phone and/or email addresses for employers, supervisors, etc. Where a contact phone number is required you must provide the country code. The country code for Canada and US is 1. For international locations, use an internet search engine, e.g. Google, Yahoo, to find country codes.

H. You will also be asked to enter dates for specific events on a number of pages. There are two ways to do this. Either enter the date in the format MMM DD, YYYY e.g. Feb 10, 1989. Alternatively, use the calendar icon to select the date as follows:

- Click the calendar icon, the current month will pop-up.
- Click the single angle brackets (< or >) to move back or forward through the months, one at a time.
- Use the double angle brackets (<< or >>) to move back or forward, one whole year at a time.
- To select a date, say 10 or 20 years ago more quickly, click on the date (the current month and year are displayed at the top and centre, e.g. April, 2014). A table showing the months of the year and a number of years will appear – the current month and year are highlighted.
- Select the month you need by clicking on it; then use the single angle brackets at the top of the right hand column to move through the years a decade at a time, until you find the year you need. Select the year, click OK. The calendar for the selected month and year will appear; select the date you need and the date field will be populated with your selection.

I. On certain pages of the application (i.e. Personal Information, Clinical Supervision and Professional Liability Insurance), you are asked to create one or more entries in list format by entering information and clicking the **Add** button on the right side of the page. **Make sure you click the Add button before proceeding to the next question.** Otherwise, the information will not be saved and the page will be marked as incomplete.

Professional Liability Insurance
All members must have professional liability insurance that meets the College's requirements. If you have not yet obtained professional liability coverage, you must agree to obtain appropriate coverage within 30 days of registration (coverage effective the date of registration). Insurance coverage may be combined to meet the minimum requirements (i.e. a member who has partial coverage through an employer that does not meet our requirements may purchase supplemental coverage). Members must have professional liability coverage for all their current practice settings.

The following are CRPO's requirements for professional liability coverage as set out in the by-laws:

- a minimum of no less than $1,000,000 coverage per occurrence;
- annual aggregate coverage of no less than $5,000,000;
- a deductible of no more than $4,000 per occurrence;
- run-off coverage (sometimes called enduring or tail coverage) for a minimum of two (2) years;
- the insurer must be licensed with the Financial Services Commission of Ontario or the Office of the Superintendent of Financial Institutions Canada;
- must include coverage for therapy and counselling for every person eligible for funding under subsection 85.7(4) of the Code, i.e. every person eligible for

counselling/therapy due to sexual abuse by the member for the maximum amount of funding that may be provided for the person under the *RHPA*.

Please follow the instructions on the page. For example, where the application form asks you to enter the name of the insurer/underwriter (insurance company), **do not enter the name of the insurance broker,** (insurance brokers, e.g. McFarlan Rowlands, sell various insurance products, sometimes from different insurance companies).

Submitting an application

Before submitting your application to the College, take time to review all sections for completeness and accuracy. Considering your application as a whole, ensure that have you provided sufficient detail for the College to form a clear picture of your practice history, your currency in the profession and how you meet the requirements for registration. Doing this will help to minimize delays in the processing of your application by reducing the need for staff to contact you for clarification.

Once you have reviewed your entries and paid the application fee, uploaded copies of all required documents (e.g. Statutory Declaration, Consent to the Release of Information) to your account, and all sections of the application are marked **'Complete'**, you may submit your application to the College. Note: Allow three full business days for clearance of your fee payment; the system will **not** accept your application until the fee has been paid **and** the funds have cleared the banking system.

While you may log in and have read-only access to your application, you will **not** be allowed to make any changes after submission. You can also print a copy of the application for your records.

Review Process

Every application for registration will undergo a thorough screening process. The College begins the screening process after a complete application and the associated fees have been received by the College. Registration staff may communicate with you by sending a message to your user account with any questions that arise during the screening process.

- If a staff member has questions after the first review of the application, they will send a detailed message to the applicant through the Member Management System addressing the concerns.
- If more information is required after receiving the response, a staff member will follow-up for a second and final time.
- If we do not receive a substantive response within three months of the date of the second request for clarification, or the two attempts fail to result in satisfactory information, the application may then be referred to a panel of the Registration Committee for further consideration and possible refusal.

Processing Times

The College expects to receive a large number of applications. Processing will occur as quickly as possible. However, processing times will be affected by both the number and complexity of applications received, and may take several months in some cases.

Monitor your account for status updates. Because of anticipated volume, we may not be able to respond to phone calls or emails to the College regarding the status of your application.

Overview of the Application

A. The application consists of nine pages, each of which addresses a different topic. Most of the pages include a main page, where the applicant is asked to provide general information, and one or more "Detail" pages, where the applicant provides in-depth information on the topic. For example, on the Education & Training Detail page, you will (1) enter details about a particular instance of education & training and (2) click the **Save** button to ensure the information is retained in your application. If you wish to enter details about another instance of education & training, you simply repeat the process. The same process applies when filling in any of the Detail pages. Page 10 summarizes key information about your application.

   The pages are:

   1. Personal Information
   2. Language
   3. Current and Past Employment in Psychotherapy
   4. Currency
   5. Education & Training Central to the Practice of Psychotherapy
   6. Clinical Supervision Received
   7. Professional and Other Conduct
   8. Professional Liability Insurance
   9. Required Documents
      - General Declaration & Consent to the Release of Information
      - Statutory Declaration
   10. Application Summary

B. Carefully read the information below on how to complete each page of the application. It also describes how to submit documentation required to support the information entered on your application.

Information relating to specific pages of the application

In addition to the information below, which is designed to help you prepare to fill out your application, further instructions are embedded in the application form itself. As you will not be permitted to make changes to the content *after* you have submitted your application, you should take time to review and ensure your application is complete, and that any required documentation is uploaded. Incomplete applications or those lacking critical information may experience processing delays.

You may find it useful to have relevant supporting documents on hand for quick and easy reference, before you begin. It may also be helpful to have a copy of page 2 of the Summary of Proposed Registration Requirements available.

1. Personal Information

This page asks for standard demographic information, including your legal name including any middle names and the usual first name or nickname you use in practice (i.e. the name your clients know you by). You will also be asked to provide any legal and legally assumed names (e.g. through marriage) since the age of 18 and the date that name changed or was last used.

In accordance with CRPO's By-laws, all names will appear on the Public Register.

You must enter an email address. As the College will use this address in communications with you, some of which may be time-sensitive, it should be an e-mail account you check regularly. This email account will be used primarily to notify you that you have one or more unread messages from the College in your account on the system. You may view any unread messages by logging into your account and selecting the "**Messages"** tab. Click on the link in the "Summary" column to read the message, otherwise you will continue to receive daily unread message notifications to your email inbox; this also includes "Payment Received" notification messages.

You are also required to enter a daytime phone number, as College staff may need to contact you when a matter is urgent or you have not responded to a message.

2. Language

An important registration requirement for all regulated health professionals in Ontario is reasonable fluency in English or French (i.e. the ability to speak, read and write proficiently in either English or French). Client records must be maintained in either English or French, and members must be able to communicate effectively with other healthcare practitioners in either English or French.

The Language page asks for information the College needs to evaluate your language proficiency. If your first language, language of primary, secondary, or post-secondary education, or the language you use in delivering services to clients is either English or French, you need not do anything further to demonstrate your language fluency, other than to check **all** the boxes that apply. If you have had no education or practice experience in English or French, you will be required to submit evidence of successful completion of a relevant language test (see list of acceptable language tests below).

If you indicate that you have successfully completed an approved language test, you will be asked to provide additional information about the test and your score(s). You will also be asked to scan and upload to your account a copy of your language test results.

Acceptable language tests are listed below:

- CanTEST Canadian Test for English for Scholars and Trainees
- CLBA Canadian Language Benchmark Assessment
- TOEFL iBT Test of English as a Foreign Language internet Based Test
- IELTS International English Testing System
- MELAB Michigan English Language Assessment Battery
- TESTCan Test de Français Pour Étudiants et Stagiaires au Canada

An applicant can demonstrate English or French Language proficiency if s/he has successfully completed one of the following Language Proficiency Tests within the previous two years, with the minimum scores identified:

Language Proficiency Test	Minimum Score
CLBA Canadian Language Benchmark	Benchmark score of **7** required on all skills (listening, speaking, reading & writing)

Assessment	
TOEFL iBT (Internet-based test) Test of English as a Foreign Language	**80** (Total – cannot achieve total with all minimums) • Reading: 18 (mid-Intermediate) • Writing: 20 (mid-Fair) • Listening: 19 (high-Intermediate) • Speaking: 20 (mid-Fair)
IELTS – Academic or General Training International English Language Testing System	Level **6.5** required on all skills (listening, reading, writing & speaking)
MELAB Michigan English Language Assessment Battery	**80**, plus an oral interview rating of at least **3**
CANTest Canadian Test of English for Scholars and Trainees	A minimum score of **4.0** on each section – listening, writing & speaking; a minimum score of **3.5** in reading.
TESTCan (French proficiency) Test pour étudiants et stagiaires du Canada	A minimum score of **4.0** on each section – listening, writing & speaking; a minimum score of **3.5** in reading.

Bridging programs help integrate internationally-trained practitioners into the Ontario workforce. Successful completion of a psychotherapy bridging program also indicates English or French language proficiency.

Also in this section, you will be asked about languages you use in your psychotherapy practice, including English or French. With your consent, this information will be posted to the Public Register as it may help members of the public locate practitioners who offer services in their preferred language. MOHLTC also collects data on languages used in practice and the drop-down list of languages is provided by MOHLTC.

3. Current and Past Employment in Psychotherapy

Current and Past Psychotherapy-related Employment
This page is used to enter information about your psychotherapy-related work. Even if you are self-employed, use this page to describe your practice(s) and report Direct Client Contact hours. Do not select “I am not currently employed” if you currently have a private practice.

When entering information about current and past employment, include your job title and describe your role(s), focusing on the psychotherapy-related aspects of your work. When entering direct client contact hours, include only hours spent working directly with clients doing work that falls within the scope of practice of psychotherapy. *Do not* include time spent performing administrative, management or other tasks that do not involve working directly with clients as a therapist/clinical counsellor.

On this page you provide details about your Current Primary Employer (unless you are not currently employed) and ALL other current employers where you provide or supervise direct client services. The name(s) of your current employer(s), including any self-employment, will be listed on the Public Register. When completing information about current & past employment, be sure to include your job title, in addition to providing a description of your role(s).

- If you are currently employed, you must identify one Current Primary Employer.
- You can name *only one* Current Primary Employer.
- If you are self-employed, enter your business name as the employer name. If you do not have a business name, enter the first and last name(s) that you use in practice.
- If you are not currently employed, begin by adding past employers in reverse chronological order;
- Except for applicants who are *not* currently employed, provide details about past employment **only** if you wish to count direct client contact (DCC) hours associated with that employment.
- Only DCC hours completed since you commenced your education & training program can be included.

To be eligible for 'independent practice,' i.e. practice without clinical supervision, you must have completed 1000 direct client contact hours AND 150 clinical supervision hours since you commenced your education & training program in psychotherapy. Therefore, if you wish to qualify for 'independent practice,' ensure that you document a minimum of 1000 hours of Direct Client Contact and 150 hours of Clinical Supervision.

Direct Client Contact hours can also be recorded on the Education & Training page, and will be counted in your total Direct Client Contact hours. DCC hours from employment and hours completed as part of your education & training will be added together and you will see your total hours of DCC on page 10. **Do not include the same DCC hours on this page and on page 5**, Education & Training Central to the Practice of Psychotherapy, i.e. do not double count hours.

All Qualifying members are required to practise with regular clinical supervision, regardless of the number of hours completed – a notation denoting this will appear on the Member's profile on the Public Register. Once a member is registered in the Registered Psychotherapist category of membership, s/he may practise independently once s/he has obtained a total of 1000 hours of DCC and 150 hours of clinical supervision.

In this section you are also asked to provide the postal code for the geographic location of your current, primary workplace, if different from the mailing address. This is because the ministry needs to know where services are actually delivered. Agencies and employee assistance programs sometimes use a corporate mailing address for business purposes, though services may be delivered in several locations. If you provide services in various locations, choose the one where you practise most frequently.

You must click "Add Employer" for each period of current or past employment you wish to include.

Supporting Documents
In order to substantiate employment details provided on the application, applicants are required to submit documents that support the information entered. For each period of employment entered on your application, scan and upload at least one document that

confirms the information entered, in particular the number of DCC hours you obtained with this employer.

See Supporting Documents Checklist (pages 23-26) for further details.

Practice History
Applicants are required to answer the questions in this section for collection of statistical information by the Ministry of Health and Long Term Care. The questions relate to past dates and locations where the applicant has practised psychotherapy. Some information you have already entered on the form may need to be repeated here.

4. Currency
All applicants are expected to be current in the practice of the profession. Choose one option on this page that best applies to you. Applicants may demonstrate currency in one of four ways:

1. You have completed your education & training within the 12 months immediately prior to submitting your application for registration.

   If this applies to you, enter the completion date and provide an explanation in the response field.

2. You have substantially completed your education & training program. Substantial completion means that you:
   - are in your final semester;
   - have completed 90% of the program; or
   - have completed your program with the exception of a thesis.

   If this applies to you, enter the expected completion date of the program and provide details in the response field.

3. You have completed the clinical experience requirement (450 direct client contact hours and 100 clinical supervision hours) within the 12 months immediately prior to submitting your application.

   If this applies to you, enter the date you completed the clinical experience requirement and provide an explanation in the response field.

4. You have completed at least 750 currency hours in the three years immediately prior to submitting your application for registration.

   If you select this option, you will be required to enter a breakdown of the currency hours you completed.

   You will also be required to explain *in your own words* how you have maintained currency in the three years prior to application, and to describe any “other professional activities” referred to.

5. If none of the above applies to you, enter a detailed explanation of your circumstances, including recent professional activities and any exceptional circumstances you believe may warrant an exemption from the usual currency requirement. A panel of Registration Committee may grant an

exemption. Alternately, the panel may require an applicant to undertake upgrading activities in order to restore his/her currency in the profession.

5. Education & Training Central to the Practice of Psychotherapy

Scope of Practice
The practice of psychotherapy is the assessment and treatment of cognitive, emotional or behavioural disturbances by psychotherapeutic means, delivered through a therapeutic relationship based primarily on verbal or non-verbal communication. See *Psychotherapy Act, 2007*, section 3.

Education & Training
In this section, you will need to select **one** of the following three options:

1. I have completed or substantially completed an education & training program Recognized by the College.

If you have selected this option, you will then see a button saying "Add Recognized Program", which will allow you to choose your Recognized program from a drop-down list.

Applicants must have their program send by mail or courier directly to the College, hard copy official transcripts (preferred), or a detailed official letter outlining the applicant's participation in and completion of the program. Transcripts or letters sent to the College by the applicant will not be accepted. Have the program send documentation directly to CRPO at:

CRPO
Attn: Document Review
375 University Avenue, Suite 803
Toronto, ON M5G 2J5

If you completed Direct Client Contact hours as part of the program, scan and upload a letter of confirmation from your clinical supervisor or other official in the program, if the information is not included in your transcript or official letter from the program.

2. I have completed, or substantially completed an education and training program that has not been Recognized by the College. OR

3. I have completed significant portions of one or more education & training programs, possibly along with other education and training, which in total I believe may be substantially equivalent to a Recognized program.

If you choose either option 2 or 3, you will be required to enter detailed and comprehensive information about the education & training you believe to be substantially equivalent to a Recognized program.

Note: For information on substantially equivalent education & training, see the *Registration Guide*, pages 16-20.

See the Supporting Documents Checklist (pages 23-26) for information on what education-related documents to submit.

Competencies Mapping Tool for Individual Applicants
Applicants who have completed education & training not Recognized by the College, must complete the Competencies Mapping Tool for Individual Applicants. The Mapping Tool is the central component of the application for registration. It allows applicants to demonstrate that their program has enabled them to develop required entry-to-practice competencies. Applicants **must** fully complete the Mapping Tool in accordance with the instructions. Applications that do not contain a properly completed Mapping Tool will not be considered.

The Mapping Tool is based on competencies described in the document *Entry-to-Practice Competency Profile for Registered Psychotherapists*. A subset of competencies and sub-competencies is selected for use in the Mapping Tool, based on relevance to the development of key professional competencies by students. The Mapping Tool requires applicants to identify where and how their education & training has enabled them to develop 21 identified competencies.

The **Competencies Mapping Tool for Individual Applicants** is an online tool embedded in the application. It consists of four parts:

1. Detailed instructions on how to complete the online tool

…located at the start of the online Mapping Tool itself.

2. Overview of education & training

The Mapping Tool asks applicants to describe, in their own words, how they obtained their education & training in psychotherapy.

In responding, you should refer to all your programs in psychotherapy and any further education & training you have successfully completed. You should explain how each program and any other education & training contributed to your overall learning in psychotherapy.

This section allows the College to form an overall understanding of how you have developed entry-to-practice competencies, and to assess whether various elements of your education & training may be regarded as substantially equivalent to a Recognized program.

3. Mapping learning activities to competency areas

This is the main part of the Mapping Tool. It lists 21 key competencies. Each competency is followed by two response fields:

- *List Learning Activities and Describe How Each Enabled You to Develop this Competency*
- *Reference Supporting Documentation*

List Learning Activities
In this response field, you are asked to list each learning activity that supported you in developing a particular competency. Then, you are asked to describe in your own words how each learning activity enabled you to develop that competency.

In your response, you should refer to the content and/or materials covered in the learning activity, the teaching/learning methodology employed, and how student learning was evaluated.

You may include the same learning activities under several competencies, but must relate the activity to the specific competency.

You may also reference information included for other competencies rather than repeating the same information (e.g. “see response to competency 4.3”).

Reference Supporting Documentation
In this response field, you should reference electronic/scanned descriptions for each learning activity you have listed.

4. Identification of gaps

Applicants are given an opportunity to identify and explain any gaps in their learning revealed through completion of the Mapping Tool, and to propose ways such gaps could be addressed.

If gaps are minor and the applicant has shown awareness of them, the Application may still be fully approved. Alternately, the Application may be approved on the condition that the applicant complete further education & training either prior to or within a specified time period following issuance of his/her Certificate of Registration.

If gaps are numerous or significant, the Application may be refused.

Evaluation of Mapping Tool

The following 10 competencies will be subject to the most detailed review:

1.1 Integrate a theory of human psychological functioning and development.
1.2 Work within a framework based upon an established psychotherapeutic theory.
1.3 Integrate knowledge of comparative psychotherapy relevant to practice.
1.4 Integrate awareness of self in relation to professional role.
1.5 Integrate knowledge of human and cultural diversity in relation to psychotherapy practice.

4.1 Engage in psychotherapy with clients and maintain a professional frame for therapy.
4.2 Establish and maintain an effective therapeutic relationship.
4.3 Apply Safe and Effective Use of Self in the therapeutic relationship.
4.4 Conduct an appropriate risk assessment.
4.5 Structure and facilitate the therapeutic process.

If staff has doubts about whether the applicant’s education & training is substantially equivalent to a Recognized program, or has any other concerns, they will contact the applicant for further information. If, after receiving further information, staff is still not satisfied that the applicant has completed education & training substantially equivalent to a Recognized program, the Application will be referred to a panel of the Registration Committee for decision. The applicant will have an opportunity to make written submissions to the panel.

Education & Training (required by Ministry of Health and Long Term Care)
Applicants are required to answer the questions in this section for collection of statistical information by the Ministry of Health and Long Term Care. The questions relate to past education & training in psychotherapy. Some of the information you have already entered on the form may need to be repeated here.

Education outside the Profession (Information for Ministry)
This section of the page also gathers information required by the Ministry of Health and Long Term Care for statistical purposes.

6. Clinical Supervision Received
This page allows applicants to enter information about clinical supervision received.

See the definitions of “Clinical Supervision” and “Clinical Supervisor” in this Guide, for details about acceptable forms of supervision.

You will be asked to provide name(s) and contact information of clinical supervisors and/or structured peer group participants who meet the requirements for being a clinical supervisor. In addition, you will be required to upload a scanned copy of supporting documentation, for every entry you make on this page. This information may be used for verification purposes, and clinical supervisors may be contacted.

See the Supporting Documents Checklist (pages 23-26) for further details.

7. Professional and Other Conduct

You are required to disclose to the College criminal/other convictions, any previous disciplinary findings or refusals of registration by another regulatory body, and any current or pending proceedings that would call into question your suitability to practise safely and professionally. Such convictions, findings or proceedings will not necessarily result in denial of registration; however, failure to disclose such information could result in revocation of your Certificate of Registration.

The College will evaluate the significance of such disclosures. It is possible that a past event no longer reflects significantly on your suitability to become a Registered Psychotherapist. Alternatively, the College may place a term, condition or limitation on your Certificate of Registration. If your application for registration is refused, there is a process to allow for an appeal before an independent body.

If you misrepresent yourself and your qualifications in the registration process, and are found to have done so, your application will be refused or your registration revoked.

You will be asked to declare if you suffer from any physical or mental condition or disorder which may impair your ability to practise psychotherapy safely and competently and which, if left untreated, would impair your ability to practise psychotherapy. Such a disclosure does not mean that your application will be refused, but could result in a term, condition or limitation being attached to your Certificate of Registration.

8. Professional Liability Insurance

All members must have professional liability insurance that meets the College's requirements. If you have not yet obtained professional liability coverage, you must agree to obtain appropriate coverage within 30 days of registration (coverage effective the date of registration). Insurance coverage may be combined to meet the minimum requirements (i.e. a member who has partial coverage through an employer that does not meet our requirements may purchase supplemental coverage). Members must have professional liability coverage for all their current practice settings.

The following are CRPO's requirements for professional liability coverage as set out in the by-laws:

- a minimum of no less than $1,000,000 coverage per occurrence;
- annual aggregate coverage of no less than $5,000,000;
- a deductible of no more than $4,000 per occurrence;
- run-off coverage (sometimes called enduring or tail coverage) for a minimum of two (2) years;
- the insurer must be licensed with the Financial Services Commission of Ontario or the Office of the Superintendent of Financial Institutions Canada;
- must include coverage for therapy and counselling for every person eligible for funding under subsection 85.7(4) of the Code, i.e. every person eligible for counselling/therapy due to sexual abuse by the member for the maximum amount of funding that may be provided for the person under the *RHPA*.

Please follow the instructions on the page. For example, where the application form asks you to enter the name of the insurer/underwriter (insurance company), **do not enter the name of the insurance broker,** (insurance brokers, e.g. McFarlan Rowlands, sell various insurance products, sometimes from different insurance companies).

9. Required Documents

a. General Declaration and Consent to the Release of Information Form
   You are required to complete a *General Declaration and Consent to the Release of Information* form, providing your written consent to allow the College to contact or request information from any individual or organization named in support of information provided in your application. For example, the College may contact other regulators, current or past employers, supervisors, education & training programs or professional associations, to verify information.

   You must print the consent form template, sign and date it, then scan it and upload to your account.

b. Statutory Declaration
   You are required to make a solemn declaration before an authorized individual (e.g. lawyer, notary public, judge, Commissioner of Oaths, etc.) establishing your identity and declaring that all information provided with your application for registration is true and complete. Print the declaration but do not sign or date it. You will do this in the presence of the Commissioner. Take government-issued photo ID with you to make your statutory declaration. It is a criminal offence to make a false declaration.

Do not complete the statutory declaration until you have finished filling in all other parts of the application for registration. Applicants who submit a statutory declaration which appears to have been signed more than three days before the remainder of the application is submitted may be asked to submit a new statutory declaration.

***Reminder**: In order to submit your application, you will need to pay the application fee invoice and allow at least three full business days for payment to clear (if you bank with one of the major domestic banks) before the "Submit Your Application" button will activate.*

10. Application Summary

On this page, the system will generate a summary of the key information you have entered on your application.

a. Currency
The summary page will reflect the option you chose for demonstrating currency, along with the associated date or number of currency hours, as appropriate.

b. Direct Client Contact Hours
In this section you will find the number of DCC hours entered as part of your practice/employment (page 3) and as part of your education & training (page 5), as well as the total. Applicants are required to have completed a **minimum** of 125 DCC hours to be eligible for registration as a Qualifying member. Applicants require 450 DCC hours for registration in the Registered Psychotherapist category.

c. Clinical Supervision Received
Here, the summary page displays total hours of clinical supervision received. In addition to the 125 hours of DCC, applicants are also required to have a **minimum** of 30 hours of clinical supervision to be eligible for registration as a Qualifying member. Applicants must have completed a total of at least 100 hours of Clinical Supervision for registration in the Registered Psychotherapist category.

Due to the importance of individual or dyadic clinical supervision, the number of hours of group supervision that can be counted is limited. For registration in the Registered Psychotherapist category, an applicant can count a maximum of 50 hours of group clinical supervision.

d. Independent Practice
All members must have completed a total of at least 1000 DCC hours and 150 hours of clinical supervision in order to be eligible to practise without clinical supervision, i.e. 'independently'. DCC and clinical supervision hours will be totalled automatically in the application, thereby informing you provisionally whether you will be eligible for 'independent' practice – the hours will undergo review and assessment by staff.

The maximum number of hours of group supervision that can be counted toward eligibility for independent practice is 75.

Note: All Qualifying members are required to practise with regular clinical supervision, regardless of the number of hours shown above. Once a member is registered in the Registered Psychotherapist category of membership, s/he may practise independently once s/he has obtained a minimum of 1000 hours of direct client contact and 150 hours of clinical supervision.

The following note will appear on the Members' profile on the Public Register until the hours have been completed and, consequently, the term, condition or limitation (also known as a TCL) satisfied:

"*This Member, as is the case with all Members, shall practise with Clinical Supervision until s/he has completed a total of 1000 Direct Client Contact hours and 150 hours of Clinical Supervision."*

Supporting Documents Checklist

for Applicants

The following documents are required as part of your application for registration. Please read all instructions carefully and provide all required documents. Incomplete applications and those completed improperly will not be processed. Unless otherwise noted, documents are to be scanned and uploaded directly to your application using the **Upload** feature. CRPO may request additional documentation or other information.

PAGE 3: CURRENT AND PAST EMPLOYMENT IN PSYCHOTHERAPY

For **each** employment entry you add to this page of the application, provide at least **one** of the following documents:

- ☐ **Confirmation Letter (Preferred)**

  A Confirmation Letter is the preferred type of documentation. Provide a letter from your employer or clinical supervisor on organizational letterhead, confirming your employment or self-employment, including your job title, description of role, time period, number of hours of direct client contact completed and contact information for your employer or supervisor.

- ☐ **Attestation Letter**

  Provide an Attestation **only** if a Confirmation Letter is not available. An Attestation Letter refers to a detailed letter from a relevant third party, e.g. senior colleague.

  Note: In rare, exceptional circumstances only, if the above are unavailable, CRPO may accept alternate information or documentation. Upload to your application a detailed explanation of why the above are unavailable.

PAGE 5: EDUCATION & TRAINING CENTRAL TO THE PRACTICE OF PSYCHOTHERAPY

1. For **each** program or course you enter on this page of the application, provide **one** of the following documents:

   - ☐ **Academic Transcripts (Preferred)**

     Academic Transcripts must be sent directly by the institution through mail or courier to CRPO at:

     CRPO
     Attention: Document Review
     375 University Avenue, Suite 803
     Toronto, ON M5G 2J5

     Academic transcripts refer to official, hard copy transcripts (for institutions that issue transcripts, e.g. universities and colleges and some private psychotherapy education & training programs)

   - ☐ **Letter from Institution**

     Letters from Institutions must be sent directly by the institution through mail or courier to CRPO at:

CRPO
Attention: Document Review
375 University Avenue, Suite 803
Toronto, ON M5G 2J5

For institutions that do not issue transcripts (e.g. some private psychotherapy education & training institutes), submit a hard copy letter from the institution. The letter must include:

a. institutional letterhead;
b. name that matches the name you provided to CRPO;
c. dates you attended the program;
d. list of all learning activities (courses, seminars, etc.) you completed, the number of credits or hours for each activity, and your grade or result for each activity;
e. whether you successfully completed the program, and what certificate or credential was awarded; **and**
f. name and contact information of institution and senior official at institution.

2. For **each** program or course you enter on this page of the application, you must **also** provide:

☐ **Evidence of Direct Client Work**
If you completed direct client contact hours as part of your education & training program, include evidence of completion of these hours in the form of a Confirmation Letter from your clinical supervisor or other official in the program.

3. For non-Recognized programs or courses, you must **also** provide **one** of the following documents:

☐ **Official Descriptions of Learning Activities**
Scan and upload detailed outlines or syllabus descriptions for the learning activities you completed. Outlines/syllabuses should be those written by the educational institution for the year in which you took the course or learning activity.

☐ **Alternate Descriptions of Learning Activities**
If official course descriptions are unavailable, you will be required to write a detailed description in your own words of the learning activities you completed and how each allowed you to develop the entry-to-practice competencies of a Registered Psychotherapist.

4. For non-Recognized programs outside Canada, you must **also** provide the following documents:

   ☐ **WES ICAP Document-by-Document Credential Assessment**

   If you have completed psychotherapy education & training outside Canada, you must submit a third-party credential assessment report to the College. See the *Registration Guide* for more information and visit http://www.wes.org/ca/students/icap.asp. *Applicants who obtain a WES ICAP report do not need to submit their transcripts to CRPO, as WES will forward copies of the transcripts to the College.*

   ☐ **Certified Translations of Documents (if necessary)**

   If any of the supporting documents in your application are not in English or French, you must provide certified English translations of the documents.

PAGE 6: CLINICAL SUPERVISION RECEIVED

For **each** period of clinical supervision entered on this page of the application, provide **one** of the four following:

☐ **Confirmation Letter (Preferred)**

A Confirmation Letter is the preferred type of documentation. Provide a letter from your clinical supervisor confirming clinical supervision received, including:

- The clinical supervisor's qualifications and contact information;
- how the supervisor and supervisee became acquainted;
- if the period of clinical supervision refers to group supervision, include the number of supervisees in the group; **and**
- the number of clinical supervision hours provided and the date range over which the slinical supervision took place.

☐ **Attestation Letter**

Provide an Attestation Letter **only** if a Confirmation Letter is not available. An Attestation Letter refers to a detailed letter from a relevant third party, e.g. senior colleague.

Note: In rare, exceptional circumstances only, if the above are unavailable, CRPO may accept alternate information or documentation. Upload to your application a detailed explanation of why the above are unavailable.

PAGE 9: REQUIRED DOCUMENTS

Provide both of the following required documents:

☐ **General Declaration and Consent to the Release of Information**

Download and print the template from the online application, sign and date it, then scan and upload the completed document to your account.

☐ **Statutory Declaration**

Do not have the Statutory Declaration witnessed until you have finished filling in all other parts of the application for registration and paid the application fee.

Download and print the template – do not fill it in. Bring it to a person authorized to take declarations (e.g. lawyer, notary public, judge or magistrate) along with government-issued photo ID. Sign the Statutory Declaration template in their presence. Then scan or take a picture and upload the completed document to your account.

Definitions

Clinical Supervisor
Prior to proclamation, a clinical supervisor is a practitioner who has extensive clinical experience, generally five years or more, in the practice of psychotherapy.

In the first three years following proclamation, a clinical supervisor is a regulated practitioner in psychotherapy in good standing with his/her College*, who has extensive clinical experience, generally five years or more, in the practice of psychotherapy and who is competent in providing clinical supervision. *Upon proclamation of the Psychotherapy Act, practitioners who are receiving supervision from an unregulated practitioner will have a grace period of one year to transition their supervision to a regulated practitioner who meets the above requirements.*

Three years after proclamation, a clinical supervisor is a regulated practitioner in psychotherapy in good standing with his/her College, who has extensive clinical experience, generally five years or more, in the practice of psychotherapy, and who has demonstrated competence in providing clinical supervision.

Outside Ontario, a clinical supervisor is an experienced practitioner of psychotherapy qualified to provide clinical supervision in his/her jurisdiction.

*Includes College of Nurses of Ontario, College of Occupational Therapists of Ontario, College of Physicians and Surgeons of Ontario, College of Psychologists of Ontario, Ontario College of Social Workers and Social Service Workers.

Controlled Act of Psychotherapy
In the course of engaging in the practice of psychotherapy, a member is authorized, subject to the terms, conditions and limitations imposed on his/her Certificate of Registration, to treat, by means of psychotherapy technique delivered through a therapeutic relationship, an individual's serious disorder of thought, cognition, mood, emotional regulation, perception or memory that may seriously impair the individual's judgement, insight, behaviour, communication or social functioning. See *Psychotherapy Act, 2007*, section 4.

Currency Hours
Currency hours include a broad range of professional activities related to the practice of psychotherapy, such as;

- direct client contact (DCC)
- record-keeping and preparation in relation to direct client contact
- professional development in psychotherapy
- engaging in clinical supervision as a supervisee
- conducting research or writing in the field of psychotherapy
- supervising
- teaching
- managing
- consulting
- other professional activities that impact the practice of psychotherapy.

Date of Application
Date of Application refers to the date that the *complete* application, all materials or documentation [for registration] and application fee are received by the College.

Direct Client Contact (DCC)
Direct client contact is any activity in which the client and the therapist are directly and formally engaged in the psychotherapeutic process. Ordinarily, this process occurs face-to-face, but other forms of direct contact, for example, using telephone, Skype, video-link, or even email (with appropriate considerations for privacy and confidentiality) are relevant. The client may be an individual, couple, family or group.

Also included in direct client contact are:

- interviewing for intake, as long as this activity is clinical in nature and then used to determine the nature and course of the therapy
- interviewing, administering a test or conducting a formal assessment as part of a clinical interaction with the client
- facilitating or actively co-facilitating therapeutic sessions.

The following are **not** considered direct lient contact:

- observing therapy without actively participating or providing follow-up to the client immediately after the observed session
- record-keeping
- administrative activities, including report-writing
- conducting a psychometric assessment that primarily involves administering, scoring and report-writing, with little or no clinical interaction with the client
- providing or receiving clinical or other forms of supervision.

Note: a standard 45 or 50 minute session qualifies as one hour of DCC.

Distinction between Psychotherapy & Counselling
"The practice of psychotherapy is distinct from both counselling, where the focus is on the provision of information, advice-giving, encouragement and instruction, and spiritual counselling, which is counselling related to religion or faith-based beliefs." Health Professions Regulatory Advisory Council: *New Directions*, 2006; Chapter 7, Regulation of Psychotherapy, p. 208. The College is not regulating counsellors or counselling. However, psychotherapy and counselling can be highly interrelated.

Grandparenting (Not available**)**
'Grandparenting' was a time-limited, alternate route to registration for current and established practitioners in Canada. The Grandparenting option was available for two years following proclamation of the *Psychotherapy Act, 2007 on April 1, 2015*, and was designed for experienced practitioners whose competence was assessed using a different set of criteria to regular applicants. **The grandparenting route closed on March 31, 2017.**

In Canada
"In Canada" is defined to include work done by Canadians stationed abroad with the Canadian Forces, a Canadian government agency, or a non-governmental organization (NGO) engaged in international development or humanitarian work, where psychotherapy services are provided to Canadians.

Indigenous
Indigenous refers to Canada's First Nations, Métis and Inuit peoples.

Safe and Effective Use of Self (SEUS)
One of the defining competencies of psychotherapy practice, Safe and Effective Use of Self refers to the therapist's learned capacity to understand his/her own subjective context and patterns of interaction as they inform his/her participation in the therapeutic relationship with the client. It also speaks to the therapist's self-reflective use of his/her personality, insights, perceptions, and judgments in order to optimize interactions with clients in the therapeutic process.

Psychotherapeutic traditions and practices related to the development of a psychotherapist's Safe and Effective Use of Self in the therapeutic relationship are diverse. Some applicants will have developed this competency while engaging in their own personal psychotherapy. Others will have taken courses that address use of self; these may include, for example, personal family history and dynamics, anti-oppression and diversity, power dynamics, relational boundaries, experiential practice as client, or interpersonal relationship development. Others may have engaged in a guided and reflective Indigenous practice, such as the four directional way. For some practitioners, this competency may also be addressed in a particular form of Clinical Supervision.

Scope of Practice
The practice of psychotherapy is the assessment and treatment of cognitive, emotional or behavioural disturbances by psychotherapeutic means, delivered through a therapeutic relationship based primarily on verbal or non-verbal communication. *Psychotherapy Act, 2007*, section 3*.*

Supervision:
Clinical Supervision
Clinical supervision means a contractual relationship in which a clinical supervisor engages with a supervisee to:

- promote the professional growth of the supervisee
- enhance the supervisee's Safe and Effective Use of Self in the therapeutic relationship
- discuss the direction of therapy, or
- safeguard the welfare of the client.

Clinical supervision can be individual, dyadic or group. Group supervision may include ***Structured Peer Group Supervision*** if the latter:

- is formal and structured; and
- includes at least one group member who meets the College's definition of a clinical supervisor (prior to proclamation, this is a practitioner who has extensive clinical experience, generally five years or more, in the practice of psychotherapy).

Structured Peer Group Supervision differs from group clinical supervision, in that the latter is led by a clinical supervisor, whereas the former includes at least one member who would qualify as a clinical supervisor but is an equal participant (not the leader). Structured Peer Group Supervision often occurs in an institutional setting but may be formalized outside such settings.

Informal "peer supervision" i.e. unstructured discussion of clients with colleagues, is not considered an acceptable form of supervision for registration purposes.

Other Allowable Forms of Supervision (*for Grandparenting applicants only*)
Facilitated team meetings or case conferences to discuss client clinical issues are “Other Allowable Forms of Supervision” for Grandparenting applicants only. *Please note the grandparenting route is now closed.*