



Regular Route Registration Guide

General Information and Guidelines for Completing
Your Application for Regular Route Registration

Notice:

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

Legislation and 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.

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About This Document

This *Registration Guide: General Information and Guidelines for Completing Your Application for Registration*, provides information on the requirements and process for becoming a Registered Psychotherapist, as well as detailed instructions on how to complete your online application.

The first half of this Guide provides important background related to self-regulation and the process of applying. The second half provides instructions on how to complete the online application that should be used once you are ready to get started. You should review this Guide in advance so that you have all of the information required to complete the application available to you once you're ready to apply.

Prospective applicants are strongly urged to read this document before commencing the registration process.

General Information for Applicants

Proclamation

The *Psychotherapy Act, 2007* was proclaimed by the Ontario Government on April 1, 2015, bringing the College of Registered Psychotherapists of Ontario (CRPO) into full operation as a health regulatory college. CRPO regulates its members in the public interest under the *Psychotherapy Act, 2007* and the *Regulated Health Professions Act, 1991* (RHPA). Only members of CRPO can use the protected title “Registered Psychotherapist”, along with the professional designation, RP.

Psychotherapists as Regulated Health Professionals

Regulatory colleges are mandated to regulate professionals in the public interest. In addition to establishing rigorous registration criteria, the College regulates practitioners by establishing and maintaining standards of practice, promoting continued competence and quality improvement, and ensuring professional accountability.

Besides Registered Psychotherapists – who are members of this College – the members of five other regulated professions may practise psychotherapy if they meet the requirements set by their respective colleges: nurses, occupational therapists, physicians, psychologists and psychological associates, and social workers and social service workers. This College has no role in the regulation of members of other colleges whose members may practise psychotherapy.

Registered Mental Health Therapist (RMHT) Category

In early 2013, Council decided to defer further consideration of the RMHT category of membership until sometime after proclamation of the *Psychotherapy Act, 2007*. This decision came shortly after the transitional Council was informed by the Ministry of Health and Long-Term Care (MOHLTC) that it did not agree that practitioners proposed as members in the RMHT category should be regulated by the new College.

Who needs to register?

Anyone whose work falls within the scope of the practice of psychotherapy, and who is not already registered with another Ontario regulatory college whose members can practise psychotherapy (see *Psychotherapists as Regulated Health Professionals*, above), should consider becoming a member of CRPO. However, those described below *must* be registered:

- anyone using the title “Registered Psychotherapist” or any abbreviation thereof; and
- anyone holding themselves out as qualified to practise as a psychotherapist in Ontario (no matter what title they may use).

There is no need for counsellors whose work falls outside the scope of the practice of psychotherapy to become registered. CRPO recognizes that there is a significant overlap between certain kinds of counselling and psychotherapy. Please see the distinction between psychotherapy and counselling, as formulated by the Health Professions Regulatory Advisory Council (HPRAC) (see the Definitions section at the end of this Guide).

Registration Categories

Once registered, all members must use the title indicated on their Certificate of Registration.

In addition to the Registered Psychotherapist (RP) category of membership, the College will issue certificates for the following classes of membership: RP (Qualifying), RP (Temporary) and RP (Inactive). More information about each category can be found below, along with the acceptable titles members should use, depending on their category of membership.

Registered Psychotherapist

- Registered Psychotherapist or the abbreviation RP.
- Psychothérapeute autorisé, Psychothérapeute autorisée or the abbreviation PA.

Those in the Registered Psychotherapist category have successfully met all of the requirements for registration including direct client contact and clinical supervision hours.

Registered Psychotherapist (Qualifying)

- Registered Psychotherapist (Qualifying) or the abbreviation RP (Qualifying).
- Psychothérapeute autorisé (stagiaire), Psychothérapeute autorisée (stagiaire) or the abbreviation PA (stagiaire).

Virtually all applicants seeking registration via the regular route will spend some period of time as Qualifying members, in order to be deemed eligible to write the Registration Exam and have successfully completed it. To be eligible to write the Exam, a Qualifying member must have completed all education and training requirements for RP registration, but not necessarily all required direct client contact hours and clinical supervision hours. Once the Registration Exam is successfully completed (and all other registration requirements met), Qualifying members are eligible to become Registered Psychotherapists (RPs).

Qualifying members must practise with clinical supervision while completing requirements for registration as a Registered Psychotherapist.

More information can be found on the [Registered Psychotherapist \(Qualifying\)](#) page of our website.

Registered Psychotherapist (Temporary)

- Registered Psychotherapist (Temporary) or the abbreviation RP (Temporary).
- Psychothérapeute autorisé (temporaire), Psychothérapeute autorisée (temporaire) or the abbreviation PA (temporaire).

Temporary members are practitioners from other jurisdictions who wish to be registered for a temporary period, generally due to an offer of temporary employment as a psychotherapist in Ontario, often in an academic or consulting role.

Registered Psychotherapist (Inactive)

- Registered Psychotherapist (Inactive) or the abbreviation RP (Inactive).
- Psychothérapeute autorisé (inactif), Psychothérapeute autorisée (inactive) or the abbreviations PA (inactive) or PA (inactive).

Inactive members are individuals who, for one reason or another, are not currently engaged in the practice of the profession. Inactive members are prohibited from:

- providing or supervising direct client care;
- providing supervision; and
- making any claim or representation to having any competence in psychotherapy.

Labour Mobility

Ontario is a party to the national Agreement on Internal Trade (AIT) which provides for labour mobility of regulated professionals between provinces. In addition, Ontario passed its own *Labour Mobility Act* in 2009, implementing AIT.

Under labour mobility laws, CRPO is legally required to accept the professional qualifications of individuals who hold “equivalent” certificates of registration in another Canadian province or territory and who have worked in that profession in their province within the previous three years. Applicants registered in another province or territory who wish to apply for registration with CRPO need not be using the title Registered Psychotherapist in the other jurisdiction. The determining factor will be whether the scope of practice in that jurisdiction is substantially equivalent to the scope of practice for RPs in Ontario.

Currently, two other provinces regulate practitioners who will be eligible to apply for registration with CRPO under labour mobility rules: Nova Scotia and Québec. Members of the Nova Scotia College of Counselling Therapists (NSCCT) will be eligible, as will holders of a Psychotherapy Permit in Québec.

The [Labour Mobility Application](#) is available on our website.

Disclosure Obligations

As part of the application process, all applicants will be asked to provide personal contact information, including information required by the Ministry of Health and Long-Term Care (MOHLTC), and other background information.

Applicants are required to disclose any of the following information about their past conduct:

- findings of guilt for any criminal offence or offence resulting in either imprisonment or a fine greater than \$1,000;
- current proceedings or past findings of professional misconduct, incompetence, incapacity, or any similar finding, in relation to any regulated profession in any jurisdiction;
- findings of professional negligence or malpractice in any jurisdiction;
- a refusal by any body responsible for the regulation of a profession in any jurisdiction to register or license them;
- current and past registration with any body responsible for the regulation of a profession, and whether the applicant is/was in good standing;
- any other event that would provide reasonable grounds for the belief that the applicant will not practise psychotherapy in a safe and professional manner.

The final item in the above list is intended to include a variety of conduct not captured by the previous items in the list. For example, it includes complaints, discipline or dismissal involving a professional association, employer or educational institution. Applicants are also expected to disclose instances of serious impropriety such as fraud or having sexual contact with a current or former patient/client.

Applicants will be asked to declare if they suffer from any physical or mental condition or disorder which, if left untreated, would impair their ability to practise psychotherapy safely or competently. Such a disclosure does not mean that an application will be refused, but should be noted on the application.

Applicants will be required to establish that they are reasonably fluent in English or French, and have professional liability insurance coverage.

Each applicant will also be required to sign a consent form, authorizing the College to seek further information related to their application, as necessary, from outside sources.

In addition to the above, all applicants will be required to submit a statutory declaration attesting to the truthfulness and completeness of all information provided in their application.

Application Process and Fees

Applicants will use a secure, online application form, accessed through CRPO's website. In order to access the online application form, an applicant must have created a user account on the Member Management System and completed the Professional Practice and Jurisprudence e-Learning Module.

When completing the application form, applicants should have details of their education and training, clinical experience, etc., readily at hand.

Payment Processing

- Do not pay any fee until the Member Management System has generated an invoice. At specific points in the application process, for example when you enroll to take the Jurisprudence e-Learning Module or when you begin an application, the system will generate an invoice showing the full amount owed. Fee payment instructions can be found in your user account, under the "Invoices" tab.
- Payments for fees must include HST. Any invoice generated by the system will show what the fee is for, along with a total amount owing, which includes both the fee and the HST. Payment of the invoice must be received in full.
- Payments can only be made via bank-to-bank-transfer. CRPO does not accept credit card payments, Interac e-transfers, PayPal, etc. **It takes at least three to five business days for payments 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 of the "Invoices" tab. Do not call or email to inquire about the status of your payment until at least five full business days have passed and you have checked the Payments section in the "Invoices" tab.
- 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.

Before you can access the Jurisprudence e-Learning Module or submit your completed application, fee payments must be processed through the banking system and received by CRPO. Access to the module is available only after the payment has cleared.

Fees

For current fees, please review the [Applying to CRPO](#) page of our website.

Professional Liability Insurance

All applicants for registration are required to have proof of professional liability insurance (PLI) coverage in the amount and in the form required under CRPO's [By-laws](#), either individually or through your employer. Alternately, you may undertake to provide proof, within 30 days of the issuance of the Certificate of Registration, of having PLI. The insurance must be effective from the day on which the Certificate of Registration is issued. More information on professional liability insurance requirements can be found later in this Guide.

More information can be found on the [Professional Liability Insurance](#) page of our website.

Incomplete/Inadequate Applications

If an application is incomplete in any way, the applicant will be informed and asked to provide the missing information as soon as possible.

- 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 two months of the date of the initial 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.

Should an applicant wish to re-apply at a subsequent time, a new application must be completed and the associated fee paid. At no time in the process can an application fee be refunded. All fees paid to CRPO are non-refundable.

Registration Requirements

The Registration Regulation reflects a competency-based registration model. This means that applicants must demonstrate in a variety of ways that they possess the required knowledge, skill and judgment, as opposed to simply possessing a specific academic credential.

Registration requirements are founded on CRPO's [Entry-to-Practice Competency Profile for Registered Psychotherapists](#). The competency profile also underpins the Registration Exam and will be used as the basis for reviewing and recognizing psychotherapy education and training programs.

Applicants must also complete the following:

- the Professional Practice and Jurisprudence e-Learning Module (individuals must submit an application for registration with CRPO within two years of completing the module);
- a “recognized” education and training program in psychotherapy that includes competency development in Safe and Effective Use of Self (SEUS).
 - **Note:** SEUS education and training can take the form of coursework, experiential learning and/or personal psychotherapy focused on SEUS (see below for requirements of a recognized program);
- 450 direct client contact hours (some or all can be completed as part of an education and training program or completed subsequently);
- 100 hours of clinical supervision; and
- successful completion of the Registration Exam, i.e. the National Assessment offered by the COMPASS Centre for Examination Development, a national body established to develop and administer this exam.

Registered Psychotherapist (Qualifying) Registration Category

Individuals nearing completion of their education and training program can apply for registration as a Qualifying member during the final semester/segment of their program, i.e. when they have substantially completed their program. To be eligible for registration in the Qualifying category, applicants must have completed at least 125 direct client contact hours and 30 hours of clinical supervision.

Other College Programs

All members are required to participate in CRPO's Quality Assurance Program, and to adhere to the *Professional Practice Standards for Registered Psychotherapists*. In addition, members should be familiar with the Professional Misconduct Regulation, which forms the basis for the practice standards. Standards and regulations are enforceable in law, and members are accountable to CRPO for upholding them. The College has also developed a Code of Ethics, which is a standard of professional and personal conduct to which members should aspire.

Education and Training Requirements

Applicants must have:

- a. successfully completed a program in psychotherapy or the Indigenous practice of psychotherapy recognized by the Registration Committee, or
- b. been awarded a master's degree in a program that has been recognized by the Registration Committee, or
- c. successfully completed a program the Registration Committee considers substantially equivalent to a. or b.; or
- d. successfully completed one or more programs of education and training in psychotherapy, or substantial portions of one or more programs, possibly along with other education and training, which taken together evidences, in the opinion of the Registration Committee, successful completion of a program that is *substantially equivalent* to a. or b.

Note: Because of the intercultural translation that will be required to assess programs in the Indigenous practice of psychotherapy, applicants who have completed such programs will be assessed on a case-by-case basis.

Recognized Programs

CRPO has a list of recognized education programs. Applicants who provide an official transcript demonstrating that they completed a recognized program will be deemed to have met the education and training requirements. Graduates of programs that are not recognized will be assessed against the "substantially equivalent" standard and be required to complete the Competencies Mapping Tool (see below).

For more information about the evaluation criteria for psychotherapy education and training programs and possible outcomes, visit the [Education Programs](#) page of our website.

Substantially Equivalent Education and Training

Individuals who have completed education and training in psychotherapy that has not been recognized by the College, may still apply for registration.

This education and training may consist of:

1. a single, coherent program of education and training in psychotherapy; or
2. one or more programs of education and training in psychotherapy, or substantial portions of one or more programs, possibly along with other education and training, which taken together evidences, in the opinion of the Registration Committee, successful completion of a program that is *substantially equivalent* to a Recognized program.

Note: A substantial portion of at least one coherent program must have been completed e.g. one-third of a program.

The above may have been completed in Canada or anywhere in the world. For programs outside Canada, CRPO will require applicants to complete a third-party credential assessment (see below, *Education and Training Obtained Outside Canada*, for details).

Applicants who have completed a non-recognized program, or parts of one or more programs, must provide detailed information to CRPO about their education and training in psychotherapy by completing the Competencies Mapping Tool. Staff will then determine whether the education and training, taken together, is substantially equivalent to that of a recognized program. If staff is uncertain or has doubts about whether an applicant's education and training is substantially equivalent to that of a Recognized program, the application will be referred to a panel of the Registration Committee for consideration.

To be considered substantially equivalent to a recognized program, an applicant's education and training must meet the requirements of one of the education/training pathways described below:

A: Coherent Program of Education and Training in Psychotherapy

1. Generally, the program must include at least 360 hours of education and training central to the practise of psychotherapy (equivalent to 10 semester courses).

Note: Direct client contact hours and clinical supervision hours, completed during a clinical placement, **cannot** be counted toward the 360-hour requirement, nor can other hours of clinical experience be completed as part of a clinical or field placement or practicum. Direct client contact hours and clinical supervision hours are separate registration requirements apart from didactic/classroom education and training.

2. The program must have enabled the applicant to develop required entry-to-practice competencies.

B: Combination of Education and Training in Psychotherapy

In order to be considered substantially equivalent to a recognized program, education and training must include a total from all sources, of at least 360 hours of education and training central to the practise of psychotherapy (equivalent to 10 semester courses), including completion of a substantial portion of at least one coherent program of education and training in psychotherapy.

Generally, other education and training that is not part of a coherent psychotherapy program must have admission criteria and an evaluative or certification component in order to be accepted by CRPO; professional development workshops or seminars, etc., lacking an evaluative component will not be accepted. If an applicant has only partly completed an education and training program, they will be required to explain why they did not complete the entire program.

Required Documentation

Those applying for registration are required to supply documentation to support the information provided in their application. For a complete list of required documents, see the *Supporting Documents Checklist* later in this Guide. Below is a description of the documentation required to support education and training claims:

Official Transcripts or Letters

Applicants must provide detailed evidence of their psychotherapy education and training, specifically, one of the following **for each institution from which they have received education and training in psychotherapy**:

1. For institutions that issue transcripts (e.g. universities and colleges and some private psychotherapy education and training programs), applicants must arrange to have the institution(s) send **original** transcript(s) **directly** to CRPO by mail or courier.

2. For institutions that do not issue transcripts (e.g. some private psychotherapy education and training institutes), applicants must arrange to have the institution(s) send an official letter, sealed and/or signed by a senior official of the institution, **directly** to CRPO by mail or courier. The letter must include:
 - a. institutional letterhead;
 - b. name of the applicant that matches the name provided by the applicant to CRPO;
 - c. dates the applicant attended the program;
 - d. list of all learning activities completed by the applicant, the number of credits or hours for each activity, and the applicant's grade or result for each activity;
 - e. whether the applicant successfully completed the program, and what certificate or credential was awarded; and
 - f. name and contact information of institution and senior official at the institution.

In exceptional circumstances, an applicant may not be able to provide required documentation. In this case, the applicant will have an opportunity to explain and provide supporting evidence that the required documents cannot be obtained for reasons outside their control. The applicant may then be asked to submit alternate forms of documentation, and/or to attend a peer interview. Applicants are advised to contact CRPO if they are unable to provide required documentation.

Course Descriptions

Applicants must submit detailed course outlines or syllabus descriptions for **every** learning activity they have completed. These will be used by CRPO staff to evaluate whether the applicant's education and training has enabled them to develop the required competencies for entry-to-practice. In some cases, a course description may be very brief, e.g. it may state only that students must complete research or writing on a topic of their choice. In such cases, the applicant should provide additional detail about the course in the Competencies Mapping Tool.

Course outlines/syllabus must be written by the educational institution for the year in which an applicant took the course or learning activity: for example, if an applicant took the course "Ethics in Psychotherapy" in 2012, they must provide the 2012 course outline. **Scanned copies** are to be submitted electronically using the "Documents" tab in the applicant's user account. **Do not send originals.**

If descriptions for a limited number of learning activities are unavailable, or pertain to a different year than the one in which the applicant engaged in the learning activity, exceptions may be permitted. However, if descriptions are omitted for numerous learning activities, the College may be unable to verify the content or relevance of an applicant's education and training.

If, due to exceptional circumstances, an applicant is unable to obtain descriptions for limited learning activities, they should contact the College to discuss alternative arrangements.

Education and Training Obtained Outside Canada Third-Party Credential Assessment Report

Applicants who have completed psychotherapy education and training outside Canada must submit a third-party credential assessment report to the College. This is required because the College does not possess the resources and expertise to authenticate and evaluate internationally-earned credentials.

The College recommends that applicants access the following assessment of their education and training in psychotherapy obtained outside Canada: [World Education Service \(WES\) International Credential Advantage Package \(ICAP\) Document-by-Document Evaluation](#).

Applicants need to submit for evaluation only the education and training in psychotherapy on which they are relying for registration with CRPO. **Applicants who obtain a WES ICAP report do not need to submit their transcripts to us, as WES will forward copies of the transcripts to CRPO.** Applicants will still be required to submit a detailed description of every learning activity to CRPO.

CRPO will also accept credential assessment reports by other reputable third-party service providers. To ensure the report meets the College's requirements, applicants should contact CRPO before obtaining or submitting another type of credential assessment report.

Translation of Documents

If transcripts, course descriptions or other documents are in a language other than English or French, the applicant must provide, at their own expense, English translations of all documents, along with the documents in the original language. Translations must be literal and word-for-word, that is, non-interpretive.

The College accepts translated documents from:

- the consulate, high commission or embassy (in Canada) for the country that issued the documents;
- a Canadian consulate, high commission or embassy in the country from which the applicant emigrated;
- a certified member of the Association of Translators and Interpreters of Ontario;
- a translator accredited by a recognized professional association of translators in Canada;
- a translator accredited by the Canadian government; or
- a translator accredited by a provincial or municipal government in Canada.

The translator's identification and certification must accompany the translated documentation.

Where documents relating to education and training outside Canada are unavailable due to exceptional circumstances, an applicant may be asked to submit alternate written documentation or attend a peer interview at the College. Applicants should contact CRPO to discuss alternative arrangements.

Guidelines for Completing Your Application

Application Overview

The sections of the application are:

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

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.

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 email 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.

An applicant can demonstrate English or French Language proficiency if they have successfully completed one of the following acceptable language proficiency tests listed below within the previous two years, with the minimum scores identified:

- Canadian Language Benchmark Assessment (CLBA)
 - Minimum score: Benchmark score of 7 required on all skills (listening, speaking, reading and writing).
- Canadian Test for English for Scholars and Trainees (CanTEST)
 - Minimum score: A minimum score of 4.0 on each section – listening, writing and speaking; a minimum score of 3.5 in reading.
- International English Language Testing System (IELTS) – Academic or General Training
 - Minimum score: Level 6.5 required on all skills (listening, reading, writing and speaking).
- Michigan English Language Assessment Battery (MELAB)
 - Minimum score: 80, plus an oral interview rating of at least 3.
- Test de Français Pour Étudiants et Stagiaires au Canada (TESTCan) – French Proficiency
 - Minimum score : A minimum score of 4.0 on each section – listening, writing and speaking; a minimum score of 3.5 in reading.
- Test of English as a Foreign Language (TOEFL iBT) – Internet-Based Test
 - Minimum score : Total of 80 (Total score cannot be achieved with all minimums)
 - Reading: 18 (mid-Intermediate)
 - Writing: 20 (mid-Fair)
 - Listening: 19 (high-Intermediate)
 - Speaking: 20 (mid-Fair)

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 and 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 and 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 and 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 and 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 and 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 and 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, they may practise independently once they have 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 MOHLTC 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 the *Supporting Documents Checklist* later in this Guide for further details.

Practice History

Applicants are required to answer the questions in this section for collection of statistical information by the MOHLTC. 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 practise 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 and 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 and 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.

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

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 the Registration Committee may grant an exemption. Alternately, the panel may require an applicant to undertake upgrading activities in order to restore their currency in the profession.

5. Education and 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 and Training

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

1. *I have completed or substantially completed an education and 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, Ontario 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 and 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 and training you believe to be substantially equivalent to a recognized program. .

See the *Supporting Documents Checklist* later in this Guide for information on what education-related documents to submit.

Competencies Mapping Tool for Individual Applicants

Applicants who have completed education and training not recognized by CRPO 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 and 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.** - These are provided at the start of the online Mapping Tool itself.
2. **Overview of education and training.** - The Mapping Tool asks applicants to describe, in their own words, how they obtained their education and training in psychotherapy.

In responding, you should refer to all your programs in psychotherapy and any further education and training you have successfully completed. You should explain how each program and any other education and 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 and 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 completes further education and training either prior to or within a specified time period following issuance of their 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 and 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 and 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 and 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 and 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" later 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 later in this Guide 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, any current or pending proceedings that would call into question your suitability to practise safely and professionally, and any other event that would provide reasonable grounds for the belief that you will not practise psychotherapy in a safe and professional manner. 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, your conduct or 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 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 and training programs or professional associations, to verify information.

You must print the consent form template, sign and date it, then scan it and upload it to the “Documents” tab of your CRPO use 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 to five 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 and 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, they may practise independently once they have 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 and 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

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 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 5: EDUCATION AND 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 and 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 and 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 and 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 and training outside Canada, you must submit a third-party credential assessment report to the College. *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 following:

Attestation Form for Clinical Supervisors (for supervision that takes place after April 1, 2018)

CRPO has developed an [Attestation Form for Clinical Supervisors](#). It is recommended that for supervision which occurs after April 1, 2018, that applicants submit this Attestation Form from each clinical supervisor to ensure their documents meet CRPO's requirements. Applicants will upload these completed forms to the "Documents" tab of their CRPO user

account for review by staff. Each form will be reviewed on an individual basis, as the College will not be registering or certifying practitioners with a clinical supervisor designation.

Confirmation Letter

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 clinical 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 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 well-being of the client.

Clinical supervision can be individual, dyadic or group. Group supervision may include **structured peer group supervision** if the supervision is formal and structured, and includes at least one group member who meets CRPO's definition of a clinical supervisor (see below).

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.

Clinical Supervisor

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

In the first three years following proclamation, a clinical supervisor is a regulated practitioner in psychotherapy in good standing with their College*, who has extensive clinical experience, generally five years or more, in the practice of psychotherapy and who is competent in providing clinical supervision. Three years after proclamation, a clinical supervisor must be a regulated practitioner in psychotherapy in good standing with her or his 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 her or his 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.***

In the years following approval of this definition, the Registration Committee has undertaken a review of the criteria to demonstrate competence in providing clinical supervision that will take effect April 1, 2018.

The Registration Committee has approved the following criteria for demonstrating competence in providing clinical supervision:

1. The supervisor must be a Member in good standing of a regulatory college whose members may practise psychotherapy.
2. The supervisor must have five years' extensive clinical experience.

3. The supervisor must meet CRPO's "independent practice" requirement (completion of 1000 direct client contact hours and 150 hours of clinical supervision).
4. The supervisor must have completed 30 hours of directed learning in providing clinical supervision. Directed learning can include course work, supervised practice as a clinical supervisor, individual/peer/group learning, and independent study that includes structured readings.
5. The supervisor must provide a signed declaration that they understand CRPO's definitions of clinical supervision, clinical supervisor, and the scope of practice of psychotherapy.

CRPO staff may request evidence of 30 hours of directed learning in providing clinical supervision and may also request a letter of verification and a statement describing the supervisor's approach to providing supervision.

It is recommended that a clinical supervisor be able to provide their supervisee with a letter attesting to their competency, as set out in 1 through 5 above, that the supervisee would submit as evidence of supervision in the supervisee's application to CRPO.

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 their 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 practise of psychotherapy, such as:

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

Date of Application

Date of Application refers to the date on which a **completed** application (for registration) is submitted to 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; and
- facilitating or actively co-facilitating therapeutic sessions.

The following are not considered direct client 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; and
- providing or receiving clinical or other forms of supervision.

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

Grandparenting

Grandparenting was a time-limited, alternate route to registration for established practitioners in Canada. The grandparenting option was available for two years following proclamation of the *Psychotherapy Act, 2007*, and was designed for experienced practitioners whose competence will be assessed using a different set of criteria than regular applicants. This application route closed on March 31, 2017 and is no longer available.

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.

Psychotherapy vs. 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." HPRAC: *New Directions*, 2006; Chapter 7, Regulation of Psychotherapy, p. 208.

CRPO does not regulate counsellors or counselling. However, psychotherapy and counselling can be highly interrelated.

Safe and Effective Use of Self (SEUS)

One of the defining competencies of psychotherapy practice, Safe and Effective Use of Self, refers to the psychotherapist's learned capacity to understand his or her own subjective context and patterns of interaction as they inform his or her participation in the therapeutic relationship with the client. It also speaks to the psychotherapist's self-reflective use of his or 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. See [Psychotherapy Act, 2007, Section 3](#).