

BACKGROUND

Qualifying members are permitted five years from the date the Certificate of Registration as a Registered Psychotherapist (Qualifying) is issued in which to complete the requirements for registration. In order to become eligible for transfer to full status as a Registered Psychotherapist (RP) within this time period, Qualifying members must:

1. Successfully pass the Registration Exam.
2. Complete a minimum of 450 hours of direct client contact (DCC).
3. Complete 100 hours of clinical supervision (at least 50 per cent of these hours must be individual/dyadic clinical supervision).

Once these requirements have been met, you may request to transfer from the Registered Psychotherapist (Qualifying) category of membership to the Registered Psychotherapist (RP) category.

INSTRUCTIONS FOR COMPLETION

1. Complete all sections and sign the form. When you have completed the form, upload a copy to the “Documents” tab in your user account.
2. Notify CRPO using the Messaging function in the Member Management System (see “Messages” tab) that your form has been uploaded and is ready for review.

1. EXAMINATION RESULTS

Exam date: _____

Location of Writing Centre: _____

- I confirm that I have uploaded a copy of my Examination results, received directly from COMPASS (the Exam administrators), to the “Documents” tab of my user account.

2. COMPLETION OF CLINICAL EXPERIENCE HOURS

- I confirm that I have successfully completed a minimum of 450 hours of direct client contact (DCC).
- I confirm that I have successfully completed a minimum of 100 hours of clinical supervision and at least 50 per cent of the hours completed were individual/dyadic clinical supervision with no more than 50 per cent group/structured peer group supervision.

3. PAYMENT OF TRANSFER FEE

- I confirm that I have paid the \$80 + HST fee to transfer my registration category from Registered Psychotherapist (Qualifying) to Registered Psychotherapist (RP). (See [CRPO By-laws, Section 19.03](#) for more information).

4. PAYMENT OF NEW REGISTRATION FEE

- I confirm that I have paid the new registration fee (including HST) to cover my membership as an RP for the remainder of the registration year. (See [CRPO By-laws, Section 19.03](#) for more information).

Note: You will find the invoices for both your transfer fee and new registration fee by clicking on the “Invoices” tab found on the main page of your user account. Your Certificate of Registration will be issued after both the payments are received. The registration year runs from April 1st to March 31st. The total displayed in your invoice is prorated based on the months remaining in the registration year at the time of your transfer and the amount already paid for your previous registration as a Qualifying member.

Note: Please allow three business days for your payment to be processed through the banking system. Be sure to pay the FULL amount shown on the invoices, including HST. If you make a partial payment, your new Certificate of Registration will not be issued.

Member Name (please print): _____

Registration #: _____

Member Signature: _____

Date: _____