

Supporting Documents Checklist

This checklist outlines documents that are required as part of your application for initial registration and after registering to update clinical experience hours to transfer from RP (Qualifying) to RP or for RP independent practice.

In rare, exceptional circumstances, if any of the documents in this checklist are unavailable, CRPO may accept alternate information or documentation. A detailed explanation of why the document is unavailable will be required.

Submitting Documents

Unless otherwise noted, documents are to be uploaded directly to the relevant sections of your CRPO user account. CRPO may request additional documentation or other information.

Important: Please retain copies of all documents submitted to CRPO for your records. You will not be able to view documents after you submit them in the Applicant Portal or Registrant Portal. You are also advised to save screenshots of your application pages, as you will not be able to view the application once it is submitted.

Signatures

Supporting documents that require a signature must be signed with a handwritten signature or an electronic signature. Typed names will not be accepted as a signature.

Certified Translations (if applicable)

If supporting documents are in a language other than English or French, you will be required to submit the original documents with certified translations. 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.

Overview

Application for Initial Registration

Here is an overview the documents you will need to submit in your application, depending on your application type:

Application Type	Documents Required
CRPO recognized/accepted program	<ul style="list-style-type: none">• Transcript or letter from institution• Documents related to legal proceedings or conduct (if applicable)• Statutory declaration• Consent to the release of information
Non-recognized program	<ul style="list-style-type: none">• Transcript or letter from institution or credential assessment• Language proficiency test (if applicable)• Official course outlines or alternate descriptions• Documents related to legal proceedings or conduct (if applicable)• Statutory declaration• Consent to the release of information
Labour mobility	<ul style="list-style-type: none">• Language proficiency test (if applicable)• Letter of standing• Documents related to legal proceedings or conduct (if applicable)• Statutory declaration• Consent to the release of information
Indigenous registration pathway	<ul style="list-style-type: none">• Confirmation of education and training• Language proficiency test (if applicable)• Documents related to legal proceedings or conduct (if applicable)• Statutory declaration• Consent to the release of information
Temporary	<ul style="list-style-type: none">• Language proficiency test (if applicable)• Letter of standing• Offer of employment• Documents related to legal proceedings or conduct (if applicable)• Statutory declaration• Consent to the release of information

Click on your application type below to see more detailed information about the documents required:

- [CRPO recognized/accepted program](#)
- [Non-recognized program](#)
- [Labour mobility](#)
- [Indigenous registration pathway](#)
- [Temporary](#)

Clinical Experience Documentation Once Registered

Documentation to report direct client contact (DCC) and clinical supervision hours will be submitted after your application for initial registration is approved and you are issued a certificate of registration. See the [Clinical Experience for Registration Policy](#) for requirements of hours. The process to submit hours is outlined [here](#). Click below to see more information about the documents required to report DCC and clinical supervision hours:

- [DCC hours](#)
- [Clinical supervision hours](#)

CRPO recognized/accepted program

The following documents are required for application type: CRPO recognized/accepted program.

1. Transcript or letter from institution

For each education and training program you report in your application, the following documentation must be sent directly from the institution to CRPO through:

- email sent to info@crpo.ca;
- a document sharing platform (e.g. Parchment) sent to info@crpo.ca; or
- hard copy mail sent to CRPO, 375 University Avenue, Suite 803, Toronto, ON M5G 2J5.

It is recommended to send documentation electronically to avoid delays, as mail is only collected once a week.

For recognized programs, an academic transcript or letter from the institution is required. Transcripts refer to an official academic record certified and signed by the institution (for institutions that issue transcripts, e.g., universities and colleges and some private psychotherapy education and training programs).

For institutions that do not issue transcripts (e.g., some private psychotherapy education and training programs), a letter on institutional letterhead must include:

- applicant's name;
- dates of attendance;
- list of all learning activities (courses, seminars, etc.) completed, the number of credits or hours for each activity, and grade or result for each activity;
- name of program and date credential was conferred/awarded; and
- name, signature, and contact information for senior program official.

An applicant who applies prior to their diploma/certificate/degree being conferred can have the institution send either a transcript or letter confirming substantial completion (i.e. 90% of the program). The documentation should clearly indicate the program that is in progress.

NOTE: If an applicant applies when they have substantially completed their program, documentation received from the institution confirming that all requirements to graduate have been met is required prior to signing up for the Registration Examination. CRPO will accept a final transcript, letter from the institution, or diploma from the institution. If the applicant has not yet graduated, the documentation must confirm that all requirements have been met and indicate the expected date of graduation. If the applicant has already graduated, the documentation must confirm the date of graduation.

2. Documents related to legal proceedings or conduct (if applicable)

In the application form, you will be required to disclose information related to conduct, such as offences and findings of misconduct. Applicants may choose to upload supporting documentation for their disclosures.

3. Statutory declaration

Each applicant is required to complete a [statutory declaration](#) attesting to the truthfulness of all information submitted as part of their application or in support of their application, i.e., that it is complete and accurate to the best of their knowledge. The statutory declaration must be signed by an authorized individual, such as a Commissioner of Oaths, lawyer, notary public, or judge.

**IMPORTANT: Do not complete the statutory declaration until you have finished filling in all other parts of the application. Do not date and sign the statutory declaration prior to seeing the Commissioner of Oaths or another authorized individual.*

It is a criminal offence to sign a false statutory declaration.

4. Consent to the release of information

Each applicant is required to complete a [consent to release of information](#) to allow CRPO to contact and/or request information from any individual or organization relevant to the application. For example, CRPO may contact current or past employers, supervisors, educational institutions, regulatory bodies, etc. to verify information.

Non-recognized program

The following documents are required for application type: non-recognized program.

1. Transcript or letter from institution or credential assessment

For each education and training program you report in your application, the following documentation must be sent directly from the institution to CRPO through:

- email sent to info@crpo.ca;
- a document sharing platform (e.g. Parchment) sent to info@crpo.ca; or
- hard copy mail sent to CRPO, 375 University Avenue, Suite 803, Toronto, ON M5G 2J5.

It is recommended to send documentation electronically to avoid delays, as mail is only collected once a week.

For non-recognized programs completed in Canada, an academic transcript or letter from the institution is required. Transcripts refer to an official academic record certified and signed by the institution (for institutions that issue transcripts, e.g., universities and colleges and some private psychotherapy education and training programs).

For institutions that do not issue transcripts (e.g., some private psychotherapy education and training programs), a letter on institutional letterhead must include:

- applicant's name;
- dates of attendance;
- list of all learning activities (courses, seminars, etc.) completed, the number of credits or hours for each activity, and grade or result for each activity;
- name of program and date credential was conferred/awarded; and
- name, signature, and contact information for senior program official.

An applicant who applies prior to their diploma/certificate/degree being conferred can have the institution send a transcript confirming substantial completion. The documentation should clearly indicate the program that is in progress.

NOTE: If an applicant applies when they have substantially completed their program and the program is in Canada, documentation received from the institution confirming that all requirements to graduate have been met is required prior to signing up for the Registration Examination. CRPO will accept a final transcript, letter from the institution, or diploma from the institution. If the applicant has not yet graduated, the documentation must confirm that all requirements have been met and indicate the expected date of graduation. If the applicant has already graduated, the documentation must confirm the date of graduation.

For non-recognized programs completed outside Canada, a third-party credential assessment is required. Acceptable credential assessment providers and the documentation requirements can be found in CRPO's [Credential Assessment Policy](#). CRPO recommends the World Education Services (WES) ICAP Document-by-Document Credential Assessment. The credential assessment must be received directly from the third-party evaluator.

NOTE: If an applicant applies when they have substantially completed their program and the program is outside Canada, a final credential assessment confirming that all requirements to graduate have been met is required prior to signing up for the Registration Examination. If the applicant has not yet graduated, the documentation must confirm that all requirements have been met and indicate the expected date of graduation. If the applicant has already graduated, the documentation must confirm the date of graduation.

2. Language proficiency test (if applicable)

If you have had no education or practice experience in English or French, you must provide evidence of successful completion of one of the following acceptable language proficiency tests listed below within the previous two years, with the minimum scores identified:

- Canadian English Language Proficiency Index Program (CELP/IP) – General
 - Minimum score: A minimum score of 7 on each section (listening, speaking, reading and writing).
- 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 6.0 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 d'Évaluation de Français Canada (TEF Canada)
 - Minimum score in each section:
 - Reading: 207-232
 - Writing: 310-348
 - Listening: 249-279
 - Speaking: 310-348
- Test de Connaissance du Français Canada (TCF Canada)
 - Minimum score in each section:
 - Reading: 453-498
 - Writing: 10-11
 - Listening: 458-502
 - Speaking: 10-11
- 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)

3. Official course outlines or alternate descriptions

For non-recognized programs, applicants must complete the [competency mapping tool](#) to demonstrate how their education is substantially equivalent to a CRPO recognized program. As part of the mapping tool, you will be required to upload official course outlines for the courses that you reference. Course syllabi should be those written by the educational institution for the year in which you took the course or learning activity.

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. Documents related to legal proceedings or conduct (if applicable)

In the application form, you will be required to disclose information related to conduct, such as offences and findings of misconduct. Applicants may choose to upload supporting documentation for their disclosures.

5. Statutory declaration

Each applicant is required to complete a [statutory declaration](#) attesting to the truthfulness of all information submitted as part of their application or in support of their application, i.e., that it is complete and accurate to the best of their knowledge. The statutory declaration must be signed by an authorized individual, such as a Commissioner of Oaths, lawyer, notary public, or judge.

**IMPORTANT: Do not complete the statutory declaration until you have finished filling in all other parts of the application. Do not date and sign the statutory declaration prior to seeing the Commissioner of Oaths or another authorized individual.*

It is a criminal offence to sign a false statutory declaration.

6. Consent to the release of information

Each applicant is required to complete a [consent to release of information](#) to allow CRPO to contact and/or request information from any individual or organization relevant to the application. For example, CRPO may contact current or past employers, supervisors, educational institutions, regulatory bodies, etc. to verify information.

Labour Mobility

The following documents are required for application type: labour mobility.

1. Language proficiency test (if applicable)

If you have had no education or practice experience in English or French, you must provide evidence of successful completion of one of the following acceptable language proficiency tests listed below within the previous two years, with the minimum scores identified:

- Canadian English Language Proficiency Index Program (CELPIP) – General
 - Minimum score: A minimum score of 7 on each section (listening, speaking, writing, and speaking).
- 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 6.0 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 d'Évaluation de Français Canada (TEF Canada)
 - Minimum score in each section:
 - Reading: 207-232
 - Writing: 310-348
 - Listening: 249-279
 - Speaking: 310-348
- Test de Connaissance du Français Canada (TCF Canada)
 - Minimum score in each section:
 - Reading: 453-498
 - Writing: 10-11
 - Listening: 458-502
 - Speaking: 10-11
- 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)

2. Letter of standing

For every jurisdiction outside Ontario where you hold a certificate/license to practise psychotherapy, a letter of standing is required from the statutory regulatory body. Each letter should be sent directly from the other regulator(s) to CRPO through:

- email sent to info@crpo.ca; or
- hard copy mail sent to CRPO, 375 University Avenue, Suite 803, Toronto, ON M5G 2J5.

It is recommended to send documentation electronically to avoid delays, as mail is only collected once a week.

All letters of standing must be typed on an official form or letterhead and include the signature and title of the official.

The following information must be included in all letters of standing:

- registrant name;
- registration number;
- jurisdiction of licensure;
- registration category;
- whether registration is in good standing;
- date of issuance;
- whether the registrant is currently under investigation or has any outstanding complaints; and
- if the license has ever been encumbered (denied, revoked, suspended, surrendered, resigned, limited, placed on probation, etc.), copies of documentation regarding the action taken included.

3. Documents related to legal proceedings or conduct (if applicable)

In the application form, you will be required to disclose information related to conduct, such as offences and findings of misconduct. Applicants may choose to upload supporting documentation for their disclosures.

4. Statutory declaration

Each applicant is required to complete a [statutory declaration](#) attesting to the truthfulness of all information submitted as part of their application or in support of their application, i.e., that it is complete and accurate to the best of their knowledge. The statutory declaration must be signed by an authorized individual, such as a Commissioner of Oaths, lawyer, notary public, or judge.

**IMPORTANT: Do not complete the statutory declaration until you have finished filling in all other parts of the application. Do not date and sign the statutory declaration prior to seeing the Commissioner of Oaths or another authorized individual.*

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5. Consent to the release of information

Each applicant is required to complete a [consent to release of information](#) to allow CRPO to contact and/or request information from any individual or organization relevant to the application. For example, CRPO may contact current or past employers, supervisors, educational institutions, regulatory bodies, etc. to verify information.

Indigenous Registration Pathway

The following documents are required for application type: Indigenous registration pathway.

1. Confirmation of education and training

The type of documentation that is required depends on the type of training that is reported. If you are uncertain what type of documentation needs to be submitted, please email info@crpo.ca.

Training in traditional Indigenous practices

During review of your application, you may be requested to submit confirmation of training in traditional Indigenous practices (e.g., letter from Elder or Knowledge Keeper).

Programs that issue transcripts

If you report training from an education and training program that issues transcripts, the following documentation must be sent directly from the institution to CRPO through:

- email sent to info@crpo.ca;
- a document sharing platform (e.g. Parchment) sent to info@crpo.ca; or
- hard copy mail sent to CRPO, 375 University Avenue, Suite 803, Toronto, ON M5G 2J5.

It is recommended to send documentation electronically to avoid delays, as mail is only collected once a week.

For programs completed in Canada, an academic transcript or letter from the institution is required. Transcripts refer to an official academic record certified and signed by the institution (for institutions that issue transcripts, e.g., universities and colleges and some private psychotherapy education and training programs).

For institutions that do not issue transcripts (e.g., some private psychotherapy education and training programs), a letter on institutional letterhead must include:

- applicant's name;
- dates of attendance;
- list of all learning activities (courses, seminars, etc.) completed, the number of credits or hours for each activity, and grade or result for each activity;
- name of program and date credential was conferred/awarded; and
- name, signature, and contact information for senior program official.

An applicant who applies prior to their diploma/certificate/degree being conferred can have the institution send either a transcript or letter confirming substantial completion. The documentation should clearly indicate the program that is in progress.

For programs completed outside Canada, a third-party credential assessment is required. Acceptable credential assessment providers and the documentation requirements can be found in CRPO's [Credential Assessment Policy](#). CRPO recommends the World Education Services (WES) ICAP Document-by-Document Credential Assessment. The credential assessment must be received directly from the third-party evaluator.

NOTE: If an applicant applies when they have substantially completed their program, a final transcript/credential assessment with the diploma/certificate/degree conferral date received from the institution/credential assessment provider is required prior to signing up for the Registration Examination.

2. Language proficiency test (if applicable)

If you have had no education or practice experience in English or French, you must provide evidence of successful completion of one of the following acceptable language proficiency tests listed below within the previous two years, with the minimum scores identified:

- Canadian English Language Proficiency Index Program (CELP) – General
 - Minimum score: A minimum score of 7 on each section (listening, speaking, writing, and speaking).
- 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 6.0 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 d'Évaluation de Français Canada (TEF Canada)
 - Minimum score in each section:
 - Reading: 207-232
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 - Listening: 249-279
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 - Minimum score in each section:
 - Reading: 453-498
 - Writing: 10-11
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- 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)

3. Documents related to legal proceedings or conduct (if applicable)

In the application form, you will be required to disclose information related to conduct, such as offences and findings of misconduct. Applicants may choose to upload supporting documentation for their disclosures.

4. Statutory declaration

Each applicant is required to complete a [statutory declaration](#) attesting to the truthfulness of all information submitted as part of their application or in support of their application, i.e., that it is complete and accurate to the best of their knowledge. The statutory declaration must be signed by an authorized individual, such as a Commissioner of Oaths, lawyer, notary public, or judge.

**IMPORTANT: Do not complete the statutory declaration until you have finished filling in all other parts of the application. Do not date and sign the statutory declaration prior to seeing the Commissioner of Oaths or another authorized individual.*

It is a criminal offence to sign a false statutory declaration.

5. Consent to the release of information

Each applicant is required to complete a [consent to release of information](#) to allow CRPO to contact and/or request information from any individual or organization relevant to the application. For example, CRPO may contact current or past employers, supervisors, educational institutions, regulatory bodies, etc. to verify information.

Temporary

The following documents are required for application type: temporary.

1. Language proficiency test (if applicable)

If you have had no education or practice experience in English or French, you must provide evidence of successful completion of one of the following acceptable language proficiency tests listed below within the previous two years, with the minimum scores identified:

- Canadian English Language Proficiency Index Program (CELPIP) – General
 - Minimum score: A minimum score of 7 on each section (listening, speaking, writing, and speaking).
- 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 6.0 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 d'Évaluation de Français Canada (TEF Canada)
 - Minimum score in each section:
 - Reading: 207-232
 - Writing: 310-348
 - Listening: 249-279
 - Speaking: 310-348
- Test de Connaissance du Français Canada (TCF Canada)
 - Minimum score in each section:
 - Reading: 453-498
 - Writing: 10-11
 - Listening: 458-502
 - Speaking: 10-11
- 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)

2. Letter of standing

For every jurisdiction outside Ontario where you hold a certificate/license to practise psychotherapy, a letter of standing is required from the statutory regulatory body. Each letter should be sent directly from the other regulator(s) to CRPO through:

- email sent to info@crpo.ca; or
- hard copy mail sent to CRPO, 375 University Avenue, Suite 803, Toronto, ON M5G 2J5.

It is recommended to send documentation electronically to avoid delays, as mail is only collected once a week.

All letters of standing must be typed on an official form or letterhead and include the signature and title of the official.

The following information must be included in all letters of standing:

- registrant name;
- registration number;
- jurisdiction of licensure;
- registration category;
- whether registration is in good standing;
- date of issuance;
- whether the registrant is currently under investigation or has any outstanding complaints; and
- if the license has ever been encumbered (denied, revoked, suspended, surrendered, resigned, limited, placed on probation, etc.), copies of documentation regarding the action taken included.

3. Offer of employment

Each applicant applying through the Temporary route must provide documentation supporting their offer of employment or appointment in Ontario that is related to the practice or teaching of psychotherapy and that does not exceed nine months.

If the temporary position will involve providing client care, another Registered Psychotherapist must agree to be responsible for ensuring client care continues following the expiry of your temporary certificate of registration or departure from Ontario. The requirement may be waived if the Registrar is of the opinion that, in the circumstances, there is no concern regarding the need for continuing care. Please provide a letter from the Registered Psychotherapist who has agreed to be responsible for continuing care. Alternatively, you may upload an explanation as to why continuing care is not necessary.

4. Documents related to legal proceedings or conduct (if applicable)

In the application form, you will be required to disclose information related to conduct, such as offences and findings of misconduct. Applicants may choose to upload supporting documentation for their disclosures.

5. Statutory declaration

Each applicant is required to complete a [statutory declaration](#) attesting to the truthfulness of all information submitted as part of their application or in support of their application, i.e., that it is complete and accurate to the best of their knowledge. The statutory declaration must be signed by an authorized individual, such as a Commissioner of Oaths, lawyer, notary public, or judge.

***IMPORTANT:** Do not complete the statutory declaration until you have finished filling in all other parts of the application. Do not date and sign the statutory declaration prior to seeing the Commissioner of Oaths or another authorized individual.

It is a criminal offence to sign a false statutory declaration.

6. Consent to the release of information

Each applicant is required to complete a [consent to release of information](#) to allow CRPO to contact and/or request information from any individual or organization relevant to the application. For example, CRPO may contact current or past employers, supervisors, educational institutions, regulatory bodies, etc. to verify information.

Direct Client Contact (DCC) Hours

DCC hours must be confirmed in writing by an employer, educational institution, or clinical supervisor. Confirmation in writing from a professional colleague experienced in psychotherapy may be considered in exceptional circumstances.

All forms of documentation must be signed by a third party. You cannot attest to your own hours.

To report DCC hours completed in conjunction with education or as part of a volunteer, employment, or self-employment role, provide one of the following:

- **DCC Confirmation Form (preferred)**
CRPO has a template [DCC Confirmation Form](#).

- **Confirmation Letter**
A letter on organizational letterhead that is signed, dated, and confirms the following:
 - name of practice site;
 - position title;
 - description of activities being reported as DCC (e.g., intake, assessment, individual or group therapy, etc.), examples of presenting issues addressed with clients, techniques and modalities used, and duration of a typical session and number of sessions a client would generally attend;
 - number of DCC completed;
 - hours reported meet CRPO's [definition](#) of DCC and scope of practice of psychotherapy;
 - confirmation by the signatory that, to the best of their knowledge, information, or belief, the DCC hours were successfully completed, meaning the clinician acted in a safe, professional, and ethical manner¹;
 - start date of hours reported;
 - end date of hours reported; and
 - signatory's first and last name, credentials, job title, phone number, and email.

- **Attestation Letter**
An attestation letter refers to a detailed letter signed and dated from a relevant third party (e.g., senior colleague). An attestation letter will **only** be accepted if a confirmation letter is not available. The registrant will be asked to explain why a confirmation letter is not available, if not mentioned in the attestation letter. The letter should include a description of how the signatory is acquainted with the registrant and include the signatory's first and last name, credentials, job title, phone number, and email. The letter should confirm as much information as possible.

- **Confirmation from educational institution granted clinical experience recognition**
Certain educational institutions have been granted [clinical experience \(CE\) recognition](#) on top of [academic recognition](#). These programs report hours completed during the program directly to CRPO on their students' behalf. Once you have finished your clinical experience hours with the program, please contact your school to request that they report hours to CRPO. More information can be found [here](#).

¹ If you have any significant safety, professionalism, or ethical concerns regarding the completion of these hours, please visit <https://www.crpo.ca/mandatory-reporting/>.

Clinical Supervision Hours

Clinical supervision must be confirmed in writing by a clinical supervisor or educational institution. Confirmation in writing from a professional colleague experienced in psychotherapy may be considered in exceptional circumstances.

All forms of documentation must be signed by a third party. You cannot attest to your own hours.

Clinical supervision hours must be in relation to DCC hours.

The clinical supervisor must meet the requirements in their jurisdiction to provide clinical supervision. See [here](#) for the clinical supervisor requirements in Ontario and outside of Ontario. The clinical supervisor must have met the requirements at the time the clinical supervision was provided.

To report clinical supervision hours, provide one of the following:

- **Clinical Supervisor Attestation Form (preferred)**
CRPO has a template [Clinical Supervisor Attestation Form](#).
- **Confirmation Letter**
A letter on organizational letterhead that is signed, dated, and confirms the following:
 - supervisor's first and last name, credentials, jurisdiction in which they practise, and whether they meet the requirements in that jurisdiction to provide clinical supervision;
 - number of hours completed, specifying how many were in an individual/dyadic format and/or group format with 3-8 supervisees;
 - hours reported meet CRPO's [definition](#) of clinical supervision and scope of practice of psychotherapy;
 - supervisee's practice site where DCC were completed and that reported supervision are in relation to;
 - confirmation by the signatory that, to the best of their knowledge, information, or belief, the clinical supervision hours were successfully completed, meaning the clinician acted in a safe, professional, and ethical manner²;
 - start date of hours reported;
 - end date of hours reported; and
 - signatory's first and last name, credentials, job title, phone number, and email.
- **Attestation Letter**
An attestation letter refers to a detailed letter signed and dated from a relevant third party (e.g., senior colleague). An attestation letter will **only** be accepted if a confirmation letter is not available. The registrant will be asked to explain why a confirmation letter is not available, if not mentioned in the attestation letter. The letter should include a description of how the signatory is acquainted with the registrant and include the signatory's first and last name, credentials, job title, phone number, and email. The letter should confirm as much information as possible.
- **Confirmation from educational institution granted clinical experience recognition**
Certain educational institutions have been granted [clinical experience \(CE\) recognition](#) on top of [academic recognition](#). These programs report hours completed during the program directly to CRPO on their students' behalf. Once you have finished your clinical experience hours with the program,

² If you have any significant safety, professionalism, or ethical concerns regarding the completion of these hours, please visit <https://www.crpo.ca/mandatory-reporting/>.

please contact your school to request that they report hours to CRPO. More information can be found [here](#).