

COLLEGE OF LICENSED COUNSELLING THERAPISTS OF NB
Checklist for Regular and Experienced Practitioner Applicants

√	Requirements – Use the checklist below to ensure that you have submitted all pertinent documents.
	A. Form 1 Application Date Submitted _____
	B. POST-GRADUATE EDUCATION: Official Transcript showing the following: One course in each of the following areas: Counselling Theory, Counselling Practicum, Counselling Skills, and Ethics. Five courses identified on transcript from the following course list: Assessment, Career Development/Counselling, Group Counselling, Crisis Counselling, Family and Marriage Counselling, Culture and Diversity Considerations, Gender Issues, Intervention Strategies, Research and Evaluation, Human Development Across the Lifespan
	C. GRADUATE DEGREE RECOGNITION FORM (CANADA Form 4) or (Outside of CANADA Form 5)** if outside of Canada WES Report if Required.
	D. MASTER'S PRACTICUM SETTINGS AND LOCATIONS: Practicum Description form (Form 2) signed by an official, supervising professor or representative of the university
	E. PROFESSIONAL REFERENCES: Two Professional References (Form 3)
	F. SUPERVISION – Form 6 Supervision Agreement and/or Form 7 Proposed Supervisor Application (if applicable) If your supervisor is chosen from the list of approved supervisors only Form 6 is required
	G. PROFESSIONAL CREDENTIALS AND MEMBERSHIPS (if applicable)
	H. PROFESSIONAL COUNSELLING EXPERIENCE - RESUME - Regular applicant (no prior counselling experience) - Experienced Practitioner (minimum of 2,000 counselling work experience, 800 of which are direct client contact hours, detailed by indirect and direct hours, brief description of role)
	I. COPY OF PROFESSIONAL LIABILITY INSURANCE - Minimum of \$2 million (Proof needed annually), or - Employer letter attesting to coverage
	K. CRIMINAL RECORD WITH VULNERABLE SECTOR CHECK by Police or RCMP in your area – (must have been conducted within the last year (PDF format))
	M. APPLICATION FEE – \$125.00 payment may be e-transferred to dues.cotisation@cctnb.ca . College dues must be paid upon acceptance to College and may be pro-rated by the College.