



Checklist for Applicants

Name: _____

Regular Applicant

Initial Review	Requirements – Use the checklist below to ensure that you have reviewed all pertinent documents.	Final Review
	1. APPLICATION	
	<p>2. GRADUATE COURSE DESCRIPTION FORM And Official Transcript showing the following: One course in each of the following areas: Counselling Theories, Counselling Practicum, Counselling Skills, and Ethics.</p> <p>Five courses identified on transcript from the following course list: Assessment, Counselling in Specialized Settings, Counselling Intervention Strategies, Couple and Family Counselling, Diversity Considerations, Gender Issues, Human Development and Learning, Lifestyle and Career Development, Psychological Education, Research and Evaluation, Group Counselling</p>	
	<p>3. GRADUATE DEGREES OBTAINED OUTSIDE CANADA FORM (if applicable) ** if outside of Canada/USA WES Report is Required.</p> <p>3.2. CCPA ETHICS PRIMER CERTIFICATE OF COMPLETION</p>	
	4. MASTER'S PRACTICUM SETTINGS AND LOCATIONS: Practicum Description FORM signed by an official, supervising professor or representative of the university (If practicum is 10 years old, practicum form is not required)	
	5. PROFESSIONAL REFERENCE FORMS: Two Professional References (referrer must have Master's)	
	6. SUPERVISION: Supervision Agreement Form	
	7. PROFESSIONAL CREDENTIALS AND MEMBERSHIPS (if applicable)	
	<p>8. 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)</p>	
	<p>9. PROFESSIONAL LIABILITY INSURANCE - Copy of certificate showing minimum of \$2 million (Proof needed annually), or - Insured by Employer Confirmation Form</p>	
	10. CRIMINAL RECORD CHECK by local police or RCMP	
	11. APPLICATION FEE – \$125 for regular/experienced practitioner. Non-refundable, and separate from the annual dues. The College's annual dues must be paid upon acceptance to the College and may be pro-rated.	