



Certification Guidelines and Processes
FOR PACCP CERTIFIED MEMBERSHIP STATUS

PACCP

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WHAT DETERMINES AN APPROVED SUPERVISOR?

An approved Supervisor may be a PACCP Certified Professional Counsellor Supervisor (CPCS).

If you are planning to use a supervisor that is outside of PACCP, please ensure that they meet the following criteria:

- They are a registered psychologist, a registered social worker in clinical practice, or a registered psychiatrist; OR
- They are a counsellor with Certified or Clinical Membership in a recognized professional counselling association (i.e., AAMFT, Addiction Intervention Association, AAPC, NBCC) with experience and training in clinical supervision as stated below.

All outside supervisors **MUST** have taken a course/training in Supervision Fundamentals (at least 30 hours in length) and provide proof of such. **ALL** outside supervisors **MUST** provide a CV/Resume. They also must provide confirmation that they have had supervision of their supervision (at least 15 hours).

What is the ratio of client contact to Supervision?

10:1

(for every 10 hrs of client contact there should be 1 hr of supervision)

Group Supervision hour max toward CPC hours:

Up to 25 hrs group supervision can be counted for CPC hours 50/50...50% group and 50% didactic (1 supervisee:1 supervisor; 2 supervisee: 1 supervisor)

PACCP Certification

What is PACCP Certification?

The Professional Association of Christian Counsellors and Psychotherapists desires to offer members a national certification registry in which a number of objectives are met.

These objectives being that:

- Certification provides professional accountability and visibility
- Certification provides a national registry for the public and other professional colleagues showing that counsellors have met professional and ethical standards.
- Certification encourages professional development and continuing education of professional counsellors.
- Certification refers to the post-grad experience that Associate members work toward. It involves they complete of 500 Supervised Client Contact hours along with meeting self-formulated goals and objectives as designed by the Supervisor and Supervisee.

Why Pursue Certification?

Reason #1: At some point in time, the field of counselling and psychotherapy will be legislated in your province (if it is not so already). What will be the minimum requirement to practice as a licensed professional counsellor? This will be provincially legislated. Requirements would most likely include supervised work after graduation. A supervision component is standard in the requirements in most jurisdictions that have licensure of counselling and mental health workers.

Reason #2: At present we can buy very reasonable professional liability insurance for any member that belongs to the Association that has a graduate degree in a counselling related discipline. Again, at some point in the future, those minimum standards that insurance companies have may change. They may require the more common standard of graduate degree *plus* supervised post-graduate work. Insurance companies like to reduce their exposure to risk. If they perceive a way to accomplish that through more stringent standards, they may do that.

PACCP Certification Guidelines

Revised Guidelines as of 2011

STEPS OF THE CERTIFICATION PROCESS

- Step 1: Member will notify PACCP Administrator of intent to pursue supervision using the Supervision Proposal (Form A). Non-PACCP-Supervisors must be prior approved and meet all Supervisor criteria.
- Step 2: The supervisee contacts a supervisor, and receives that supervisor's Professional Disclosure Statement (Form C). If using a PACCP Supervisor, this is not required as we already have their information on file.
- Step 3: Supervisee and Supervisor complete and submit the Supervision Agreement & Log (Form D). This begins the supervisory working alliance.
- Step 4: Annual report log is encouraged to be submitted by supervisee to Administration, including supervision/client hours and supervisor's signature. This can be kept until CPC is completed and submit all logs together if so desired.
- Step 5: Evaluations (formative and summative) are provided to the supervisee for growth and development of practice/competence. These are completed using the Evaluation Template (Form E).
- Step 6: Completion of 500 client hours and 50 supervision hours – Final submission of all Supervision Agreement & Log (Form D).



"Let the wise hear and increase in learning,
and the one who understands obtain
guidance,"

Proverbs 1:5 ESV

Supervision Proposal (Form A)

Areas to be Included in the Supervision Proposal:

Statement of Intent for Supervision Goals and Strategies for Supervision Supervision Plan

1. **Statement of Intent:** Please provide some background information about your counselling experience and current practice, and why you want to pursue certification with PACCC.

2. **Goals and Strategies for Supervision:** Identify specific goals for your supervision experience, stating them in behavioural terms. For each goal, prepare a list of strategies that you will use to meet the goal. For example:

Goal	Strategies	Evaluation
1. I will demonstrate increased awareness of multicultural diversity in my counselling practice.	a. I will read 2-3 articles on multicultural diversity in counselling and will prepare a written reflection for review by my supervisor. b. I will prepare a written reflection about my awareness of multicultural diversity within my own practice, using at least 2 examples from my caseload. c. I will identify key issues in multicultural diversity and will include them in my session notes for my clients. I will reflect on the impact of this with my supervisor.	
2. I will demonstrate increasing abilities in forming collaborative relationships with other professional colleagues.	a. I will identify situations where collaboration might be needed in my practice, and will discuss this with my supervisor. b. I will formulate a resource list for various potential collaborations.	

3. **Supervision Plan:** Prepare a written plan for the Supervision experience with the supervisor, including details of how often you will meet together, what the expectations of the supervisor and supervisee are for this experience, and how assessment and evaluation will be done.

Include background information about the supervisor (*Attach Professional Disclosure Statement from the Supervisor, if possible*).

Supervisee: _____

Supervisor: _____

Assessment of the Supervisee (Form B)

Instructions:

Completed and signed by Supervisor.

For each item, using the scale below, circle the number that best describes your current knowledge and abilities. This Assessment is based off of the PACCP Code of Ethics.

- 5 = Excellent
- 4 = Good
- 3 = Satisfactory
- 2 = Adequate, but growing
- 1 = Unsatisfactory

Supervisee: _____

ITEM:

Demonstrates understanding of human dignity from a Biblical viewpoint	5	4	3	2	1
Demonstrates awareness of diversity	5	4	3	2	1
Practices principles of Informed Consent	5	4	3	2	1
Follows Legal/Ethical guidelines and Code of Ethics	5	4	3	2	1
Practices responsible documentation and record-keeping	5	4	3	2	1
Demonstrates understanding of Confidentiality within practice	5	4	3	2	1
Demonstrates understanding of beneficence, nonmaleficence, and autonomy in practice	5	4	3	2	1
Demonstrates understanding of the limits of one's own counselling capabilities	5	4	3	2	1
Practices lifelong learning	5	4	3	2	1
Monitors own practice and evaluates effectiveness on an ongoing basis	5	4	3	2	1
Practices self-care	5	4	3	2	1
Demonstrates appropriate assessment skills	5	4	3	2	1
Demonstrates understanding of power imbalance in the counselling relationship	5	4	3	2	1
Demonstrates understanding of principles of Counselling Theories	5	4	3	2	1
Provides counselling that is based in Biblical principles	5	4	3	2	1
Demonstrates understanding of responsibility to society	5	4	3	2	1

Supervisory Professional Disclosure Statement (Form C)

Name and Contact Information of Supervisor

Biographical information

Background information of the supervisor, including educational preparation, counselling experience, and specialty areas.

Counselling and Change

Statement of supervisor's perspective on the Counselling Process and Change, including theoretical models of practice used in practice

Supervision Process

Discussion of the Supervisor's perspective on the Supervisory Process, including models of supervision, expectations of the supervisory relationship and of the supervisee (e.g. use of reflective journals, communication, etc)

Informed Consent

Discussion of the Supervisor's perspective on Informed Consent and its implications for supervision

Evaluation of Supervision

Description of the Supervisor's plan for evaluation (formative and summative), including self-evaluation by the supervisee

Dual Relationships

Description of Supervisor's understanding of Dual Relationships within Supervision

Sexual Relationships/Sexual Harassment

Description of Supervisor's adherence to Code of Ethics re: Sexual Relationships

Due Process for Supervisees

Description of Supervisor's position on Due Process and Supervisory Working Alliance

References:

- Hensley, L.G., Smith, S.L., and Thompson, R.W. (2003). Assessing competencies of counselor-in-training: Complexities in evaluating personal and professional development. *Counselor Education & Supervision*, Vol. 42, p. 219-230.
- PACCP Code of Ethics (2013).

Formative Self-Evaluation & Reflection (Form E)

[This will be completed by the Supervisee as directed by the Supervisor. It will form the basis for the required annual (at minimum) formative evaluation of the Supervisee.]

- Step 1: Review the Supervision Proposal prepared in Form B. Evaluate your progress towards completion of these goals, and revise as necessary. Include new goals. Add/revise strategies for each goal.
- Step 2: Prepare a Reflective item about a situation or experience from your practice. Describe the situation/experience from various perspectives (maintaining confidentiality). Determine what the key issues were, and how they were handled. Identify alternative approaches which might have been used – you may wish to utilize information from the literature for this.
- Step 3: Examine what was learned from this experience and how it will impact your counselling practice in the future.
- Step 4: Provide these items to your supervisor for review and input.

Certification Guidelines & Process

Definition of Terms

Supervision is defined as “an intervention provided by a more senior member of a profession to a more junior member of that same profession. This relationship is evaluative, extends through time, and has the simultaneous purposes of enhancing the professional functioning of the more junior person(s), monitoring the quality of professional services offered to client(s) she/he, or they see(s), and serving as a gatekeeper of those who are to enter the particular profession” (Bernard & Goodyear, 2002)

Supervisor is a PACCP member in good standing who has attained Supervisor status and/or who meet the requirements for Supervisor (formal training in Supervision Fundamentals, Supervision of Supervision, professional standing, etc).

Supervisee is a PACCP member in good standing who is seeking Certified Professional Counsellor (CPC) member status.