

CONTINUING EDUCATION POLICY

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Summary

A requirement of annual renewal of membership and ‘good standing’ with PACCP is participating in the Continuing Education Unit (CEU) program.

Continuing Education through professional development is seen by most professional associations as essential to continued good practice in therapy. Counsellors and Psychotherapists have a responsibility to ensure that they continue to maintain, enhance and extend their knowledge and skills through professional development. In this way, we are able to ensure clients that our practitioners providing professional services do so in a competent and ethical manner.

The counselling and psychotherapy profession requires active and reflective participation in the dialogue of the professional community. Through such interactions as occur in collegial study groups, scholarly publications, and professional organizations, counsellors and psychotherapists remain current and effective in content, treatment, and methodology.

PACCP encourages counselors and psychotherapists to:

- identify and address gaps in their training within their learning plan;
- assesses the range, value and availability of short and advanced training courses; and
- encourage expanding their skills into areas they might not previously have considered.
- keep up to date with major issues such as ethics and the law; planned and structured continuing education is vital within an increasingly litigious society, where professional ethics are in the spotlight.

Scope

This Continuing Education Unit (CEU) requirement applies to all *Associate, Certified and Certified Supervisor members*.

It does not apply to practitioners who have Student, Allied Professional, Affiliate, and non-practicing memberships.

Definition of a Continuing Education Unit (CEU)

A continuing education unit is an educational activity in which members participate in professional development directly related to counselling or psychotherapy:

- Theory
- Methods
- Practice

AND fits within one of the CEU Categories (*see the section related to “categories” within this policy*)

Requirements

1. Renewal Declaration

At our annual renewal, a member must declare that he or she is actively working towards the completion of the CEU requirements for the current period; and that they have also completed a CEU Portfolio. No further reporting is required unless an audit is called.

2. CEU Amount

A member must complete a *minimum* of 40 hours of CEU activities every two year period. 1 CEU = 1 hour of instruction.

Of these 40 CEU's, *a minimum of 15 hours must be direct participatory learning* (i.e. in person events or interactive webinars online). The rest may be alternative experiences (see CEU category descriptions within this policy for more information)

Our periods run from *March 1st through February 28th* (year ending 2018, 2020, 2022, etc).

Up to 15 CEU's, in excess of the required 40 credits may be carried over into the next period. Carryover CEUs can be applied "carte blanche" into the alternate experience category for the next CEU period. A carryover certificate will be provided to members to place in their portfolios.

3. Relevance

As a general guide, CEU's should be relevant to the practitioners area of professional practice and have clear learning aims and objectives that fall within the practitioners learning plan and the CEU types (see CEU type descriptions within this policy for more information)

4. Learning Plan

To make every effort to be purposeful and intentional in our professional development, each counselor/psychotherapist is asked to develop a learning plan based on a self-assessment of skills knowledge, which ascertain areas for development or improvement and enhances life-long learning. This plan should be developed at the start of each CEU period and is considered a "living" document which may be amended and adjusted throughout the period as opportunities present.

Professional development activities selected for your learning plan should:

- a. Be *outcome* focused;
- b. Seek to ensure continued *competence* in the practitioners area of practice or specialization;
- c. Seek to ensure activities have contributed to the *quality* of a practitioner's practice, which results in the maintenance of high-quality client services.

5. CEU Portfolio:

A counselor/psychotherapist must maintain an up-to-date CEU portfolio that includes:

- a. A *learning plan*, as previously described, which includes desired outcomes;
- b. How the CEU *relates* to the practitioners professional development through the *Journals*; and
- c. All CEU activities undertaken through a *CEU Activity Log and Peer Consultation log*

6. Proof of Attendance:

In addition to the CEU portfolio as previously described, practitioners are required to retain any receipts, invoices or certificates of attendance to verify participation or completion of CEU activities.

7. Audits:

An audit of 10% of the total membership will be undertaken at the end of each CEU period. In addition, all members who have requested an extension will be required to submit their portfolio by the end of the 3 month extension. Members will be notified in writing that he or she has been selected for audit and will be required to submit their CEU portfolio and evidence of participation in CEU activities via electronic copy. Portfolio records should be kept for the previous three periods (or six years) in the event you are chosen for an audit.

The review of portfolios during the audit will be completed by the PACCP administrator and the national board member who holds the portfolio of Professional Development and Membership. In the event of a conflict of interest, another board member will be called upon to review the applicable portfolio.

Members whose portfolios do not meet the requirements set out in the Continuing Education Policy will be contacted in writing and will be required to rectify the necessary deficits before the end of the following CEU term. Any CEU that is claimed without written proof or does not qualify as a legitimate CEU according to the policy will not be counted and CEUs needed will be added into the next term.

Extension and Exemptions

1. CEU Extension Request

A member who wishes the Board to consider an extension for completion of CEU's for a period needs to request this extension in writing prior to the end of the CEU period. A detailed plan of completion of CEU's within **3 months** must be stated within the proposal.

2. Special Circumstance Exemption

A member who wishes the Board to consider a partial exemption from this standard, due to ill health, maternity/paternity leave or other special circumstances, must submit a request in writing to the Board prior to the expiry of the CEU period for the Board's consideration.

Failure to comply with this policy

In the event that a member has failed to meet the requirements of this policy, the Board may:

- a. Refuse to renew membership, certification, or liability insurance; and/or
- b. Impose a condition on member requiring the counsellor to successfully complete:
 - Additional CEU activities within a specified period; and/or
 - Further education; and/or
 - A period of supervised practice with a PACCP approved supervisor.

Categories of CEU's

Direct Participatory Experiences <i>(minimum requirement of <u>15</u> hours per period):</i>	Alternative Experiences <i>(may make up the remaining <u>25</u> CEU hours per period)</i> <i>While the cap has been removed for most of the categories, please note that a well-rounded CEU experience is important for counsellor growth and development.</i>					
Min. 15 hrs			.			
<ul style="list-style-type: none"> • Attending seminars, workshops, lectures or graduate or higher courses of study with teaching at a Master's level or higher; • Webinars must be interactive or evaluative component in nature to be considered under this category. 	<u>Teaching/Lecturing:</u> <ul style="list-style-type: none"> • Teaching or lecturing, presentation of seminars or workshops. • Preparation time can be claimed once at a rate of 1 hr instruction = 1.5 preparation time • Teaching a course can only be claimed once per CEU period. 	<u>Independent and Online Study:</u> <u>Books:</u> Online learning and independent study through books, webinars. While a course with a measurable outcome of learning is preferred, CEU's will be granted at 1 hour per book read, with a brief synopsis of what was learned through reading; or for the online study, will be 1:1. Books and independent study will continue to be directed from a master's prepared lecturer/author or higher.	<u>Peer Consultation or Supervision:</u> Supervision and Peer Consultation in individual or group format, for the purposes of professional development and support in the practice of counselling and psychotherapy; Includes a critically reflective focus on the practitioner's own practice.	<u>Supervising :</u> Certified Supervisors may claim as a portion of their CEU's supervising their supervisee's ; Certified Supervisor's must be actively supervising a minimum of 10 hours per year in order to maintain Supervisor status within PACCP	<u>Personal Counselling/Spiritual Direction:</u> 1:1 personal counselling or spiritual direction will be permitted up to 10 hours.	<u>CEU Carryforward</u> You may carryforward up to 15 CEU's from the prior period to be used carte blanche as Alternative Experience CEU's.

Types of CEU's:

COUNSELING THEORY AND TECHNIQUES includes studies that provide a broad understanding of philosophic bases of helping processes; counseling theories and their applications; basic and advanced helping skills; consultation theories and their applications; client and helper self-understanding and self-development; and facilitation of client change.

PSYCHOLOGICAL/THEOLOGICAL INTEGRATION includes studies which seek to integrate contemporary knowledge and understanding of counseling principles and practices within a theological framework.

MARRIAGE AND FAMILY THERAPY includes studies that approach working with couples and families from a systemic orientation.

PSYCHOPATHOLOGY includes biblical and theological reflection on, and examination of common issues and concerns normally associated with the need for psychological treatment. Etiology, diagnosis and treatment/care around issues of depression, anxiety, loneliness, addictions, gender issues, and human sexuality, etc. will be important components.

ADDICTIONS COUNSELLING includes studies specific to addiction theory in which basic assessment, intervention, and treatment techniques in working with individuals and families are explored.

CRISIS COUNSELLING AND INTERVENTION includes training in the assessment and treatment of clients in crisis, using interventions drawn from contemporary theoretical approaches. Exploration of the time-limited nature of crisis intervention, legal and ethical issues, and interfacing appropriately with other service providers should be considered.

HUMAN GROWTH AND DEVELOPMENT includes studies that provide a broad understanding of the nature and needs of individuals at all developmental levels; normal and abnormal human behavior; personality theory; life-span theory; and learning theory within cultural contexts.

GROUP DYNAMICS, PROCESSING AND COUNSELING includes studies that provide broad understanding of group development, dynamics, and counseling theories; group leadership styles; basic and advanced group counseling methods and skills; and other group approaches.

COUNSELLING AND ABUSE includes in-depth studies of the various types of abuse, including neglect, sexual, physical, emotional, spousal and ritual abuse and appropriate counselling interventions.

GENDER IDENTITY includes studies that focus on issues of identity and the impact of culture and sexuality across the developmental stages.

PSYCHOLOGICAL ASSESSMENT includes studies that provide a broad understanding of group and individual educational and psychometric theories and approaches to assessment; data and information gathering methods; validity and reliability; psychometric statistics; factors influencing assessment; and use of assessment results in helping processes. Additionally, this may include training in the ability to administer and interpret tests and inventories, to assess abilities, interests, and identify career options.

RESEARCH, TESTING, ASSESSMENT AND EVALUATION includes studies that provide a broad understanding of types of research; basic statistics; research-report development; research implementation; program evaluation; needs assessment; publication of research information; and ethical and legal considerations.

PROFESSIONAL ORIENTATION AND ETHICS includes studies that provide a broad understanding of professional roles and functions; professional goals and objectives; professional organizations and associations; professional history and trends; ethical and legal standards; professional preparation standards; and professional credentialing.

ADMINISTRATION includes studies that have specific application to organizational leadership and administration within agencies and private practices whose primary function is the delivery of therapeutic services.

SUPERVISION and PEER CONSULTATION defined as supervision and consultation in individual or group format, for the purposes of professional development and support in the practice of psychology and includes a critically reflective focus on the practitioner's own practice.

SPIRITUAL DIRECTION defined as the practice of being with people as they attempt to deepen their relationship with the divine, or to learn and grow in their own personal spirituality; this would be studies in offering spiritual direction.

PERSONAL COUNSELLING: Therapy [psychotherapy] is the process of working with a certified psychotherapist or psychologist, to work through any issues that arise from life issues, personal trauma and countertransference.

TEACHING/LECTURING instruction presented to either the public or other professionals. Preparation time may also be claimed once per course at a rate of 1.5x the hours of instruction (ie. 1 hr instruction = 1.5 hr. of prep time; total CEU's to be claimed would be 2.5 CEU's). You can claim a course once in each CEU period.

MISCELLANEOUS

The following do NOT meet the continuing education unit requirement:

- informal discussion of cases with colleagues
- undergraduate courses
- routine activities as part of practice
- attending seminars or information sessions intended for the community and public at large
- writings for blogs or newspapers (only academically published material would be considered for CEU credit)
- PACCP committee work (unless specifically approved by the Board)
- facilitation of support groups
- courses that teach contrary to PACCP's statement of beliefs

Continuing Education Learning Plan

Plan to commence on: Month _____ Year _____

Each period a counselor should review their practice, identifying areas of need for the following period. These goals should form part of a continuous improvement cycle to consolidate and add to knowledge, skills and competency in the practice of counseling and psychotherapy. This review may be undertaken in the context of peer consultation.

	Area of need 1	Area of need 2	Area of need 3
Learning needs identified			
Type of activities proposed to meet this need (peer consultation, seminar, etc)			
Dates proposed activities planned (weekly/monthly/specified dates, if known) Note: these dates can be adjusted			
Outcomes anticipated			

Review Date: _____

Outcomes achieved

Toward the end of the year, review the progress and success or failure to meet these needs. In addition, evaluate all the completed CEU's undertaken (even if it was not related to these needs) and reflect upon future needs and goals.

Name of Counsellor: _____

Signed: _____

Date: _____

Continuing Education Activity Log

Continuing Education is the means by which members maintain, improve, and broaden their knowledge, expertise and competence.

Date of Activity	Type of activity (Workshop, Seminar, Conference, Teaching, Online)	Direct Participatory or Alternative Experience (DP or ALT)	Activity details (eg. Name of course, presenter, institution, etc)	Type of CEU (see this policy for all types...ie. Counselling Theory and Techniques)	CEU's Claimed (1 hr = 1 CEU)
Total Hours (including CEU carry forward hours from prior period... up to 15 CEU's over and above the 40 may be carried forward into the next period)					

Note: Verification of CEU (e.g. receipts, flyers, certificates of attendance) should be attached. Additional information in the form of a professional development journal should be attached to provide a written outline of the content and relevance of each activity.

Name of Counsellor: _____

Signed: _____

Date: _____

Peer Consultation Log

Peer consultation: means of supervision and consultation in individual or group format, for the purposes of professional development and support in the practice of counseling and psychotherapy and includes a critically reflective focus on the practitioner's own practice. Time spent focusing on another's practice within group or individual consultations can be counted as CEU.

Focus of Peer Consultation (topic, issue, problem)	Colleagues involved (who you consulted)	Total Duration	Duration focused on own practice	Signature(s) of colleagues

Note: Additional information in the form of a peer consultation journal should be attached to provide a written outline of the content and relevance of the consultation.

Name of Counsellor: _____

Signed: _____

Date: _____

Continuing Education Journal

A continuing education journal is a written outline of the content and relevance of each CEU activity. Please note there is no set word count or length; however, you must write some reflection on your CEU experience. Your reflection could include a description of each CEU activity that you claim, a summary of what you have learned and how it relates to your learning plan, and action taken in response to this learning.

Date	Continuing Education Journal

Peer Consultation Journal

A peer consultation journal is a written outline of the content and relevance of peer consultation activities. Please note there is no set word count or length; however, you must write some reflection on your peer consultation sessions. Your reflection could include a description of each session, a summary of what you have learned and how it relates to your learning plan, and action taken in response to this learning.

Date	Peer Consultation Journal