

Change of Supervisor During Candidacy Period

Policy # SC-03.0	Approved February 2012	Authority Board of Directors	Responsibility <ul style="list-style-type: none"> • Registrar • Registration Committee
Related Policy & Procedures SC-01.0	Amendments December 2015 January 2020 Formerly: 002.6	Supporting Legislation/Regulation/By-Laws <ul style="list-style-type: none"> • 	

POLICY

It the event that an approved Candidacy Supervisor is unable to continue providing supervisory support to a Candidate prior to completion of the prescribed Candidacy Period, it is vital to ensure that the Candidate is not unfairly disadvantaged or egregiously delayed in their progress.

This policy is intended to apply regardless of circumstances, or who initiated the dissolution of the supervisor-candidate relationship. In the case where a supervisor is suddenly and without prior notice, unable to continue in their duties, the Candidate must immediately contact the Registrar to arrange emergency interim supervision, before resuming direct client contact.

To this end, in non-emergent situations, the Candidate shall:

- Immediately inform the Registrar in writing of the circumstances and provide a date on which the supervisory arrangement has or will be terminated.
- Unless under approved emergency interim supervision, inform any private-practice clients that they are currently without a Candidacy Supervisor, and that a hiatus from service will be in effect until a replacement Supervisor has been approve by the College.
- Immediately inform any and all employers that they are currently without a Candidacy Supervisor, and that they will be unable to resume counselling until a replacement Supervisor has been approve by the College.
- Within one (1) calendar year from the date the original supervision ended, have a new Supervisor identified and approved by the Registrar. Should a new Supervisor not be approved within this time period, all accrued hours and Supervision Reports will be expunged and a new Candidacy Application will be required.

The Supervisor shall:

- Immediately inform the Registrar in writing of the circumstances and provide a date on which the supervisory arrangement has or will be terminated.
- Submit to the Registrar, a summary report with a complete and accurate record of supervision to date, including any complete or partially complete Supervision Records.

The Registrar shall:

- Provide guidance to the Candidate through the established process of finding a replacement Supervisor.
- Where available, provide the Candidate with a list of pre-approved Supervisors.
- Ensure that all hours accrued are recorded and applied to the Candidate's progress. Should a new Supervisor not be approved within one (1) calendar year from the date the original supervision ended, all accrued hours and Supervision Reports shall be expunged and a new Candidacy Application will be required.

Note: It remains the responsibility of Candidates to arrange their own qualified replacement Supervisor by: 1) selecting and securing the agreement of a Supervisor meeting the eligibility criteria listed below; or, 2) selecting from a list of pre-approved Supervisors. In either case Candidates are responsible for all costs associated with retaining an approved Supervisor for the duration of their Candidacy Period.

PURPOSE

To provide direction and support to Candidates whose candidacy has been interrupted by the loss of supervision.

To clarify the roles and responsibilities of all parties involved.