

Transfer of Registration Category (RCT-C to RCT)

Policy # R-10.0	Approved December 2020	Authority Board of Directors	Responsibility <ul style="list-style-type: none"> • Registrar • Registration Committee
Related Policies SC-01.0 F-06.0 R-06.0	Amendments Replaces Policy 001.4	Supporting Legislation/Regulation/By-Laws <ul style="list-style-type: none"> • CTA 	

Policy

All Registered Counselling Therapist Candidates must complete a post-graduate period of counselling practice under the supervision of an approved RCT, consisting of no less than 2000 total counselling hours including a minimum 800 hours of direct client contact time and a minimum of fifty (50) hours direct supervisor-candidate contact. The candidacy supervision period extends from a minimum two (2) years, to a maximum five (5) years from the date of registration as an RCT-C.

Once the candidacy period has been successfully completed, RCT-Candidates must apply to transfer their registration category to Registered Counselling Therapist. The following are required in order to process the transfer:

- Weekly summary reports
- Final supervision report signed by the approved supervisor
- Form F-06.0 *Transfer of Registration Category Form*, signed by the applicant.
- Transfer fee (see Form F-06.0 and S-01.0 *Schedule of Fees*)
- RCT registration fee for the remainder of the registration year pro-rated by the number of days remaining (see Policy R-06.0 *Licensure and Registration Year* and S-01.0 *Schedule of Fees*)

Purpose

To enhance record-keeping of RCT-C to RCT transfers.

To ensure RCT-Candidates are aware of the process and fees required to change registration categories.