

Candidacy Supervision

Policy # SC-01.0	Approved February 2012	Authority Board of Directors	Responsibility <ul style="list-style-type: none"> • Registrar • Registration Committee
Related Policy & Procedures SC-04.1 SC-04.2	Amendments December 2015 December 2020 Replaces Policies: 002.2 002.3 002.4	Supporting Legislation/Regulation/By-Laws <ul style="list-style-type: none"> • <i>Regulations 7(2)(a); 8(a)(b)</i> • <i>PIPEDA</i> 	

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.

“Direct” supervisor-candidate contact is defined as real-time, face-to-face consultation in-person or by way of secure videoconferencing. Although face-to-face is preferred and recommended, videoconferencing may be substituted with the clear agreement of both parties. See Policy S-03.0: *Schedule of Approved Candidacy Supervisors* for a list of currently approved supervisors.

Should a Candidate require an extension to the Candidacy Period, a written request to the Registrar must be made at least three (3) months prior to the scheduled end-date of the period. The request must be in writing and include reasons for the extension as well as the anticipated length of additional time required.

Candidates are responsible for arranging their own qualified 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.

During the Candidacy Period, each Candidate will be permitted only one Supervisor as approved by the Registrar. In the event that the approved Supervisor is unable to continue providing supervisory support to the Candidate prior to completion of the prescribed Candidacy Period, the Candidate will inform the Registrar immediately. The Registrar will assist the Candidate in navigating the process to replace a supervisor (see Policy SC-04.3: *Change of Supervisor During Candidacy Period*).

Eligible Supervisors

To be eligible to supervise RCT Candidates, individuals must:

- Have their name appear in the Active Practicing Roster of the College
- Have a minimum of three (3) years post-candidacy counselling experience
- Prior to entering into a supervisory relationship with an RCT-C, complete Candidacy Supervision training as prescribed by the Board of Directors or a program deemed equivalent by the Registration Committee
- Not have participated with the Candidate as a teacher, practicum supervisor in any setting (e.g., university or external placement), work supervisor or other dual-role that may represent an actual or perceived conflict of interest.
- Hold and maintain Professional Liability Insurance in an amount not less than \$1,000,000 and which includes coverage for supervising candidates for licensure.
- Be approved by the Registrar

Supervisory Role

Approved Supervisors are responsible to:

- Oversee and guide RCT Candidates throughout their qualifying period
- Create and maintain a safe, unbiased and open learning space for all Candidates
- Ensure the Candidate(s) provide safe, competent counselling services within the prescribe Code of Ethics and Standards of Practice of the College
- Direct the Candidate to immediately inform the Supervisor of any clients who may be at risk or particularly vulnerable
- Ensure that the Candidate does not engage in practice with any client with whom the Supervisor has not been made aware; and that thy disclose to all clients that they are under supervision by providing clients with the name and contact information of the supervisor.
- Provide the Candidate(s) with regular individualized feed-back on their progress

- Submit to the College, a completed Candidacy Report immediately upon completion of 20 hours, 35 hours and 50 hours of supervisor-candidate contact
- Conduct one (1) contact hour with the Candidate to review progress-to-date immediately prior to submission of each Candidacy Report.
- Ensure that all Candidates at risk of not successfully completing their candidacy period have access to a clearly outlined protocol of remediation focused on identified areas of concern
- Provide the Candidate and the Registrar with a written evaluation in support of any decision not to recommend a Candidate for full licensure

Contact Hours by Electronic Means

In utilizing electronic means of communication for the purpose of fulfilling contact hours, the Supervisor and Candidate shall together and severally:

- Ensure that any and all modes of electronic communication used during contact hours are secure and compliant with the *Personal Information Protection and Electronic Documents Act (PIPEDA)*.
- Ensure that all videoconferencing platforms utilized are hosted on servers housing data exclusively within Canadian jurisdiction.
- Conduct themselves according to relevant articles of the *CCPA Code of Ethics (2020)* and the *CCPA Standards of Practice (2015)*.
- Electronically share only case-related information that has been anonymized (e.g., omitting names, using pseudonyms, omitting geographic information, etc.).

PURPOSE

To ensure that RTC Candidates receive supervision only from fully qualified and competent Registered Counselling Therapists who have undergone training for the role.

To ensure that RTC Candidates are aware of the requirements that must be met when seeking to retain a candidacy supervisor.

To establish the roles and responsibilities of Supervisors and Candidates during the Candidacy Period.

To highlight additional requirements designed to help ensure the safe and effective use of electronic means during contact hours.

To promote rigor, consistency and reasonable flexibility in the provision of candidacy supervision.