



Candidacy Supervision

Policy #	Approved	Effective	Revised	Scheduled Review	Approval Authority
CS-001.05	2012-02	2012-02	2025-12-20 2022-05 2020-12 2015-12	2028-12	Board

INTRODUCTION

The Nova Scotia College of Counselling Therapists protects the public by rigorously curating entry into the profession. This commitment includes ensuring that RTC Candidates receive supervision only from experienced and qualified Registered Counselling Therapists who have undergone Board-approved training specific to the supervisory role. This policy establishes the basic requirements of supervisors and candidates to promote excellence, consistency and reasonable flexibility.

1.0 POLICY STATEMENT

1.1 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.

1.1.1 “Direct supervisor-candidate contact is defined as real-time, face-to-face consultation in-person or by way of secure videoconferencing.

(i) Supervision by phone is permitted only in cases of an emergency or unexpected failure during videoconferencing.

1.1.2 Requests by a candidate or supervisor for a reduction in the required number of counselling hours or supervision hours will not be considered for any reason.

- 1.2** *Prior to initial registration, candidates are responsible for securing an agreement with a qualified supervisor whose name appears in the Schedule of Approved Candidacy Supervisors [CS-004.01]*
- 1.2.1 Candidates are responsible for all costs associated with retaining an approved supervisor for the duration of the candidacy period.
- 1.3** During the candidacy period, each candidate will be permitted only one supervisor prior to the *satisfactory completion* of the first 20-hour reporting period. When done explicitly for educational benefit, a candidate may (with the agreement of all parties and approval of the Executive Director/Registrar:
- 1.3.1 change supervisor see (*Change of Supervision Policy [CS-003.03]*)
- 1.3.2 include *one* co-supervisor to assist for the duration of the candidacy period (see *Change of Supervision Policy [CS-003.03]*)
- 1.3.3 enter into group supervision (see *Group Supervision Policy [CS-002.02]*)
- 1.4** In the event that an 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 Executive Director/Registrar immediately.
- 1.5** Under no circumstances shall a candidate provide counselling therapy services unless currently engaged with an approved candidacy supervisor.
- 1.6** A candidate requiring an extension to the candidacy period must submit a written request to the Executive Director/Registrar at least sixty (60) days prior to the scheduled end-date of the period. The request must be signed by both the candidate and supervisor and include reasons for the extension as well as the anticipated length of additional time required.

2.0 SUPERVISOR ELIGIBILITY

- 2.1** To be eligible to supervise RCT candidates, individuals must:
- 2.1.1 Have their name appear in the Active Practicing Roster of the College.
- 2.1.2 Have a minimum of two (2) years post-candidacy counselling experience.

- 2.1.3 *Prior to entering into a supervisory relationship with an RCT-C, complete candidacy supervision training as prescribed by the Board of Directors (i.e., Acadia University Introductory Supervision Seminar) or a program deemed equivalent by the Registration and Licensing Committee (see *Preapproved Supervisor Education [CS-006.01]*)*
- 2.1.4 Not be, 1) a family member or relative of the candidate, or 2) an employer, manager, or contractor of the candidate during the duration of candidacy.
- 2.1.5 Hold and maintain personal Professional Liability Insurance with coverage of not less than \$2,000,000 per claim and an aggregate amount of not less than \$5,000,000, with no deductible. The policy must include coverage for supervising post-graduate candidates licensure.
- 2.1.6 Be approved by the Executive Director/Registrar.

3.0 SUPERVISORY ROLE

3.1 Approved supervisors are responsible to:

- 3.1.1 Oversee, direct, support, and evaluate RCT Candidates throughout their qualifying period.
- 3.1.2 Create and maintain a safe, unbiased and open learning space for all candidates.
- 3.1.3 Ensure the candidate(s) provide safe, competent counselling services within the prescribed Code of Ethics and Standards of Practice approved by the Board.
- 3.1.4 Direct the candidate to immediately inform the supervisor of any vulnerable clients or clients who may be at risk of harm.
- 3.1.5 Ensure that the candidate does not engage in practice with any client with whom the supervisor has not been made aware; and that they disclose to all clients that they are under supervision by providing clients with the name and contact information of the supervisor.
- 3.1.6 Provide the candidate(s) with regular individualized feed-back on their progress.
- 3.1.7 Submit to the College, a completed Candidacy Report immediately upon completion of 20 hours, 35 hours and 50 hours of direct supervisor-candidate contact.

- 3.1.8 Conduct one (1) contact hour with the candidate to review progress to date immediately prior to submission of each Candidacy Report.
- 3.1.9 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.
- 3.1.10 Provide the candidate and the Executive Director/Registrar with a written evaluation in support of any decision not to recommend a candidate for independent licensure.

4.0 CONTACT HOURS BY VIDEO CONFERENCE

- 4.1 When conducting supervision *via* videoconference, the supervisor and candidate are jointly responsible to:
 - 4.1.1 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).
 - 4.1.2 Ensure that all videoconferencing platforms utilized are hosted on servers which store data exclusively within Canadian jurisdiction.
 - 4.1.3 Conduct themselves according to relevant articles of the CCPA Code of Ethics (2020) and the CCPA Standards of Practice (2021).
 - 4.1.4 Electronically share only case-related information that has been anonymized (e.g., omitting names, using pseudonyms, omitting geographic information, etc.).

5.0 COMPLIANCE AND REVIEW

- 5.1 All registrants are expected to comply with this and other related policies and guidelines.
- 5.2 This policy will be reviewed every 3 years by the Board and the Executive Director /Registrar to ensure it remains current with policy, legislation and best practices.

6.0 RELATED POLICIES

- 6.1 This policy should be read and understood in conjunction with:
 - 6.1.1 Preapproved Supervisor Education [**CS-006.01**]

6.1.2 Change of Supervision Policy [**CS-003.03**]

6.1.3 Group Supervision Policy [**CS-002.02**]

6.1.4 Schedule of Approved Candidacy Supervisors [**CS-004.01**]

END.