
NOVA SCOTIA
COLLEGE
OF COUNSELLING
THERAPISTS

Fair Registration
Practices Act (FRPA)
Review
August 2019

Province of Nova Scotia

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Executive Summary

Under section 16 of the Fair Registration Practices Act (FRPA), all regulatory bodies in Nova Scotia are required to participate in a biennial review by the FRPA Review Office. The Review Office endeavors to work collaboratively with regulators to report accurately on their current registration practices and to develop an action plan to guide them in continuous improvement and rectifying any issues that may have been identified with compliance.

Effective implementation of the FRPA requires active participation on the part of regulatory bodies. The Review Office is cognizant of the burden that the review process can impose and takes regulatory capacity into account whenever possible to allow for flexibility and accommodation. However, the Review Office is also legally obligated to ensure that its mandate has been carried out. Furthermore, maintaining the review schedule serves an important function in ensuring that Nova Scotians seeking registration with professional regulators access processes that are transparent, objective, impartial and procedurally fair.

The Review Office attempted to develop a report that fairly represents the Nova Scotia College of Counselling Therapists' (NSCCT) registration practices and an action plan that constituted a progressive response to the findings of the review. The review of NSCCT was initiated in November of 2017, and the FRPA Review Office made every effort to work with NSCCT to publish this report in a timely manner. The Review Office worked with NSCCT over a period of 17 months, from March 2018 to July 2019, to complete the review. Unfortunately, the NSCCT did not fully participate in the FRPA review process. As a result, parts of the report remain incomplete.

A comprehensive overview of the counselling therapy profession is required to give context for the review to take place. There are some sections in this Report where NSCCT did not provide this information in a clear and understandable form. The Review Office was unable to verify the accuracy of some of the answers that were provided by the NSCCT in the Fair-Access Analysis section of the report. Additionally, concrete plans to address the Action Plan were not included.

The NSCCT's FRPA Action Plan was developed in response to the information gathered during the review process. The items in the action plan will support impartial, objective, transparent and procedurally fair registration practices that are consistent with the FRPA. In this context, the Review Office expects the NSCCT to address the following recommendations arising out of the FRPA review process:

- Ensure that all legislation, regulations, and requirements of registration are compliant with the FRPA and the Canadian Free Trade Agreement;
- Provide applicants with clear and transparent information on the criteria and required documentation for meeting registration requirements;
- Implement changes to ensure that the bridging program complies with the FRPA duty to ensure objectivity and procedural fairness;
- Develop clear, objective and fair requirements for the practicum, bridging and candidacy process;
- Ensure all processes relating to the assessment of applicants are administered in a way that is fair, objective, impartial, and transparent;
- Develop an internal review policy that is compliant with all requirements of section 10 of the FRPA; and
- Ensure that all policies required under the FRPA are documented and provided to applicants.

This Report reflects the registration practices of NSCCT in 2018. Though NSCCT did not document their plans to address the Action Plan, evidence has been provided to show that some items are being addressed. To

assess progress being made toward these goals, the NSCCT will participate in another review of registration practices in 2020. The FRPA Review Office hopes to support the NSCCT in working towards future compliance.

Sincerely,

A handwritten signature in blue ink that reads "Patricia Mertins". The signature is written in a cursive, flowing style.

Patricia Mertins
Review Officer, Fair Registration Practices Act (FRPA)

Introduction

The purpose of the Fair Registration Practices Act (FRPA) Review is to share the Review Officer's understanding of progress made by the Nova Scotia College of Counselling Therapists (NSCCT) regarding the fair consideration of individuals applying for registration from outside of the province.¹ During the FRPA Review Process, a regulatory body's registration practices are measured against both the specific and general duties outlined in the *Fair Registration Practices Code*—all of which encompass the overarching principles of transparency, objectivity, impartiality and procedural fairness.²

The analysis is based on the FRPA Review Officer's review work with the NSCCT to date. The *Nova Scotia College of Counselling Therapists Review* captures the results of the FRPA Review Process and includes an inventory of exemplary licensing practices and an Action Plan that holds the NSCCT accountable for continuous improvement within two years of the review.

Through the FRPA Review, the FRPA Review Officer aims to build on the progress made by the NSCCT to date and identify opportunities to further improve and evolve registration practices.

¹ For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf

² The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2014, c. 14.

Context of the Profession in Nova Scotia

Occupational Profile

NSCCT inserted information from Section 2 of the Act Respecting the Practice of Counselling Therapists but did not provide a clear and understandable occupational profile for this Report.

Organizational Description

The Nova Scotia College of Counselling Therapists (NSCCT) oversees the practice of counselling therapy in Nova Scotia. Established in 2011 by the Government of Nova Scotia through the Department of Health and Wellness, NSCCT ensures that all practicing registered members meet and maintain licensing requirements and adhere to the Code of Ethics and Standards of Practice referenced in the Counselling Therapists Act. The college's core values align with the Canadian Counselling and Psychotherapy Association (CCPA). The profession of counselling therapy in Nova Scotia spans over 20 years. Counselling therapists were first registered under the Societies Act (1995) and the former Nova Scotia Association of Counselling Therapists.

The function of NSCCT is to serve and protect the public interest and maintain public confidence when counselling therapy is accessed within the province of Nova Scotia. Licensed members of NSCCT are governed in accordance with the ACT and the regulations. As the NSCCT is the regulatory body appointed by the Government of Nova Scotia, the NSCCT grants the Registered Counselling Therapist and Registered Counselling Therapist Candidate license and authorizes the RCT to legally practice in Nova Scotia. NSCCT is governed by a board of directors who have a mandate to serve and protect the public interest, preserve the integrity of the counselling therapy profession, and maintain public confidence in the ability of the profession to regulate itself.

The board of directors appoints the registrar. The registrar receives applications and licenses applicants. The registration committee assists in the vetting of applications.

Active Membership Requirements

NSCCT provided some information in summary referring to information inserted from their Policy and Procedures Manual but did not provide a clear and understandable list of active membership requirements for this Report.

Registration Requirements

NSCCT inserted information from Section 13 through 30 of the Act Respecting the Practice of Counselling Therapists but did not provide a clear and understandable list of registration requirements for this Report.

CFTA Transfer

NSCCT inserted information from Section 2, 3 and 18 of the Act Respecting the Practice of Counselling Therapists but did not provide a clear and understandable outline of NSCCT's process for accepting and registering CFTA applicants for this Report.

International Applicant

NSCCT inserted information from their Policy and Procedures Manual but did not provide a clear and understandable outline of NSCCT's process for accepting and registering international applicants for this Report.

Organizational Structure and Staffing

The FRPA Review Office has redacted personal information and references to the By-Laws and Policy and Procedures Manual which have not been made available to the public.

The Board

- Executive
 - Chair: 2 year term; moves from Vice Chair; runs the Board
 - Vice Chair: 2 year term; mentored by the Chair and Past Chair
 - Past Chair: 2 year term; moves from Chair; supports the Chair and Vice Chair; manages populating the committees
 - Treasurer: 2 year term
 - Secretary: 2 year term.
 - Member at Large
 - Member at Large
 - Member at Large
 - Public Representative appointed by government
 - Registrar: employee of the Board; ex officio member of the Board

Committees

- Regulated Committees
 - Finance Committee
 - Professional Conduct Committee
 - Complaints Committee
 - Reinstatement Committee
 - Registration Committee
 - Registration Appeal Committee
- *Additional Committees*
 - Ethics Committee
 - Nominations Committee
 - Membership Committee
 - Professional Development Committee
 - Merge (Employment Access and Billing Access) Committee
 - Website Committee
 - Policy and Procedures Committee

Types of Licenses/Certificates Issued

The FRPA Review Office redacted some information provided by the NSCCT in this section for relevance.

Types of licenses are active-practicing, active-practicing with conditions or restrictions, active-practicing candidate, temporary, or temporary with conditions or restrictions.

Overview of Registration Process

Registration Information

The FRPA Review Office redacted some information provided by the NSCCT in this section for relevance.

Information about the registration process is available on the College's website (www.nscct.ca) under the 'Become a Member Tab'.

Information on the current, revamped website provides a clearer pathway to licensure.

The College provides information to applicants over the phone and by email. Contact information for the College (registrar) is located in the 'Contact Us' section of the website.

Registration Process

The FRPA Review Office redacted some information provided by the NSCCT in this section for relevance.

On the NSCCT website, applicants are guided to prepare their Registered Counselling Therapist-Candidate application. Applicants are encouraged to read thoroughly to decide which application fits with their circumstances, ie international applicants. <https://nscct.ca/become-member/>

Applicants applying within Canada:

- Order and pay for a criminal record check with a vulnerable sector check through the Halifax Regional Police or the Nova Scotia RCMP.
- Find a qualified supervisor who agrees to supervise you during your candidacy. Your proposed supervisor must provide their information and a signature on the form. See the guidelines below for finding a qualified supervisor.
- Read the Graduate Course Descriptions document to determine how to note your graduate level courses on the form.
- Read the instructions on the form and include, if necessary, an official copy of your English language proficiency test.
- Send a \$100 non-refundable fee with your application using a cheque or money order.

Applicants applying from a licensure Jurisdiction Outside of Canada:

Applicants are guided to ensure that:

- The license the applicant holds in the originating jurisdiction meets or exceeds NSCCT requirements for licensure.
- A government authority – usually in the form of an Act or law – validates the applicants originating licensing body.
- The applicant completed a post graduate practice time that meets or exceeds NSCCT standards. NSCCT requires its candidate members to finish 2,000 or more total hours with 800 or more hours of direct client counselling contact and 50 or more hours of clinical supervision with an approved supervisor.
- The applicant held full licensure with a regulatory body in the originating jurisdiction after the supervised practice time.
- <https://nscct.ca/applicants-outside-canada/>

Applicants currently registered/licensed as a Counselling Therapist in another jurisdiction:

- Applicants are guided to gather pertinent documents along with application fee and complete the following form.
- <https://nscct.ca/wpcontent/uploads/2019/03/CFTATransfeerApplicationFormFeb2720195c76c56128c16.pdf>

Cost of Registration (including payment methods)

Licensed Members

RCT — \$430	Registered Counselling Therapist
RCT-C — \$324	Registered Counselling Therapist-Candidate

Affiliate Members

Associate — \$100
Retired — \$50
Student — \$50
Late renewal fee — \$75

Members are able to pay by mailed cheque or online payment through the member portal via credit card.

2018 Registration Data

The following is a copy of the information provided to the FRPA Review Office through the Annual Assessment Questionnaire.

#	Question	Response
1	Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.	297
2	Number of registrations for the reporting year, from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant. 	13
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification. 	17
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant. 	2
	<ul style="list-style-type: none"> AIT Transfers, applicants already registered in another Canadian jurisdiction. 	3
	<ul style="list-style-type: none"> Total number of applicants. 	35
3	Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.	
	<ul style="list-style-type: none"> Registered Counselling Therapists (RCT) 	177
	<ul style="list-style-type: none"> Registered Counselling Therapist Candidates (RCT-C) 	120
4	Number of completed applications submitted by applicants who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	13
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Still in process: 	7
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Withdrawn: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> File inactive or closed: 	0

	<ul style="list-style-type: none"> • Received qualifications In Canada, new applicant: 	
	<ul style="list-style-type: none"> ○ <i>Accepted:</i> 	17
	<ul style="list-style-type: none"> ○ <i>Rejected:</i> 	1
	<ul style="list-style-type: none"> ○ <i>Still in process:</i> 	10
	<ul style="list-style-type: none"> ○ <i>Withdrawn:</i> 	0
	<ul style="list-style-type: none"> ○ <i>File inactive or closed:</i> 	0
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) internationally, new applicant: 	
	<ul style="list-style-type: none"> ○ <i>Accepted:</i> 	2
	<ul style="list-style-type: none"> ○ <i>Rejected:</i> 	1
	<ul style="list-style-type: none"> ○ <i>Still in process:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Withdrawn:</i> 	0
	<ul style="list-style-type: none"> ○ <i>File inactive or closed:</i> 	0
	<ul style="list-style-type: none"> • AIT transfers, applicants already registered in another Canadian jurisdiction: 	
	<ul style="list-style-type: none"> ○ <i>Accepted:</i> 	3
	<ul style="list-style-type: none"> ○ <i>Rejected:</i> 	1
	<ul style="list-style-type: none"> ○ <i>Still in process:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Withdrawn:</i> 	0
	<ul style="list-style-type: none"> ○ <i>File inactive or closed:</i> 	0
5	<p>For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.</p>	
	<ul style="list-style-type: none"> • British Columbia 	1
	<ul style="list-style-type: none"> • Saskatchewan 	2

	<ul style="list-style-type: none"> Ontario 	2
	<ul style="list-style-type: none"> New Brunswick 	8
	<ul style="list-style-type: none"> Quebec 	1
	<ul style="list-style-type: none"> Alberta 	3
6	<p>For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).</p>	
	<ul style="list-style-type: none"> USA 	2
7	<p>Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.</p>	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	42
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	42
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	42
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	42
8	<p>Average registration process time (or application approval) for those who received their qualifications as indicated below.</p>	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	42
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification 	42
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant 	42
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction 	42

9	Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	Regulatory body cost: \$100 Other costs: \$200
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	Regulatory body cost: \$100 Other costs: \$200
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant 	Regulatory body cost: \$100 Other costs: \$200
10	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	0
	<ul style="list-style-type: none"> Total number of appeals, internal reviews or challenges related to a registration decision: 	0
11	Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	0
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	0
12	What does registration with your organization authorize?	Right to use an Occupational Title only

Fair-access Analysis

Per Section 16 of the Act, the registration practices of a regulating body must be reviewed and a public report produced. The FRPA Office works with the regulatory bodies to assess their registration practices against the Fair-access Guidelines listed below and develop an Action Plan to help each body improve their practices and comply with the act.

The NSCCT's responses to the FRPA Review Survey are detailed below, along with the Review Findings determined by the Review Officer in accordance with the Act. The Review Office has struck out some information that it was not possible to verify.

FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	Compliance Guideline	Review Finding	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<input checked="" type="checkbox"/> <i>Internet</i> <input checked="" type="checkbox"/> <i>Email</i> <input checked="" type="checkbox"/> <i>Hard Copy</i> <input checked="" type="checkbox"/> <i>Telephone</i> <input type="checkbox"/> <i>Other (please specify)</i> <i>Material regarding registration practices is available on our website through a guide to application and downloadable application forms however, applicants are encouraged to ask questions through email, by phone, or by mail which may result in the Registrar for NSCCT sending the forms or answers to questions as hard copy. Our web site is at www.nscct.ca and the guide to applicants and application forms are discoverable through links on the page under " Become a Member".</i>	<p>Level 1 Paper forms and information made available to applicants via regular post, Telephone</p> <p>Level 2 E-mail forms and information, telephone.</p> <p>Forms and information can be downloaded from website to be emailed/faxed/mailed in after completion</p> <p>Level 3 Automated on-line form on website and information is easily accessible on a website</p> <p>Process in place for applicants to</p>	Level 2	16(3)(g)

			track application status		
1b	Can applicant begin the process outside of Canada?	<p>Yes</p> <p><i>Applicants may contact the Registrar through email, phone, or mail and can access the application guide and supporting application forms through the NSCCT website (www.nscct.ca) from anywhere in the world that has internet access, email, phone, or mail service.</i></p> <p><i>NSCCT does not require residency in Nova Scotia as a prerequisite for application, but there must be evidence of a reasonable plan or intent to take up residency in Nova Scotia communicated to the Registrar before the completed application will be taken before the Registration Committee for approval. The application process may be started by an applicant at any time and from anywhere. However, services are in English only and applicants must provide supporting documents in the English language. In the case of international applicants with transcripts from universities or higher education systems outside of Canada and the United States, evaluation of their educational preparation and, if applicable, a translation of their transcript and course /program documentation is to be provided by the World Education Service (WES) -The ICAP version of the report is required before the application can be considered complete and an evaluation of the application can proceed.</i></p>	<p>Level 1 No</p> <p>Level 2 Yes</p>	Level 2	
2	Please provide a link to your website.	www.nscct.ca	<p>Level 1 No website</p> <p>Level 2 Website is not up to date Website is not in plain language Website does not have links for</p>	Level 2	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	<p><input type="radio"/> 1 (Strongly Agree)</p> <p><input type="radio"/> 2</p> <p><input type="radio"/> 3</p> <p><input checked="" type="radio"/> 4</p> <p><input type="radio"/> 5 (Strongly Disagree)</p>	<p>Level 1 No website</p> <p>Level 2 Website is not up to date Website is not in plain language Website does not have links for</p>	Level 2	

<p>2b</p>	<p>On what basis do you make changes to your website?</p>	<p><input checked="" type="checkbox"/> <i>Feedback from Applicants</i></p> <p><input checked="" type="checkbox"/> <i>Policy Change</i></p> <p><input type="checkbox"/> <i>News Postings</i></p> <p><input type="checkbox"/> <i>Other (Please Specify)</i></p>	<p>international applicants</p> <p>Website does not contain all forms and/or guidelines</p> <p>Level 3</p> <p>Website content is reviewed for accuracy and updated annually</p>		
<p>2c</p>	<p>When was the section of the website pertaining to registration last updated?</p>	<p><input type="radio"/> <i>on-going</i></p> <p><input checked="" type="radio"/> <i>within the last 6 months</i></p> <p><input type="radio"/> <i>within the last year</i></p> <p><input type="radio"/> <i>within the last 2 years</i></p> <p><input type="radio"/> <i>never</i></p> <p><i>Address changes and the addition of a form for application under the Agreement on Inter-Provincial Trade (AIT) were added within the last 6 months. Further changes to add additional descriptions of courses that may be acceptable as elective courses are currently being contemplated by the Registration Committee / Registrar and will result in some changes to the application forms in the near future as time permits.</i></p>	<p>Website is in plain language</p> <p>Website is easy to navigate (e.g. international applicants)</p> <p>Website contains all forms and/or guidelines</p> <p>Information on pathway to licensure</p>		
<p>3a</p>	<p>Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?</p>	<p><input checked="" type="checkbox"/> <i>Legislation</i></p> <p><input checked="" type="checkbox"/> <i>Regulation</i></p> <p><input checked="" type="checkbox"/> <i>Policy</i></p>	<p>Level 1</p> <p>Policy describing the registration process does not exist or is not documented</p> <p>Documents only available upon specific request</p> <p>Level 2</p> <p>Policy exists to describe certain aspect of</p>	<p>Level 2</p>	<p>7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)</p>
<p>3b</p>	<p>Specify the appropriate section(s)</p>	<p><i>Legislation prescribes a master's degree. Regulations and by-laws set additional requirements for licensure and candidacy. Policy</i></p>			

		<i>further refines and defines the actions of the Registration Committee and the Registrar.</i>	registration process Available to the applicant		
3c	Is this information made available to applicants	Yes <i>Regulations and the Act as well as ethics, guidelines for practice, and requirements for licensure are available on line to the public, including applicants, through the NSCCT website (see under "Resources - Governance"). Policies are available in the members only section of the web site but descriptions of policy and how it affects the application process are included in the guide to applicants and the application forms.</i>	Level 3 Policy exist to describe all aspects of the registration practices Available to the applicant		
4	Are you waiting for legislation to be passed?	No	N/A	N/A	
5a	Is the criteria for meeting the requirements of registration documented?	Yes	Level 1 Criteria is made available to applicants verbally but no supplemental documentation	Level 1	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?	Yes <i>Refer to Section 2(O) of the ACT And Section 2(3) ACT and Regulations made available on the website.</i>	Level 2 Criteria is documented and made available to applicants Limited information about the standard you will be assessed against Level 3 Criteria is documented and made available to applicants Criteria clearly outlines all		

			<p>assessment methods to be used and what competencies are being assessed by each method</p> <p>Applicants know the required standards that they will be assessed to</p>		
6	<p>If you require translation of specific documents how is the applicant informed?</p>	<p><input checked="" type="checkbox"/> <i>Web Site</i></p> <p><input checked="" type="checkbox"/> <i>Email</i></p> <p><input checked="" type="checkbox"/> <i>Telephone</i></p> <p><input checked="" type="checkbox"/> <i>Other (please specify)</i></p> <p><i>The requirement for translation is also available by asking questions of the Registrar via email, telephone, in person, or mail. Contact information for the College and specifically for the Registrar is clearly available on line.</i></p>	<p>Level 1 No indication of translation requirements Available to applicants upon request</p> <p>Level 2 Translation requirements indicated but not specific Available to applicants</p> <p>Level 3 Translation requirements documented with specific instruction Available to applicants</p>	Level 2	7(a)
7	<p>Do you have a streamlined registration process for those applicants already registered in</p>	<p>Yes</p> <p><i>We have developed a separate application form setting out the requirements for applicants under the Canadian Free Trade Agreement (CFTA).</i></p>	<p>Level 1 Yes – process not documented</p> <p>Level 2 Yes – process documented</p>	Level 3	3

	another Canadian jurisdiction (as per Chapter 7 Canada Free Trade Agreement)?		<p>Level 3 Yes – process documented and made public on website</p> <p>Any additional requirements approved by government are explained on website</p>		
8	Does your organization make accommodation for applicants with physical or mental disability?	<p>Yes</p> <p><i>Accommodations are made as individual applicants make the Registrar aware of their status. There is no identified separate track for individuals with physical or mental disability. As of this date there is no testing/exam process attached to application for licensure - most accommodations have already been made at the level of the degree granting institution. The office of the Registrar is accessible, and we have members with various disabilities.</i></p>	<p>Level 1 Yes – process not documented</p> <p>Level 2 Yes – process documented</p> <p>Level 3 Yes – process documented and available to applicant</p>	Level 1	16(3)(h)
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	Yes	<p>Level 1 Regulatory body assumes that the certifying organization meets FRPA standards</p> <p>Level 2 Regulatory body has received documentation indicating that the certifying organization meets FRPA standards</p>	Level 2	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	<i>The World Education Services (WES) translates and evaluates international applicant's transcripts / course descriptions - NSCCT uses the ICAP version. However, the NSCCT Registration Committee retains decision making over applications, not WES.</i>			

9c	Please indicate the types of activities that they assist with.	<input type="checkbox"/> <i>Data Collection</i> <input type="checkbox"/> <i>Data Storage</i> <input checked="" type="checkbox"/> <i>Credential Assessment</i> <input checked="" type="checkbox"/> <i>Verification of Documents</i> <input type="checkbox"/> <i>Examinations</i> <input type="checkbox"/> <i>Recognition of Prior Learning</i> <input type="checkbox"/> <i>Other (please specify)</i>	Level 3 Regulatory body has influence with the certifying organization (e.g. membership) or has an agreement with the certifying organization		
9d	Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act, including transparency, objectivity, impartiality and procedural fairness?	<p><i>MOU</i></p> <input type="checkbox"/> <i>Service Level Agreement</i> <input type="checkbox"/> <i>Participation on Board</i> <input checked="" type="checkbox"/> <i>Other (please specify)</i> <p><i>There is separation between WES and NSCCT - WES is not aware of the decisions made by the NSCCT Registration Committee and NSCCT is only aware of the evaluations (ICAP reports from WES) as submitted by the applicant. Any reviews or appeals are conducted by NSCCT according to our ACT, Regulations, By-laws, and policies and procedures. A copy of WES best practices is appended as documentation of WES practices in this area which appear to have been formulated with FRPA requirements in mind.</i></p>			
9e	Are you informed of all decisions made by third parties on applicants?	Yes			
9f	Does the third party have an internal review process for unsuccessful applicants?	No			

10a	What types of supports do you provide to applicants during the registration process?	<input checked="" type="checkbox"/> <i>Internet</i> <input checked="" type="checkbox"/> <i>Telephone</i> <input checked="" type="checkbox"/> <i>Print Material</i> <input checked="" type="checkbox"/> <i>Other (please specify)</i>	Level 1 None Level 2 Multiple types of supports exist but not well documented Level 3 Multiple types of support exist, well defined and accessible	Level 2	7(e), 16(3)(k)
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	<i>No</i> <i>So far as we are aware all applicants have been accommodated within our support mechanisms.</i>			
11	Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?	<i>Yes</i> <i>We have passed a policy allowing the Registrar and Registration Committee to enter a bridging program for applicants who do not possess the required number of hours of practicum placement.</i> <i>Other policies have been implemented to develop a path for applicants from outside Canada who possess licensure from a jurisdiction that has standards that meet or exceed those of the NSCCT for licensure without requiring that applicant to go through the candidacy process when they have met or exceeded those standards in another jurisdiction.</i> <i>Plans are underway to develop a memo of understanding regarding applicants from within Canada from jurisdictions that do not have licensure but do have standards that may meet or exceed our standards but from a provincial organization that is seeking licensure but has not yet obtained it from their respective provincial government(s).</i>	Level 1 Only upon request Not documented Level 2 Yes – not documented Level 3 Yes – documented and available to applicant Applicants are told what their competencies gaps are that need to be addressed	Level 1	8(d)
12	Do you have a reasonable timeframe to	<input checked="" type="radio"/> <i>1 Very Reasonable</i>	Level 1 No policy	Level 2	7(b), 8(a), 8(b), 8(c)

	respond to inquiries from applicants?	<input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <i>Very Unreasonable</i> <i>Emails and phone messages have an established target of 3 days - and usually are responded to in one day. Walk in inquiries are dealt with as soon as possible - often on the spot.</i>	Level 2 Policy in Place Level 3 Policy in place and accessible		
13a	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	Yes	Level 1 Upon request, limited documentation and no standard timeline Level 2 Some documentation Level 3 Well-documented process with clearly established timelines	Level 1	8(b), 8(c), 10
13	Do you have a formal policy for this process?	Yes			
	Do you have a standard timeline	Yes			
13b	Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)	Yes <i>The Act specifies that the Registrar provide written notification and reasons for rejection of an applicant within 30 days and the process for appeal of registration decisions is likewise embedded in our Act, Regulations, and by-laws. No policy level material on this subject exists. Any rejected applicant would be familiarized to the appeals process by the Registrar if the applicant requested any additional clarification beyond the written response.</i>			
13c	Based on the previous questions, describe ways your organization could improve the timeliness of	<i>We believe our standards regarding appeal and timelines for notification and participation in the appeal process are excellent.</i>			

	your decisions and/or how you could communicate the results.				
14a	Do you provide information on what documentation of qualifications must accompany an application?	Yes	<p>Level 1 Documents indicated and communicated verbally</p> <p>Level 2 List of required documents indicated on website</p> <p>Process to verify document authenticity</p> <p>Level 3 N/A</p>	Level 2	9(a), 16(3)(a), 16(3)(b), 16(3)(e)
14b	Do you include a process for verification of documentation authenticity?	Yes <i>Transcripts must come from the originating institution or approved external body that holds or verifies degree transcripts. Letters of reference and practicum descriptions must come from the third party.</i>			
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	Yes <i>The application guide outlines the steps involved and the fact that no decision is made to take the application before the Registration Committee until the file is complete and all application fees are paid. These steps are again outlined on the application forms.</i>	<p>Level 1 General information Not broken into steps</p> <p>Level 2 Step by step process indicate where applicant needs to supply information</p> <p>Level 3 Step by step process indicate where applicant needs to supply information Pathway to licensure</p>	Level 2	7(c), 16(3)(a), 16(3)(b)

16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	<p>Yes</p> <p><i>In some cases, practicum documents or practicum supervisors are unavailable due to the work being done in the distant past. We allow applicants to write a letter explaining the situation and require a current professor /dean/or registrar at the degree granting institution to submit a letter supporting the application and confirming the difficulty in obtaining the documentation by the usual means.</i></p>	<p>Level 1 Yes – on a case by case basis</p> <p>Level 2 Yes – examples documented</p> <p>Process not clearly laid out or documented</p> <p>Level 3 Yes – process clearly documented</p>	Level 1	9(b), 16(3)(c)
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <i>obtaining original documents</i> <input checked="" type="checkbox"/> <i>verification of credentials</i> <input checked="" type="checkbox"/> <i>identifying and participating in gap training programs</i> <input type="checkbox"/> <i>access to qualifying exam</i> <input checked="" type="checkbox"/> <i>language proficiency or professional technical language</i> <input type="checkbox"/> <i>Other (please specify)</i> <p><i>We work closely with applicants to obtain necessary documents but rely mostly on World Education Services (WES) ICAP reports regarding translation and verification of foreign transcripts and program content. We do not as of yet have any programs for gap training beyond the existing program for bridging placements. We do require verification of language proficiency by testing for those whose degree was not taken in the English language.</i></p>	N/A	N/A	6, 9(b), 16(3)(c)
18a	Do you have a process for which requests for access documentation related to	Yes	<p>Level 1 Not documented</p> <p>Level 2 Documented</p> <p>Level 3</p>	Level 1	12, 16(3)(j)

	registrations are considered?		Documented and made available to applicants		
18b	Is this made available to applicants?	Yes			
18c	What information may you exclude?	<i>A person making an appeal under the Registration Appeals Committee (established in the Act) is entitled to disclosure and may retain legal counsel. There are no restrictions on the content of the disclosures to the appellant and a requirement that all material relied on for the decision to not license the appellant is to be disclosed.</i>			
18d	Do you charge a fee?	<p>No</p> <p><i>There is no provision in the Act for charging a fee for the hearing, but legal counsel would be at the discretion and cost of the appellant.</i></p>			
19	Does your Act include an authority to conduct an internal review of the registration decision?	<p>Yes</p> <p><i>The Act requires the Registrar to inform the applicant in writing of the decision of the Registration Committee and inform them of their right to appeal - and the process/timelines. The Registration Appeal Committee is established by the Act as are its duties, constitution, and procedures.</i></p>	<p>Level 1 N/A</p> <p>Level 2 N/A</p> <p>Level 3 Yes</p>	Level 3	7(a)
20	Do you have a regulation or by-law that defines the internal review process?	<p>No</p> <p><i>The application review process is mandated by the Act - but portions of the Regulations would be used to evaluate the application on its merits and to determine the duties and responsibilities of the Registrar and the Registration Committee.</i></p>	<p>Level 1 N/A</p> <p>Level 2 N/A</p> <p>Level 3 Yes</p>	Level 3	7(a), 10
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<p><input type="checkbox"/> Upon application</p> <p><input checked="" type="checkbox"/> Included with a registration decision</p> <p><input checked="" type="checkbox"/> Upon Request</p> <p><input checked="" type="checkbox"/> Other (please specify)</p> <p><i>The Act, Regulations, By laws etc. are all available on the web site to the public and any</i></p>	<p>Level 1 No specific timeline</p> <p>Level 2 Specific timeline</p> <p>Not documented</p> <p>Level 3 Specific timeline</p>	Level 1	7(a), 10(1)

		<i>applicant. In the event of an unsuccessful applicant the Act requires the Registrar to inform them in writing of the fact and the appeal process within 30 days. The applicant then has 30 days to inform the Registrar in writing that they wish to begin the appeal process.</i>	Documented and communicated		
22a	Do you have an internal review process and procedures document (policy document)?	<i>No All standards are in the Act - a policy document would be superfluous.</i>	Level 1 Yes Not documented Level 2 Yes	Level 1	7(a), 10(1)
22b	Does this include time frames for the internal review?	<i>No</i>	Documented Level 3 Yes Documented and available to applicant		
23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<i>The specifics are in the Act sections 19-22. In summary, the board appoints the committee which includes 2 RCTs and 1 external member. The committee sets a hearing date and informs the appellant of their rights. The results of the hearing are communicated in writing to the appellant. The decision of the Registration Appeals Committee is final.</i>	Level 1 Not documented Level 2 Documented Level 3 Documented and made available to applicant	Level 1	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<i>The Appellant has full disclosure of all evidence, may introduce new evidence (with notice), may have legal counsel, and can call and examine witnesses or make other submissions.</i>			
23c	Specify the format for the internal review submission	<input checked="" type="checkbox"/> <i>Oral</i> <input checked="" type="checkbox"/> <i>Written</i> <input checked="" type="checkbox"/> <i>Other (please specify)</i>			

23d	What is the timeline for submitted supporting evidence?	30 days <i>Timelines set by the Act with hearing dates set by the committee.</i>			
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	Yes <i>All evidence has previously been entered and submission of new evidence is allowed with 10 days' notice. There is no indication that submissions requesting more time would be disallowed - there is language stating that the appellant is granted reasonable time to present a response and make submissions - no time line stated.</i>			
24a	Are the results of the internal review made available to applicants in writing with reasons?	Yes	Level 1 Yes Level 2 Yes Specific timeline Level 3	Level 1	
24b	In what timeframe are the results of the internal review made available to applicants?	<input checked="" type="radio"/> <i>less than 1 month</i> <input type="radio"/> <i>1-2 months</i> <input type="radio"/> <i>greater than 6 months</i>	Level 3 Yes Specific timeline and communicated		7(a), 10(3)
24c	Are these timelines communicated?	Yes <i>The Act specifies that the person denied registration has 30 days to appeal the decision in writing to the Registrar and that the Registrar must communicate the decision and the reasons in writing, but there is not written time line established in the Act or Regulations establishing the amount of time the Registration Committee has to make the decision or how soon the decision to deny the application is communicated to the unsuccessful applicant -</i>			

		<i>just that it is delivered in writing and by registered mail.</i>			
25	Have individuals who make internal review decisions received appropriate training?	<i>No training in place.</i>	N/A	N/A	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review?	Yes <i>Ethically, we understand the no member of the registration committee would serve a dual role on the registration appeals committee.</i> <i>Recommendation received and noted regarding policy to support.</i>	Level 1 N/A Level 2 N/A Level 3 Yes	Level 1	7(a), 10(5), 16(3)(n)
27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	<i>No</i>	N/A	N/A	7
28	Has your organization experienced any unintended consequences—defined as an unintended negative impact on labour market, economic, social or other condition—arising as a result	<i>No</i>	N/A	N/A	3

	of the implementation of Chapter 7 of the Canadian Free Trade Agreement (CFTA)?				
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian jurisdiction regardless of the requirements in the previous jurisdiction?)	<p>Yes</p> <p><i>The Canadian Free Trade Agreement (CFTA - Chapter 7) specifies that we accept applicants from provinces where an equivalent license exists.</i></p> <p><i>Our legislation does provide for the transfer of persons from another province with an equivalent license.</i></p> <p><i>Our requirements as a regulatory body is to follow the ACT and Regulations.</i></p> <p>ACT: 2 (0)</p> <p>Regulations: 2(3)</p>	N/A	N/A	Chapter 7, CFTA
30	Do you review the requirements of the other provincial regulatory bodies regularly?	<p>Yes</p> <p><i>There are only two other provincial regulatory bodies that regulate counselling in Canada (Ontario and Quebec) and several other provinces are working on such legislation (we are in touch with those bodies and have reviewed some of their draft legislation). We also review legislation and Acts governing parallel bodies in Nova Scotia (psychology and social work) as a matter of interest and cooperate through the Nova Scotia Regulated Health Professions Network Council where we share information between the various regulated health professions regarding licensure, regulation, appeals, and similar issues.</i></p>	N/A	N/A	3, Chapter 7, CFTA
31a	Has your organization made any changes to the occupational standards in your	No	N/A	N/A	

	<p>legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?</p>			
<p>31b</p>	<p>If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?</p>	<p><i>Not necessary as no changes as described were made in this time period.</i></p>		

FRPA Action Plan

In accordance with the *Fair Registration Practices Code*, the FRPA Action Plan outlines the measures that the NSCCT has agreed to take before the commencement of the FRPA Compliance Review in 2020.

Though NSCCT did not document their plans to address the Action Plan, evidence was provided in July 2019 to show that some items are being addressed.

#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1	<p>Work with the Department of Health and Wellness to amend the sections of the Counselling Therapists Act and regulations that the FRPA Review Office deems as being not compliant with the FRPA and Canadian Free Trade Agreement:</p> <ul style="list-style-type: none"> • Create clear and objective standards to determine when a temporary license will be issued. • Amend legislation so that decisions relating to temporary licenses are subject to internal review. • Amend section 7(2)(d) to ensure that it specifies clear and objective requirements for candidates, the standards and criteria by which these requirements will be assessed, and all documentation that candidates must provide to demonstrate that the requirement has been met. 	N/A	6, 7c, 7d, 9a, 10	No plan was submitted by NSCCT.
2	Ensure criteria and documentation for meeting registration requirements are	5	7(d)16(3)(b)	No plan was submitted by NSCCT.

	written in plain language and accessible to all applicants.			
3	<p>Either:</p> <ul style="list-style-type: none"> • Eliminate the bridging program; or • Provide a clear rationale for the existence of the bridging program; and • Make the following changes to comply with FRPA’s requirement of procedural fairness: • Establish a set of clear criteria that outline when a candidacy applicant will be required to complete the bridging program. This must be based on objective standards of assessment and must identify specific requirements for education, experience, and/or competencies. • Develop an objective method for assessment of any deficiencies in client contact hours. • Amend policy to ensure that the applicant is not required to complete any additional hours beyond the number of hours he/she is determined to be deficient by applying the standards above. This requirement should mean that the total number of bridging hours may not exceed 120 (to ensure consistency with the 	5	7(d) 16(3)(b)	No plan was submitted by NSCCT.

	practicum requirement).			
4	Develop clear, objective and fair requirements for both the practicum, bridging and candidacy process.	3, 5	7(d)16(3)(b)	No plan was submitted by NSCCT.
5	Clearly define the criteria for approval of a practicum setting, as per s. 6f(ii) of the Regulations.	5	7(d) 16(3)(b)	No plan was submitted by NSCCT.
6	Ensure assessment processes and methods for the practicum, bridging, and candidacy process are valid, reliable, transparent and fair.	3, 5	7(d)16(3)(b)	No plan was submitted by NSCCT.
7	Clearly define who may act as supervisor and the nature of the supervisory relationships for the practicum, candidacy and bridging process.	3, 5	7(d)16(3)(b)	No plan was submitted by NSCCT.
8	Clearly define how the candidate will be assessed during the candidacy period. Include any criteria that would affect the outcome of the candidacy and/or the applicant's ability to become registered as an RCT after the candidacy.	3, 5	7(d) 16(3)(b)	No plan was submitted by NSCCT.
9	Enhance website to increase transparency and clarity, including: <ul style="list-style-type: none"> ○ create a separate link for international applicants (including information on educational equivalency and translation requirements) ○ provide a step-by-step guide of the registration requirements (including required documentation) directly on the website 	1, 2, 5, 6, 15	7(c), 16(3)(a), (b), (g)	No plan was submitted by NSCCT.

	<ul style="list-style-type: none"> ○ use the FRPA Web Design Best Practices Checklist ○ consolidate the registration requirements and criteria from Act, Regulations, and policy into a single location ○ make link to application guide more visible ○ post schedule of fees in easily-accessible location ○ include links to relevant third-parties (e.g. FRPA Review Office, Workers Mobility website, ISANS, etc.) <p>Provide a mechanism for users to provide feedback on the website.</p>			
10	Remove the requirement that applicants demonstrate a “reasonable plan” to take up residency in Nova Scotia.	3, 5 CFTA Chapter 7	7(c), 7(d), 16(3)(a)-(b)	No plan was submitted by NSCCT.
11	Develop, document, and publish specific criteria of what applicants are expected to achieve during their supervised candidacy.	5	7(d), 16(3)(b)	No plan was submitted by NSCCT.
12	Enhance Policies and Procedures Manual to include: <ul style="list-style-type: none"> ○ accommodations for applicants with disabilities ○ accepting alternative information to required documentation ○ minimum language requirement and criteria for demonstrating English proficiency 	8, 16, 17	7(a), 7(d), 9(b), 16(3)(g)-(h)	No plan was submitted by NSCCT.

	Make Policies and Procedures Manual accessible to applicants.			
13	Develop a MOU with WES to ensure their assessment practices are transparent, objective, impartial and procedurally fair.	9	16(3)(i)	No plan was submitted by NSCCT.
14	Create a framework/checklist for remediation/rejection letters, including reasons for the decision, information regarding the internal review process and information respecting remediation measures if available.	13	8(c)-(d), 10(1)	No plan was submitted by NSCCT.
15	Develop a policy on the internal review process in plain language, including: <ul style="list-style-type: none"> ○ references to the Act/Regulations where appropriate and make it accessible to applicants, ○ information on all key timeframes in the internal review process (launching the appeal, making submissions, making and receiving a decision), ○ information on the format in which submissions can be made, and ○ information on situations where internal review can be requested (e.g. education, candidacy, issuance of temporary licenses). <p>Ensure the policy is written in plain language and made accessible to applicants.</p>	22-24	10	No plan was submitted by NSCCT.

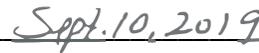
16	Formalize the training plan for internal review decision-makers. This could include training on equity and diversity, and administrative law.	25	11	No plan was submitted by NSCCT.
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Disclaimer

The Nova Scotia College of Counselling Therapists hereby declares that the information contained in this report is a true and accurate representation of current registration practices of their organization.



Registrar



Date

Appendix

- ✓ Fair-access Guidelines
- ✓ Application Form for RCT Candidate
- ✓ Application Form for AIT [CFTA] Transfer
- ✓ Application Form for RCT-T Candidate Applicants - Graduate Degrees Obtained in Canada
- ✓ Application Form for RCT-T Candidate Applicants - Graduate Degrees Obtained Outside Canada
- ✓ Requirements for Licensure
- ✓ Application Guide (from website)
- ✓ Graduate Level Course Content Requirements
- ✓ Professional Reference Form
- ✓ Contact Us page from website (timeline for responding to inquiries)

Fair-access Guidelines

The objective of the FRPA Review Process is to support continuous improvement. Fair-access Guidelines offer a benchmark and a transparent measure against which the registration practices of NS regulating bodies can be measured. The guidelines are subject to change as requirements and standards change.

16(3)(a) **requirements for registration**

Level 1 – internal policy not made available to applicants, general information not broken into steps

Level 2 – public policy made available to the applicant, step by step process indicates where an applicant needs to supply information

Level 3 – legislation or regulation/by-law, and policy made available to the applicant, step by step process indicates where an applicant needs to supply information, pathway to licensure

16(3)(b) **an explanation of how the requirements for registration are to be met**

Level 1 – criteria is made available to the applicant verbally but no supplemental documentation provided, general information not broken into steps

Level 2 – criteria is documented and made available to the applicant, step by step process indicates where an applicant needs to supply information

Level 3 – criteria is documented and made available to applicants, criteria outlines all assessment methods to be used and what competencies are being assessed by each method, applicants know the required standards that they will be assessed to, step by step process indicates where an applicant needs to supply information, pathway to licensure

16(3)(c) **acceptable alternative information to be provided by an applicant who cannot obtain documentation of qualifications for reasons beyond the applicant's control**

Level 1 – on a case by case basis

Level 2 – examples documented, process not clearly laid out or documented

Level 3 – examples and process clearly documented

16(3)(d) **the fees charged for registration**

Level 1 – policy outlining fees to be paid by applicants during the registration process does not exist or is not documented, documents made available only upon specific request

Level 2 – policy exists describing fees to be paid by application during the registration process

Level 3 – in legislation or regulation/by-law, and policy made available to the applicant

- information will be collected as a requirement of the annual data collection
-

16(3)(e) **copies of blank application forms for registration**

- relevant documents will be provided for assessment during the FRPA Review
-

16(3)(f) **the number of completed applications received and the number approved or rejected**

- information will be collected as a requirement of the annual data collection
-

16(3)(g) **how the requirements for registration are made available to potential applicants**

Level 1 – paper forms and information made available to applicants via regular post, telephone, no website

Level 2 – e-mail forms and information, telephone, forms and information can be downloaded from a website to be e-mailed/faxed/mailed in after completion, website is not up to date, website content is not written in plain language, does not have links for international applicants, does not contain all forms and guidelines

Level 3 – automated, on-line form on website is easily accessible on a website, process in place for applicants to track application status, website content is reviewed for accuracy and updated annually, website is in plain language, website is easy to navigate for international applicants, website contains all forms and guidelines

16(3)(h) **a description of existing accommodation practices for applicants with a physical disability or mental disability**

Level 1 – on a case by case basis

Level 2 – examples documented, process not clearly laid out or documented

Level 3 – examples and process clearly documented

16(3)(i) **an outline of the role of third-party assessors – how they adhere to General Duties of the Regulatory Body as outline in the Act**

Level 1 – regulatory body representation as a member of the 3rd party organization (e.g. board member) therefore kept informed

Level 2 – regulatory body representation as a member of the 3rd party organization with an unofficial, but documented agreement for the 3rd party to comply with FRPA

Level 3 – regulatory body is a member of the 3rd party organization with an official signed agreement, have a point of contact with the 3rd party

16(3)(j) **a description of the process under which requests for access to records are considered**

Level 1 – on a case by case basis, not documented

Level 2 – process documented

Level 3 – process clearly documented and made available to applicant

16(3)(k) **information about any support the regulating body provides to applicants during the registration process**

Level 1 – no supports provided

Level 2 – multiple types of supports exist but not well defined (e.g. links to ISIS and Careers Nova Scotia)

Level 3 – well defined and communicated (e.g. links to ISIS and Careers Nova Scotia)

16(3)(l) **information about the length of time, commencing from the date of receipt of a completed application, that the registration practices for that regulating body usually take**

- information will be collected as a requirement of the annual data collection
-

16(3)(m) **a description of the internal review process available to applicants who are not granted registration, including opportunities provided to an applicant to make submissions respecting such review**

Level 1 – process not documented

Level 2 – process documented but not readily available to applicant

Level 3 – process documented and made available to the applicant

16(3)(n) **a statement that no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review**

- compliant or non-compliant
-

16(3)(o) **the number of internal reviews carried out in the reporting period and the timelines for making decisions on those reviews**

- information will be collected as a requirement of the annual data collection
-

16(3)(p) **a description of the training provided to individuals who make internal review decisions**

- compliant or non-compliant
-

16(3)(q) **provision of details concerning individuals qualified outside of the Province**

- the number of applicants who received their qualifications outside of the Province but within Canada and a listing of the provinces of Canada where such qualifications were obtained
- the number of applicants who received their qualifications outside of Canada and a listing of the countries where such qualifications were obtained
- the number of applicants identified above accepted and rejected for registration during the reporting period.

- information will be collected as a requirement of the annual data collection

B. POST SECONDARY EDUCATION:

Education		University / Institution and Location	Year	Degree	Major
Bachelor Degree(s)	1.				
	2.				
Graduate Degree(s)	1.				
	2.				

C. PRACTICUM SETTINGS AND LOCATIONS: If additional space is needed, please use a separate sheet.

	Name	Position and Employer	Professional Qualifications	Email and Phone #
Practicum Supervisor				
Onsite Supervisor				
Practicum Supervisor				
Onsite Supervisor				

D. PROFESSIONAL REFERENCES: (Referees are asked to complete the **Professional Reference Form** found as an Appendix to this application, and submit it directly to the NSCCT at the address noted on the form.)

Referee's Name: _____ Email: _____

Postal Address: _____

Professional Relationship to Applicant: _____

Professional College / Association to which referee belongs: _____ Reg # _____

Referee's Name: _____ Email: _____

Postal Address: _____

Professional Relationship to Applicant: _____

Professional College / Association to which referee belongs: _____ Reg # _____

E: GRADUATE COUNSELLING COURSES COMPLETED FOR REGISTRATION (From Transcripts)

Record all Masters level courses you have taken in your “counselling therapy education program” using the ones listed on the chart below as a guide. Check that the course content in your description corresponds with the content in the generic course description listing, ‘Graduate Course Content’ available in Section A of the ‘Guide for Preparing Your Registered Counselling Therapist-Candidate Application’.

Note:

1. **Course descriptions** for all of the courses you list below are to be attached.
2. An **official transcript** from the institution(s) where the courses recorded below were taken is required to be sent directly from the institution’s Registrar’s office to NSCCT. *If the institution is not in Canada, contact the NSCCT Registrar.*
3. **In addition to the four compulsory courses listed below**, you must ensure that a minimum of four of the remaining additional courses taken in your Masters degree, are chosen from the “Additional Courses’ listed below. Of these, no more than two courses per category can be accepted. While course names may vary, course content should be similar. The balance of the credit hours of Masters level courses taken should complete the list, be recorded on the chart below and verified in your University transcript. If additional space is required, attach another sheet.

Compulsory Courses:

#	Course #	Course Title	Your Course Title	Credits/Hours	Date Completed
1		Counselling Theory			
2		Supervised Counselling Practicum			
3		Professional Ethics			
4		Counselling Skills			

Additional Courses: A minimum of four, 3 credit hour courses must be chosen from the course content selections below: Assessment Processes, Counselling in Specialized Settings, Counselling Intervention Strategies, Consultation Methods, Diversity Issues, Human Development and Learning, Lifestyle and Career Development, Gender Issues, Group Counselling, Psychological Education, and Research and Evaluation. These four, and all remaining courses listed on your qualifying Masters level university transcript, are to be recorded below.

#	Course #	Course Title	Credit Hrs	Date Completed
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

This page has two sections that the **RCT-C Applicant and Proposed Candidacy Supervisor** are required to complete in consultation with one another. Presently, Supervisors need to meet the requirements found in Section 'E' of the 'Guide for Preparing Your Registered Counselling Therapist-Candidate Application' and be licensed with **NSCCT** or **NSBEP**, or registered with **NSASW**. As of November 1, 2014, in addition to these prerequisites, all new applications for RCT-Candidacy will require a Supervisor to have taken the Supervision Workshop offered by NSCCT. If you plan on acting as a Supervisor for new RCT-Candidates beginning on or after November 1, 2014, you are encouraged to make this office aware of your interest. There will be one Supervision Workshop offered prior to November 1, 2014 and this shall be advertised in the NSCCT Professional Development section of this website.

F. SUPERVISION REQUIREMENT: (For Applicant and Proposed Supervisor to complete)

The supervisory relationship between Candidate and Supervisor is one which must be 'at arm's length' from one another. Check other Supervisor selection criteria on the NSCCT website's Membership Page.

1. Supervision does not include peer supervision by a person of equivalent qualifications, status, and experience.
2. Nor does it include current or former family members or others where the personal relationship interferes with or makes challenging the establishment of a professional relationship.
3. Supervisors in administrative relationships to the Candidate, whose position involves evaluating job performance or assessing case management, are not suitable for evaluating the quality of therapy given to a client.
4. On-site Supervisors from applicant's Masters level Practicum placements, are not eligible to provide supervision for applicant's Candidacy.

I have read the list of requirements in Section 'E' of the Guide noted in the amber coloured block above, and in this section and confirm that none of the above applies to the supervisory relationship being submitted for approval in this application.

X _____ X _____ X _____ X _____
 Candidacy Applicant's signature Date Proposed Supervisor's Signature Date

G. PROPOSED SUPERVISOR: (To be completed in full by Registered or Licensed Mental Health Professional)

 First Name Initial Last Name

 Address (Street, PO Box, RR#) City, Town, Village, etc Province Postal Code

 Home Phone Work Phone Email

 Professional Registration # Name of Registration/ Licensing Body Licensing Body's Phone Number

I am enclosing a copy of my current resume with this application. I confirm that I hold a minimum of one million dollars professional liability insurance, that includes in its coverage my activity as Supervisor of a Candidate for licensure.

X _____ X _____
 Signature Date

H. PROFESSIONAL COUNSELLING EXPERIENCE: (RCT-C Applicant)

Use your most recent counselling therapy work experience.

Dates of Employment: From _____ To _____ Employer: _____

Address: _____

Work Supervisor: _____ Phone #: _____ Email: _____

Your Position/Title: _____

Counselling Responsibilities (including hours per week). _____

I. PROFESSIONAL LIABILITY INSURANCE: (RCT-C Applicant)

As prescribed in the Act, RCT-Cs must have Professional Liability Insurance coverage. This may be coverage that your employer will take out on your behalf. Otherwise, you must have your own insurance coverage before you begin your counselling practice as a RCT-C. Please provide the applicable information below:

___ I am presently covered for Professional Liability as a counsellor or therapist through an insurance policy I have with Company: _____ Policy# _____ Expiry Date: _____ and enclose verification of this coverage.

___ My professional liability insurance coverage is held by my employer for all counselling or therapy in which I am engaged and I enclose a letter from my employer confirming this coverage.

___ I do not have Professional Liability insurance coverage, but will obtain coverage upon provisional approval of my RCT-Candidacy and understand that I cannot begin direct client contact or begin accruing supervised candidacy hours as a licensed Registered Counselling Therapist – Candidate, until verification of coverage is received by NSCCT. **Initial here: X** _____

J. CAREER ASPIRATIONS:

Write a 250 word letter to the Registration Committee introducing yourself and outlining your career aspirations as a Counselling Therapist. Enclose letter with the rest of this application.

K. DECLARATION:

- I. I have never been subject to any disciplinary process or to any ruling that has suspended or revoked my membership or registration with any registering professional association. *(If you have been subject to a disciplinary process or ruling, do not sign this statement. Provide details on a separate sheet)*

X _____ X _____
Applicant's signature Date

- II. I certify that all of the information included in this form and accompanying documents is correct in consideration of which I wish to apply for Candidacy as an RCT as stated. I agree to abide by the 'Code of Ethics' and 'Standards of Practice' of the Canadian Counselling and Psychotherapy Association *. If I am granted Registration by NSCCT and practice counselling as a private practitioner, I do so at my own risk. I hereby release NSCCT from any and all liability and/or claim that may arise from any decisions to practice privately as a Registered Counselling Therapist -Candidate. I understand that all material submitted to the College becomes the property of NSCCT upon receipt and that neither originals nor photocopies will be returned to me unless stated in correspondence. I have included a valid Criminal Record with Vulnerable Sector Check report conducted within the last 3 months, and, a Child Abuse Registry check if my practice does or will include persons under 16 years of age.

**As per Section 41(1) of the NSCCT By-Laws, the Code of Ethics and Standards of Practice adopted by the College are the CCPA Code of Ethics and Standards of Practice.*

X _____ X _____
Applicant's Signature Date

L. LAST REMINDERS:

Ensure that the following documents are completed by the appropriate persons and sent directly by them to :
**Nova Scotia College of Counselling Therapists, 36 Brookshire Court – Suite 201 – Brookshire Centre,
Bedford, NS B4A 4E9**

- **Practicum Description for RCT-Candidacy Application**
- **Professional Reference Forms (2)**
- **Official University Transcript**

I have made arrangements for the original documents noted above to be completed and forwarded to the NSCCT Registrar, and until these are received, I understand that my application cannot be reviewed. I understand that I am responsible for any inquiries about these documents having been sent to the College and that I will hear from the Registrar or designate when all documents have been received for the next Registration Committee review.

X _____ X _____
Signature of Applicant Date

Application for Transfer of License to Nova Scotia under the Agreement on Interprovincial Trade (AIT) (Chapter 7) from another Canadian Province or Territorial Regulatory Body possessing government mandated licensure powers in that province /territory

This Application is to be used ONLY by Counsellors, Psychotherapists, Counselling Therapists or someone possession a similar valid current license in another province or territory in Canada.
Enclose this with all of your other application documents and mail to: Nova Scotia College of Counselling Therapists, 36 Brookshire Court, Suite 201 Brookshire Centre, Bedford, NS, B4A 4E9.

SECTION A: All applicants must complete this section		
Applicant's Name:	Daytime Phone:	
Email address:	Alternate (cell) Phone:	
Current Licensing Body:	Address of Licensing Body:	Telephone of Licensing Body:
Website of licensing Body	Province: Postal Code:	Title on license:
Registration Number:	Date of issue:	Expiry Date:
SECTION B: Application fee		
<p>B. 1 Application must be accompanied by the non-refundable application fee of \$100 in Cheque or money order form (no credit card, debit or email money transfer information accepted at this time). \$_____ enclosed _____(initial)</p> <p>(Note: Upon approval newly licensed members will be required to pay the pro-rated membership fee based on the date of approval. Licensure renewal year runs from April 1 – March 31 of the following year.</p>		
SECTION C : Documentation required to be enclosed with this application:		Check if enclosed
1.	Masters Level University Transcript used to obtain licensure elsewhere in Canada (used for statistical purposes only – not to evaluate application)	
2.	Current Resume or Curriculum Vitae (used for statistical purposes only – not to evaluate application)	
3.	Copy of Current Provincial / Territorial license used in submitting this application	
4.	An original letter from <u>each registering body</u> with whom the applicant is registered, to attest to applicant's good standing with that College.	
5.	Criminal Record with Vulnerable Sector Check and Child Abuse Registry Check (Where available)	
6.	Evidence of Professional Liability Insurance policy coverage of \$1,000,000 minimum.	
7.	Reference letter from a clinical supervisor or colleague in a non-compliant relationship to the applicant, attesting to the applicant's good character. (this letter to be sent directly from the author to NSCCT	

SECTION D : Declaration:

I _____ , declare that:

1. I have never been subject to any disciplinary process, inquiry, investigation, or to any ruling that has, or might have resulted in/ had the potential to result in, suspension or revocation of my membership, registration, or licensure with any registering/licensing professional association or body. (If you have been subject to a disciplinary process, inquiry, investigation, or ruling, do not sign this statement. Provide details on a separate sheet).

Applicant's Signature

date

2. I certify that all of the information included in this form and accompanying documents is correct and accurate in all details in consideration of which I wish to apply for Transfer of Licensure as a Registered Counselling Therapist (RCT) as stated. I agree to abide by the "code of ethics" and "Standards of Practice" of the Canadian Counselling and Psychotherapy Association *
3. If I am grantee Registration by NSCCT and practice counselling as a private practitioner, I do so at my own risk. I hereby release NSCCT from any and all liability and/or claim that may arise from any decisions to practice privately as a Registered Counselling Therapist. I understand that all material submitted to the College becomes the property of NSCCT upon receipt and that neither originals nor photocopies will be returned to me. I have also included a valid Criminal Record with Vulnerable Sector Check and a Child Abuse Registry Check (where available) conducted within the last 6 months.

**As per Section 41(1) of the NSCCT By-Laws, the Code of Ethics and Standards of Practice adopted by the College are the CCPA Code of Ethics and Standards of Practice.*

Signature

Date

Enclose this with all of your other application documents and mail to:

*Nova Scotia College of Counselling Therapists, 36 Brookshire Court, Suite 201
Brookshire Centre, Bedford, NS, B4A 4E9.*

SECTION A: All applicants must complete this section.

Applicant's Name:		Daytime Phone:
Email address:		
Name of University:	University Address:	
Graduate Degree:	Year of Graduation: M/Y	

SECTION B: Applicants with Masters and/or Ph. D degrees obtained from a Canadian institution must complete the following section: From the Counselling Therapists Act – clause 2(0) “equivalent to the programs approved by the Board” means a program that meets both of the following criteria:

B. 1 (a) the program is obtained from a government-authorized, degree granting institution in Canada.

(i) provide the following: the government, which has authorized the institution to grant degrees:

(ii) website link verifying the above: _____

B.2 (b) the program is subject to the oversight of a recognized external academic authority recognized and approved by the Board:

(i) provide the name, postal address, and website link of the external academic authority:

SECTION C:

I submit this information to be considered when my application for Registered Counselling Therapist – Candidate is reviewed by the Nova Scotia College of Counselling Therapists.

X _____
Signature

Date

GRADUATE DEGREES OBTAINED OUTSIDE CANADA
RCT-C CANDIDATE APPLICATION

This form is to be used ONLY by RCT-Candidate Applicants who have earned their Graduate (Masters level) degree in Counselling from an institution outside of Canada. **USA Degrees – complete Sections A and B. Other International Degrees - Complete Sections A and C.** Enclose this with all of your other application documents and mail to: *Nova Scotia College of Counselling Therapists, 36 Brookshire Court, Suite 201 Brookshire Centre, Bedford, NS, B4A 4E9.*

SECTION A: All applicants must complete this section

Applicant's Name:	Daytime Phone:
Email address:	
Name of University:	University Address:
Graduate Degree:	Year of Graduation: M/Y

SECTION B: Applicants with Masters and/or Ph.D degrees from the USA must complete this section.

B. 1 Regional Accreditation Body with which the Academic Institution is accredited. Provide the website where information verifying the status of your institution is found or request this verification be sent directly from the university to NSCCT.

B. 2 University Degree Program , at the time it was taken, was accredited by:

NOTE: If your degree program or university does not meet the criteria of the Registration Committee, a degree obtained in the USA may require a WES* report to determine equivalency. Submit your application without this initially. If a WES report is required, you will be contacted.

SECTION C : Applicants with Masters and/or Ph.D degrees obtained from outside Canada and the USA must complete this section.

In order to apply for licensure with NSCCT, in addition to the Official University Transcript, and Graduate Course Syllabi as noted in the 'NSCCT RCT-C Application', one must provide a report as described below:

World Education Service (WES) provides a service for applicants to gauge the equivalency of one's academic degree with others in Canada that are accepted by NSCCT. The ICAP version of the report is required. WES Canada can be contacted through this website: **www.wes.org or by phone at this toll free number: **1-866-343-0070** All fees associated with obtaining this report are the responsibility of the applicant.*

I, _____ have arranged for this report to be completed and mailed directly to the Nova Scotia College of Counselling Therapists at the College's postal address.

Signature

Date

GRADUATE DEGREES OBTAINED OUTSIDE CANADA
RCT-C CANDIDATE APPLICATION

Nova Scotia College of Counselling Therapists

Requirements For Licensure As A Registered Counselling Therapist

Under *An Act Respecting the Practice of Counselling Therapists*, the minimum academic credential required to make application for Candidacy leading to licensure is a Master's level degree in a counselling therapy education program. This degree must include a supervised practicum with a minimum of 120 hours of direct therapist/client contact and required courses including Professional Ethics. (For full graduate course content requirements, consult 'Graduate Level Course Requirements for RCT-C Status Eligibility'.)

As part of the application process, an applicant must provide a current Canada-wide Criminal Record with Vulnerable Sector Check.

Candidates must complete two thousand (2000) hours of supervised clinical practice in a time frame of no less than two years and no more than five years. In order to meet this requirement, these hours must include a minimum of eight hundred (800) hours of direct therapist/client therapy with individuals, couples, families or groups and a minimum of fifty (50) contact hours with the Supervisor.

A Supervisor must be a Registered Counselling Therapist, or another registered mental health professional, who has a minimum of a Masters degree in their discipline and has been registered and practicing as a mental health practitioner in the province of Nova Scotia for a minimum of three years post Registration with their Nova Scotia regulatory body. Two such possibilities, in addition to NSCCT's Registered Counselling Therapists, are a Registered Psychologist or Registered Clinical Social Worker.

To maintain licensure, Registered Counselling Therapists and Registered Counselling Therapist-Candidates must undertake a minimum of twelve (12) hours of professional development during each licensing year and must have professional liability insurance coverage through their own policy or that of their employer.

For further information visit the NSCCT website at www.nscct.ca or contact the Registrar at registrar@nscct.ca or (902) 225-7531.

(Screen shot of Guide on website)

Guide for Preparing Your Registered Counselling Therapist-Candidate Application

Please read this entire document before starting your own application for the membership category, Registered Counselling Therapist–Candidate. There are four forms that will be used for this application:

1. Registered Counselling Therapist-Candidate Application (Form 1) – [Word](#) | [PDF](#)
2. Practicum Description for RCT-Candidacy Application (Form 2) – [Word](#) | [PDF](#)
3. Professional Reference Forms (2 are required) (Form 3) – [Word](#) | [PDF](#)
4. Graduate Degrees Obtained In Canada (Form 4) – [Word](#) | [PDF](#)
5. Graduate Degrees Earned Outside Canada (Form 5) – [Word](#) | [PDF](#)

Interprovincial Transfers under the Agreement on Interprovincial Trade (AIT) (*note at this time only licensed individuals from Ontario and Quebec may use this form*) – [Word](#) | [PDF](#)

The following notes are provided to assist you through the process.

A. Registered Counselling Therapist-Candidate Application

Print form 1 and complete all areas – [Word](#) | [PDF](#)

Arrange for a Criminal Record with Vulnerable Sector Check to be completed by visiting your local police service (Municipal Police Force or RCMP Detachment) to complete the form and pay the fee. The original document, with embossed certification seal, must be submitted to NSCCT and will be kept in your file. (If you wish to have a copy of this document for your files, copy it before mailing with your application.) Document should be less than three months old when submitted with your application to NSCCT.

Note: Processing times can vary greatly so allow sufficient time to have yours ready with the rest of your Application.

Requirements regarding Supervisor’s credentials and experience are found in section E on page two of this guide. Familiarize yourself with these requirements and discuss with the person you wish to act as your Candidacy Supervisor before submitting his / her name in your Application.

Note: applications must have the proposed supervisor’s information and signature before they are sent to NSCCT.

All graduate level courses are to be recorded in Part C of the RCT-C Application. As course names may vary among institutions, you may find the generic [Graduate Course Descriptions](#) helpful in comparing course content.

If your graduate degree was obtained from an academic institution outside of Canada, contact the Registrar for information about what additional information may be required for your application. Include in your query the degree you obtained as well as the name and location (including country) of the institution.

B. Practicum Description for RCT-C Application

Print Form 2 and complete all areas – [Word](#) | [PDF](#)

Ask your practicum supervisor to provide this review of your practicum experience as part of your graduate degree in counselling therapy.

If your practicum supervisor is not available to complete this form, you may ask your onsite supervisor for assistance with this task. This completed form, signed by your practicum or alternate supervisor, is to be sent to NSCCT by that person.

C. Professional Reference Forms

Print two copies of Form 3 and have them completed – [Word](#) | [PDF](#)

Provide either a print or electronic copy of this form to two counselling therapist professionals. These persons may be counselling educators or clinical supervisors who know your counselling skills and competencies, and are in a non-compliant relationship with you. Advise them to send their completed, signed form to Registrar, NSCCT 36 Brookshire Court, Suite 201 Brookshire Centre, Bedford, NS, B4A 4E9. Only original print copies will be accepted. If you would like to have a copy of this reference document for your own files, ask your reference provider to make a copy of this for you before mailing. Encourage your reference provider to complete this form in a timely manner as applications that are not complete cannot be considered for evaluation.

D. Graduate Degrees

1. Obtained In Canada:

Print one copy of Form 4 and complete all areas – [Word](#) | [PDF](#)

If you obtained your Masters level degree in a ‘counselling therapy education program’ in Canada, complete form 4 and submit with your application.

2. Obtained Outside Canada:

Print one copy of Form 5 and complete as appropriate – [Word](#) | [PDF](#)

If your degree was obtained from an institution outside Canada, complete this form, enclose any required documents, and submit with the rest of your RCT-C Application.

E. Supervisor Qualifications:

As a Candidate you will need to accumulate experience under an approved Supervisor. It is the applicant’s responsibility to find a suitable supervisor.

The following criteria are to be considered when seeking an appropriate person for this role:

1. Candidacy Supervisors must have their Registration, Masters level degree (as a minimum), and have been active practicing members of their profession for a minimum of three years in Nova Scotia after having attained their professional Registration or license.
2. Supervisors must currently have active practicing status with their regulatory body in Nova Scotia and possess adequate professional liability insurance.
3. Registered Counselling Therapists (RCT's) who have the above qualifications may be proposed for the role of Supervisor. Individuals who are not registered with the NSCCT, but are either Psychologists registered with the Nova Scotia Board of Examiners in Psychology(NSBEP), or Registered Social Workers (RSW) on the Private Practice Listing of the Nova Scotia Association of Social Workers (NSASW) with MSW degree as a minimum academic requirement, can be considered as Supervisors for Registered Counselling Therapist-Candidates. In all cases, the Registration Committee will approve Supervisors on a case by case basis.
4. As of November 1, 2014 all supervisors must have training in supervision. The NSCCT has two workshops in supervision that are offered several times a year (introduction to supervision and intermediate supervision). Supervisors must demonstrate that they have completed at least the introductory workshop, have completed training in supervision at the graduate level through coursework or a supervision certification, or have taken a workshop on supervision that is acceptable as an alternative. Decisions will be made on a case by case basis by the Registrar with the participation of the Registration Committee.

In addition, the following criteria apply:

- On-site Supervisors from Masters degree practica are not eligible to act as Candidacy Supervisors.
- The supervisory relationship between Candidate and Supervisor must be 'at arm's length' from one another.
 1. Supervision does not include peer supervision by a person of equivalent qualifications, status, and experience.
 2. Nor does it include current or former family members, or others where the personal relationship interferes with or makes challenging the establishment of a professional relationship.
 3. Supervisors in administrative relationships to the Candidate, whose position involves evaluating job performance or assessing case management, are not suitable for evaluating the quality of therapy given to a client.

Note: Choice of Supervisor to propose for approval by the NSCCT Registration Committee is an essential part of your application. Please do not forward your application before you have a Supervisor to propose.

Nova Scotia College of Counselling Therapists

Graduate Level Course Content Requirements for RCT-C Status Eligibility

Disclaimer: The requirements listed below are subject to change and checking with the College is recommended prior to making an academic program decision. A decision on the acceptance of any course work is determined by the Registration Committee.

The following is required by the Nova Scotia College of Counselling Therapists for candidacy applicants. For acceptance as a Registered Counselling Therapist- Candidate, one must have completed Graduate (Masters Level) course work as described below. This does not reflect the entire course content that may be required as part of the Graduate degree one takes from any one institution, but does list the course content that is required for one to be considered for RCT-Candidacy with the NSCCT.

Compulsory Courses

- **Counselling Theory** (compulsory) Counselling theories provide a consistent framework to conceptualize client issues and to identify and select appropriate counselling interventions. Includes the foundations of their development; their cognitive, affective and behavioral components; research evidence for their effectiveness; and their application to practice.
- **Supervised Counselling Practicum** with a minimum of 120 hours of direct client counselling (compulsory) - Involves professional development and supervised practice in a counselling context. Students are expected to be involved in direct work with clients (individual, family, and/or group counselling) under the supervision of a qualified professional. It is strongly recommended that at least 20 hours of direct client counselling is offered in group settings. These hours may include co-facilitation experiences.
- **Professional Ethics** (compulsory) - Ethical and legal issues arising in professional counselling-related, research, and/or assessment settings. A study of ethical codes, ethical decision-making, ethics in professional relationships, and standards of practice.
- **Counselling Skills** (compulsory) - An understanding of essential interviewing and counselling skills needed to establish an effective counselling relationship and to develop and maintain appropriate professional boundaries. These involvements also require a measure of student reflection and self-exploration.

And Graduate level course work in a minimum of four of the following areas:

- **Assessment Processes** - A study of individual and group assessment and testing, case study approaches, individual differences, and methods of data collection and interpretation.
- **Counselling in Specialized Settings** - a study of issues, applied theory, and relevant counselling approaches pertaining to a particular special client population or setting, e.g. families, rehabilitation, schools, disabled clients, etc.
- **Counselling Intervention Strategies** -Theory and practice in planning and implementing client change interventions; application of strategies in clinical settings.
- **Consultation Methods** - Basic theories and research of psychological consultation that can be used to guide practice in a variety of settings. Topics include the process or stages of consultation, counsellor roles and responsibilities; ethical issues, and approaches to consultation.

- continued on next page -

Nova Scotia College of Counselling Therapists

Graduate Level Course Content Requirements for RCT-C Status Eligibility

– continued from page one –

- **Diversity Issues** - An examination of theoretical and practical factors that influence the nature and effectiveness of counselling clients from diverse backgrounds. Ethics, counselling competencies (culture-specific and universal), models of racial and cultural identity development, influence of social, economic, historical, political, and cultural contexts on client problems.
- **Gender Issues** - Theory, research, and practice in the areas of sex role development, sexual orientation, stereotyping and social roles and corresponding counselling theories and counselling approaches.
- **Group Counselling** - Theories related to group counselling including research evidence to support effectiveness of various group approaches. Attention is given to methods of facilitating interpersonal communication within groups, selection processes, group development, member roles and needs, group processes, and ethical and legal issues related to group counselling.
- **Human Development and Learning** - Human development and learning across the lifespan. Learning theories of human behaviour, life stages, transitions, typical and atypical human development, theories of personality.
- **Lifestyle and Career Development** - Involves an exploration of career development theories with emphasis on issues in life-career decision-making and career transitions and work-related issues.
- **Psychological Education** - A study of topics in psychology such as community mental health, social psychology, neurological basis of learning and behaviour, individual differences, motivation etc.
- **Research and Evaluation** - Understanding and applying research including quantitative and qualitative research designs, applied research and program evaluation, statistics.

Course descriptions adapted with permission from CCPA (Feb. 2012)

For further information visit the NSCCT website at www.nscct.ca or contact the Registrar at registrar@nscct.ca.

Please be advised that this form may be subject to any Freedom of Information Legislation.

IMPORTANT NOTE: To be completed only by **Clinical Supervisors** or **Counsellor Educators** who are familiar with applicant's counselling skills.

The person named above has applied to the Nova Scotia College of Counselling Therapists (NSCCT) to become a Registered Counselling Therapist - Candidate. Your assessment of the applicant's characteristics will enable NSCCT to evaluate whether this applicant meets its standards.

Once complete, please mail to: **Nova Scotia College of Counselling Therapists, 36 Brookshire Court – Suite 201 Brookshire Centre, Bedford, NS, B4E 4E9**

Referee's Name:	Profession:						
Professional Degrees:	Professional Title:						
Business Postal Address :	Email:						
Telephone:	Years of clinical practice:						
<p>A. Please indicate the time period for which you can attest to this applicant's counselling skills. (This must represent practice within the past ten years.)</p> <p style="text-align: right;">From _____ until _____ month/year month /year</p>							
<p>B. Is there any reason that you should not be considered an appropriate referee (e.g. conflict of interest, lack of knowledge of applicant's clinical work as a counsellor, etc). <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____ _____</p>							
<p>C. Do you have an association with the applicant other than that of supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>							
<p>D.. Using the scale below, please rate the applicant, compared to other counsellors you know, or have known with similar counselling experience in the following 12 categories. This section is not complete without a written explanation. If you require additional space for your comments, please attach another page. 4- Outstanding, 3 -Above Average, 2- Average, 1- Below Average</p>							
Categories	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">4</td> <td style="width: 10%;">3</td> <td style="width: 10%;">2</td> <td style="width: 10%;">1</td> <td style="width: 50%;"><i>Provide an explanation for your rating. (Additionally, if you cannot provide an evaluation in any particular category, use this space to explain the reason.)</i></td> </tr> </table>		4	3	2	1	<i>Provide an explanation for your rating. (Additionally, if you cannot provide an evaluation in any particular category, use this space to explain the reason.)</i>
	4	3	2	1	<i>Provide an explanation for your rating. (Additionally, if you cannot provide an evaluation in any particular category, use this space to explain the reason.)</i>		
1. Individual Counselling	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 10%;"></td> <td style="width: 50%;"></td> </tr> </table>						
2. Couples Counselling	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 10%;"></td> <td style="width: 50%;"></td> </tr> </table>						
3. Group Counselling	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 10%;"></td> <td style="width: 50%;"></td> </tr> </table>						
4. Personal integrity	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 10%;"></td> <td style="width: 50%;"></td> </tr> </table>						
5. Consulting skills	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 10%;"></td> <td style="width: 50%;"></td> </tr> </table>						

Rating Scale: 4- Outstanding, 3 -Above Average, 2- Average, 1- Below Average

<u>Categories</u>		4	3	2	1	<i>Provide an explanation for your rating. (Additionally, if you cannot provide an evaluation in any particular category, please use this space to explain the reason.)</i>
6	Ability to relate to co-workers.					
7.	Ability to be objective on the job					
8.	Ethical conduct. <i>If the CCPA 'Code of Ethics' is known and used by the applicant, please include this information in your example.</i>					
9	Sense of responsibility					
10	Recognition of his / her own limitations					
11	Ability to work with diverse populations.					
12.	Ability to keep material and information confidential					

E If you have any concerns or remarks about this person's ability as counsellor that have not already been covered by the questions in section D, or you wish to make a summary statement about the applicant's competence to provide counselling therapy to clients, please use this space to provide them. (Attach an additional sheet if necessary.)

F. Select one response: The following recommendation is based on my best judgement and I am willing to answer additional questions concerning this evaluation should NSCCT deem it necessary.

___ I recommend this applicant for approval as a Registered Counselling Therapist-Candidate (RCT-C).

___ I do not recommend this applicant for approval as a Registered Counselling Therapist-Candidate (RCT-C)

Print Name: _____ Signature _____ Date: _____

(Screen shot of contact us page from NSCCT website)

Contact Us

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B4A 4E9

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General questions about NSCCT, legislation, policies and procedures, the Board and Committees may be directed to: chair@nscct.ca

Inquiries regarding professional practice, regulations and membership may be directed to: NSCCT

Registrar: Mike Buckley, Ph.D. @ registrar@nscct.ca

Please allow a minimum of three days for a response to voice or email messages