

Addendum D: CCPA-Related Clinical Supervision

This addendum forms part of the Clinical Supervision and Consultation Agreement. Complete it where supervision is intended to support Canadian Counselling and Psychotherapy Association (CCPA) certification, professional development, or supervisor development. It does not replace CCPA's official forms or establish approval of a particular arrangement.

Supervisee/candidate: _____

CCPA membership and certification number, if applicable:

Supervisor: Pauline O'Brien, RP, CCC-S

Start date and review date: _____

1. Purpose and eligibility

Identify the purpose before counting hours:

- ☐ Canadian Certified Counsellor (CCC) application or practicum-related requirement
- ☐ Ongoing professional development as a counsellor/therapist
- ☐ Canadian Clinical Supervisor (CCS) application or qualifying pathway
- ☐ CCS renewal or supervision of supervision
- ☐ Other: _____

CCPA currently uses the designation Canadian Clinical Supervisor (CCS) in its supervisor certification guidance. The supervisor's existing credential is stated in the core agreement. Its current status and eligibility for the specific purpose will be checked before relying on this arrangement.

CCPA pathway, guide/form version, supervisor qualification requirements, and any written clarification obtained:

Requirements checked on: _____

The requirements for CCC certification and CCS certification are different. We will not apply one pathway's hour totals or definitions to another. CCPA makes the final recognition decision.

2. Ethics and cross-disciplinary practice

I will make my commitment to CCPA's Code of Ethics and Standards of Practice explicit in our work. We will review those documents and the supervisee's applicable professional code, standards, and legal obligations.

Where our professional disciplines or practice jurisdictions differ, we will clarify fit, competence, accountability, and any additional supervisory support needed.

Documents reviewed and relevant ethical considerations:

3. Learning and supervision plan

Learning goals, client population or supervisory work, and areas of competence to be developed:

Meeting frequency, duration, format, and platform:

We will distinguish observation or review of actual clinical/supervisory work from self-report, case discussion, role-play, or other indirect methods. Remote meetings alone do not determine the hour category. The applicable CCPA definitions will guide classification.

Direct observation or recording-review arrangements:

Indirect review methods and planned allocation of hours:

Client and, for supervision of supervision, supervisee permissions and secure handling arrangements:

4. Records and qualifying activities

Both parties will keep accurate records of dates, duration, format, activities, direct/indirect classification, feedback, and relevant learning needs. Logs will distinguish hours received, hours provided, and supervision of supervision.

Informal peer consultation is not automatically qualifying supervision. Where structured group work is proposed, we will verify the relevant requirements for leadership, structure, size, participation, and client disclosure before counting hours.

CCPA's current CCS guidance allows some supervision-of-supervision activities to contribute to certification or renewal requirements. We will confirm how this applies to the candidate's specific pathway rather than assuming BCACC and CCPA rules are interchangeable.

Agreed hour requirements, categories, evidence, and log-review schedule:

5. Evaluation and documentation

We will agree on feedback, competency review, and any formal report or reference before the work begins. Where actual supervision skills must be observed or evaluated, the plan must provide an appropriate opportunity to do so.

Evaluation methods, observation requirements, and review dates:

Official forms, references, recipients, deadlines, and consent to disclosure:

I will provide accurate documentation within my knowledge and the agreed scope. Participation or payment does not guarantee a favourable reference, certification, or acceptance of hours. Completing a supervision course alone does not establish a CCPA supervisor designation.

6. Fees, continuity, and agreement

Fees, cancellation terms, confidentiality, emergency arrangements, dispute resolution, and termination follow the core agreement unless varied below.

Additional or different arrangements:

We will review this plan if CCPA requirements or the candidate's status change. Required official forms must still be completed separately.

Supervisee/candidate signature: _____

Date: _____

Supervisor signature: _____

Date: _____