# Checklist for Regular and Experienced Practitioners Applicants

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| Name: |  |

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| Regular Applicant | Experienced Practitioner Applicant |

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| Initial  Review | **Requirements** – Use the checklist below to ensure that you have reviewed all pertinent documents. | ***Final Review*** |
|  | 1. **APPLICATION:** |  |
|  | **2. GRADUATE COURSE DESCRIPTION FORM:**  And **Official Transcript showing the following:** One course in each of the following areas: Counselling Theories, Counselling Practicum, Counselling Skills, and Ethics.  Five courses identified on transcript from the following course list: Assessment, Counselling in Specialized Settings, Counselling Intervention Strategies, Couple and Family Counselling, Diversity Considerations, Gender Issues, Human Development and Learning, Lifestyle and Career Development, Psychological Education, Research and Evaluation |  |
|  | 3. **GRADUATE DEGREES OBTAINED IN CANADA FORM** or (OUTSIDE CANADA FORM)  \*\* if outside of Canada WES Report if Required. |  |
|  | 4.  **MASTER’S PRACTICUM SETTINGS AND LOCATIONS**: Practicum Description FORM signed by an official, supervising professor or representative of the university (**If practicum is 10 years old, practicum form is not needed)** |  |
|  | 5.  **PROFESSIONAL REFERENCEs FORMS**: Two Professional References |  |
|  | 6. **SUPERVISION:** Supervision Agreement Form and/or Supervisor Application (if applicable) |  |
|  | 7. **PROFESSIONAL CREDENTIALS AND MEMBERSHIPS (if applicable)** |  |
|  | 8. **PROFESSIONAL COUNSELLING EXPERIENCE – RESUME: -** Regular applicant (no prior counselling experience) - Experienced Practitioner (minimum of 2,000 counselling work experience,800 of which are direct client contact hours, detailed by indirect and direct hours, brief description of role) |  |
|  | 9. **PROFESSIONAL LIABILITY INSURANCE**  - Copy of certificate shoeing minimum of $2 million (Proof needed annually), or  - Insured by Employer Confirmation Form |  |
|  | 10. **CRIMINAL RECORD WITH VULNERABLE SECTOR CHECK** by local police or RCMP; if VS is being denied please reach out to the College for a request letter to be given to the RCMP. |  |
|  | **11. APPLICATION FEE** – College dues must be paid upon acceptance to College and may be pro-rated by the College. Received Date: |  |

Notes:

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| Initial Review: |  | Date: |  |

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| Reviewer: |  |

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| Reviewer: |  | Date Accepted: |  |