



RTCc/ACc, RTC/AC, MTC APPLICATION GUIDE

THE ASSOCIATION OF COOPERATIVE COUNSELLING THERAPISTS OF CANADA

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RTCc/ACc, RTC/AC & MTC Application Guide

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APPLICATION CHECKLIST

Please do not initiate the application until you have all your documents completed and ready for upload. We cannot begin the review process until we have a fully completed application.

- Have you determined which credential you qualify for?
 - RTCc/ACc or RTC/AC or MTC _____
- Have you calculated your direct client contact and supervision hours? _____
- Have you reviewed all the submission requirements and instructions? _____
- Do you have your payment ready to process? _____
- Do you have all of your documents ready to upload** _____

**Required Documents

Current resume	
Counselling Educational Certificate/Diploma/Degree	
Counselling Educational Transcripts	
Documentation of Required Direct Client Contact and Supervision hours	
Proof of Ethics Course	
Current Criminal Record Check <i>including vulnerable sector check</i>	
Proof of Insurance or Letter of Intent to Purchase	
Professional Reference Letters	

DETERMINING YOUR CREDENTIAL

Master Therapeutic Counsellor (MTC)

If you have more than 1000 direct client contact hours + a minimum of 50 supervision hours, then you qualify to apply as a Master Therapeutic Counsellor.

Registered Therapeutic Counsellor (RTC)

If you have a minimum of 200 direct client contact hours, but less than 1000 direct client contact hours, then you will be applying as a Registered Therapeutic Counsellor.

Registered Therapeutic Counsellor Candidate (RTCc)

If you have a minimum of 100 direct client contact hours, but less than 200 direct client contact hours, then you will be applying as a Registered Therapeutic Counsellor Candidate.

Accredited Counsellor Candidate (ACc), Accredited Counsellor (AC)

The ACc/AC designations are equivalent to the RTCc, RTC designations, with the same requirements for registration. (ACc = RTCc, AC = RTC) They have been created specifically for counsellors practicing in Ontario or Nova Scotia who are either not eligible or choose not to register with their provincial college.

Calculating Your Required Hours

RTCc/ACc Applicant Requirement

100 hours of direct client contact as an integral part of their practicum experience, and/or paid or unpaid work experience in a counselling related capacity completed within the last 5 years.

RTC/AC Applicant Requirement

200 hours of direct client contact as an integral part of their practicum experience, and/or paid or unpaid work experience in a counselling related capacity completed within the last 5 years.

MTC Applicant Requirement

1000 hours of direct client contact, a minimum of 500 of which need to be completed in Canada.

50 hours of Clinical and/or Process Supervision where a contractual, educational or employment agreement exists with the supervisor

Definition of Direct Client Contact and Supervision Hours

Direct client contact is any activity in which the client and the therapist are directly and formally engaged in the psychotherapeutic process. Ordinarily, this process occurs face-to-face, but other forms of direct contact, for example, using telephone, Skype, video-link, or even email (with appropriate considerations for privacy and confidentiality) are relevant. The client may be an individual, couple, family or group.

Also included in direct client contact are:

- interviewing for intake, as long as this activity is clinical in nature and then used to determine the nature and course of the therapy;
- interviewing, administering a test or conducting a formal assessment as part of a clinical interaction with the client; and
- facilitating or actively co-facilitating therapeutic sessions.

The following are not considered direct client contact:

- practice and role plays conducted within an educational/training program
- observing therapy without actively participating or providing follow-up to the client immediately after the observed session;
- record-keeping;
- administrative activities, including report-writing;
- conducting a psychometric assessment that primarily involves administering, scoring and report-writing, with little or no clinical -interaction with the client; and
- providing or receiving clinical or other forms of supervision.

Note: A standard 45 or 50 minute session qualifies as one hour of DCC.

Supervision hours are defined as those hours spent directly with a **Qualified Supervisor****, in a contractual relationship to safeguard the wellbeing of the client, discuss the direction of therapy, promote the professional growth of the supervisee, and enhance the supervisee's safe and effective use of self. Supervision can happen in group, pairs or as an individual receiving clinical and/or process supervision.

- **Clinical supervision** includes exploration, reflection and feedback on your clinical counselling skills and process with your clients.
- **Process supervision** includes exploration and reflection of your experience as a counsellor, including exploration of how you may be impacted by your clients' content or process, and where you need support in order to separate your issues from your clients'.

Both types of supervision are vital to building and maintaining a healthy practice.

Qualified Supervisors** may include your instructors within your educational program, your clinically informed supervisor in your place of work (paid or unpaid), and/or a supervisor who meets the ACCT supervisor criteria.

PREPARING YOUR DOCUMENTS

Current Resume

Your resume should outline your professional experience and competencies, and should be consistent with the information provided in your other documents.

Counselling Educational Certificate/Diploma/Degree

Scan and upload a copy of any related certificates or diplomas that you would like us to consider as part of your application. If certificates and diplomas unavailable, you can include a letter on letterhead paper from your place of study confirming your qualifications.

Counselling Educational Transcripts

Transcripts should list the courses that you completed, including all practical experience hours included in your education. Please check with your school, as you may need to request an additional document listing your practical hours.

Educational Requirements

Applicants must demonstrate that they have completed 360 hours of education/training in applied counselling including the following essential topics:

- Basic Counselling Skills, including clinical assessment
- Individual, Couples, Group and Family counselling methods
- Ethics and Ethical practice
- Human Development, including psychopathology / abnormal psychology
- Trauma and abuse
- Effective Use of Self
- Models of therapy

Documentation of Counselling and Supervision hours

You must provide proof that you meet the hours' requirements for the credential you are requesting. (See calculating your required hours)

RTC/AC/RTCc/ACc Standard Application

For graduates of a qualifying counselling degree, diploma or certificate, in which supervised direct client contact hours were part of your educational requirements (including supervision and counselling hours from any practicum/s), your hours will likely be reported on your transcript or a secondary document provided by your

school. If this is not the case, you will need to submit a signed log, letter or alternate document showing your accrued hours.

RTC/AC/RTCc/ACc Portfolio Application

For those submitting applications based on an equivalent combination of education and experience, or whose training did not include the required direct client contact hours as part of the program, such as those completed through paid or unpaid work experience, hours must be reported through letter(s) from each relevant supervisor, employer or volunteer placement supervisor, indicating the number of **direct client contact** hours worked.

MTC Applicants

Master Therapeutic Counsellor / Professional Accredited Counsellor applicants are required to submit a log** (spreadsheet or table) that documents, in simple format, completion of the required hours.

**Please be aware that evidence, in the way of signed logs, may be requested to support the clinical and supervision hours listed in your report.

Proof of Ethics Course

To become an ACCT member, you must have completed a qualifying ethics course. To qualify, an ethics course must include a minimum of 15 hours of study, covering the following topic areas:

- Ethical practice in counselling
- Boundaries and use of self
- Ethical communication and marketing

If your transcripts do not clearly indicate completion of an ethics course, you must submit an alternative supporting document. You have two options:

- a. Get a letter from the school indicating that the program you attended included significant content related to ethics in the counselling field*; or
- b. Take an online course that includes a certificate of completion (Canadian Psychological Association has one, for example).

Proof of Insurance

To hold a designation with ACCT, you must have professional liability insurance. Therefore, we require proof of insurance or **proof of intent** to process your application. If you are applying for your first credential with us and do not yet have insurance, you can submit a letter of intent to purchase insurance. **You will be required to provide a certificate of insurance within 6 weeks** of being accepted as a registered member.

Once you are a registered ACCT member, you will be able to access our group insurance plan with Aon (significantly less expensive than obtaining it independently).

Current Criminal Record Check

Provide a current (received within last 12 months or one that is not expiring in the next 12 months) criminal record check (CRC) **including** a 'vulnerable sector' search. Please ensure the original document is sent to you and provide us with a scanned copy. Do not have it sent to us directly.

References

All applicants require two current letters of reference. **All letters must be signed and include the date and contact info for the referee.**

RTC/AC/RTCc/ACc Applicant Requirement

1. A reference or letter of recommendation from a professional who has **known the applicant for at least one year as a supervisor in a training or educational capacity**, paid or unpaid counselling or related field that provides a recommendation of readiness to practice counselling,
2. A **personalized** reference or letter of recommendation from a mental health professional, with **at least 5 years' experience in their profession**.

MTC Applicants Requirement

1. A reference or letter of recommendation from a mental health professional, with **at least 5 years' experience in their profession, who has known the applicant professionally for at least two years**.
2. A second reference letter from a previous or current Supervisor, who has known the applicant **for at least 6 months**, which includes a Supervision Competency Evaluation Summary which should include length of the supervision relationship and the supervisor's assessment of the applicant's competence, ethics and suitability for the designation MTC.

***Note: All documents (e.g. Transcripts) with multiple pages must be submitted as one document in PDF format**

FEES & PAYMENT

Payment is required at the time of application. Applications without payment will not be processed. Please ensure you are ready to submit the appropriate amount in full, with your application.

Your total application fee will include the following components:

1. Membership Share of \$100.00 (a one-time fee, refundable upon request when you discontinue your membership)
2. Application Administration Fee of \$150.00 (One-time fee, non-refundable).
3. Annual Professional fee(s) (annual, non-refundable)
 - \$150.00 for RTCc/ACc
 - \$290.00 for RTC/AC, MTC

Total fees for initial application for RTCc/ACc: \$400

Total fees for initial application for RTC/AC, MTC: \$540

Annual renewal fee for RTCc/ACc: \$150

Annual renewal fee for RTC/AC, MTC: \$290

NOTES ON THE PROCESS

Application Submission

Submit your application only after all your documents are ready. The membership committee is made up of volunteers who give generously of their time. Applications are not forwarded to the committee for review until all of the required documents are complete and ready for review. Submitting an incomplete application will only slow down our response time.

Committee Questions & Clarifications

If, despite all your best efforts, the committee requires clarification or further documentation, we will contact you to follow up and ask for these things. Our goal is always to support you in a successful application process. We do not reject applications for missing information, it simply slows down the process while we seek clarification from you.

TECHNICAL TIPS

To success-load your application process, please pay attention to the following technical tips:

File Naming

File names should be no longer than 25 characters and must not contain any punctuation (periods, commas, apostrophes, slashes, etc.)

File Size & Format

Files need to be less than 1MB / 1000KB (files will be measured in KBs when uploaded). You may have most success by creating PDF files, rather than using image files. There is a variety of free PDF-maker software available online. Please include your name and page numbers on all pages of your documents.

Number of Files

Fewer files is better. Wherever possible, please ensure that original documents with multiple pages (ie the CRC) are uploaded as a one multi-page document, rather than separately uploading each page. Again, creating a PDF file with all the required pages is a simple way to do this.

Completing the Process

At the end of the application, when you click on the SUBMIT button, you should be taken to the payment page. If there is a blank screen or payment options are not presented, then the application did not get transferred to us (usually this is a result of the file issues listed above). Remember, we cannot process your application without your payment.

SUBMITTING ADDITIONAL DOCUMENTS

If additional documentation needs to be submitted and there is no room on the application form, applicants may first submit the application (and payment) and then can upload additional documents via the Miscellaneous Uploads form on our website (http://acctcounsellor.com/form.php?form_id=20).

Please ensure that the **application is submitted first** so that we know to which application the additional documents belong.