



# Council Orientation

Everything You Need to Know About Being a CRPO  
Council Member



# **Part V**

## **Committee Specific**

### **Orientation: Registration**

#### **Committee**

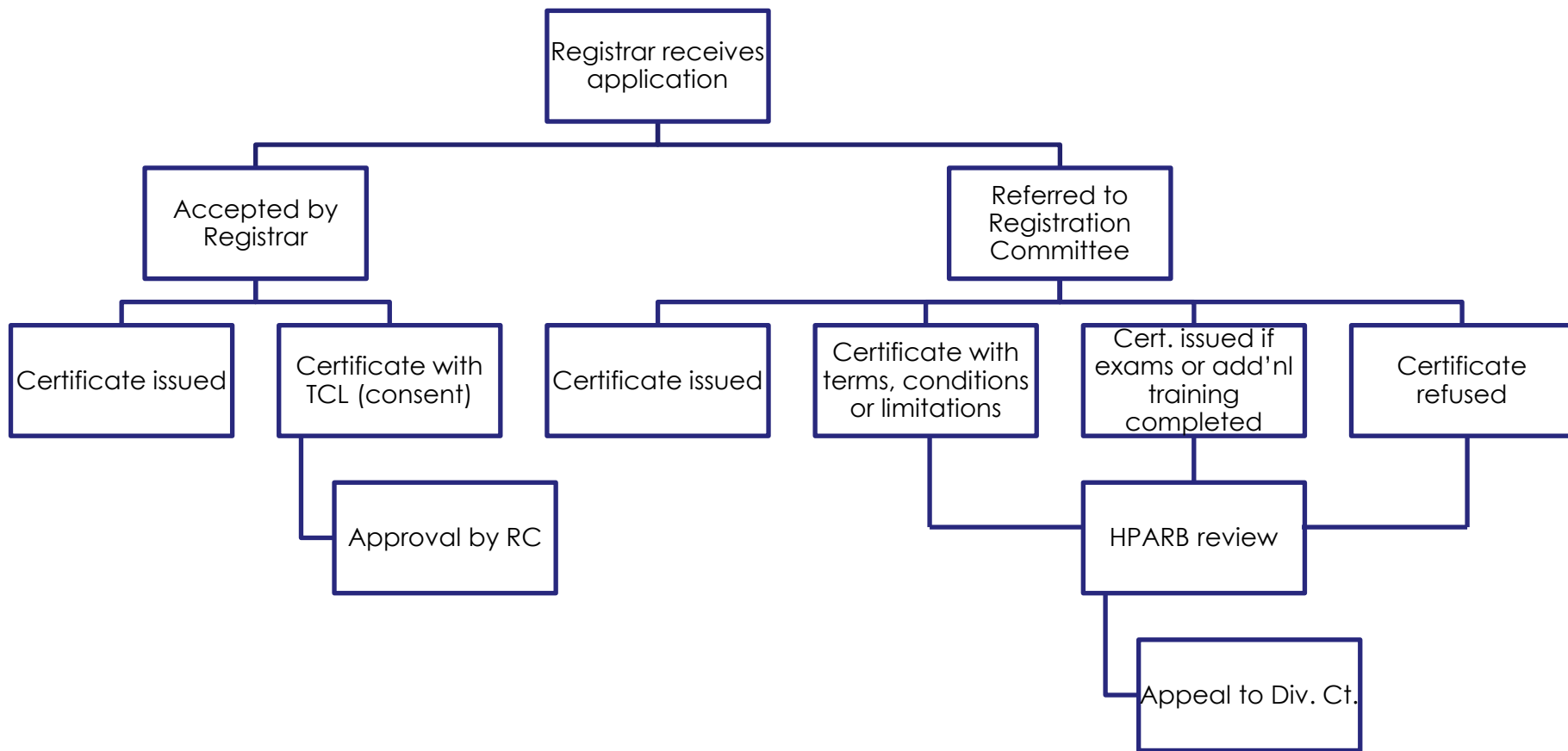
# Registration Committee



The Registration Committee is responsible for meeting in the form of panels to make decisions regarding applications for registration in accordance with the *Health Professions Procedural Code*, the Registration Regulation, and College policy.

Excerpted from Registration Committee terms of reference

# Registration: Decision Tree



# Registration: Decision-making

Identify the issue(s): what are the grounds for the referral?

For each issue:

- Is the requirement met?
- If the applicant meets all requirements, register

If the requirement is not met:

- Is the requirement exemptible?
  - If non-exemptible, cannot register: s. 18(3)
- If the requirement is exemptible:
  - the panel must exercise discretion to exempt the applicant
  - are any TCLs, additional training, examinations required?
- If the panel decides not to issue an exemption, the applicant cannot be registered.

# Registration: Decision-making

When to exercise discretion to exempt a requirement

Consider:

- The purpose of the requirement and whether it can be met another way
- The degree of the deficiency of applicant's qualifications
- The importance of the deficiency
- Whether applicant has alternative qualifications
- The verifiability of the alternatives
- The significance of the deficiency to applicant's proposed practice

# Registration: Decision-making

As noted in **Module 3 – Committees**, we learned that a panel of the Registration Committee can direct that specified terms, conditions or limitations (TCLs) be applied to a registrant's Certificate of Registration.

What is a TCL?

- Restriction on registrant's practice
- Posted on public register
- TCL ≠ substitute for meeting non-exemptible req't
- Is TCL necessary to protect public interest?

Considerations when ordering a TCL:

- how will registrant comply, how long will TCL be in place, who determines successful completion, who pays, etc.

# Education and Training: Requirements

- Recognized/accepted program
  - Voluntary process for programs to apply for recognition by CRPO
  - Program applications are evaluated by third party separate from CRPO, Word It Write, who issues a recommendation to RC to either recognize or refuse
  - Recognition is valid for five years
- Or substantially equivalent education
  - Completion of Mapping Tool, which is based on the entry-to-practice competencies, by applicant required
  - Credential assessment required if program completed outside of Canada
  - At least one program that meets the Program Definition Policy required
- Education requirement is **non-exemptible**



# Education and Training: Outcomes

- No gaps identified → approve as-is
- Gaps identified → approve as-is if it's *substantially* equivalent OR require specified courses
  - Either to be completed within a certain timeframe after registration
  - Or conditional approval: applicant will not be registered until they complete courses
- Significant or numerous gaps → application may be refused, applicant could complete a new program and re-apply

# Currency: Requirements

- Completed education within past 12 months
- About to graduate – substantially completed education
- Completed 450 DCC and 100 clinical supervision within past 12 months
- Completed 750 currency hours within previous 3 years
- None of the above – request an exemption based on extenuating circumstances (e.g. parental leave, medical leave, caregiver)
- Currency requirement is **exemptible**

# Currency: Outcomes

- Meets currency → approve
- Below currency requirement but panel feels exemption is appropriate → approve as-is OR require that they complete “upgrading activities”
  - Either to be completed within a certain timeframe after registration
  - Or conditional approval: applicant will not be registered until they have completed upgrading
- Not current at all → application may be refused, applicant could re-apply once current

# Conduct: Requirements and Outcomes

- [Good Character Policy](#)
- Evidence supports applicant will practise in a safe and professional manner → approve as-is
- Some concerns regarding applicant practising in a safe and professional manner → conditional approval and/or approve with TCLs
- Serious concerns and risk(s) to public that could not be remedied with TCLs → refuse
- Good character requirement is **exemptible**

# Clinical Experience: Requirements

- Zero direct client contact (DCC) and clinical supervision hours are required to register in the RP (Qualifying) category
- To transfer to the RP category, an RP (Qualifying) must successfully complete 450 DCC and 100 clinical supervision hours (and pass the Registration Exam)
- RP (Qualifying) must practice with clinical supervision
- An RP must practice with clinical supervision until they have completed 1000 DCC and 150 clinical supervision (independent practice)
- [Clinical Experience for Registration Policy](#)
- Clinical experience requirement is **non-exemptible**

# Clinical Experience: Outcomes

- Hours approved by panel and registrant meets category transfer requirements → registrant transfers from RP (Qualifying) to RP
- Hours approved by panel but registrant does NOT meet category transfer requirements → registrant remains RP (Qualifying) until they have enough hours and/or pass exam
- Hours NOT approved by panel → registrant remains RP (Qualifying) until they have enough hours for category transfer
- Can accept some but not all hours
- If the registrant is an RP and the hours in question are for independent practice, the decision is made by the Registrar

# Appeals

If the applicant disagrees with the outcomes of a Registration panel decision, the decision can be appealed via the **Health Professions Appeal and Review Board** (HPARB).

# Appeals

## What is HPARB?

- independent adjudicative agency
- independent of government
- Board members are not government of Ontario employees
- not allowed to be or to have ever been members of a regulated health profession or Health College
- Board members are appointed by the Lieutenant Governor-in-Council
- powers and processes are specified in the *Regulated Health Professions Act, 1991*



# Appeals

When filing an appeal, the party requesting the appeal may choose whether they would like to proceed with a *review* or a *hearing*.

<b>Review</b>	<b>Hearing</b>
Paper process	Court-like proceedings
Neither party attends in person	College & party requesting appeal must present their own cases
Faster	Parties involved have legal representation
Less formal	Parties involved must introduce their own evidence & may call witnesses to testify
	Hearings are public

# Appeals

## What can HPARB decide?

- Confirm the Registration Committee's order or proposed decision;
- Require the College to issue a certificate of registration or licence to the applicant upon successful completion of any examinations or training the Registration Committee may specify;
- Require the Committee to issue a certificate of registration or licence to the applicant, with any terms, conditions and limitations the Board considers appropriate (if the applicant qualifies for registration and if the Registration Committee is determined to have exercised its powers improperly); or to
- Refer the matter back to the Registration Committee.

# Monitoring

The College monitors all registrants who have conditions on their practice.

Monitoring ensures that RPs comply with the decisions that arise from the College's statutory committees, including Registration, Quality Assurance, Discipline, FTP and ICRC.

# Monitoring

Examples of outcomes that are monitored include:

- Agreements or undertakings between an RP and the College; and
- RPs whose certificates of registration are subject to terms, conditions or limitations.

# Definitions & Resources

# Legislation

Regulated Health Professions Act (RHPA):

<https://www.ontario.ca/laws/statute/91r18>

Health Professions Procedural Code (schedule 2 of RHPA)

<https://www.ontario.ca/laws/statute/91r18#BK53>

Psychotherapy Act, 2007

<https://www.ontario.ca/laws/statute/91r18#BK53>

Registration Regulation

<https://www.ontario.ca/laws/regulation/150067>

# Panel Process

## **Notice to applicant**

(3) If the Registrar refers an application to the Registration Committee, he or she shall give the applicant notice of the statutory grounds for the referral and of the applicant's right to make written submissions under subsection 18 (1). 1991, c. 18, Sched. 2, s. 15 (3).

## **Consideration by panel**

18. (1) An applicant may make written submissions to the panel within thirty days after receiving notice under subsection 15 (3) or within any longer period the Registrar may specify in the notice.

## **Composition of panels**

(2) A panel shall be composed of at least three persons, at least one of whom shall be a person appointed to the Council by the Lieutenant Governor in Council. 2007, c. 10, Sched. M, s. 24 (2).

## **Quorum**

(3) Three members of a panel constitute a quorum. 1991, c. 18, Sched. 2, s. 17 (3).

# Panel Process (cont'd)

## Orders by panel

(2) After considering the application and the submissions, the panel may make an order doing any one or more of the following:

1. Directing the Registrar to issue a certificate of registration.
2. Directing the Registrar to issue a certificate of registration if the applicant successfully completes examinations set or approved by the panel.
3. Directing the Registrar to issue a certificate of registration if the applicant successfully completes additional training specified by the panel.
4. Directing the Registrar to impose specified terms, conditions and limitations on a certificate of registration of the applicant and specifying a limitation on the applicant's right to apply under subsection 19 (1).
5. Directing the Registrar to refuse to issue a certificate of registration.



# Currency Hours

## Definition

Currency hours include a broad range of professional activities related to the practice of psychotherapy, such as:

- direct client work
- record-keeping and preparation in relation to direct client work
- professional development in psychotherapy
- engaging in clinical supervision as a supervisee
- conducting research or writing in the field of psychotherapy
- supervising
- teaching
- managing
- consulting
- other professional activities that impact the practice of psychotherapy

# Scope of Practice of Psychotherapy

## Definition

The practice of psychotherapy is the assessment and treatment of cognitive, emotional or behavioural disturbances by psychotherapeutic means, delivered through a therapeutic relationship, based primarily on verbal or non-verbal communication.

# Direct Client Contact (DCC)

## Definition

Any activity in which the client and therapist are directly and formally engaged in the psychotherapeutic process. Ordinarily, DCC occurs face-to-face, but it may be done using telephone, Skype, video-link, or even email (with appropriate considerations for privacy and confidentiality). The client may be an individual, couple, family or group.

# Direct Client Contact (DCC)

## Definition (cont'd)

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
- facilitating or actively co-facilitating therapeutic sessions
- participating in case conferences with the client present.

# Direct Client Contact (DCC)

## Definition (cont'd)

The following are not considered DCC:

- Observing therapy session(s) 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.
- Providing or receiving clinical or other forms of supervision.

# Clinical Supervisor

## Definition

- member in good standing of a regulatory college whose members may practise psychotherapy
- have five years' extensive clinical experience
- meet CRPO's "independent practice" requirement
- have completed 30 hours of directed learning in providing clinical supervision
- provide a signed declaration that they understand CRPO's definitions of clinical supervision, clinical supervisor, and the scope of practice of psychotherapy

# Clinical Supervision

## Definition

Clinical supervision is a contractual relationship in which a clinical supervisor engages with a supervisee to:

- discuss the direction of therapy and the therapeutic relationship;
- promote the professional growth of the supervisee;
- enhance the supervisee's safe and effective use of self in the therapeutic relationship; and
- safeguard the well-being of the client.

# Clinical Supervision

## Definition (cont'd)

Clinical supervision can be individual, dyadic or group. Group supervision may include structured peer group supervision if the supervision is formal and structured, and includes at least one group member who meets CRPO's definition of a clinical supervisor.

**Structured peer group supervision** differs from group clinical supervision, in that the latter is led by a clinical supervisor, whereas the former includes at least one member who would qualify as a clinical supervisor but is an equal participant (not the leader). Structured peer group supervision often occurs in an institutional setting but may be formalized outside such settings.

**Informal “peer supervision”** i.e. unstructured discussion of clients with colleagues, is not considered an acceptable form of supervision for registration purposes.



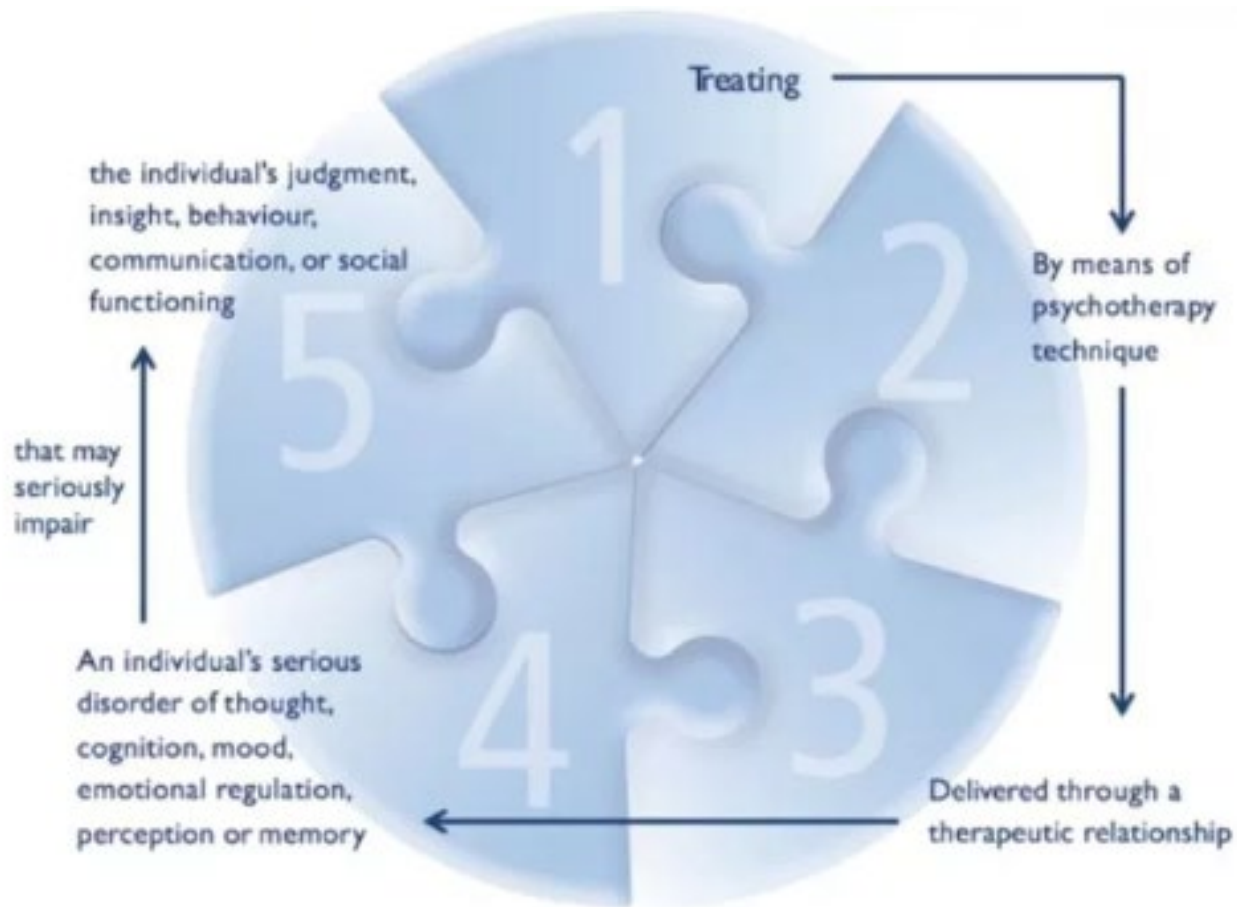
# Safe and Effective Use of Self

## Definition

One of the defining competencies of psychotherapy practice, safe and effective use of self, refers to the psychotherapist's learned capacity to understand his or her own subjective context and patterns of interaction as they inform his or her participation in the therapeutic relationship with the client. It also speaks to the psychotherapist's self-reflective use of his or her personality, insights, perceptions and judgments in order to optimize interactions with clients in the therapeutic process.

Psychotherapeutic traditions and practices related to the development of a psychotherapist's safe and effective use of self in the therapeutic relationship are diverse. Some applicants will have developed this competency while engaging in their own personal psychotherapy. Others will have taken courses that address use of self. These may include, for example, personal family history and dynamics, anti-oppression and diversity, power dynamics, relational boundaries, experiential practice as client or interpersonal relationship development. Others may have engaged in a guided and reflective Indigenous practice, such as the four directional way. For some practitioners, this competency may also be addressed in a particular form of clinical supervision.

# Controlled Act of Psychotherapy



# Categories of Prescribed Therapies Involving the Practice of Psychotherapy

- Cognitive and Behavioural therapies
- Experiential and Humanistic therapies
- Psychodynamic therapies
- Somatic therapies
- Systemic and Collaborative therapies

# Activities that Do Not Constitute the Controlled Act of Psychotherapy

- Advocating
- Applied Behavioural Analysis
- Case management
- Clinical follow-up/care and discharge planning
- Coaching
- Coordinating services
- Counselling and support
- Crisis intervention/management
- Hypnotherapy
- Information/advice and knowledge transfer
- Intake and referral
- Mediating
- Milieu therapy / milieu-based interventions
- Monitoring
- Problem solving
- Psychometric testing or assessment
- Rehabilitation
- Single session counselling
- Spiritual or faith guidance/counselling
- Teaching

# Entry-to-Practice Registration Examination

- The Registration Exam set and approved by the Registration Committee is the Canadian Professional Standard for Counselling and Psychotherapy (CPSCP): Entry to Practice Competency Assessment offered by the COMPASS Centre for Examination Development
- Computer based simulation style exam that tests the entry-to-practice competencies
- Currently offered twice a year
- Max of 3 attempts at the exam (first attempt must be taken within first 2 years of submitting CRPO application)