

Program Recognition FAQ

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Overview

What does recognition by CRPO mean? Does CRPO regulate or accredit educational institutions?

To protect the public, the College needs to ensure that Registered Psychotherapists have gained entry-to-practice competencies through graduate-level psychotherapy training programs.

The College regulates individual practitioners. It does not regulate or accredit educational institutions. Programs may however complete and submit an application for recognition by CRPO. The voluntary recognition process is meant to facilitate processing applications for registration as Registered Psychotherapists in the Qualifying category.

Recognition does not constitute an endorsement or recommendation of a program by the College. Rather, the recognition process allows the program's graduates to know that the

education requirements for registration will be met upon successful completion of the program.

Applicants from a program with academic recognition can quickly complete the education section of the application without providing detailed information about their training. This speeds up the processing time for approving applications that meet registration requirements.

Clinical experience (CE) recognition ensures that students from academically recognized programs obtain clinical experience that meets CRPO's requirements and allows them to apply and integrate theoretical knowledge in practice. Clinical experience is a crucial component in developing competence as a practitioner. A program granted CE recognition no longer needs to receive separate requests from students/graduates for clinical experience confirmation forms and signatures. Rather, the program can report total hours for each student via an online form. All hours reported by a program with CE recognition will be accepted by CRPO.

What are the requirements for recognition?

The [Program Recognition Policy](#) sets out the criteria for academic and clinical experience recognition and renewal. Programs should carefully review the policy prior to beginning the application process to ensure that their program meets the stated requirements. The Registration Committee will not approve a program for recognition unless the program has demonstrated in their application to CRPO the criteria are sufficiently met.

What is involved in applying for recognition?

Academic Recognition

Programs seeking academic recognition are asked to submit detailed information about their curricula, faculty members, staffing structure, facilities, admission policies and process for handling student complaints, among other items.

In addition, they are asked to map their education and training objectives and learning outcomes to selected competencies from the Entry-to-Practice Competency Profile. This document lists the competencies required of individuals entering practice for the first time, so that they can practise safely, effectively, and ethically across a variety of practice settings.

Clinical Experience Recognition

Programs seeking clinical experience recognition are asked to submit detailed information about opportunities for students to gain clinical experience during the program, including placement settings, supervision requirements, grading policies, and processes to resolve

complaints and ensure adequate client care if a student is unable to complete the practicum. Programs are also asked to comment on any clinical experience offered through the program that does not meet CRPO's requirements.

What are the fees for recognition?

Fees are set by and paid directly to the third-party review organization.

Application type	Fee
Academic recognition: initial application	\$5,000
Academic recognition: renewal application	\$1,250
Clinical experience recognition: initial application	\$500
Clinical experience recognition: renewal application	\$500

Every year the fees may be increased by the percentage increase for that year in the Consumer Price Index for goods and services in Canada as published by Statistics Canada or any successor organization. Should the fees increase by more than the Consumer Price Index percentage increase, programs will be notified at least three months in advance.

Once payment is received, the third-party reviewers will begin review of the application.

Application fees are non-refundable. If an application is refused, no refunds are issued. If a program re-applies after being refused, the program must pay the full application fee again.

How does CRPO recognition relate to registration as a Private Career College?

Programs are responsible for determining whether they require registration as a Private Career College (PCC) with the Ministry of Colleges and Universities, subject to the Private Career Colleges Act, 2005. CRPO has no role in making this determination or enforcing the requirement.

If PCC registration is required, the CRPO recognition process fulfills the Ministry's requirements for review by a subject matter and adult education expert. Programs requiring PCC registration must inform CRPO and provide [required documents](#) specific to PCC registration, in addition to the materials required by CRPO for program recognition.

My program is not recognized. What should I know about advertising?

Applications from non-recognized programs are reviewed on an individual, case-by-case basis. CRPO is unable to pre-assess eligibility for applicants from non-recognized

programs. Non-recognized programs may not advertise or imply that their program will lead to CRPO registration or suggest that recognition is forthcoming. Examples of inappropriate advertising include:

- Graduates are eligible to become Registered Psychotherapists.
- Graduates qualify for registration with CRPO.
- This program is in the process of being recognized by CRPO.

My program is recognized. What should I know about advertising?

Recognized programs may state that the program is recognized by CRPO in advertising materials and that the program meets the minimum education requirement for registration with CRPO. Programs may not advertise that they are accredited or endorsed by CRPO.

In addition, programs should be aware that satisfying the education requirement for registration does not automatically entail registration. Applicants must demonstrate that they meet all registration requirements in order to be issued a certificate of registration.

Applying for Academic Recognition

Is a sample application available?

A sample application cannot be provided as the review and recognition process was developed to allow programs to maintain the approaches found in their traditions and modalities and prevent standardization of curriculum. For assistance in completing the application, programs are encouraged to consult faculty members and other colleagues who have experience with developing education and training programs.

What if my program has elective courses or different streams or paths to completion?

If your program includes elective courses or choices of different streams or paths to completion, describe how each option leads to the development of all competencies in students.

Can I submit multiple programs for review in one application?

Only one program can be reviewed per application. If an institution offers more than one program, they must submit an application for each program.

My program isn't operating yet. What should I consider when applying?

The application should reflect the program in its final version, that is, as it will be delivered once the program starts running. Be sure to finalize all documentation, processes,

requirements, etc. prior to submission. The reviewers cannot assess the program fully if the application indicates that aspects of the program may change or be further developed later.

What goes in the Supporting Evidence section?

Provide specific page/section/chapter references. Reviewers will not search through entire documents to find relevant information; tell them specifically where to look.

Avoid referencing entire websites or documents. Include a link to a specific page or document, providing appropriate references.

When referencing supporting documentation, consider the following:

- **Is it the most recent version?**

The application process involves reviewing the program as it is currently delivered, so the content should be reviewed to avoid using out-of-date versions of documents. If the document has not been revised in the same calendar year the program application is reviewed, a note should be made indicating that content has not changed.

- **Is it complete?**

If a document references content that is relevant to competency development and that is not yet finalized or may be distributed to students in class, this content should be provided in the application. Ensure that supporting documents provide a description of learning activities, not just the title of the activity.

- **Is it clear?**

Documents should have a consistent level of detail and structure, and any extracts should provide their source to identify the content's place in the program.

Can I reference a website as Supporting Evidence?

Yes, with the following considerations:

- Do you have permission to use this content?
- Is the information from a credible source?
- Will the reviewers be able to access it without logging in?

To avoid broken links, programs may wish to provide a screenshot or PDF version of the webpage as supporting evidence.

Do I need to submit faculty member CVs as supporting evidence?

No. Programs should describe the general requirements for faculty members. Do not send CVs for individual faculty members.

Can I use technical/modality-specific language in my application?

Throughout your application, use plain language and avoid jargon where possible. At the end of the application, there is an opportunity to provide reviewers with a glossary of terms used in your application.

What is the purpose of the mapping tool?

The Mapping Tool is the primary instrument for determining whether education and training programs have the substantive elements required for recognition by the College.

Specifically, it provides education and training programs with a way to:

- describe how the program enables students to develop key competencies drawn from the Entry-to-Practice Competency Profile for Registered Psychotherapists; and
- identify specific supporting evidence that substantiates statements regarding the program's alignment with the competencies.

The Mapping Tool was designed using the competencies detailed in the document *Entry-to-Practice Competency Profile for Registered Psychotherapists*.¹

A subset of competencies and sub-competencies was selected for use in the Mapping Tool, based on relevance to the development of key professional competencies by students.

How is the mapping tool organized?

The competencies in the Mapping Tool are grouped into five main areas:

- 1.0 Foundations
- 2.0 Collegial and Inter-professional Relationships
- 3.0 Professional Responsibilities
- 4.0 Therapeutic Process
- 5.0 Professional Literature and Applied Research

Within each grouping are several main competencies. For example, Foundations has five main competencies:

¹ <https://crpo.ca/wp-content/uploads/2024/09/Entry-to-Practice-Competency-Profile-for-Registered-Psychotherapists-Aug1517.pdf>

- 1.1 Integrate a theory of human psychological functioning and development.
- 1.2 Work within a framework based upon an established psychotherapeutic theory.
- 1.3 Integrate knowledge of comparative psychotherapy relevant to practice.
- 1.4 Integrate awareness of self in relation to professional role.
- 1.5 Integrate knowledge of human and cultural diversity in relation to psychotherapy practice.

In completing the Mapping Tool, programs should focus on the main competencies in each of the five areas.

The tool also identifies sub-competencies for most main competencies. For example, main competency 1.1 includes the following sub-competencies:

- 1.1.1 Integrate knowledge of human development across the lifespan.
- 1.1.2 Integrate knowledge of contextual and systemic factors that facilitate or impair human functioning.
- 1.1.3 Integrate knowledge of the psychological significance of various kinds of human development, such as spiritual, moral, social, emotional, cognitive, behavioural, sexual, gender, and biological development.

The sub-competencies are intended to clarify the main competencies.

Detailed evidence of each sub-competency is not required; however, it is expected that programs may refer to some or all of the sub-competencies as examples when responding to each main competency.

Weight of Particular Competencies

The following 10 main competencies will be subject to the most detailed review:

- 1.1 Integrate a theory of human psychological functioning and development.
- 1.2 Work within a framework based upon an established psychotherapeutic theory.
- 1.3 Integrate knowledge of comparative psychotherapy relevant to practice.
- 1.4 Integrate awareness of self in relation to professional role.
- 1.5 Integrate knowledge of human and cultural diversity in relation to psychotherapy practice.
- 4.1 Engage in psychotherapy with clients and maintain a professional frame for therapy.

4.2 Establish and maintain an effective therapeutic relationship.

4.3 Apply safe and effective use of self in the therapeutic relationship.

4.4 Conduct an appropriate risk assessment.

4.5 Structure and facilitate the therapeutic process.

What should I do before submitting my application?

In order to ensure nothing is missing from the submission, and responses to the application questions are clear, it is strongly recommended that the entire application be reviewed by someone who was not involved with completing it. You should also review the checklist at the end of the application to ensure that you have prepared all components.

Can CRPO help me with my application?

College staff can provide information about the review and recognition process, as well as technical support should any difficulties be encountered when completing the application.

For questions about the review and recognition process, please email programs@crpo.ca

However, staff cannot provide assistance with mapping content to entry-to-practice competencies, recommend how to answer questions, or state whether a response will be satisfactory.

Who can sign the statutory declaration?

When you have completed your application, print the Statutory Declaration form found in the application form. A senior administrator of the program must take the form, along with appropriate photo ID, to a person authorized to take declarations (e.g. a commissioner of oaths, notary public, lawyer, etc.). Do not sign the form prior to your visit to the commissioner, as it must be signed in the commissioner's presence. Include the completed and signed declaration in your application package. Applications without a properly completed Statutory Declaration will not be processed.

How are academic recognition applications reviewed?

Each evaluation is conducted by three independent experienced psychotherapists, trained in the review process. Reviewers examine a program's submission to form an impression of the overall organization of the program. Reviewers also examine how the program enables students to develop the entry-to-practice competencies.

The third-party reviewers produce a summary report of their conclusions and make an overall recommendation to CRPO's Registration Committee. The reviewer team makes one of the following recommendations:

1. That the program be recognized: The program sufficiently enables students to develop the required competencies for entry-to-practice. Recognition is granted for a period of five years.
2. That recognition be refused: The program contains numerous or significant gaps or does not enable students to develop the required competencies for entry-to-practice. The program will need to apply for recognition again when deficiencies have been remedied.

Applying for Clinical Experience (CE) Recognition

Which programs are eligible for clinical experience recognition?

Only programs with academic recognition are eligible for CE recognition.

Is CE recognition mandatory?

At this time, CE recognition is voluntary for programs with academic recognition.

It is anticipated that the Registration Committee will require programs with academic recognition to also have clinical experience recognition as of 2028. Programs will be notified in advance of this change coming into effect.

Applying for Recognition Renewal

How long does recognition last?

Program recognition is valid for five years, provided that all substantive program recognition criteria continue to be met.

A program is required to apply for renewal of recognition before its current term of recognition expires.

What if changes are made to the program before renewal?

Programs are required to inform the College in advance of all proposed significant changes to the program. They may also be required to provide interim reports on any areas for development or that are of concern to the Registration Committee or CRPO staff.

What does the renewal process involve?

Programs are asked to describe how the program's content and structure has changed since becoming recognized by CRPO. Programs are also asked to describe how they have

addressed the suggestions made by the reviewers in the Summary of Evaluation Findings sent to the program at the time of recognition and comment on how they address or plan to address current issues affecting RPs.

Assessment of the renewal form will focus on whether the program has made substantive changes, such as dropping a core course, that could affect its ability to continue to deliver entry-to-practice training that meets CRPO's registration requirements.

If substantive changes are reported, the program will be asked to submit a full program recognition application, including an updated Mapping Tool and supporting documentation, to demonstrate that their program continues to meet the entry-to-practice requirements. Programs that only report minor changes will not be required to submit an updated program recognition application.

It is expected that programs may make minor changes to some program components in order to respond to advancements in the field or changes in the professional environment. It is also expected that programs will evolve and improve their offerings over time. Minor changes or improvements to program delivery such as adding a course or content generally will not impact a program's recognition renewal.

Submission and review of applications (all types: academic, CE recognition, renewal)

How should I submit my application?

Send all documents by email to programs@crpo.ca. If the attachments are too numerous or large to send in one email, you may send multiple emails or ask CRPO for access to its file-sharing platform.

What happens once I submit my application?

1. Administrative review by CRPO staff
2. Application forwarded to third-party reviewers
3. Invoice sent from third-party reviewers to program
4. Once invoice is paid, third-party reviewers review application
5. Recommendation made by third-party reviewers to Registration Committee
6. Registration Committee reviews recommendation and decides whether to renew the program's recognition

Who reviews the application?

CRPO contracts with a third-party evaluation service to assess applications for recognition renewal. The review fee is paid directly to the third-party service.

Does CRPO review my application before sending it to the third-party reviewers?

Once you have submitted your application, CRPO staff will perform a brief administrative review to ensure that it is complete. If staff notice any potential errors or omissions, they will return the application and give you the opportunity to revise your submissions. Once you submit the revised application, it will be sent directly to the third-party reviewers without further review by CRPO staff.

Will the reviewers ask for additional information or clarification?

Programs will not be asked to provide supplemental information during the review process. Unless supporting documentation is included, it will not be considered. Content that is not part of the application at the time of submission may result in reviewers reporting a lack of evidence in the program to satisfy the requirements.

When will I find out the result?

It typically takes approximately 3–4 months once you have paid the application fee. The timeline will depend on the complexity of the program and the volume of applications under review.

What happens if the application is refused?

The program will need to make changes, submit a new application, and pay another application fee.

What if the program has applied and been refused recognition twice?

If a program has applied and been refused recognition twice, it must demonstrate that it has addressed the areas for growth identified in the third-party reviewers' report before submitting a third application. CRPO staff determine whether the program has provided information on how each area has been addressed. If information has been provided for each area, staff forward the application to the third-party reviewers. If information has not been provided for one or more areas, the program must provide the missing information before staff forward the application to the third-party reviewers.