

Supporting Documents Checklist

The following documents are required as part of your application for registration. Unless otherwise noted, documents are to be scanned and uploaded directly to your application using the **Upload** feature in your member account. CRPO may request additional documentation or other information.

In rare, exceptional circumstances, if any of the documents in this checklist are unavailable, CRPO may accept alternate information or documentation. A detailed explanation of why the documents are unavailable will be required.

PAGE 2: LANGUAGE

☐ **Language Proficiency Test (if necessary)**

If you have had **no** education or practice experience in English or French, provide evidence of successful completion of a one of the following acceptable language proficiency tests listed below within the previous two years, with the minimum scores identified:

- Canadian Language Benchmark Assessment (CLBA)
 - Minimum score: Benchmark score of 7 required on all skills (listening, speaking, reading and writing).
- Canadian Test for English for Scholars and Trainees (CanTEST)
 - Minimum score: A minimum score of 4.0 on each section – listening, writing and speaking; a minimum score of 3.5 in reading.
- International English Language Testing System (IELTS) – Academic or General Training
 - Minimum score: Level 6.5 required on all skills (listening, reading, writing and speaking).
- Michigan English Language Assessment Battery (MELAB)
 - Minimum score: 80, plus an oral interview rating of at least 3.
- Test de Français Pour Étudiants et Stagiaires au Canada (TESTCan) – French Proficiency
 - Minimum score : A minimum score of 4.0 on each section – listening, writing and speaking; a minimum score of 3.5 in reading.
- Test of English as a Foreign Language (TOEFL iBT) – Internet-Based Test
 - Minimum score : Total of 80 (Total score cannot be achieved with all minimums)
 - Reading: 18 (mid-Intermediate)
 - Writing: 20 (mid-Fair)
 - Listening: 19 (high-Intermediate)
 - Speaking: 20 (mid-Fair)

PAGE 3: CURRENT AND PAST EMPLOYMENT IN PSYCHOTHERAPY

If you add an employment entry to this page of the application, provide at least **one** of the following documents for **each** entry:

☐ **Direct Client Contact (DCC) Confirmation Form**

Employers or supervisors may complete this template [DCC Confirmation Form](#).

☐ **Confirmation Letter**

A letter from your employer or clinical supervisor on organizational letterhead, confirming your employment or self-employment, including your job title, description of role, time period, number of hours of direct client contact completed and contact information for the signatory.

☐ **Attestation Letter**

An attestation letter will **only** be accepted if a confirmation letter is not available. An attestation letter refers to a detailed letter from a relevant third party, e.g. senior colleague.

PAGE 5: EDUCATION AND TRAINING CENTRAL TO THE PRACTICE OF PSYCHOTHERAPY

CRPO has a list of recognized education programs on the [Education Programs](#) page of our website.

1. For **each** program or course you enter on this page of the application, provide one of the following documents:

- ☐ **Academic Transcript or Letter from Institution (for recognized or non-recognized programs completed in Canada, or recognized programs completed outside of Canada)**
Academic transcripts refer to official, hard copy transcripts (for institutions that issue transcripts, e.g. universities and colleges and some private psychotherapy education and training programs).

For institutions that do not issue transcripts (e.g. some private psychotherapy education and training institutes), submit a hard copy letter from the institution. The letter must be on institutional letterhead and include:

- name that matches the name you provided to CRPO;
- dates you attended the program;
- list of all learning activities (courses, seminars, etc.) you completed, the number of credits or hours for each activity, and your grade or result for each activity;
- whether you successfully completed the program, and what certificate or credential was awarded; **and**
- name and contact information of institution and senior official at institution.

Academic transcripts or a letter from the institution **must** be sent directly by the institution through mail or courier to CRPO at:

CRPO
Attention: Document Review
375 University Avenue, Suite 803
Toronto, ON M5G 2J5

- ☐ **Credential Assessment (for non-recognized programs completed outside Canada)**
Acceptable credential assessment providers and the documentation requirements can be found in CRPO's [Credential Assessment Policy](#). CRPO recommends the World Education Services (WES) ICAP Document-by-Document Credential Assessment.

2. For non-recognized programs or courses, you must **also** provide **one** of the following documents:

- ☐ **Official Descriptions of Learning Activities**
Scan and upload detailed outlines or syllabus descriptions for the learning activities you completed. Outlines/syllabuses should be those written by the educational institution for the year in which you took the course or learning activity.

- ☐ **Alternate Descriptions of Learning Activities**
If official course descriptions are unavailable, you will be required to write a detailed description in your own words of the learning activities you completed and how each allowed you to develop the entry-to-practice competencies of a Registered Psychotherapist.

3. For each program or course that involved DCC, provide one of the following:

- ☐ **DCC Confirmation Form**
Supervisors or a senior program official may complete this [DCC Confirmation Form](#).

☐ **Confirmation Letter**

A confirmation letter on organizational letterhead from your clinical supervisor or a senior program official should include a description of the hours accumulated, time period, number of hours of direct client contact completed and contact information for the signatory.

☐ **Attestation Letter**

Provide an attestation letter **only** if a confirmation letter is not available.

PAGE 6: CLINICAL SUPERVISION RECEIVED

For **each** period of clinical supervision entered on this page of the application, provide **one** of the following:

☐ **Attestation Form for Clinical Supervisors (for supervision that takes place after April 1, 2018)**

Supervisors may complete this template [Attestation Form for Clinical Supervisors](#).

☐ **Confirmation Letter**

A letter from your clinical supervisor confirming clinical supervision received, including:

- The clinical supervisor's qualifications and contact information;
- how the supervisor and supervisee became acquainted;
- if the period of clinical supervision refers to group supervision, include the number of supervisees in the group; **and**
- the number of clinical supervision hours provided and the date range over which the clinical supervision took place.

☐ **Attestation Letter**

Provide an attestation letter **only** if a confirmation letter is not available.

PAGE 9: REQUIRED DOCUMENTS

Provide the following template documents which will be available within the application form to download and print:

☐ **General Declaration and Consent to the Release of Information**

☐ **Statutory Declaration**

CERTIFIED TRANSLATIONS

☐ **Certified Translations (if necessary)**

Supporting documents in a language other than English or French, will require submission of the original documents with certified translations. Translations must be literal and word-for-word, that is, non-interpretive. The College accepts translated documents from:

- the consulate, high commission or embassy (in Canada) for the country that issued the documents;
- a Canadian consulate, high commission or embassy in the country from which the applicant emigrated;
- a certified member of the Association of Translators and Interpreters of Ontario;
- a translator accredited by a recognized professional association of translators in Canada;
- a translator accredited by the Canadian government; or
- a translator accredited by a provincial or municipal government in Canada.

The translator's identification and certification must accompany the translated documentation.