



**CCPC GLOBAL™**

**Certifying Your Future**

Canadian Council of Professional Certification

# **CERTIFIED SPIRITUAL DIRECTOR**

**(CSD)**

## **STANDARDS MANUAL**

[www.ccpcglobal.com](http://www.ccpcglobal.com)

**CCPC Head Office**

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## **Introduction**

A need has been expressed for excellence, competency, integrity and established professional qualifications in almost every field and discipline. Professionals, paraprofessionals and technicians have each taken up this challenge and responsibility.

The Canadian Council of Professional Certification (CCPC) is responding to both social expectation and professional need. The CCPC by Federal Charter has taken upon itself, as a recognized certifying body, to certify those qualified individuals who are engaged in the Art and Discipline of Christian Spiritual Direction.

Those wishing to be certified and requesting the designation of Certified Spiritual Director (CSD) will provide information to the CCPC indicating their education, supervised experience and specialized training in the field of Christian Spiritual Direction. Copies of documentation of the above are required and will be kept on file at the CCPC office; they will not be returned.

The application and documentation will first be screened for eligibility for certification by an Evaluator, and then scrutinized by the Board of Examiners of the CCPC. The applicant will be notified in writing concerning the decision of the Board of Examiners. Denial of an application will be accompanied by written explanation and advice on acquiring the training/education needed.



## **Purpose of Certification**

The Purpose of Certification for the Spiritual Director is to recognize, by way of the certification process, those who have acquired an acceptable standard of training, skills, and effectiveness as a Spiritual Director.

The Canadian Council of Professional Certification extends professional credentials (CSD) to individuals indicating the minimum skill level reached.

The Council encourages everyone having the required qualifications to apply regardless of age, race, nationality, sex or handicap.

### **Our focus is:**

1. To provide an avenue for qualified persons who have studied, worked and developed skills in spiritual direction to receive professional recognition.
2. To provide the public with the confidence that Spiritual Directors have attained an acceptable level of competency.
3. To provide Certified Spiritual Directors with encouragement for continual spiritual awareness, education and professional development.



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## **Who May Be Certified?**

Any person may apply for credentials as a **Certified Spiritual Director (CSD)**. However, he or she must be able to meet the “Standards Criteria” set by the Examining Board of the Canadian Council of Professional Certification.

The application process provides the opportunity for the applicant to demonstrate adequate skill, knowledge and competence as a spiritual director. The applicant must provide written documentation that you have received supervision in spiritual direction for a minimum of 12 months.

Applicants must have a minimum of 12 months internship for responsibilities in spiritual direction working at the outlined core functions. This would include a minimum of 500 face-to-face hours with a directee.

## **Experience**

The Canadian Council of Professional Certification has set the following standards for the Experience part of the certification process.

There must be written documentation indicating at least 12 months internship as formal education in spiritual direction.

Formal education may NOT be substituted for the experience requirement. All experience must be documented.

A letter on official stationery from the applicant’s church and/or denomination and/or spiritual director indicating that they wish to recognize this person for responsibilities of spiritual direction. This must include an indication that the applicant is a communicant in good standing.



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## **Education Required**

The Canadian Council of Professional Certification has set the following standards for the Education part of the certification process.

The required education is defined as formal classroom education in the spiritual direction field. Education must be related to the base of knowledge and skills associated with the core functions. All education must be documented.

An applicant applying for certification must have a master's degree from a recognized accredited institution with a focus in biblical, theological studies and a minimum of six courses in spirituality. In exceptional cases individuals with a baccalaureate degree in spirituality may be considered provided they meet all the other requirements.

## **Core Competencies**

1. Cognitive Mastery
  2. Ministry Skills
  3. Character and Spiritual Formation
  4. Personal Work Habits
  5. Relationship with People
  6. Relation to Church or Agency
  7. Functioning Within Expected Role
- (For specific details, see Supervisor's Evaluation)

## **Ethics and Professional Responsibility**

The Canadian Council of Professional Certification expects its applicants to

1. Adhere to the established code of ethics to preserve a high standard of professionalism and to secure the client's best interest.
2. Maintain federal, provincial and agency regulations concerning confidentiality by following proper procedures to preserve the client's rights.
3. Identify the importance of the diversity of clients by attaining knowledge about character, cultures, lifestyles, and other elements that are dominant to a client's behaviour, in order to advise services that are sensitive to the client.
4. Set up and maintain a program of self-assessment of professional conduct (strength and weakness) using ethical and legal standards.
5. Continue the process of professional growth and development by assessing one's training needs and attaining the necessary education.



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## Code of Ethics

The Certified Spiritual Director will adhere to the following Code of Ethics.

1. I believe in the dignity and worth of all human beings and pledge my service to God and to the well being and betterment of all members of society.
2. I will maintain a proper professional relationship with all persons served, assisting them to help themselves and referring them promptly, when in their best interest, to other programs or individuals.
3. I will adhere strictly to established precepts of confidentiality in all knowledge, records and materials concerning persons served, also in accordance with any current government's regulations.
4. I will give due respect to the rights, views and positions of other professional counsellors working in the public and private sector.
5. I will avoid claiming or implying any personal capabilities or professional qualifications beyond those I have actually attained, recognizing that competence gained in one field of activity must not be used improperly to imply competency in another.
6. I will respect institutional policies and procedures and cooperate with the religious institution or denomination with which I may be associated, consistent with recognized standards and procedures.
7. I will regularly evaluate my own strengths, limitations, biases or levels of effectiveness, always striving for self-improvement and seeking spiritual/professional development by means of spiritual awareness, further education and training.

## **Professional References**

All references are for the purpose of assisting the Examining Board of the Canadian Council of Professional Certification (CCPC) to make a fair and complete evaluation of the competency of the applicant.

Two letters of reference are required from qualified professionals indicating the applicant's personal integrity and suitability. All references are treated with **STRICT PROFESSIONAL CONFIDENTIALITY**.

They should be addressed to the Canadian Council of Professional Certification, included with the application under confidential cover and addressed to the attention of:

**Dr. David Sherbino,**  
**BA, BTh, M.P.S., S.T.M., DMin., CSD, CSDS, F.T., CT**  
**25 Ballyconnor Court, Toronto, ON Canada M2M 4B3**  
[Dsherb@tyndale.ca](mailto:Dsherb@tyndale.ca)

The written references should include the following information as well as a recommendation for or against the candidate's certification.

1. How does the applicant demonstrate self control?
2. How has the applicant demonstrated reliability?
3. Show how honesty is a part of the applicant's personal/professional conduct.
4. Give examples of the applicant's ability to work with others.
5. Comment on the communication skills of the applicant.
6. Comment on the applicant's ethical (professional/spiritual) conduct.
7. A letter on official stationery from the applicant's Spiritual Director indicating his or her engagement in spiritual direction.

The CCPC reserves the right to request additional information if required.

## **Letter from Your Spiritual Director**

All applications must be accompanied by a letter from your spiritual director on official stationery. The letter, as outlined in the experience section, should confirm your 12 month internship and those they wish to recognize this person for responsibilities of spiritual direction. This must include an indication that the applicant is a communicant in good standing.



## **CSD Yearly Renewal Requirements**

For re-certification of the CSD designation, a requirement of 10 hours of CEU will be required each year. This will include reading a minimum of 500 pages of text related to the discipline or attending 10 hours of seminars/courses.

Please note, you do not need to submit copies of your work but will be asked to sign a disclaimer on your annual renewal notice that you have completed the annual requirements. We ask that you keep a complete record of your work in the case a random audit will be done. If you cannot meet the requirements in a given year, please submit a letter explaining the circumstances.

## **Keep a Personal Record of your Documents**

It is recommended that all applicants maintain a personal file for their records. This file should contain copies of all of the following documents: the completed application; all past and current training-related transcripts, diplomas, and certificates etc. The CCPC performs periodic checks of those certifications which require continual training or minimum hours worked.

## **Use of the CCPC Certified Stamp**

Certification for CSD is authorized by the Canadian Council of Professional Certification. Following approval, the professional designation CSD can be affixed after your name and you may use the professional “CCPC Certified” stamp on your personal media pieces ie, resume or business cards. After being certified, you may request this stamp by sending an email to [info@ccpcglobal.com](mailto:info@ccpcglobal.com)





## **Application Instructions**

It is important to follow the instructions below and read the manual and application forms first. Forms are also downloadable online at [www.ccpcglobal.com](http://www.ccpcglobal.com)

Certification for the CSD designation is authorized by The Canadian Council of Professional Certification.

### **Instructions for Certification (All forms are available via the web site)**

#### **1. Please complete and sign the application.**

#### **2. Attach the following to your completed application:**

- \_\_\_ Your current resume
- \_\_\_ Supervisor's Evaluation form in separate envelope
- \_\_\_ A letter from your spiritual director as outlined in the experience section.
- \_\_\_ Two current professional letters of reference in separate envelopes  
(*Ensure they follow the format outlined on the professional reference page*)
- \_\_\_ Signed "Consent to Release Information" form
- \_\_\_ Proof of 12 month internship
- \_\_\_ Photocopies of your professional diplomas, certificates
  
- \_\_\_ Keep a personal file including: a copy of your complete application, copies of all past, current and future training undertaken including transcripts, diplomas, certificates; track hours associated with your education and work experience in relation to your certification

#### **3. Application Fees / Keeping Your Certification In Good Standing**

The fee for certification must accompany your application. Current fees are listed on the Certification page on the [www.ccpcglobal.com](http://www.ccpcglobal.com) website. Please allow four to six weeks to process your application. To keep your certification in good standing, you must renew annually at your anniversary date. You will receive notification 30 days prior to this date from the CCPC Head Office in Toronto.

Please mail all documentation and payments to the CCPC CSD Assessor:

**Canadian Council of Professional Certification  
Dr. David Sherbino, BA, BTh, M.P.S., S.T.M., DMin., CSD, CSDS, F.T., CT  
25 Ballyconnor Court, Toronto, ON M2M 4B3 Canada**

In case of questions, phone (416) 724-5339 or e-mail [info@ccpcglobal.com](mailto:info@ccpcglobal.com)



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**CSD / CSDS APPLICATION FORM**

|                      |  |
|----------------------|--|
| <b>APPLYING FOR:</b> | <input type="checkbox"/> Certified Spiritual Director (CSD)<br><input type="checkbox"/> Certified Spiritual Director Supervisor (CSDS) |
| <b>NAME</b>          | Surname <span style="float: right;">First Name</span>  |
| <b>TELEPHONE</b>     | Home <span style="float: right;">Business</span>   |
| <b>E-MAIL</b>        | Home <span style="float: right;">Business</span>   |
| <b>HOME ADDRESS</b>  | Street <span style="float: right;">City</span>   |
|                      | Province <span style="float: right;">Postal Code</span>  |
| <b>BUSINESS</b>      | Name   |
| <b>ADDRESS</b>       | Street <span style="float: right;">City</span>   |
|                      | Province <span style="float: right;">Postal Code</span>  |

**FORMAL EDUCATION**

|   |              |                    |
|---|--------------|--------------------|
| <u>State highest level obtained and year of graduation and any degrees/diplomas obtained.</u> |              |                    |
| <u>Year</u>   | <u>Level</u> | <u>Institution</u> |
|   |              |                    |
|   |              |                    |

**List any/all courses completed or are currently taking that are applicable to this application for certification.**

| Year completed | Description of course | Institution |
|----------------|-----------------------|-------------|
|                |                       |             |
|                |                       |             |
|                |                       |             |



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**Pls list where you completed your 12 month internship:**

|                        |  |
|------------------------|--|
| Current Position Title | Length of Time in this position        |
| Type of Business       | Number of employees supervised/managed |

**PAST EXPERIENCE**

*List most recent positions and experience as it relates to the Certification you are requesting. (Or Attach CV)*

| From | To | Title | Employer | Type of Business | Number of Employees Supervised |
|------|----|-------|----------|------------------|--------------------------------|
|      |    |       |          |                  |                                |
|      |    |       |          |                  |                                |
|      |    |       |          |                  |                                |

**Please initial:** \_\_\_\_\_ Yes, I have read and will adhere to the Ethics and Professional Responsibilities outlined in the manual.

**Signature**

**Date**

*Any information provided on this application is for use of the CCPC for certification purposes only. This application must be accompanied by the appropriate forms and registration fee. Please make cheque or money order payable to the CCPC. Do not send cash. Upon approval your certificate, receipt, and updated certification card will be issued. Please allow four to six weeks to process you application. Please advise us of a change of address.*

**To pay by Credit Card, complete the following:**

**Credit Card Type:** \_\_\_\_\_ Visa \_\_\_\_\_ Master Card \_\_\_\_\_ American Express

**Card #:** \_\_\_\_\_ **Expiry:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_ **(Pls print)**

**Authorizing Signature:** \_\_\_\_\_



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## Consent to Release Information

I give permission to Canadian Council of Professional Certification (CCPC) to request information from my present and past employers and any institution or agency with which I am, or have been, associated in a professional capacity.

I consent to the CCPC consulting with any person who may have information on my competence and ethical standards of behaviour.

I consent to CCPC inspecting any documents or records necessary, to determine my "acceptable standard" for certification.

I hereby release from any liability, all representatives of CCPC and all individuals and organizations who provide information to the CCPC, while acting in good faith, to determine my credentials and character.

I am aware that any false or misleading information deliberately given, will be considered a serious matter, and will be dealt with accordingly.

I understand that none of the information referred to herein constitutes "personal information" as defined under the *Personal Information Protection and Electronic Documents Act*.

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Applicant's Name (Please Print)

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Applicant's Signature

---

Date



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## CSD Supervisor's Evaluation Report (4 pages)

Applicant Name: \_\_\_\_\_

When a person applies for credentials as a Certified Spiritual Director, we the Examining Board of the CCPC, seek to determine his or her competence, moral/ethical character and knowledge by authentication from various sources.

We consider your comments very important, because of your first-hand observation of the applicant's skills, knowledge and moral/ethical standard.

Please provide us with the following information:

| <b>COGNITIVE MASTERY:</b><br>Provide written comments where possible |   | <b>POOR</b> | <b>ACCEPT-<br/>ABLE</b> | <b>OUT-<br/>STANDING</b> |
|--|---|-------------|-------------------------|--------------------------|
| 1.   | Cultivation of a growing knowledge and love of God, neighbour, self and creation.   |             |                         |                          |
| 2.   | Understanding of Christian practices of prayer  |             |                         |                          |
| 3.   | Understanding of major thinkers and texts in spiritual theology   |             |                         |                          |
| 4.   | Understanding some central aspects of spiritual direction   |             |                         |                          |
| 5.   | Understanding and appreciating the variety and richness of major approaches and methods related to Christian spirituality |             |                         |                          |
| 6.   | Understanding of the centrality of corporate life and worship for spiritual formation                                     |             |                         |                          |
| 7.   | Understanding the formative influence of our individual and corporate experience of God in shaping our theology           |             |                         |                          |
| Additional Comments on this area:                                    |   |             |                         |                          |



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| <b>MINISTRY SKILLS:</b><br>Provide written comments where possible |  | <b>POOR</b> | <b>ACCEPT-<br/>ABLE</b> | <b>OUTSTAN<br/>D-ING</b> |
|--|--|-------------|-------------------------|--------------------------|
| 1.   | Ability to critically examine differing approaches and emphases in spirituality  |             |                         |                          |
| 2.   | Organize the results of biblical-theological-historical research relating to spirituality into teaching or preaching outline             |             |                         |                          |
| 3.   | Read spiritual classics with theological awareness and personal benefit  |             |                         |                          |
| 4.   | Appropriately come alongside individuals and groups to facilitate spiritual growth   |             |                         |                          |
| 5.   | Understand and apply the implications of theological concepts for each aspect of a fully integrated human being                          |             |                         |                          |
| 6.   | Engage in various forms of ministry and service with a consciousness shaped by a commitment to the Kingdom of God in all aspects of life |             |                         |                          |
| 7.   | Facilitate Christian community that nurtures spiritual formation, both individually and corporately                                      |             |                         |                          |
| Additional Comments on this area:                                  |  |             |                         |                          |

| <b>CHARACTER AND SPIRITUAL FORMATION:</b><br>Provide written comments where possible |   | <b>POOR</b> | <b>ACCEPT-<br/>ABLE</b> | <b>OUT<br/>STANDING</b> |
|--|---|-------------|-------------------------|-------------------------|
| 1.   | Cultivation a growing knowledge and love of God, neighbour, self and creation   |             |                         |                         |
| 2.   | Cultivation of regular practices of silence and solitude  |             |                         |                         |
| 3.   | Cultivation of a deepening experience of major spiritual disciplines, especially prayer                               |             |                         |                         |
| 4.   | Cultivation of a commitment to lifelong spiritual growth and continued engagement with primary sources from Christian |             |                         |                         |



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|    |  |  |  |  |
|----|--|--|--|--|
|    | traditions   |  |  |  |
| 5. | Cultivation of a growing love for God's church and an ongoing involvement in its shared life and witness                               |  |  |  |
| 6. | Cultivation of a commitment to the church as the primary context for accountable relationships focused on spiritual growth and nurture |  |  |  |
|    | Additional comments on this area:  |  |  |  |

| <b>PERSONAL WORK HABITS:</b><br>Provide written comments where possible |                                   | POOR | ACCEPT-<br>ABLE | OUT-<br>STANDING |
|---|-----------------------------------|------|-----------------|------------------|
| 1.  | Punctuality                       |      |                 |                  |
| 2.  | Keeping Appointments              |      |                 |                  |
| 3.  | Preparation for assignments       |      |                 |                  |
| 4.  | Flexibility                       |      |                 |                  |
| 5.  | Personal appearance               |      |                 |                  |
| 6.  | Goes beyond minimal requirements  |      |                 |                  |
|   | Additional Comments on this area: |      |                 |                  |

| <b>RELATIONSHIPS WITH PEOPLE:</b><br>Provide written comments where possible |   | POOR | ACCEPT-<br>ABLE | OUT-<br>STANDING |
|--|---|------|-----------------|------------------|
| 1.   | Able to relate with warmth and interest                 |      |                 |                  |
| 2.   | Works comfortably with staff                            |      |                 |                  |
| 3.   | Relates to individuals on a one-to-one basis            |      |                 |                  |
| 4.   | Relates to individuals in a group                       |      |                 |                  |
| 5.   | Relates to group as a whole                             |      |                 |                  |
| 6.   | Relates well to community people                        |      |                 |                  |
| 7.   | Honest in feelings toward others                        |      |                 |                  |
| 8.   | Assumes responsibility for his/her part in relationship |      |                 |                  |
|  | Additional comments on this area:                       |      |                 |                  |



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| <b>RELATION TO CHURCH OR AGENCY:</b><br>Provide written comments where possible |   | <b>POOR</b> | <b>ACCEPT-<br/>ABLE</b> | <b>OUT-<br/>STANDING</b> |
|---|---|-------------|-------------------------|--------------------------|
| 1.  | Accepts limits of setting               |             |                         |                          |
| 2.  | Meets agency obligations                |             |                         |                          |
| 3.  | Understands agency goals and objectives |             |                         |                          |
| 4.  | Committed to its goals and objectives   |             |                         |                          |
| 5.  | Follows proper Channels in functioning  |             |                         |                          |
| Additional Comments on this area:   |   |             |                         |                          |

| <b>FUNCTIONING WITHIN EXPECTED ROLE:</b><br>Provide written comments where possible |  | <b>POOR</b> | <b>ACCEPT-<br/>ABLE</b> | <b>OUT-<br/>STANDING</b> |
|---|--|-------------|-------------------------|--------------------------|
| 1.  | Protects confidentiality   |             |                         |                          |
| 2.  | Demonstrates ability to integrate classroom theory with field assignment |             |                         |                          |
| 3.  | Aware of community resources   |             |                         |                          |
| 4.  | Utilizes community resources   |             |                         |                          |
| 5.  | Understands role as helping (enabling) individuals                       |             |                         |                          |
| 6.  | Understands program as a part of Christian ministry                      |             |                         |                          |
| 7.  | Is a good leader   |             |                         |                          |
| Additional comments on this area:   |  |             |                         |                          |

Supervisor's name:

Applicant's name:

Supervisor's professional qualifications:

Supervisor's address

Phone

Email