



CCPC GLOBAL™

Certifying Your Future

Canadian Council of Professional Certification

CERTIFIED SPIRITUAL DIRECTOR SUPERVISOR

(CSDS)

STANDARDS MANUAL

www.ccpcglobal.com

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Table of Contents

PAGE		CONTENTS
3	Introduction
4	Purpose of Certification
5	Who may be Certified
5	Education Required
6	Core Competencies
7	Ethics and Professional Responsibility
8	Code of Ethics
9	Consent to Release Information
10	Supervisor's Evaluation Report
11	Application Instructions
12	Keeping Your Certification In Good Standing CSDS Yearly Renewal Requirements
13 - 14	CSD / CSDS Application Form



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 Supervision of the Art and Discipline of Christian Spiritual Direction.

Those wishing to be certified and requesting the designation of **Certified Spiritual Director Supervisor (CSDS)** will provide information to the CCPC indicating their education, supervised experience and specialized training in the field of Supervision 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 Supervisor 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 Supervisor.

The Canadian Council of Professional Certification extends professional credentials (CSDS) 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 the avenue for qualified persons who have studied, worked and developed skills in the field of supervision of spiritual direction to receive professional recognition.
2. To provide the public with the confidence that Spiritual Director Supervisors have attained an acceptable level of competency.
3. To provide Certified Spiritual Director Supervisors with encouragement for continual spiritual awareness, education and professional development.



Who May Be Certified?

Any person may apply for credentials as a Certified Spiritual Director Supervisor (CSDS). 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 Supervisor.

Education Required

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

1. A minimum of two years of CSD registration by CCPC
2. Each candidate will supervise six Spiritual Direction practicum students for a total of thirty six hours, for a period of one academic year.
3. Each candidate will meet for Group Supervision with their supervisor for a total of twelve hours over a period of one academic year.
4. Each candidate will complete the approved Supervision course work, namely two one day supervision seminars. One seminar will be held in the fall semester the other will be held in the winter semester.



Core Competencies

There are several complex functions that a supervisor has to combine in their role. The following list is seen as the primary foci in supervision.

1. To provide regular space for the supervisees to reflect upon the content and process of the work
2. To develop and understand the skills within the work.
3. To give information and another's perspective concerning one's work.
4. To validate and support the supervisee both as a person and as a supervisor.
5. To be able to provide space to explore and express personal distress, transference or countertransference that may be brought up in the supervision.
6. To plan and utilize their personal and professional resources better.
7. To be proactive rather than reactive.
8. To ensure quality of supervision.

To ensure that these competencies are met we recommend using the CLEAR supervision model.

CONTRACT: Supervision sessions start with establishing the supervisee's desired outcomes, agreeing to any basic ground rules or roles.

LISTEN: By using active listening and catalytic interventions, the supervisor helps the supervisee develop understanding of the situation he/she wants to affect a difference.

EXPLORE: Through questions, reflection and generation of new insights and awareness, the supervisor works to create different options for handling the situation.

ACTION: Having explored different options a way forward is chosen.

REVIEW: Review the actions that have been agreed. Feedback is encouraged to discover what was difficult and what needs to be changed.



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.



Code of Ethics

The Certified Spiritual Director Supervisor 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.



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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*.

Applicant's Name (Please Print)

Applicant's Signature

Date



Supervisor's Evaluation Report

When a person applies for credentials as a Certified Spiritual Director Supervisor, 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:

1. Comment on the applicant's overall supervisory skills
2. Comment on the applicant's ability in the core competencies
3. Do you recommend .for or against the candidate's certification as a supervisor?

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



Application Instructions

Read the complete manual and application forms first.

Certification for the CSDS designation is authorized by The Canadian Council of Professional Certification. The professional designation of CSDS can be affixed after your name following approval.

INSTRUCTIONS FOR CSDS CERTIFICATION

1. Please complete the attached application form. The application should be typed or carefully printed.
2. Attach the following documentation to your application:
 - a. your current resume;
 - b. photocopies of CSD diploma
 - c. Supervisor's Evaluation in a separate envelope;
3. 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

4. Application Fees / Keeping Your Certification In Good Standing

The fee for certification must accompany your application. All fees are listed on the Certification page on the www.ccpcglobal.com website. 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

Please note: The procedure for approval or denial for CSDS requires 4 – 6 weeks to process.



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.



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CSD / CSDS APPLICATION FORM

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

FORMAL EDUCATION		
<i>State highest level obtained and year of graduation and any degrees/diplomas obtained.</i>		
Year	Level	Institution

List any/all courses completed that are applicable to this application for certification.

Year completed	Description of course	Institution



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WORK EXPERIENCE

Present Position Title	Length of Time in this position
Type of Business	Number of employees supervised/managed

PREVIOUS EXPERIENCE

List most recent positions and experience as it relates to the Certification you are requesting.

From	To	Title	Employer	Type of Business	Number of Employees Supervised

If you are currently enrolled in further education, please complete the following

Name of University, College or Institution	Web Address
Faculty/Department	Course(s)

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. 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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