



CCPC GLOBAL™

Certifying Your Future

Canadian Council of Professional Certification

CERTIFIED SOLUTION-FOCUSED THERAPIST, PRACTITIONER, COACH

STANDARDS MANUAL

www.ccpcglobal.com

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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 have completed advanced specialist training in one of the Solution-Focused disciplines.

Those wishing to be certified, and requesting either the designation of Certified Solution-Focused Therapist (CSFT), Certified Solution-Focused Practitioner (CSFP), or Certified Solution-Focused Coach (CSFC), will provide information to the CCPC indicating their education, supervised experience and, dedicated training in the field of Solution-Focused practice. 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 Certified Solution-Focused designations (CSFT, CSFP, or CSFC) are professional designations entitling the owner to affix the letters after his/her name.



Purpose of Certification

The purpose of Certification as a Solution-Focused Therapist, Practitioner, or Coach is to recognize, by way of the certification process, those who have acquired an acceptable standard of training, skills, and effectiveness as a Therapist, Practitioner, or Coach.

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

Our focus is:

1. To provide the avenue for qualified persons who have studied, worked and developed skills in the solution-focused practice to receive professional recognition.
2. To provide the public with the confidence that Solution-Focused Specialists have attained an acceptable level of competency.
3. To provide Certified Solution-Focused Specialists with encouragement for continual awareness, education, and professional development.

Who May Be Certified?

Any person may apply for credentials as a Certified Solution-Focused Therapist, Practitioner, or Coach. 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.

Each applicant must provide written documentation you have received 72 hours of training (the equivalent of 12 days including the Clinical Case Presentation / Coaching Master Class workshop) and a minimum of ten (10) one hour individual supervision sessions (or equivalent time if conducted in small group format) endorsed by an approved CCPC Supervisor / Consultant or Coach.

You must have liability insurance and/or full membership, in good standing, in a recognized professional association or college. (This may not apply to the Coaching area as there is no liability insurance in the coaching field yet)



Educational Requirements

Candidates for the Certified Therapist, Practitioner, or Coach credential are required to possess a recognized graduate degree (or equivalent) in a relevant field with appropriate clinical and / or professional training.

Certified Solution-Focused Therapist (CSFT)

The CSFT (Therapist) designation is directed at mental health professionals, and is restricted to those who have relevant graduate degrees (e.g., MA, MEd, MSW, PhD), the required SF training, supervised clinical experience which can be shown on the application form or CV, and full membership in a mental health professional organization that has a code of ethics and standards of professional practice.

Certified Solution-Focused Practitioner (CSFP)

The CSFP (Practitioner) designation is intended to meet the needs of healthcare providers, teachers, and other helping professionals. The basic requirements for the CSFP vary according to the profession, but usually consist of a relevant undergraduate degree or professional designation (e.g., RN, BEd, RT), required SF training, related work experience which can be shown on the application form or CV, and full membership in a professional organization that has a code of ethics and standards of professional practice.

Certified Solution-Focused Coach (CSFC)

The CSFC (Coach) designation is aimed at meeting the education needs of the rapidly expanding field of coaching from a life coach to an executive coach. This designation is intended for managers and leaders, consultants, and professional coaches in a variety of sectors. The basic requirements for the CSFC vary according to the profession, but usually consist of a relevant undergraduate degree, related work experience, and full membership in a coaching professional organization that has a code of ethics and standards of professional practice.



CSF Training

Each applicant must provide written documentation you have received 72 hours of training (the equivalent of 12 days including the Clinical Case Presentation / Coaching Master Class workshop) and a minimum of ten (10) one hour individual supervision sessions (or equivalent time if conducted in small group format) endorsed by an approved CCPC Supervisor / Consultant or Coach.

The CSFC (Coach) candidates are required to complete a minimum 12 hours of training specifically devoted to coaching topics in addition to the above. Those candidates with previous coach training may be eligible for exemption from the 12 hour coach workshop.

Supervision Guidelines – Please share with your Supervisor

The purpose of this Supervision Evaluation Requirement is for the candidate to develop and refine the clinical skills and knowledge necessary to conduct solution-focused interviews with a variety of client problems and situations. Ten one hour supervision sessions are required and is only a minimum. These may be extended if the supervisor believes more time is needed.

The candidate's clinical development will be assessed both by the quality of the solution-focused interventions (the judgment of the supervisor), and the quantity time spent on solution-building compared to problem solving during client interviews. Video or tape-recorded client sessions are required to be part of the supervision process and used in these evaluations. Candidates should review and critique their tapes prior to the supervision session. The intention is that candidates will be spending approximately 10 hours time before each supervision session on conducting interviews, assessing their interventions, and related study.

A 2 to 4 weeks interval is suggested between supervision sessions. The Council reserves the right to request an example of the candidate's solution-building skills before granting the CSF credentials.

See the Session Record Form or the Supervision Learning Journal (on the website) to record your supervised sessions, and upon completion have your supervisor complete the Supervisor Endorsement Form on your behalf which will be submitted with your application.

CSF Practical Experience Required

Each applicant must complete 125 hours of practical experience which can include supervised experience, reflective practice, clients or peer coaching, case conference or observational learning. Please complete the relevant section on the application form to show how you completed this requirement.



CCPC Code of Ethics

CCPC expects a high standard of practice from their Certified Solution Focused Therapists, Practitioners, and Coaches. This Code of Ethics sets out the essential elements of sound professional practice. Certified Solution Focused Therapists, Practitioners, and Coaches must commit to the following:

1. Uphold the standards of ethical conduct that reflect well on themselves as well as the profession at large.
2. Represent themselves professionally and be aware of their own competencies, experience, belief systems, values, and needs and the effect these have on their work and the impact these might have on their clients.
3. Required to be sensitive to the possibility that some clients will require other forms of support (e.g. counselling, therapy, etc) and therefore be prepared to refer clients to other appropriate services.
4. Responsible for creating clear agreements and contracts with clients in respect of terms and conditions, confidentiality, costs, frequency of Solution Focused sessions, etc. and will honour all agreements made in the context of professional coaching relationships.
5. Be sensitive to issues of culture, religion, age, gender, and race and treat clients with dignity and respect.
6. Respect the client's right to terminate the session at any point during the Solution Focused process.
7. Required to monitor their quality of work and maintain accurate records of their work with clients.
8. Required to undertake a minimum of 10 hours of continuing professional development, including supervision or mentoring in Solution Focused practice on an annual basis.
9. Required to have professional liability insurance where it's appropriate in their country of work.
10. Required to keep themselves informed of any statutory or legal requirements that may affect their work.



Professional References

All applications must be accompanied by two 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.

All references are treated with strict professional confidentiality. They should be addressed to the Canadian Council of Professional Certification and included with the application under confidential cover.

Supervisor Letter and Endorsement Form

All applications must be accompanied by a letter from your current supervisor on employer letterhead. The letter should confirm your position title, length of time in position, and number of hours of work experience related to Solution Focus. In addition a completed Supervisor Endorsement Form is required.

Annual Renewal Requirements

To keep your certification in good standing, we recommend you complete a minimum of 10 hours of Credit Unit Education related to the practice of SF every year. Credit hours may consist of workshops, PD courses, reading professional papers, etc. The CCPC recommends you keep a portfolio.

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





Application Process

It is important that you follow the instructions carefully and read the complete manual and application form first.

Certification for Solution-Focused Therapist/Practitioner/Coach (CSFT, CSFP, CSFC) is authorized by the Canadian Council of Professional Certification. Following approval, the professional designation CSFT, CSFP, or CSFC can be affixed after your name and you may use the professional "CCPC Certified" stamp on your resume or business cards.

Instructions for Certification

1. Please complete and sign the application.

2. Attach the following to your completed application:

- ___ A current Curriculum Vitae
- ___ Copy of certificate or transcripts indicating completion of a 72 hour solution-focused training program including the Clinical Case Presentation workshop.
- ___ Completed Supervision Recording Form showing 10 supervised sessions
- ___ Completed Supervision Endorsement Form
- ___ Proof of current membership in a professional association or college or proof of liability insurance coverage
- ___ Signed "Consent to Release Information" form
- ___ Photocopies of your professional degrees or designation e.g. Diploma SW, or/and other professional counselling certificates
- ___ A letter from your supervisor, on employer letterhead, indicating length of time in current position and number of hours of work experience.
- ___ Two current professional letters of reference in separate envelopes
- ___ CSF Applicants must show having completed a minimum of 125 hours of practical SF coaching experience as defined in the manual. See form.
- ___ CSC Applicants must show having completed a minimum of 12 hours of Coaching training as defined in the manual.

Application Fees / Keeping Your Certification In Good Standing

The procedure for approval or denial of certification requires 4 to 6 weeks to process. This application must be accompanied by the appropriate forms and registration fee. 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.

Payment is made by cheque, money order in Canadian funds or credit card directly to:
Canadian Council of Professional Certification
1 Edenmills Dr., Toronto, Ontario M1E 4L1



CCPC Head Office

1 Edenmills Drive, Toronto, Ontario M1E 4L1 Canada
 Tel: (416) 724-5339 Fax: (416) 724-0884
 Email: info@ccpcglobal.com

APPLICATION FORM

APPLYING FOR:	SF ___ Therapist ___ Practitioner ___ Coach	
NAME	Surname	First Name
TELEPHONE	Home	Business
E-MAIL	Home	Business
HOME ADDRESS	Street	City
	Province	Postal Code
BUSINESS	Name	
ADDRESS	Street	City
	Province	Postal Code

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

SPECIFIC SOLUTION FOCUSED TRAINING	COACH TRAINING
Please indicate where you took your SF Training Who is your SF Supervisor?	CSFC's please provide details of your 12 hours of coaching training
**Attach copies of certificates or transcripts indicating completion of a 72 hour solution focused training program including the Clinical Case Presentation workshop.	



WORK EXPERIENCE – Current Position	
Present Position Title	Length of Time in this position
Type of Business	Number of employees supervised/managed if applic.

CSF REQUIRED WORK EXPERIENCE – 125 hours practical Attach separate form if required.			
Dates	Title / Employer	Experience Description	# of Hours
TOTAL CSF PRACTICAL HOURS			

Attach all required documents as outlined on the application process page.

Please initial: _____ Yes, I have read and will adhere to the Professional Responsibilities and to the Code of Ethics as outlined in the manual.

Signature

Date

To pay by Credit Card, complete the following:

Credit Card Type: _____ Visa _____ Master Card _____ American Express

Card #: _____ **Expiry:** _____

Name on Card: _____ (Print)

Authorizing Signature: _____

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 in Canadian funds and 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 your application. Please advise us of a change of address.

CCPC Head Office

1 Edenmills Drive, Toronto, Ontario M1E 4L1 Canada

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Email: info@ccpcglobal.com

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 (print)

Date:

Applicant's signature

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**CERTIFIED SOLUTION-FOCUSED
 THERAPIST (CSFT) - PRACTITIONER (CSFP) - COACH (CSFC)**

**SESSION SUPERVISION RECORD
 TO BE COMPLETED BY THE CANDIDATE**

Name of Candidate:

Address / City / Postal Code: _____ Candidate Signature _____

Work Tel _____ Home Tel / Cell _____ Email _____

Please list the supervision dates and type of contact (individual or small group, phone or video)
 Attach a list if more room is needed. **Supervisors please read guidelines on page 6 of manual.**

Sess #	Date / Duration / Descript	Supervisor Name	Learners Initial	Supervisors Initial
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



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***CERTIFIED SOLUTION-FOCUSED
THERAPIST (CSFT) - PRACTITIONER (CSFP) - COACH (CSFC)***

SUPERVISOR ENDORSEMENT FORM

Name of Candidate: _____

Based on the candidate's overall level of solution-focused skills do you recommend / not recommend this candidate for the CSFT / CSFP / CSFC professional designation?

Supervisor recommendation:

Name of Supervisor:

Email:

Signature of Supervisor:

Date:



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***CERTIFIED SOLUTION-FOCUSED
 THERAPIST (CSFT) - PRACTITIONER (CSFP) - COACH (CSFC)***
**CSF REQUIRED WORK EXPERIENCE – 125 hours practical
 TO BE COMPLETED BY THE CANDIDATE**

Name of Candidate:

Address / City / Postal Code: _____ Candidate Signature _____

Work Tel _____ Home Tel / Cell _____ Email _____

Date	Title / Employer	Experience Description	# of Hours
TOTAL HOURS			

CCPC SUPERVISION LEARNING JOURNAL

*This form is to be completed by the **APPLICANT** after each supervision session.*

Full Name of Applicant: _____

Full Name of Supervisor: _____

Date / Duration / Method of Communication	
What was most helpful about today's supervision session?	
Was there any aspect that surprised you?	
What were the three most important things you took away from the day?	1. 2. 3.
As a result of this learning, what would you do more of / continue to do in your own practice?	What will you do differently?
What do you want to learn more about in your next supervision session?	

Applicant's signature: _____

Date: _____

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CCPC SUPERVISION LEARNING JOURNAL

*This form is to be completed by the **SUPERVISOR** after each supervision session.*

Full Name of Applicant: _____

Full Name of Supervisor: _____

Date / Duration / Method of Communication	
What was the highlight of the applicant's achievement?	
What did you do that was helpful for the applicant's learning?	
<p>On the scale of 1 to 10, where would you place the applicant's skills? (Place an X)</p> <p>Progress:</p> <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> 1 (has not shown SF skills) 10 (mostly Solution Focused) </p> <p>What evidence did you see for the applicant to be at X, not any lower?</p> <p>What needs to happen in the supervision session so that the applicant moves closer to 10 from X?</p>	
What will do you in your next supervision session to make it even more helpful for both of you?	

Supervisor's signature: _____

Date: _____