**PROFESSIONAL ASSOCIATION HANDBOOK**

**A GUIDE FOR MASTER OF DIVINITY (COUNSELLING) STUDENTS AT**

**TYNDALE SEMINARY**

**(UPDATED SEPTEMBER 2017)**

**Why bother with membership with a professional association?**

If you intend to work in any capacity as a therapist or counsellor, it is vitally important that you adhere to a Code of Ethics, Standards of practice and engage in regular supervision.

Legislation in the Province of Ontario:

The controlled act of psychotherapy, if and when it is proclaimed, will require all who practice psychotherapy in Ontario to be registered in the College of Registered Psychotherapists of Ontario (CRPO).

In addition, it is wise to choose a professional organization that is not mandated by the Province for membership. While the College of Psychotherapists of Ontario protects the public, your professional organization serves you, the therapist, and provides certain benefits to you in your practice.

**What are my options?**

This handbook is meant to give students an idea of the kinds of professional associations that exist and some guidance as to how to evaluate which organization(s) may be appropriate for the work you intend to pursue. Keep in mind that we believe that membership is imperative whether or not you choose to work in a church context.

What does an M.Div. train me to do or become?

Unlike Master degrees in secular programs of Social Work (MSW), Psychology (MA) or Education, (MEd) or Couple and Family Therapy, the M.Div. Counseling program at Tyndale focuses on both the theological and the psychological training of students. Students may choose from one of two tracks, one oriented towards service in chaplaincy or church and the other oriented towards clinical work, either in Christian or secular settings.

Is there a specific theoretical bias in the Counselling program?

Yes. The theoretical bias is Family Systems Theory (focus on relationship rather than individual functioning) and the courses are geared to Marriage and Family Therapy.

Do students then have to become Marriage and Family Therapists?

No. While many of the courses have an emphasis on marriage and family, somestudents choose to pursue careers in Pastoral Ministry, Pastoral counselling, Missions, Para-Church organizations, Chaplaincy in prisons, hospitals and seniors’ residences.

Based on reports from our graduates, any applicants who sense a call to professional ministry are advised to investigate what the entry –level requirements are for employers in their area of interest (type of degree, experience, registration with a particular College or Association, etc.) before they enroll in the M.Div. (Counselling major). This is also a helpful search for students envisioning church-based ministry. Some denominations may have a set credentialing process for its pastoral counsellors and chaplains.

**COLLEGE OF REGISTERED PSYCOTHERAPISTS OF ONTARIO**

**(Required)**

All practicing psychotherapists in Ontario will need to apply for membership in the College of Registered Psychotherapists of Ontario (CRPO). Tyndale’s M.Div. (Counselling Major – clinical track) degree has been recognized by CRPO indicating that it satisfies the educational requirements of the College of Psychotherapists (<http://www.crpo.ca/>). “Psychotherapy” will be a controlled act and can only be performed by a Registered Psychotherapist. The practice of psychotherapy is defined as the assessment and treatment of cognitive, emotional or behavioural disturbances by psychotherapeutic means, delivered through a therapeutic relationship based primarily on verbal or non-verbal communication.

**Who is a “regular applicant” on the CRPO application form?**All applicants are regular applicants, except those already registered in another province or territory, who are applying for registration in Ontario under labour mobility rules. In general, regular applicants are individuals who have recently completed graduate-level psychotherapy programs: either independent psychotherapy programs that require an undergraduate degree for admission, or university master’s programs.

**They have completed:**

* their education and training program within one year immediately prior to application; or
* their clinical experience requirement within the one year immediately prior to application; or
* 750 currency hours within the three years immediately prior to application; or
* upgrading activities approved by Registration Committee.

**Registration requirements for regular applicants:
In addition to meeting the general requirements for all applicants, regular applicants must complete the following:**

* the Professional Practice & Jurisprudence e-Learning Module
* a “recognized” education and training program in psychotherapy
* 30 hours of competency development in safe and effective use of self (SEUS); normally included as part of an applicant’s education and training program; this can take the form of coursework, experiential learning, and/or personal psychotherapy focused on SEUS
* 450 direct client contact hours (can be part of the applicant’s education and training program and/or completed subsequently)
* 100 hours of clinical supervision
* successful completion of the registration exam, i.e. the national Assessment tool offered by the COMPASS Centre for Examination Development, a national body established to develop and administer the exam

**Order of Application:**

* Graduate
* Accrue 450 hours of direct client contact + 100 hours of supervision
* Take Jurisprudence Exam
* 30 hours of Safe and Effective Use of Self (SEUS)
* Register to become a Member
* Take the Exam – become RP (Qualifying)
* Finish direct client contact hours and supervision hours (RPs will not be permitted to practice independently, i.e. without clinical supervision, until they have completed 1000 direct client contact hours and 150 hours of clinical supervision over the course of their professional career).
* Become an RP

**IMPORTANT:** Virtually all regular applicants will spend a period of time as a Qualifying Member, i.e. RP (Qualifying), until they are deemed eligible to write the registration exam and have successfully completed it. To be eligible to write the exam, a Qualifying Member must have completed all education and training requirements for RP registration (see details below), but not necessarily all required direct client contact hours and clinical supervision hours.

When all requirements have been completed, the RP (Qualifying) will move to full RP status. Individuals nearing completion of their education and training program can apply for registration as a Qualifying member during the final semester/ segment of their program, i.e. when they have substantially completed their program.

An RP (Qualifying) will be required to practice with clinical supervision and must be actively engaged in completing registration requirements to become registered as an RP

**Independent practice:**RPs will not be permitted to practice independently, i.e. without clinical supervision, until they have completed 1000 direct client contact hours and 150 hours of clinical supervision over the course of their professional career. This limitation will apply to all members, whether they register via grandparenting or the regular route, and will remain in effect until the member satisfies the College that s/he has completed the required hours.

**Safe & Effective Use of Self Category: Alternate means of meeting this criteria:**

* Personal Counselling
* Use of assessment tools
* Family system research
* Increase understanding of one’s own cultural paradigms
* Self-reflection
* Supervision

**Professional Organizations**

**(Optional)**

What follows is a list of four professional associations who have set standards of practice, code of ethics, supervision and education requirements for their members. Their respective websites are also listed.

Let the search begin.

**American Association for Marriage and Family Therapy (AAMFT)**

AAMFT is composed of division based on geography. All membership applications are processed their head office in Virginia; however, members are meant to network with their division, in our case Ontario (OAMFT). Contact via [www.aamft.org](http://www.aamft.org) or [www.oamft.on.ca](http://www.oamft.on.ca)

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| Organization name | **Ontario Association for Marriage and Family Therapy (OAMFT)** |
| Minimum academic degree required for entrance | Master’s degree in Marriage and Family Therapy or a related mental health discipline from an accredited university |
| Number of hours of formal academic training (i.e # of courses/hours of coursework) | Eleven courses at the graduate level covering the following topics:* 1. Three in Marriage and Family Studies
	2. Three in Marriage and Family Therapy
	3. Three in Human Development
	4. One in Research
	5. One in Ethics

Within an approved MFT program, this is at least 2 years (24 months) of training |
| Number of clinical hours of supervised practice  | A minimum of 300 hours of supervised clinical practicum during graduate program and 1000 hours of direct client contact (couples, families and individuals) post graduation |
| Number of hours of supervision  | 200 hours (minimum of 100 hours of individual supervision and maximum of 100 hours of group supervision, done concurrently with the 1000 hours of post-grad direct client contact) by an Approved Supervisor |
| Certification title (protected or not) | Registered Marriage and Family Therapist (RMFT), legally protected in Canada |
| Exam (oral, written, take home, etc.) | Not required for membership in OAMFT. Thesis, major research project, etc. often required in the masters program. |
| Other | Applicant needs to complete the prescribed form to be sent o the American Association for Marriage and Family Therapy (in Virginia) documenting:1. Courses taken and their description
2. Official transcripts
3. Name(s) of supervisor(s)
4. Number of client and supervision hours completed
5. Applicant’s agreement to abide by the AAMFT Code of Ethics
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Do all Tyndale counselling courses meet the requirements of AAMFT (American Association for Marriage and Family Therapy)?

No, not all courses fulfill AAMFT requirements. However, if the student chooses wisely, she or he will be able to obtain all required AAMFT course requirements at Tyndale.

While Tyndale Seminary is NOT an AAMFT accredited school, it does offer the following courses that are related to the AAMFT guidelines for graduate courses required for clinical membership. The following is only our best guess based on past student experiences when submitting course work to the AAMFT. For a full course description please consult the Tyndale Seminary Catalogue.

**AAMFT Clinical Membership Evaluative Requirements**

**Marriage and Family Studies (a minimum of three courses required)**

Courses in this area should present a fundamental introduction to systems theory. The student should learn to think in systems terms across a wide variety of family structures and a diverse range of presenting issues (i.e. gender, culture, and substance abuse). Topic areas may include: systems theory, family development, subsystems, blended families, gender issues in families, cultural issues in families, etc.

**Courses that have been recently accepted:**

COUN 0671 Cross Cultural Perspectives in Marriage and Family Therapy

COUN 0675 Integration of Systems Approach to Counselling Theories

COUN 0677 Family Systems Theory

COUN 0673 Violence in Relationships: Therapeutic Perspectives and Approaches (sometimes put in Developmental category)

COUN 0776 Aging and the Family: A Multi-Systems Perspective (sometimes put in Development category)

COUN 0796 Counselling Adolescents and Their Families (usually accepted in Human

      Development, but recently accepted in “Studies”)

COUN 0691 Therapeutic Intervention for Trauma, Abuse and Violence (recently accepted in “Studies”)

COUN 0677 Gender and Socio Economic Perspectives in Marriage and Family Therapy

COUN 0693 Families in Transition (untried but will probably be accepted in” Studies”)

COUN 0683 Pastoral Counselling and Crisis Intervention is only rarely accepted

**Marriage and Family Therapy (a minimum of three courses required)**

Courses in this area should have a major focus on advanced family systems theories and systemic therapeutic interventions. This area is intended to provide a substantive understanding of the major theories of systems change and the applied practices evolving from each theoretical orientation. Major Theoretical approaches might include: strategic, structural, object relations family therapy, behavioral family therapy, communications family therapy, intergenerational family therapy, and systemic sex therapy.

**Courses that have been recently accepted:**

COUN 0772 Theories and Methods of Family Therapy I

COUN 0773 Couple Therapy: An Integrative Perspective

COUN 0774 Theories and Methods of Family Therapy II

**Human Development (a minimum of three courses required)**

Courses in this area should provide knowledge of individual personality development and its normal and abnormal manifestations. The student should have relevant coursework in human development across the life span, which includes special issues that affect an individual’s development (i.e. culture, gender, and human sexuality). This material should be integrated with systems concepts. Topic areas may include: human development, child/adolescent development, psychopathology, personality theory, human sexuality, etc. Test and measurement courses are not accepted toward this area.

**Courses that have been recently accepted:**

COUN 0654 Human Development and Learning (with Dr. Siew)

COUN 0672 Human Sexuality and the Therapeutic Relationship

COUN 0674 Personality Theories

COUN 0679 Current Issues in Psychopathology

COUN 0688 Child and Adolescent therapy (sometimes accepted in Studies)

COUN 0780 Therapeutic and systemic Approaches to Addictions

COUN 0673 Violence in Relationships: Therapeutic Perspectives and Approaches (sometimes put in the Studies category)

COUN 0776 Aging and the Family: A Multi-system Perspective (sometimes put in the Studies category)

**Note:**

0574 Foundational Perspective of Christian Counselling, and COUN 0601 and 0602 Skills Labs I and II, have been consistently rejected

**Professional Ethics (a minimum of one course required)**

Courses in this area are intended to contribute to the professional development of the therapist. Areas of study should include the therapist’s legal responsibilities and liabilities, professional ethics as a marriage and family therapist, professional socialization, and the role of the professional organization, licensure or certification legislation, independent practice and inter-professional cooperation. Religious ethics courses and moral theology courses are not accepted toward this area.

**Course that has recently been accepted**:

COUN 0775 Professional Ethics

**Research (a minimum of one course required)**

Courses in this area should assist students in understanding and performing research. Topic areas may include: research methodology, quantitative methods and statistics.

**Course that has recently been accepted:**

COUN 0680/CHED 0758 Research Methods in Education and Counselling

**Practicum Requirement:** Minimum one (1) year, supervised clinical practicum, with 300 hours of direct client contact with individuals, couples, and families. This requirement may be completed during master’s or doctorate degree without an AAMFT approved supervisor. Applicants who did not complete a clinical practicum may document this requirement with their first 300 post-graduate client contact hours, supervised by an AAMFT Approved Supervisor, supervisor candidate or by an alternate supervisor accepted by the AAMFT specifically for you.

**Courses recently accepted in this area:**

COUN 0701 Counselling Major Internship

Post-Graduate Clinical Experience: Minimum of two (2) years of professional work experience in marriage and family therapy following receipt of master’s or doctorate degree. Post-graduate clinical experience includes both client contact and supervision hours, which must be completed concurrently. All clinical work must be supervised by a qualified supervisor (AAMFT Approved Supervisor or supervisor candidate).

Individuals must complete a minimum of 200 hours of supervision concurrently on 1,000 hours of client contact in marriage and family therapy. At least 100 hours of the 200 hours must be individual supervision. AAMFT will accept a maximum of 100 hours of group supervision

**Note:** These face-to-face and supervision hours may also count towards the post graduation hours required by the CRPO.

Alternate Supervisor Qualifications: Supervisor should possess the educational and clinical requirements as described above, plus a valid state license/certification. The supervisor should also have completed following minimum requirements:

-Five (5) years of professional work experience in marriage and family therapy.

-Three (3) years supervising marriage and family therapy trainees.

-Thirty-six (36) hours of supervision of supervision

-Graduate marriage and family therapy supervision courses

Important note:

Since pursuing membership with AAMFT is not a requirement of the MDiv (Counselling), students need to be aware of the process issues involved with membership:

1. Since Tyndale Seminary is not an accredited AAMFT school, we are not able to guarantee that any counselling course that we develop will be automatically approved by AAMFT. The above list is only a record of past, not future designations by AAMFT.
2. AAMFT will only pre-approve graduate level marriage and family therapy related coursework for *individuals* who are Student Members of the association.
3. Once you submit your application for membership, you will receive a worksheet detailing which courses taken at the graduate level fit into these established categories, outlined above. This worksheet will tell you how many courses in each category you must complete in order to fulfill the academic requirements for each membership category.
4. You may, with membership, send a course description to AAMFT for pre-approval and placement in one of the AAMFT categories. It is therefore *your* responsibility to submit course descriptions in advance of registration if you only wish to take counselling courses that will be accepted for credit by AAMFT while studying at Tyndale. After graduation AAMFT will continue to evaluate courses taken through other graduate level institutions and through the University of Guelph Open Learning department.

Please specify if your association has the following elements in place and describe them briefly if they do:

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| **Item** | Yes/No | **Description** |
| Code of Ethics | Yes | Revised and adopted July 2012 |
| Ethical complaints review/discipline process | Yes | Handled by the Ethics committee of AAMFT |
| Standards of Practice | Yes | Articulated throughout Code of Ethics and listed on AAMFT website ([www.aamft.org](http://www.aamft.org))  |
| Continuing Education (Professional Development) requirement/process | No |  |
| Periodical competency review process | No | Membership is maintained on a yearly basis by completion of a form and submission of dues barring any ethical sanctions |
| Other items such as Supervisor qualification requirements, Program accreditation standards, etc. | Yes | Clinical Fellows can apply for the Approved Supervisor designation once they have completed the following under the supervision of an Approved Supervisor:1. One course on MFT supervision
2. Set period of providing supervision while under supervision of an Approved Supervisor (supervision of supervision)
3. Completion of other requirements

Once both the candidate and supervisor mentor are satisfied that all requirements have been met, an application is submitted to AAMFTApproved Supervisors are required to renew their designation every five years and to report on any continuing education in supervision they have receivedProgram accreditation standards are set by the Commission on Accreditation of Marriage and Family Education of AAMFTOAMFT produces a directory of all Clinical Fellows and Approved Supervisors, as well as an enhanced listing for members and agencies who pay an extra feeAll members are required to carry active liability insurance. |

 **Ontario Society of Psychotherapists (OSP)**

OSP can be contacted at [www.psychotherapyontario.org](http://www.psychotherapyontario.org)

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| **Clinical Membership Requirements** |
| **Normally Clinical Members shall:**1. Hold an appropriate graduate degree from a recognized university (psychology, counselling, social work, medicine, divinity, humanities, or a program substantially similar), a copy of which should accompany the application.Alternatively, seasoned psychotherapists who do not have a graduate degree will be considered for membership on an individual basis by the Membership Committee. Both experience and training will be assessed as an equivalent to the graduate program.These Clinical Members shall have 3,000 hours of clinical experience and demonstrate learning in at least four (4) of the following six (6) areas as they relate to psychotherapy:
	* theory
	* methodology/clinical skills
	* research/literature review
	* assessment/testing
	* intellectual enquiry
	* writing skills.

Knowledge in these areas may be drawn from the following sources: courses, seminars, training workshops, professional conferences and work experience. These sources shall be in addition to personal psychotherapy or psychotherapy training.1. Have specific training in psychotherapy or have completed an academic graduate degree counselling practicum.
2. Have completed a minimum of one hundred hours of one-to-one supervision. Ordinarily an applicant is expected to have at least two supervisors, neither of whom have concurrently served as the applicant's personal psychotherapist.
3. Have a minimum of one thousand hours of professional clinical work as a psychotherapist. This clinical work must be mainly with individuals.
4. Have completed a minimum of one hundred and fifty hours of personal psychotherapy. At least fifty hours of this must be individual and consecutive with one psychotherapist.
5. Provide two current references, neither of whom is your current psychotherapist one from a supervisor or trainer and the other from a colleague familiar with your work. Both references must be Clinical Members or qualified to be Clinical Members of OSP.
6. Have, or apply and be approved for, professional liability insurance.
7. Sign an agreement to abide by the Society's Code of Ethics.
8. Pay the current membership fee.

Clinical Members shall hold all the rights and privileges of full membership within OSP including the right to serve on any Provincial Committee, the right to be nominated for Executive Office or for the Chair of any Committee, and the right to be nominated as a voting member of the Delegate Council.Clinical members have the right to use the designation "Clinical Member, OSP." |
| **Student Membership Information** |
| **A Student Member shall:**1. Hold an undergraduate degree or diploma in a humanities related field, a copy of which should accompany the application, or either hold or be enrolled in an appropriate graduate program in a recognized university (psychology, counselling, social work, medicine, divinity, humanities or a program substantially similar), a copy or verification of which should accompany the application.
2. Show proof of enrolment in psychotherapy training each year at membership renewal, or have completed or be enrolled in an academic graduate degree counselling practicum, verification of which is required.
3. Have one-to-one supervision if doing clinical psychotherapy.
4. Have completed or be completing the minimum hours of personal psychotherapy (150 total). At least fifty hours must be individual and consecutive with one psychotherapist.
5. Provide two references, neither of whom is the applicant's current therapist one from a supervisor or trainer. Both references must be Clinical Members or qualified to be Clinical Members of OSP.
6. Have or apply and be approved for professional liability insurance if seeing clients.
7. Sign an agreement to abide by the Society's Code of Ethics.
8. Pay the current membership fee.

Student Members hold some of the rights and privileges of full membership within OSP, including the right to serve on Provincial Committees (excluding the Complaints and Discipline Committees), eligibility for insurance coverage, the right to receive mailings and attend conferences of the Society, and the right to vote at the OSP Annual Meeting.Student Members have the right to use the designation "Student Member, OSP" and no other designation. |

**Ontario Association of Consultants, Counsellors, Psychometrists and Psychotherapists (OACCPP)**

### <http://www.oaccpp.ca/>

### OACCPP Membership Eligibility

#### Eligibility requirements for General Members:

1. Hold a Masters Degree (preferred) from a recognized university in psychology, counselling, education, social work, divinity, medicine or other related programs with a significant component being psychology;
2. Have specialized training and practicum experience in one or more of consulting, counselling, psychometrics or psychotherapy, during which time the applicant had at least 2 approved supervisors;
3. Demonstrate an interest in, and commitment to, their specialty area of competency in mental health by attending conferences and workshops;
4. Abide by the [Code of Ethics](http://www.oaccpp.on.ca/association/ethics.html) of the Association;
5. Payment of [annual membership dues](http://www.oaccpp.on.ca/membership/renewal.html).

#### Eligibility requirements for Certified Members:

1. Fulfill all General Member requirements;
2. Provide proof of professional liability insurance through OACCPP or other equivalent insurance coverage;
3. Have a minimum of 2 years of supervised practice in an educational institution, hospital, clinic or private practice;
4. Present 2 references by professionals attesting to their ability to function according to standards set by the Association;
5. Submit and critique one or more work samples in their area of expertise or specialization;
6. Have their submissions and application for certification be presented to the Board of Directors for approval;
7. Provide proof of annual professional upgrading to be presented every 3 years for renewal of certification.
8. Successfully pass both written and oral examinations in addition to the above requirements.
9. Payment of [annual membership dues](http://www.oaccpp.on.ca/membership/renewal.html).

#### Eligibility requirements for Psychological Associate Members

* Masters Degree
* Registered with the College of Psychologists
* Demonstrate an interest in, and commitment to, their specialty area of competency in mental health by attending conferences and workshops;
* Abide by the [Code of Ethics](http://www.oaccpp.on.ca/association/ethics.html) of the Association;
* Payment of [annual membership dues](http://www.oaccpp.on.ca/membership/renewal.html).

#### Eligibility requirements for Associate (Student) Members are as follows:

* Graduate student in behavioural sciences;
* Payment of [annual membership dues](http://www.oaccpp.on.ca/membership/renewal.html).
* Associate Members are eligible to serve on some OACCPP committees and eligible to vote but cannot hold offices in the Association.
* Associate Members are eligible for the same benefits from the Association as General or Certified Members including accessibility to group liability insurance.

#### Eligibility requirements for *Affiliate Members*:

* Post-secondary diploma in Behavioural Sciences, (accredited college or university)
* Demonstrate an interest in, and commitment to, their specialty area of competency in mental health by attending conferences and workshops;
* Abide by the [Code of Ethics](http://www.oaccpp.on.ca/association/ethics.html) of the Association;
* Payment of [annual membership dues](http://www.oaccpp.on.ca/membership/renewal.html).

##### Canadian Association for Spiritual Care (CASC)

CASC can be contacted at <http://spiritualcare.ca/>

What is a Pastoral Specialist?

* A Specialist is a member of the Canadian Association for Spiritual Care (CASC) who is certified as a specialist practitioner in *pastoral care* or *pastoral counselling*.
* Specialist's are grounded in a faith commitment and commissioned by their respective faith community to provide spiritual and religious care in a multifaith context.
* The Specialist is accountable for maintaining professional certification, continuing education and for active participation in the vision, direction and activities of the association.

Qualifications of a Pastoral Specialist:

* Graduation from a recognized college or university
* A qualifying graduate degree in theology or in a related clinical field.
* Ordained or commissioned by a faith community
* Demonstrated pastoral and professional experience
* Membership in CASC
* A minimum of 2000 hours of training including advanced S.P.E. education and demonstrated professional competence as certified by CASC

How are Specialists certified?

Specialists are certified by the Canadian Association for Spiritual Care. CASC is an interfaith organization that promotes clinical practice and education in ministry through Supervised Pastoral Education. This training comprises a minimum of 2000 hours of experiential clinical pastoral training and is conducted in accredited centres by certified teaching supervisors. Once certified, Specialists undergo a peer review every five years. Supervised Pastoral Education is available in accredited centres across Canada.