

CCTPEI CEC Schedule of Activities

Requirements. 60 Hours over 3-year cycle.

Credit Calculation. Unless another value is listed, 1 hour of eligible activity equals 1 program credit.

Confirmation. Registrants may submit an Activity Confirmation form if formal certificates or transcripts or other forms of confirmation are unavailable.

Self-Directed Study. Registrants may complete the fillable self-directed study form if other forms of verification are unavailable.

Schedule of Activities and Credit Hours - Counselling Therapy

This is not an exhaustive list. If you do not see an activity you wish to use for your continued competency portfolio, contact the registrar for approval.

CEC activity	Credits	Examples of activities	Verification
Workshops, Conferences, In-services, Webinars	1 credit/hour	-Workshops, conferences, in-services webinars relevant to counselling therapy -May be offered in-person or online Includes CCPA & Mental Health Academy webinars	• Certificate, Transcript, OR receipt and course description • Activity Confirmation Form or email provider confirmation
Training/Upgrading	1 credit/hour	-Completion of an upgrading/training course or program for additional qualifications in counselling/psychotherapy. -May be offered in-person or online -Includes Mental Health Academy/PESI	• Certificate, Transcript, Diploma • Activity Confirmation Form or equivalent
Supervision	1 credit/hour	-Supervisor participating in regularly scheduled, formally structured, post-graduate supervision.	• CCTPEI supervision contract
Self-directed study	1 credit/hour Maximum 8 hours/year	Professional reading, research or independent review of counselling-related resources.	• Date completed and time spent • References • Summary of learning and relevance • Self-Directed Study Form or equivalent

CEC activity	Credits	Examples of activities	Verification
Personal participation in counselling therapy	1 credit/hour	Receiving counselling therapy as a client.	• Receipt or provider confirmation • Session dates
Peer study	1 credit/hour	-Participation in scheduled, collaborative, peer learning activities such as peer supervision, peer study groups, professional learning communities -May be in-person or online	• Meeting dates, duration of sessions • Activity Confirmation Form or email confirmation from activity Lead/Facilitator
Graduate coursework	36 credits/1 semester course	-Completion of a graduate level, post-CCC course related to counselling/psychotherapy -May include practicum/internship courses	• Transcript, Certificate, Diploma
Professional involvement	1 credit/hour	Counselling-related committee or board work, or development/delivery/evaluation of counselling related programs, workshops, or community initiatives	• Email confirmation from the Chair or project lead verify participation, dates, hours • Activity Confirmation form
Professional volunteerism	1 credit/hour	Counselling-related volunteer service, crisis support or disaster response.	• Organization confirmation of role, dates and hours • Activity confirmation form
Presentation development and Presentation delivery	1 credit/hour of presentation 2-3 hours of prep time/1 hour of delivery	Creating and/or presenting an original counselling-related presentation, workshop, lecture, seminar, in-service, or webinar. May be counted one time only. CECs will not be awarded for repetition of the same session	• Copy of presentation or materials • Preparation dates and hours • Delivery date and hours

CEC activity	Credits	Examples of activities	Verification
Scholarly writing and reviews	1 credit/hour (based on reasonable estimates)	Published articles, books or chapters. Reviewing journal articles, books, chapters. Scholarly writing about counselling therapy and/or psychotherapy.	• Copy or link to article, book, chapter • Completion or publication date • Time log
Applied professional writing	1 credit/hour (based on reasonable estimates)	Writing of counselling-related training manuals, handbooks, newsletters, blogs	• Copy or link to the materials • Completion or publication date • Time log
Thesis or dissertation Committee Member (Advisor)	1 credit/hour (based on reasonable estimates)	Committee member for thesis/dissertation that has been completed	• Copy of work • Completion Date • For advisors: role, dates and hours confirmed
Indigenous learning	1 credit /hour	Traditional Teachings & Healing Ceremonies - A brief biography of the traditional teacher/healer/Elder is to be included in terms of experience(s) in the areas of Indigenous healing and helping Healing ceremonies	• Community attestations signed by designated community members and proof of attendance • Proof of attendance signed by teacher/healer/Elder • Activity Confirmation Form

The CCTPEI Schedule of Activities is adapted from the Canadian Counselling and Psychotherapy Association (CCPA) Activity Breakdown List. Some activity categories and selected verification requirements have been modified for CCTPEI.