

✓ **APPLICATION FORM FOR:**

- (CALC) Certified Ambiguous Loss Counsellor ©**
- (CGSC) Certified Grief Support Counsellor ©**
- (CSTC) Certified Sexual Trauma Counsellor ©**
- (CSIC) Certified Suicide Intervention Counsellor ©**
- (CTC) Certified Transformation Coach ©**
- (CTR) Certified Trauma Recovery Counsellor ©**

Candidate Information (pls print):

Full Name	() Mr () Mrs () Ms	
Email Personal		
Email Work or alternate		
Home Address		
City, Province, Postal Code		
Telephone	Cell	Tel2 Work or Home
Current Employer – Company		
Position Title		
Length of Time In Position		Employer Website

Please list applicable training taken with “TAKING FLIGHT INTERNATIONAL”

Date Taken	Course Name

Education Provide details of your education relevant to this certification application.

Year	Degree / Diploma / Certificate	Institution

Recent Relevant Experience

Please indicate the employment situations where you use the skills you acquired from Taking Flight International’s training and for which you are seeking designation as a counsellor.

Recent Personal Development

Please list three personal development activities you have been involved in during the past two years. This can include workshops, conferences, or personal counselling.

References

Please provide contact information for two people who can provide a reference regarding your personal development and how you use the knowledge and skills learned in relation to the designation you seek. Alternatively, you may submit two (2) written letters of reference.

1 st Reference Name
Telephone Number and Email
2 nd Reference Name
Telephone Number and Email

Goals / Purpose for achieving certification from CCPC Global

Please initial here:

- _____ Yes, I have read and will adhere to the Professional Responsibilities and Code of Ethic.
 _____ Yes, I understand this is a professional designation that must be maintained and renewed each year. By signing and submitting this application, it is assumed that you have read, understood, and agreed all the terms listed in this manual.

Signature

Date

Application Fees: **CTRC, CSIC** **\$150 + provincial hst**
CALC, CGSC, CSTC, CTC **\$100 + provincial hst**

Payment options:

1. Within Canada: Pay by E-transfer - send to admin@ccpcglobal.com
2. Pay by Credit Card - Master Card or Visa using section below or request an online invoice.
3. Mail in Cheque, Money Order or Bank Draft payable to CCPC Global.

Credit Card Type: _____ **Visa** _____ **Master Card** **Amount \$:** _____

Card #: _____ **Expiry:** _____ **CVR:** _____

Name on Card: _____ **(Pls print)**

Authorizing Signature: _____ 7/22

Professional Responsibilities

As a certified counsellor or coach, the applicant is expected to:

- Adhere to the established code of ethics and professionalism which holds them accountable for ethical behaviour and professionalism in their relationships with clients, colleagues, and external partners.
- Maintain federal, provincial, and agency regulations concerning addictions by following proper procedures to preserve the client's rights.
- Set up and maintain a program of self-assessment of professional conduct (strength and weakness) using ethical and legal standards; and
- Continue the process of professional growth and development by assessing one's training needs and obtaining the necessary education.

CCPC Global Inc. Code of Ethics

As a certified counsellor or coach, I agree to adhere to the following Code of Ethics:

1. Believe in the individual worth and treat with dignity each person to whom I provide counselling services.
2. Provide safe and therapeutic counselling services of the highest possible quality to each person served.
3. Provide counselling services which focus on helping those served to reclaim personal power and their rightful place in society.
4. Know and practice within my scope of practice, always maintaining professional boundaries with all persons served, their families and community members.
5. Avoid claiming or implying any personal capabilities or professional qualifications beyond those I have obtained, recognizing that competence gained in one field of activity may not imply competency in another.
6. Recognize my strengths and limitations as a counsellor, to know when it is important and necessary to promptly refer an individual in my care to another counsellor, service, or program so this person's needs can be best met in the most efficient and effective ways.
7. Strictly maintain confidentiality in all forms of reporting and record-keeping regarding any matters or materials concerning persons served yet recognize when confidentiality must be broken so as to protect from harm or death the individual served or others.
8. Maintain professional boundaries with other counsellors, referral agents, and related professionals.
9. Respect agency policies and procedures which are consistent with recognized standards and procedures.
10. Cooperate with management staff and team members with whom I am associated.
11. Refrain from activities which might deteriorate my personal and professional capabilities, diminish my professional status, or constitute a violation of law.
12. Regularly evaluate my counselling practice for levels of effectiveness and for learning needs in accordance with my ongoing goal of continued personal and professional development.

Name (please print)

Signature

Date

CCPC Global Consent to Release Information

I consent I do not consent with explanation:

to CCPC Global Inc. consulting with any person who may have information on my competence and ethical standards of behaviour as listed on my application form.

I consent I do not consent with explanation:

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

I hereby release from any liability, all representatives of CCPC Global Inc. and all individuals and organizations who provide information to CCPC Global Inc., 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 and may result in CCPC Global Inc requesting 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 understand that none of the information referred to herein constitutes "personal information" as defined under the *Personal Information Protection and Electronic Documents Act*.

Name (please print)

Signature

Date

CCPC Global Inc. Statement of Purpose

CCPC Global Inc. provides recognition to those professionals whose occupational activities and education meet the relevant criteria for certification. In this manner we endeavour to help and encourage the upgrading of standards within Canada and International professional communities.

Purpose of Certification

The purpose of Certification is to recognize, by way of the certification process, those who have acquired an acceptable level of training, skills, and effectiveness in their given field. CCPC Global encourages everyone having the required qualifications to apply regardless of age, race, nationality, religion, sex, or disability.

Certification Instructions

Send application with required documentation and payment as outlined below to:

By Mail: **CCPC Global Inc. Head Office** 20 Bergen Rd., Toronto, ON M1P 1R9, Canada

By E-mail: admin@ccpcglobal.com

By Fax: (1-877) 727-9217

✓ **Documents Required for Certification**

	<p>COMPLETE AND SIGNED APPLICATION FORM + Current Resume + Signed "Consent to Release Information" + Signed Professional Responsibilities / Code of Ethics Forms</p>
	<p>CERTIFIED SUICIDE INTERVENTION COUNSELLOR © (CSIC) Application Fee \$150.00 + hst* Copy of Taking Flight Suicide Intervention Course Certificate of Completion</p>
	<p>CERTIFIED TRAUMA RECOVERY COUNSELLOR © (CTRC) Application Fee \$150.00 + hst* Copy of Taking Flight Certified Trauma Recovery Course Certificate of Completion</p>
	<p>CERTIFIED AMBIGUOUS LOSS COUNSELLOR© (CALC) Application Fee \$100.00 + hst* Copy of Taking Flight Ambiguous Losses Certification Course Certificate of Completion</p>
	<p>CERTIFIED GRIEF SUPPORT COUNSELLOR © (CGSC) Application Fee \$100.00 + hst* Copy of Taking Flight Grief Support Certification Course Certificate of Completion</p>
	<p>CERTIFIED SEXUAL TRAUMA COUNSELLOR© (CSTC) Application Fee \$100.00 + hst* Copy of Taking Flight Sexual Trauma Certification Course Certificate of Completion</p>
	<p>CERTIFIED TRANSFORMATION COACH© (CTC) Application Fee \$100.00 + hst* Copy of Taking Flight Transformation Coach Certificate of Completion</p>

- Any information provided is for the use of CCPC Global for certification purposes only.
- Following approval of your application, CCPC Global will issue you an electronic receipt and certificate designating your title within 4 weeks of applying.
- CCPC Global will notify Taking Flight International that you have been granted the designation as a certified counsellor.

Certification Agreement

Professional certification recognizes those who have achieved advanced levels of training, skills and effectiveness and work experience in their field. It is a symbol that sets you apart from others and one that you can be proud and showcase for advancement.

Now that you have been approved for certification you may use the designation behind your name and use the CCPC Global “Certified” stamp of approval on your resume and business cards.

To keep your professional certification in good standing you are required to renew each year by your anniversary date. Your certification expires on your renewal date and may be subject to a late fee of \$15. Please advise us of any changes to your contact information.

Annual PD Renewal Requirements

Advancing your knowledge and skills on a continuous basis enables you to provide the best possible counselling services. CCPC recommends **ten hours of professional development** in the field of counselling, or your area of specialization be undertaken annually to maintain your certification. These hours can be obtained through courses offered by Taking Flight, professional development webinars, courses, workshops etc. and/or reading and self-study of new materials related to the field of counselling. Complete the PD Log and submit it with your certification renewal each year.

CCPC Privacy Statement

CCPC Global Inc. commits to principles and practices of the EU’s General Data Protection Regulation (GDPR) intended to protect the security and privacy of personal information CCPC Global Inc. collects. CCPC Global Inc. is committed to collecting and using personal information responsibly for the sole purpose of the effective delivery of the goods and services it provides. We do not share information with social media, unrestricted inquires, mailing lists or any unauthorized intent. CCPC Global Inc’s aim is to protect the privacy of every individual on our listing.

For questions on **completing the application** or **application status**, please contact CCPC Global at 416 724 5339 or email: admin@ccpcglobal.com