



Continuing Education Credit Application Form

Checklist for inclusion:

- Completed Application Form
- Proof of attendance
- Description: Brochure, program, or website **must** be included

Incomplete submissions will be returned to the applicant

Options for submitting completed form:

1. When completing online, hit the submit button in the top right-hand corner
2. Save and email form to reception@ccpa-accp.ca.
3. Print and fax form to: 613-237-9786
4. Print and mail form to:
114-223 Colonnade Rd S
Ottawa, ON, K2E 7K3

NOTE: Use one form for each event.

It is recommended that you take this form with you to the event you are attending and have the workshop leader sign this form upon completion of the workshop.

Proof of attendance is required. Please provide:

Signature or stamp of the educational event Leader/Speaker or Sponsor:

Signature or stamp

OR if the signature or stamp of the educational event Leader/Speaker or Sponsor is unavailable, please indicate one of the following options that you are submitting with this application:

<input type="checkbox"/>	Photocopy of Certificate
<input type="checkbox"/>	Photocopy of the list of registered participants at the event

In addition to providing a Proof of Attendance, please read and sign the following testimony:

"I certify that I participated in the event listed below and achieved the criteria necessary to obtain the Continuing Education Credits assigned to this event"

Applicant's Signature

Applicant Information:

Name							
Job Title					Membership No.		
Organization							
Mailing Address							
City				Province		Postal Code	
Phone				E-Mail			
Member of CCPA:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(If "No", cheque must accompany this application)		

Title of Counselling Educational Event or Activity	
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Type of Continuing Education Credit (check one)	Instructions for completing this form
Workshop	Complete the entire form.
Conference	Complete the entire form.
Ph.D. Program	Complete page 1 and Include program description and transcript.
University Course	Complete page 1 and Include course description and transcript.
Book/Article	Complete page 1. On page 2 include preparation time and synopsis of book or article.
Teaching	Complete page 1. On page 2 include preparation time. Also attach proof from institution that course was taught.
Webinar	Complete the entire form.

Duration

Start Date mm/dd/yyyy	End Date mm/dd/yyyy	Days: Duration	Hours:

If Workshop or Conference complete the following :

Leader's Name and Qualifications			
Sponsor			
City		Province / State	

Description of the Educational Event for which CEC credits is being requested. Please include brochure or Web page address cZYj Ybh This form will NOT BE processed if a description is not provided.
Brochure attached Website :

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Learning Outcomes : What the participant learned or is able to do as a result of this event. Please indicate the relevance of this CEC to counselling.

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Members of CCPA:	May request a transcript once a year at no cost.
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CEC Fees for non-members:

Event application for CEC	\$30.00
Issue of CEC transcript to a third party	\$30.00