



CAPT™ APPROVED PROVIDER PROGRAM GUIDE

UPDATED FEBRUARY 2024

CAPT™ BOARD OF DIRECTORS

Purpose of the CAPT™ Approved Provider Program

The purpose of the CAPT™ Approved Provider Program is to develop and increase play therapy competencies that improve mental health services to the most vulnerable populations and contribute to the mental health profession. With this aim in mind, the purpose of the Approved Provider program is to provide quality post-graduate play therapy education and training for mental health professionals that supports the mission of CAPT™. This is accomplished by ensuring play therapy training is developed and uses an integrative process for training provision.

The Approved Provider Committee of The Canadian Association for Play Therapy (CAPT™) provides approval of training programs, workshops, and courses.

- Approved Providers can be individuals, businesses, organizations, or institutions who are able to provide Master level or higher trainings and meet the requirements as displayed in this Approved Provider Guide.
- When a training program, workshop or course has been approved it can promote and advertise itself as such.
- When promoting the training as offering CAPT™ Approved Provider credits toward CAPT™ Certification as a Play Therapist, those students/participants in the Approved Provider program must become student members in the Canadian Association for Play Therapy.
- All students/participants who complete any full or part of an Approved Provider Foundation Play Therapy individual course may apply the credits from this training toward Certification as a Play Therapist with CAPT™ at the time of applying with the CAPT™ Certification Committee.

- When a student registers with a CAPT™ Approved Provider for the full 180 hour foundation training days, with the intent of collecting credits for Foundation Play Therapy Training toward certification as a Play Therapist, it is advised that the training continue with that Approved Provider. This ensures continuity in learning.
- Because CAPT™ offers its 180 hours of foundation play therapy training in individual days of training, where there is a shortfall, training completed in Approved Provider individual days of training can be combined with this training to complete total credits toward certification without submitting for prior learning assessment.

Approved Provider Application Fees:

There are no fees to become an Approved Provider of Foundation Play Therapy Training or Continuing Education programs with CAPT™.

All other application and renewal processes as follows will be adhered to:

General Standards:

CAPT™ Approved Providers pledge to:

1) Offer graduate-level play therapy/child and family psychotherapy foundation training and continuing education programs that are specifically applicable to play therapy/child and family psychotherapy practitioners and that improve client care, either directly or indirectly, by demonstrating evidence of EITHER

- a systematic use of a therapeutic model, the establishment of an interpersonal process using the therapeutic powers of play or child and family psychotherapy, and intent to prevent or resolve psychosocial difficulties and/or achieve optimal growth and development; OR
- Content that enhances the specific professional proficiency of mental health practitioners who are engaged in the clinical practice of play therapy/child and family psychotherapy, the supervision of play therapists/child and family psychotherapists, or the instruction of play therapy/child and family psychotherapy.

Education and continuing education programs not specifically applicable to the practice of play therapy/child and family psychotherapy but generally applicable to mental health practitioners are ineligible for play therapy/child and family psychotherapy credit.

- 2) All students/ participants in an Approved Provider program must become Student Members in the Canadian Association for Play Therapy if they intend to use the training for future certification
- 3) Utilize a mechanism (eg needs assessment or scan of mental health profession or specific licensing or credentialing criteria) to determine and ensure that program content is relevant and timely.
- 4) Display clear learning objectives and outcomes in advance to prospective registrants.
- 5) Require that the program be conducted at Masters or higher child and family/play therapy content level.
- 6) Require that program content be child and family/play therapy specific, eg. Child and family/play therapy history, theory, techniques, or applications OR specific to the learning needs of practitioners providing play therapy/child and family psychotherapy services.
- 7) Prefer that “child and family/play therapy” be prominently displayed throughout the program content description and in the program learning objectives.
- 8) Prefer that “child and family/play therapy” be displayed in the program title.
- 9) Utilize program presenters who have:
 - earned a Master’s or higher mental health degree,
 - expertise in child and family/play therapy they are presenting on,
 - adhere to a Code of Ethics from their appropriate professional regulatory body (eg. Canadian Counselling and Psychotherapy Association, Canadian Psychological Association, etc.) and who will identify by which Code any one or more programs have been or will be conducted upon request
 - preferably have earned and maintain active CPT-S™ credentials
- 10) Establish and observe policies regarding program cancellations, whole or partial registration fee refunds, and resolution of attendee complaints.
- 11) Observe a mechanism by which attendees render program evaluative comments and suggestions to presenter and Approved Provider.
- 12) Observe all intellectual property rights of third parties when presenting content and in written material.

Release of Liability: The CAPT™™ Approved Provider hereby indemnifies and holds harmless CAPT™™ from and against any and all claims, losses, actions, costs and expenses (including legal fees) incurred by CAPT™™ as a result of or arising out of: a. the acts or omissions of the Approved Provider or its directors, officers, members, employees or presenters in the administration, presentation, the written contents or materials, or the handling of any complaint regarding any of its programs; b. its failure to abide by the code of ethics and/or standards of practice by which its Program Reviewer and program presenters must abide, public laws and regulations, and other requirements promulgated by applicable licensing authorities; c. any falsification or misrepresentation of information (including misleading information), by inclusion or omission on the Approved Provider's application or supporting documents; d. conduct by the Approved Provider or its directors, officers, employees, members, program presenters, and/or other representatives that is prejudicial to the purpose, interests, effectiveness, or image of play therapy and/or CAPT™™; e. the use of any materials, information, pictures, or other content by the Approved Provider or its directors, officers, employees, members, program presenters, and/or other representatives that infringes on the intellectual property rights of third parties; f. any other action or omission caused by the Approved Provider in its application or relating to its approval status.

Types of Approved Providers:

CAPT™™ designates individuals, organizations, businesses, or institutions as either Type 1 or Type 2 Approved Providers of CAPT™™-approved child and family and play therapy foundation training or continuing education.

Type 1: Provides child and family play therapy foundation training or continuing education at multiple events (conferences, workshops, etc.) and programs during a 36 month approval period.

Type 2: Provides child and family play therapy foundation training or continuing education at one event that neither extends beyond five consecutive days nor offers more than 30 hours of play therapy credit.

Categories of Trainings:

CAPT™™ Approved Providers can offer two categories of trainings:

- **Foundation Play Therapy Trainings:** Trainings that attendees can use to count towards Certification as a Certified Play Therapist (CPT) as part of Foundation Play Therapy Training requirements outlined in CAPT™™ Certification Standards.

- **Continuing Education Trainings:** Trainings that attendees would not be able to use towards Certification with CAPT™ but that could be used by those needing to satisfy continuing education requirements.

Foundation Play Therapy Trainings:

Approved Providers who would like to offer Foundation Play Therapy Training would provide to CAPT™, for each Foundation Play Therapy Training, the following information:

- title of course
- overview of course (indicating that course will be taught at a Masters or higher level of instruction)
- abstract
- instructor's name, (CPT-S™ or on Approval by the Education Committee.) summary of area of expertise, and CV*
- outline of course content
- learning outcomes of the course
- instructional methods used
- any assigned texts
- sources over past 5 years that course material based on
- number of educational hours of play therapy training credit provided
- indication of where the training falls regarding the three categories required as outlined in the Foundation Play Therapy Training in the Certification Standards (Theories/Approaches, Techniques, or Special Populations)
- Until December 31, 2024, As per the CAPT™ COVID Adaptation, all of the 180 hours (100%) of the Foundation Play Therapy Training can be completed via a live, synchronous online platform. The training can be completed at various times and in any respective order as the applicant's choosing. Except in unusual circumstances to be approved by the CAPT Education Committee, it is recommended to achieve the optimum value from the training, all applicants should complete all of the training with the same training provider. It is the applicant's responsibility to ensure that each of the 3 categories of Play Therapy Foundation Training are met with the respective required hours: Theory and Approaches (60 Hours), Play Therapy Techniques (60 hours) and Play Therapy Special Population (60 hours)
- date and location of course

- method of student evaluation used and copy of evaluation used (exam, essay questions, etc)
- copy of the advertising brochure or flyer
- copy of Foundation Play Therapy Training Certificate of Completion

***Note: Instructors for Foundation Play Therapy Training must have CPT-S™ credential or be accepted on approval of the Education Committee and must have expertise in child and family play therapy they are instructing in.**

Approved Providers will provide a Foundation Training Certificate of Completion to students based on the following two criteria:

- full attendance
- satisfactory completion of an evaluation of course content, for example through exam or written essay

The certificate received by the student would be signed by the presenter or organization and indicate that the student has attended and successfully passed/completed the course evaluation. The certificate would include the student's name, the course title, date, number of play therapy credit hours, where the training falls with regards to the three required categories (theory/approaches, techniques or special populations), training location, instructor's name and credentials, and CAPT™ Approved Provider Number.

In addition, the certificate would indicate that the training could be used towards Certification as a Certified Play Therapist (CPT) as part of Foundation Play Therapy Training requirements outlined in CAPT™ Certification Standards.

Advertising for Foundation Play Therapy Training courses would indicate that the training could be used towards Certification with CAPT™.

Continuing Education Trainings:

Approved Providers who would like to offer continuing education child and family and play therapy trainings would provide to CAPT™, for each continuing education training, the following information:

- title of the course (indicating that course will be taught at a Masters or higher level of instruction)

- course instructor's name and credentials (CPT-S™ or on Approval by the Education Committee.)
- outline of course content
- learning outcomes of the course,
- number of continuing educational credit hours provided,
- date and location of training
- copy of advertising brochure or flyer
- copy of Continuing Education Certificate of Attendance

The Approved Provider would provide a **Continuing Education Certificate of Attendance** to students based on attendance only. The certificate would be signed by the presenter or organization and would include the attendee's name, the course title, date, number of continuing education credit hours, training location, instructor's name and credentials, and CAPT™ Approved Provider Number. The certificate received would also indicate that the training could not be used for Foundation Play Therapy Training towards Certification with CAPT™ as a Certified Play Therapist (CPT).

Advertising for play therapy continuing education would indicate that the training would not be used for Certification purposes towards CPT credentials.

What if an Approved Provider wants to offer both Foundation Training and Continuing Education Training?

This is a common situation since training attendees are often at different levels of training requirements. For example, there may be several attendees who want to attend a training because they are accumulating hours towards Certification as a CPT™. These attendees would want to use the training as Foundation training. There also may be several attendees who are certified members and who want to use the training as Continuing Education training towards satisfying continuing education requirements for certified members. Finally, there may be attendees who are attending for other professional reasons and may not be interested in obtaining or maintaining Certification with CAPT™.

The Approved Provider would provide a training that would meet the standards set out for Foundation Play Therapy Training. At the end of the training the Approved Provider would provide all attendees with a Continuing Education Certificate of Attendance, meaning they attended the training for the number of hours specified on the certificate. This certificate

would specify that they would not be able to use this certificate toward Certification with CAPT™.

For those attendees who would like to use the training as Foundation Play Therapy training for Certification purposes with CAPT™, The Approved Provider would offer an additional evaluation component. These individuals would be asked to write a short exam or paper that was set by the Approved Provider. The Approved Provider would grade the exam or paper and provide a pass/fail mark to the individual. For those who pass the evaluation, the Approved Provider would then provide the individual with a Foundation Training Certificate of Completion, which could be used for CAPT™ Certification purposes. For this evaluation component, the Approved Provider would charge those individuals an additional fee on top of the training fee charged for the training itself.

What if an Approved Provider as an organization, has contracted a speaker to come to provide Foundation training, and is reluctant to ask the speaker to provide the additional evaluation component?

Generally, it is the speaker or presenter's responsibility to carry out the evaluation process for Foundation trainings. That means the presenter would set and grade the exam/paper and provide the student with a Foundation Play Therapy Training Certificate of Completion if successful.

Audits:

To monitor and ensure quality, play therapy programs offered by Approved Providers are randomly audited by CAPT™ each year. If selected, you will be asked to provide the following for each program offered for CAPT™ credit:

- Program name or title
- Program content description
- Program learning objectives
- Presenter, including highest mental health degree and credentials
- Code of Ethics the program was conducted under
- Date of program • Facility name and location
- Number of hours of play therapy credit
- Copy of certificate provided to attendees
- List of attendees who earned certificates*

- Summary of program evaluations by attendees

Approved Providers must display the mandatory phrase “CAPT™ Approved Provider XXXXX” on all play therapy training promotional brochures, advertisements, registration materials, and certificates.

Advertising and Certificates:

Foundation Play Therapy Trainings: The following must be prepared for each Foundation Play Therapy Training offered by Approved Providers:

- 1) Advertising brochure (or flyer) that must contain the following:
 - Event or Training Name or Title
 - Sponsor (if applicable)
 - Date
 - Number of contact play therapy training credit hours (one credit hour = 60 minutes of direct training contact; lunches, breaks, etc. excluded),
 - The breakdown of hours of where this training fits with regards to the required hours in the 3 categories outlined in the Certification Standards of a) theories/approaches, b) techniques, and c) special populations.
 - In each of the 3 categories specified above, 45 of 60 hours of play therapy training be taken as face-to-face live training in the same physical space.
 - Content Description
 - Learning Objectives
 - Program Schedule, including start and end times for each activity including registration, breaks, meals, and other activities
 - Facility Name and Location (city and province)
 - Brief cancellation and refund policy
 - Program Presenter, including name, highest mental health degree and primary mental health credentials (must be CPT-S™ for Foundation Training)
 - Information that a Foundation Training Certificate of Completion will be provided based on attendance and successful completion of a student evaluation component
 - That the Foundation Training Certificate of Completion can be used towards CAPT™ Certification purposes for Foundation Play Therapy Training requirements towards Certification as a Certified Play Therapist (CPT™).
 - CAPT™ Approved Provider XX-XXX
- 2) Foundation Training Certificate of Completion that must contain the following:
 - Attendee Name
 - Event or Training Name or Title

- Sponsor (if applicable)
- Date
- Number of contact play therapy credit hours
- Breakdown of hours this training falls into with respect to a) theories/approaches, b) techniques, or c) special populations. (For example, a 6 hour workshop may consist of 3 hours of theory and 3 hours of techniques and would be indicated on the certificate.)
- In each of the 3 categories specified above, 45 of 60 hours of play therapy training be taken as face-to-face live training in the same physical space.
- Facility Location (city and province)
- Program Presenter, including name, highest mental health degree and primary mental health credentials (must be CPT-S™ for Foundation Training)
- Signature by program presenter or sponsoring organization that attendee has attended full number of hours and has successfully passed/completed the student evaluation component
- That the training can be used towards CAPT™ Certification purposes for Foundation Play Therapy Training requirements towards Certification as a Certified Play Therapist (CPT).
- CAPT™ Approved Provider XX-XXX

Continuing Education Trainings:

The following must be prepared for each play therapy Continuing Education Training offered by Approved Providers:

1) Advertising brochure (or flyer) that must contain the following:

- Event or Training Name or Title
- Sponsor (if applicable)
- Date
- Number of contact play therapy training credit hours (one credit hour = 60 minutes of direct training contact; lunches, breaks, etc. excluded)
- Content Description
- Learning Objectives
- Program Schedule, including start and end times for each activity including registration, breaks, meals, and other activities
- Facility Name and Location (city and province)
- Cancellation and refund policy
- Program Presenter, including name, highest mental health degree and primary mental health credentials (minimum Masters degree)

- Information that a Continuing Education Certificate of Attendance will be provided based on attendance
- That the Continuing Education Certificate of Attendance can be used towards continuing education purposes only but cannot be used towards Foundation Play Therapy Training requirements for Certification purposes towards Certified Play Therapist (CPT).
- CAPT™ Approved Provider XX-XXX

2) Continuing Education Certificate of Attendance that must contain the following:

- Attendee Name
- Event or Training Name or Title
- Sponsor (if applicable)
- Date
- Number of contact play therapy credit hours
- Facility Location (city and province)
- Program Presenter, including name, highest mental health degree and primary mental health credentials (minimum Masters degree)
- Signature by program presenter or sponsoring organization that attendee has attended full number of hours
- That the training cannot be used towards CAPT™ Certification purposes for Foundation Child and family/Play Therapy requirements towards Certification as a Certified Play Therapist (CPT)
- CAPT™ Approved Provider XX-XXX

Increasing Play Therapy Awareness:

CAPT™ acknowledges that many mental health professionals may not be aware of two factors:

- 1) the value of play, play therapy, and credentialed child and family/play therapists and
 - 2) the existence of CAPT™, a national professional organization in Canada that offers access to child and family and play therapy training, credentialing, and peer networking opportunities.
- Because they are attended by mental health professionals, the programs that CAPT™ Approved Providers offer represent important forums at which both factors might be briefly introduced, CAPT™ membership promoted, and the CAPT™ website mentioned.

To assist with this, a short CAPT™ PowerPoint presentation has been prepared and will be made available to all CAPT™ Approved Providers.

Approved Providers will be asked to show this short presentation at their trainings in order to promote CAPT™ to a wider audience.

Annual Activity Report: At the end of each calendar year, all Type I Approved Providers are required to complete and submit an “Annual Activity Report.” This report is required even if no play therapy training was offered during the past year. This report will be provided to you and should document all play therapy trainings held during the twelve (12) prior months. A spreadsheet may track trainings throughout the calendar year. These reports help CAPT™ track AP activities and aids in publishing the value proposition of engaging Approved Providers in regions across the country.

Records Maintenance:

CAPT™ requires that Approved Providers maintain the following basic information for not less than 5 years:

- Event or program name or title, learning objectives, and content description
- Program presenter’s name, highest mental health degrees, and primary mental health credentials
- Program date, facility name and location
- Number of play therapy education hours earned by attendees
- Copy of certificate provided to attendees
- A list of program attendees who earned certificates
- Summary of attendees program evaluation

Supports Available to CAPT™ Approved Providers

On becoming a CAPT Approved Provider the following benefits will be offered:

- Promotion of the Approved Provider products and services with contact information on the CAPT™ website
- An open link to the website of each CAPT™ Approved Provider
- Ability to submit advertising that falls within the CAPT™ advertising policies in CAPT™ publications, e-newsletters, social media all trainings specific to the CAPT™ Approved Provider agreement at a discounted rate to be determined annually by the Finance Committee of CAPT™.