



CERTIFICATION APPLICATION PACKAGE: HOW TO COMPLETE GUIDE FOR CERTIFIED PLAY THERAPIST

The membership category of Certified Play Therapist (CPT) is a specialized category of membership in the Canadian Association for Play Therapy (CAPT).

Within this application package you will find:

- A guide on how to complete the application package with explanation using Certification Standards and requirements

Please ensure that the application package is complete before submitting to the Certification Committee for evaluation.

No material submitted will be returned. Please make a copy of the completed application for your record prior to submission. Send only materials specifically requested in this application.

Interview and submission of video recordings: The Certification Committee, may request the applicant to submit unedited video recordings of their therapeutic work. The Certification Committee may request that the applicant participate in an interview with the Certification Committee in support of their certification application. The Certification Committee will directly contact the applicant if either of these requirements apply to them.

Upon approval of this application, a certificate will be provided by CAPT and the member will be invited to complete their profile for public viewing on the website.

The non-refundable certification application fee of **\$300.00CAD** plus HST (**\$339.00CAD**) covers the cost of processing the application, and if approved, the issuance of a certificate.

Once complete, email the Certification Committee for the address to mail the completed application with all documents (certification@canadianplaytherapy.com).

STEPS TO COMPLETING THE PROCESS FOR BECOMING A CPT

1. Understand requirements in your province for being a Psychotherapist (and to legally practice psychotherapy)
2. Read *CAPT Standards for Certification*
3. Complete undergraduate and graduate requirements based on your province's licensing requirements as well as the 5 courses required by CAPT (see section on *CAPT Standards for Education in CAPT Certification Standards for Certification*)
4. Complete registration process for becoming a licensed psychotherapist in your province
5. Apply for Membership with CAPT
6. Complete Foundation Play Therapy Training (see section on *CAPT Standards for Foundation Play Therapy Training in CAPT Certification Standards for Certification*)
7. Review Certification forms and requirements for certification (see *CAPT Standards for Certification and review forms listed on website, use application checklist as a guide*)
8. Use the Certification Application Package: How to Complete Guide for Certified Play Therapist
9. Complete all requirements and forms
10. Attend Q & A session held by the Certification Committee to get any further questions answered

The Certification Committee hopes the following guide provides further clarification on how to complete the forms required for completing your application for the Certified Play Therapist (CPT) designation. We recognize that the journey to becoming a CPT is both meaningful and demanding, requiring dedication, reflection, and commitment to growth. And we hope that it is one filled with joy, learning, and expansion as you continue to deepen your skills and understanding in the field of play therapy.

HOW TO COMPLETE THE APPLICATION PACKAGE: A GUIDE

SECTION 1: APPLICATION CHECKLIST

How to complete this section

Use this checklist to ensure that all the required documents are included in the application package. Include this checklist in the application package.

SECTION 2: COVER SHEET

How to complete this section

Complete the information for at least 1 Certified Play Therapist Supervisors (CPT-S), or CPT-S-in-training, that has provided you with at least 10 hours of supervision and has completed the reference for you for this certification application as a Certified Play Therapist (CPT).

Provide the information on 2 colleagues that have provided a reference for you for this application process of becoming a CPT.

SECTION 3: AUTHORIZATION

How to complete this section

Read the CAPT Code of Ethics and amendments to the Code of Ethics:

<https://canadianplaytherapy.com/wp-content/uploads/2022/11/CAPT-CODE-OF-ETHICS-June-2021-updated.pdf>

Please sign and date all sections.

SECTION 4: APPLICATION FOR CPT CERTIFICATION

How to complete this section

Complete this section with your name as you would like it to appear on your certificate. List your mailing address. For any section that does not apply to you please write N/A.

SECTION 4A: MEMBERSHIP

CAPT Standards for Membership

1. Maintain status as a member-in-good standing with CAPT and comply with the CAPT Code of Ethics.
2. Maintain status as a certified, licensed, or registered member-in-good standing with a Canadian or provincial professional regulatory body that permits the ability to provide clinical mental health services and/or psychotherapy.
3. CPT members are required to provide proof of valid liability insurance through a professional insurance provider annually.
4. CPT members are required to produce a recent (within 12 months of Certification enrollment), Police Certified Criminal Record with Vulnerable Sector check, which is updated in the event an offence occurs on your record.
5. CPT members are required to sign the attestation form.

How to complete this section

To complete this section please fill out all fields. You will find your CAPT member information in the member login portal on the website (<https://admin.canadianplaytherapy.com/login.php>).

List all currently held professional licenses, certifications, registrations and professional memberships. This includes information of the Canadian professional association and/or governing body that permits you to practice the act of psychotherapy. Also include your membership number for each professional license, certification, registration and professional membership if applicable.

SECTION 4B: EDUCATION

CAPT Standards for Education

1. Full membership in a Canadian regulatory professional body that governs psychotherapists. If residing in a province or territory that is unregulated, a minimum of a Master's Degree in an appropriate mental health discipline from an accredited institution is required.
2. Must have completed under-graduate or graduate level courses in the following areas:
 - a. General concepts and principles of child development: biological, psychological, and social development
 - b. Behavioural disorders/psychopathology: abnormal psychology
 - c. Theories of personality: understanding of personality development
 - d. Legal, ethical, and professional issues: applicable provincial and national legal practices, including family law/child welfare/mental health legislation and discipline specific ethical codes and standards of practice.

- e. General concepts and principles of psychotherapy: individual, family, and group psychotherapy.

How to complete this section

Diploma/Degrees: Write down all Diplomas and/or Degrees you have obtained that are related and relevant to this field of study.

Basic Education: Review your transcripts and/or course syllabus to identify which course is the most relevant to the area of knowledge/concept identified in this section.

Note: A course can only be listed under 1 heading. Attach all course descriptions (or syllabus) if the course heading does not clearly identify or indicate the knowledge/concept area. You may add a further chart, attached to this document, as needed.

Courses must be either full or half courses: see the following requirements

- General concepts and principles of child development: biological, psychological, and social development – *1 Full course (84 hours) or 2 half courses (totalling 84 hours)*
- Behavioural disorders/psychopathology: abnormal psychology – *1 Full course (84 hours) or 2 half courses (totalling 84 hours)*
- Theories of personality: understanding of personality development – *1 half course (totalling 42 hours)*
- Legal, ethical, and professional issues: applicable provincial and national legal practices, including family law/child welfare/mental health legislation and discipline specific ethical codes and standards of practice – *1 Full course (84 hours) or 2 half courses (totalling 84 hours)*
- General concepts and principles of psychotherapy: individual, family, and group psychotherapy – *1 Full course (84 hours) or 2 half courses (totalling 84 hours)*

Full course is approximately 8 months of study in a university setting, or an average of 28 weeks of 3 hours each class with a total of 84 hours of learning; half course is approximately 4 months of study in a university setting, or an average of 14 weeks of 3 hours each class with a total of 42 hours of learning. Please use this as a guideline only as each University may have different standards in how they designate a full or half credit course.

SECTION 4C: FOUNDATION PLAY THERAPY TRAINING

CAPT Standards for Foundation Play Therapy Training

1. Must have completed at least 180 hours of graduate-level course work specific to the area of play therapy from the CAPT Foundation Play Therapy Training, or from a CAPT Approved Provider (<https://canadianplaytherapy.com/training/approved-provider->

[program/](#)), approved to provide Foundation Play Therapy Training, that will include the following areas:

(For exceptions, please seek approval from Education Committee by completing and submitting the Prior Learning Assessment Form C (<https://canadianplaytherapy.com/wp-content/uploads/2022/11/Form-C-CACPT-Foundation-Prior-Learning-Assessment-and-Exemption-Form-2020.pdf>))

- a. Play Therapy Theory and Approaches (60 hours)
 - b. Play Therapy Techniques (60 hours)
 - c. Play Therapy Special Populations (60 hours)
2. All Foundation level training must be completed within 10 years from certification application date.
 3. If part of Foundation Play Therapy Training occurred outside of the CAPT Foundation Play Therapy Training or CAPT Approved Providers the applicant may challenge some of the Foundation Play Therapy Training hours by submitting this request to the Education Committee.
 4. Foundation Play Therapy Training completed after January 2021, all training must be completed through the same CAPT approved training program. For exceptions, please seek approval from Education Committee by completing and submitting the Prior Learning Assessment Form C (<https://canadianplaytherapy.com/wp-content/uploads/2022/11/Form-C-CACPT-Foundation-Prior-Learning-Assessment-and-Exemption-Form-2020.pdf>)
 5. The challenge process includes an evaluation of the educational experience with suggestions for the applicant to ensure that these educational experiences are equivalent to those in the approved and accredited CAPT Foundation Training. Details on this process are located on the Prior Learning Assessment and Exemption (Form C) on the CAPT Foundation Play Therapy Training page on the CAPT website
 6. In each of the 3 categories specified above, 45 of the 60 hours (75%) must be taken as face-to-face live training (this includes in-person and virtual live trainings). Up to 15 of the 60 hours can be pre-recorded trainings or webinars. The training can be completed at various times and in any respective order as the applicant's choosing. The applicant must 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).

How to complete this section

Only complete either Part A or Part B (not both) depending on where you obtained your Foundation Play Therapy Training.

If completing **Part A**:

Complete Part A if ALL of your Foundation Play Therapy Training was completed through CAPT.

Complete the CAPT Foundation Play Therapy Training Dates Document (found on the CAPT website). If you have taken other courses as part of the Foundation Play Therapy Training that are not listed on the document, indicate those course titles in the “other” sections of the document. Include the completed document with this application package in lieu of individual certificates. CAPT head office and/or certification committee may conduct random audits to ensure accuracy of the training as indicated on this document.

Check the box on section 4C to indicate that the CAPT Foundation Play Therapy Training Dates Document has been included with the application package.

As applicants are able to complete their training at their own pace, please ensure that all courses are completed by the applicant as indicated on the Foundation Play Therapy Training Dates Document. (Please note that the title of each course may vary from the Play Therapy Foundation Training you have completed with the CAPT).

Play Therapy Foundation Training must be completed within 10 years from certification application date.

If completing **Part B**:

Complete Part B if part or none of your Foundation Play Therapy Training was completed through CAPT. Training must have been completed by a CAPT Approved Provider Organization. A list of CAPT Approved Providers can be found on the CAPT website (<https://canadianplaytherapy.com/training/approved-provider-program/>) Please ensure that the training has been approved by the CAPT Approved Provider program to deliver Foundation Play Therapy training and not only CEU credits. It remains the responsibility of the applicant to ensure the training program is approved by CAPT prior to enrollment.

If part of Foundation Play Therapy Training occurred outside of the CAPT Certificate Program or CAPT Approved Providers, the applicant may challenge specific Foundation Play Therapy Training hours by submitting this request to the Education Committee via the completion of Prior Learning Assessment and Exemption – Form C (<https://canadianplaytherapy.com/wp-content/uploads/2022/11/Form-C-CACPT-Foundation-Prior-Learning-Assessment-and-Exemption-Form-2020.pdf>).

The challenge process includes an evaluation of the educational experience with suggestions for the applicant to ensure that these educational experiences are equivalent to those in the approved and accredited CAPT Foundation Training. Details on this process are located on the Prior Learning Assessment and Exemption – Form C on the CAPT Certificate Program page on the CAPT website.

As applicants are able to complete their training at their own pace, please ensure that all courses that have been completed by the applicant as part of the Foundation Play Therapy training are listed on Part B of Section 4C.

Training must be completed within 10 years from certification application date. Please provide copies of your certificates of course completion along with your application package as indicated in Section 8 of the application checklist.

Please note for Foundation Play Therapy Training completed after January 2021, all training must be completed through the same CAPT approved training program. (For Foundation Play Therapy Training completed prior to January 2021 – training may have been completed through different CAPT approved programs).

List all Play Therapy CEU's completed since PTI (or since 180 hours of Foundation Play Therapy Training completed) - 12 hours of CEU per year required:

CAPT Standards for CEU Requirements:

1. Play Therapy Intern (PTI) members are required to obtain 12 hours of continuing education every year. This continuing education must be related to the theory and practice of play therapy.
2. CPT members are required to obtain 12 hours of continuing education every year to maintain certification with CAPT. This continuing education must be related to the theory and practice of play therapy.

Use this section to list all attended CEU's since Play Therapy Intern (PTI) attained, or since 180 hours of Foundation Play Therapy Training completed.

List any additional training in Child Psychotherapy and Play Therapy:

Use this section if you have completed any additional training outside of the foundation training in child psychotherapy and play therapy. Training listed here does not have to be through a CAPT Approved Provider

SECTION 4D: CLINICAL PRACTICE HOURS

CAPT Standards for Clinical Practice Hours (for a total of 2000 hours)

1. Must complete 1500 direct on-site hours of supervised general clinical practice, not more than 1000 hours of which may be accrued prior to the completion of a Master's Degree or licensure with a regulatory body, and
2. Must complete an additional 500* hours supervised practice specific to play therapy.
* These hours may only be accrued after membership with CAPT attained and after Foundation Play Therapy training has been started. These hours must be completed while under the supervision of a formal CAPT supervisor (CPT-S) or CPT-S-in-training. The hours

specific to play therapy can only be accrued after the applicant has graduated with a master's degree or licensure with a regulatory body. (It is recommended that for approximately every 10 hours of direct clinical practice, 1 hour of supervision is received). These hours cannot be included within the supervised general clinical experience hours.

How to complete this section

Indicate where you have completed your 1500 hours of general clinical practice. List the name of the organization; the job description including your roles, tasks, duties, and responsibilities; the dates from which you started clinical practice and ended clinical practice hours at this location, and the number of supervised clinical practice hours that you completed at this organization. (Use additional pages if more space is required).

What to include as part of the 1500 general clinical practice hours:

- Individual therapy, group therapy, couples therapy, family therapy
 - Co-counselling and observing therapy sessions
 - Assessments
 - Case notes, record keeping, report writing, and/or preparation for therapy sessions
 - Meetings and/or case conferences directly related to clients
 - Professional development and/or training (other than Foundation Play Therapy Training) up to 20 hours
 - Clinical supervision and/or consultation
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Indicate where you have completed your 500 hours of supervised play therapy practice hours. List the name of the organization; the job description including your roles, tasks, duties, and responsibilities; the dates from which you started play therapy clinical practice and completed play therapy clinical practice hours at this location, and the number of supervised clinical practice hours that you completed at this organization. (Use additional pages if more space is required).

What to include as part of the 500 supervised play therapy practice hours:

- Direct clinical sessions using play therapy (this can include individual, group, couples, or family play therapy).
 - Co-counselling and observing play therapy sessions
 - Assessments related to play therapy
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Please include a letter from each employer/organization where play therapy clinical hours have been obtained verifying completion of all required clinical hours. Include these letters as part of Section 7 of your application package.

Track your clinical hours – see Section 5.

SECTION 4E: PROFESSIONAL ACTIVITIES

How to complete this section

Please use this section to indicate if you have taught workshops, courses, lectures, or presentations relevant to play therapy. List the program title (or workshop title, course title, etc.); the sponsoring organization or agency; the number of hours of the workshop/ course/ lecture/ presentation; and the dates of the workshop/ course/ lecture/ presentation.

List any publications in which you have been involved.

SECTION 5: RECORD OF GENERAL CLINICAL EXPERIENCE (1500 HOURS) AND SUPERVISED PLAY THERAPY PRACTICE HOURS (500 HOURS)

CAPT Standards for Clinical Practice Hours

[See Section 4D for CAPT Standards for Clinical Practice Hours]

How to complete this section

You may create your own spreadsheet to track your clinical practice hours, use the spreadsheet created by the Certification Committee (found on the CAPT website), or use a program such as Time2track.com. Ensure that your respective supervisors have signed the tracking forms of your choice to verify completion of the hours. Once completed and signed, submit with your application package.

SECTION 6: TRACKING FORM OF CLINICAL SUPERVISION

CAPT Standards for Clinical Supervision Hours

1. Must participate in a minimum of 50 hours of clinical supervision specific to the practice of play therapy that is conducted by a certified CAPT supervisor (CPT-S). CPT-S supervision hours can only be accrued after Foundation Play Therapy training has been started and membership with CAPT has been attained.
2. A minimum of 10 hours of the 50 hours must be from the same CPT-S (this CPT-S will be responsible for completing the reference form).
3. A minimum of 10 hours of clinical work must be directly observed by the CPT-S or CPT-S-in-training (for example direct observation, one-way mirror, videotape, or co-counselling). This must be documented on the Supervision Tracking Form. (A minimum of

5 of these hours must be observed by the CPT-S completing the reference form for the applicant).

4. A maximum of 20 hours of the 50 hours can be group supervision run by a CPT-S with the group being no larger than 6 people. (Please note: group supervision is regarded as any group with 2 or more individuals).
5. A maximum of 20 hours of the 50 hours of clinical supervision may be completed by a CPT-S-in-training directly observed and/or supervised by a CPT-S. Virtual supervision or recordings are accepted.
6. Written verification of these hours is required to be recorded on the Clinical Supervision Tracking Form.

How to complete this section

Use the tracking form provided by CAPT (found on the CAPT website) to track your supervision hours completed by a certified CAPT supervisor (CPT-S or a CPT-S-in-training). Ensure that the 10 hours of clinical work that must be directly observed by the CPT-S or CPT-S-in-training (for example direct observation, one-way mirror, videotape, or co-counselling) is documented on the Supervision Tracking Form. Ensure that the CPT-S has signed this document. Each CPT-S that you have used is required to sign when they have provided you with supervision. Submit all the signed tracking forms for clinical supervision with your application package.

A list of certified CPT-S can be found on the website. If you would like to find a CPT-S-in-training, please contact the head office.

Please ensure that in conjunction with completing this form, you also update your supervision tracking information on the members-only portal. This information needs to be updated by March 31 of each year.

SECTION 7: LETTER FROM EMPLOYER(S) VERIFYING COMPLETION OF ALL REQUIRED CLINICAL HOURS

How to complete this section

Include a letter from each employer/organization where general clinical practice hours (1500 direct on-site hours) and play therapy clinical hours (500 hours supervised practice specific to play therapy) have been obtained verifying the number of hours completed at this practice location, the dates when the hours were completed (e.g. May 2004 to June 2010), and a brief description of your role, duties and responsibilities while at this practice location. For more information see Section 4D.

**SECTION 8: TRAINING DATES DOCUMENT OR
CERTIFICATES OF PLAY THERAPY FOUNDATION TRAINING**

How to complete this section

Provide photocopies of all certificates received for completing and/or attending Foundation Play Therapy Training if PART or NONE of your Foundation Play Therapy Training was obtained through CAPT. Or if ALL of your Foundation Play Therapy Training was obtained through CAPT, include the CAPT Foundation Play Therapy Training Dates Document with this package. Only send this document with your application (in lieu of individual certificates) as proof of completion of the required Foundation Play Therapy Training. CAPT head office and/or certification committee may conduct random audits to ensure accuracy of the training as indicated on this document.

See Section 4C for Foundation Play Therapy Training standards on the required hours and areas of course work needed to meet the CAPT requirements for certification.

**SECTION 9: COPY OF MEMBERSHIP IN A REGULATORY BODY THAT GOVERNS
PSYCHOTHERAPISTS**

CAPT Standards for Membership

[See Section 4A for CAPT Standards for Membership]

How to complete this section

Provide photocopies of all memberships that are actively held in regulatory or certifying professional bodies that govern psychotherapists as indicated in Section 4A. You do not need to include photocopies of other memberships you hold but have not noted in Section 4A.

SECTION 10: OFFICIAL TRANSCRIPTS

How to complete this section

Provide copies of transcripts of formal education attained. Have the Registrar send the official transcript directly to you and include the copy of the transcript in the application package. Please do NOT have the Registrar send the transcript directly to the CAPT office.

SECTION 11: POLICE CERTIFIED CRIMINAL RECORD CHECK WITH VULNERABLE SECTOR

CAPT Standards for Membership

[See Section 4A for CAPT Standards for Membership]

How to complete this section

Provide a copy of a recent (within 12 months of Certification enrollment), Police Certified Criminal Record Check with Vulnerable Sector.

For members living in the Toronto, ON area, please contact the CAPT head office for the forms required to complete this check. If your area requires you to have a letter from CAPT as part of the application for a Criminal Record Check with the Vulnerable Sector, please contact the CAPT head office to obtain this letter.

SECTION 12: COPY OF LIABILITY INSURANCE

CAPT Standards for Membership

[See Section 4A for CAPT Standards for Membership]

How to complete this section

Provide a copy of your valid liability insurance obtained through a professional liability insurance company. Please ensure that you have updated this information on the member portal on the CAPT website.

SECTION 13: SUPERVISOR (CPT-S) REFERENCE

CAPT Standards for References

1. Must submit 1 reference from a CAPT supervisor (CPT-S) who has supervised this candidate for a minimum of 10 out of the 50 hours required supervision hours, observed 5 out of the 10 required hours of observed play therapy clinical work completed by the applicant, and reviewed the applicant's essay (see below). If the reference is completed by a CPT-S-in-training, the supervising CPT-S must also sign the letter. The CPT-S or CPT-S-in-training must observe 5 out of the 10 required hours of observed play therapy clinical work completed by the applicant. In addition to this letter of reference, all hours of clinical practice and supervision must be verified in writing using the Clinical Supervision Tracking Form.
2. Must submit 2 references from colleagues who are familiar with the applicant's clinical practice. At least 1 reference must relate specifically to the applicant's practice in play therapy.

How to complete this section

Please provide the supervisor reference form to 1 of your CPT-S supervisors and have them return the completed form directly to you (via mail in a signed and sealed envelope or an email). If you received the reference form in an email, print the email and completed reference forms and include these with your application package. If your supervisor sent you the completed form via mail, include the reference form in the sealed and signed envelope with your application package (please do not have your supervisor mail your reference letter directly to the Certification Committee).

Provide this CPT-S supervisor with your essay that outlines your theoretical orientation (see section 15). Have the CPT-S supervisor review your essay and provide you with feedback. Once the supervisor feels the essay meets a satisfactory standard, they will complete this part of the reference form.

(Reference forms can also be found on the website and can be downloaded in order to be sent to your references. Please forward these reference forms to your supervisor, and colleagues).

SECTION 14: COLLEAGUE REFERENCES

CAPT Standards for References

[See Section 13 for CAPT Standards for References]

How to complete this section

Please provide the colleague reference form to 2 of your colleagues and have them return the completed form directly to you (via mail in a signed and sealed envelope or an email). If you received the reference form in an email, print the email and completed reference forms and include these with your application package. If your colleague sent you the completed form via mail, include the reference form in the sealed and signed envelope with your application package (please do not have your colleagues mail your reference letter directly to the Certification Committee).

(Reference forms can also be found on the website and can be downloaded in order to be sent to your references. Please forward these reference forms to your supervisors, and colleagues).

SECTION 15: ESSAY

CAPT Standards for Submission of Essay

1. Applicant must submit a 750 to 1000-word essay to the CPT-S providing the applicant with at least 10 hours of supervision and providing the reference for the applicant. The essay must demonstrate how their theoretical orientation informs their approach in a specific case example. The essay is to be included in the application package for CPT.

How to complete this section

Write a 750 to 1000-word essay describing your theoretical orientation and how it informs your approach to play therapy using a specific case example. Think about the following when completing your essay: briefly describe the referral case information; your play therapy theoretical approach and rationale for this case; your assessment and understanding of this case; the treatment goals, treatment plan and treatment process; and your final reflections.

Ensure that confidentiality is maintained in your essay and all client identifying information has been changed.

Provide your CPT-S supervisor (completing the reference form) with your essay that outlines your theoretical orientation. Have the CPT-S supervisor review your essay and provide you with feedback. Once the supervisor feels the essay meets a satisfactory standard, they will complete that section on the reference form to indicate approval of your essay.

Include your essay as part of this application form.

SECTION 16: RESUME/CV

How to complete this section

Provide a copy of your up-to-date resume or CV. Please ensure that all information listed on your resume or CV is accurate and valid.

SECTION 17: ATTESTATION FORM

How to complete this section

Review and complete the information on this form. Include the completed form in your application package.

SECTION 18: APPLICATION FEE CAD\$300.00 PLUS HST (\$339.00)

How to complete this section

Contact the executive director for instructions on sending an e-transfer. Include a copy of the screenshot of the payment with your application package.