



CASC / ACSS
Canadian Association / Association canadienne
for Spiritual Care / de soins spirituels

CASC/ACSS POLICY AND PROCEDURE MANUAL

CHAPTER 4: CERTIFICATION

CASC/ACSS Professional Practice Commission

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CASC/ACSS is committed to education, certification and research in support of spiritual care professionals in their practice of spiritual care, psycho-spiritual therapy and education.



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SECTION I: CERTIFICATION

A. INTRODUCTION

CASC/ACSS offers levels of certification:

- Clinical (Certified Spiritual Care Practitioner or Psycho-Spiritual Therapist);
- Supervisory (Certified Supervisor-Educator).

In most cases, those wishing to apply for certification have completed four (4) units of SPE, a 2 year graduate/master's degree in theology or related field that includes certain prerequisite courses and professional papers that demonstrate the competencies of CASC/ACSS Certified Professionals.



B. SPIRITUAL CARE PRACTITIONER (SCP) OR PSYCHO-SPIRITUAL THERAPIST (PST)

NOTE: Candidates can expect the certification process to take six months once application has been submitted.

1. CASC/ACSS DEFINITION STATEMENT FOR CERTIFIED SPIRITUAL CARE PRACTITIONER/PSYCHO-SPIRITUAL THERAPISTS

The Certified Spiritual Care Practitioner/Psycho-Spiritual Therapist:

- Is a member of the Canadian Association for Spiritual Care who has been granted certification as a practitioner in spiritual care or psycho-spiritual therapy.
- Is grounded in a faith commitment and commissioned by his/her respective faith community.
- Being a spiritual care and/or psycho-spiritual therapy professional, responds to spiritual and psychosocial needs working holistically, namely as healer, witness, advocate, clinician and educator.
- Accepts responsibility and accountability for maintaining professional certification, for continuing education and for active participation in the vision, direction and activities of the association.

Participation in the organizational life of the Association is required as a reflection of the development of professional identity as a CASC/ACSS Certified Spiritual Care Practitioner/Psycho-Spiritual Therapist. (See Manual: Chapter 2, Section VII.)

2. STEP 1 REQUIRED FORMAL DOCUMENTATION

- 2.1 Completed Application for Certification Form
- 2.2 A copy of the current year's CASC/ACSS membership receipt.
- 2.3 A copy of receipt of Certification Application fees paid to CASC/ACSS National Office.
- 2.4 Copy (scan) of a qualifying two (2) year graduate degree in theology and/or spirituality/religion or a clinical related field. (accredited by the Association of Theological Schools (ATS) or the Council of Higher Education Accreditation (CHEA).
- 2.5 (if applicable) Letter from Academic Assessment Committee (where the candidate is lacking any of 2.4 above, or there is uncertainty about the standing of the educational institution or if the educational institution is not accredited by the Association of Theological Schools, a letter of academic equivalency must be obtained from the Academic Assessment Committee).



2. STEP 1 REQUIRED FORMAL DOCUMENTATION

- 2.6 Evidence of a graduate three (3) credit course in Professional Ethics (Consult Chair of Academic Assessment Committee if necessary).
- 2.7 A letter (within the last five years) from the candidate's faith endorser (following the guidelines of Manual: Chapter 2, Section VI).
- 2.8 A letter (within the last five years) confirming the candidate's current and continuing good standing from their faith community (following the guidelines of Manual: Chapter 2, Section VI). **NOTE:** This may be combined with the letter confirming faith endorsement (2.7).
- 2.9 A resume of professional and spiritual care experience.
- 2.10 Three letters of reference from people who are in a position to comment on the candidate's professional spiritual care practice. (At least one reference must be a professional colleague in a discipline other than one's own area of specialization. Please indicate relationship of reference.)
- 2.11 A completed copy of the Pre-Certification Mentor's Checklist and Report (Form 4.1.4). (See 6, Pre-Certification Process below)
- 2.12 A copy of any previous Competency Assessment and/or Certification (Step Three) Reports.
- 2.13 A copy of any grievance or appeal reports (if required by the action of a grievance committee). (If applicable)
- 2.14 Evidence of the candidate's participation in the organizational life of CASC/ACSS. (See Manual: Chapter 2, Section VII.)
- 2.15 **CPE & PCE (Unit-Based) Candidates:**
Evidence* of completion of two (2) Advanced CPE Units (unless deemed as having completed 2nd Advanced through the SPE Competency Assessment Process.)
**(Evidence of a SPE summary & assessment (evaluation) written & signed by CASC/ACSS Certified Supervisor-Educator at the time unit was completed.)*
- 2.16 **CPE & PCE (Unit-Based) Clinical Hours Documentation**
- CPE (Spiritual Care Practitioner):**
- A. Documentation of 1,000 hours of administratively supervised work experience, beyond advanced units of clinical training, in the candidate's spiritual care practice specialty (e.g. parish, hospital, corrections or other institution).
- PCE (Psycho-Spiritual Therapist):**
- From the start date of Advanced education candidates must have delivered at least 500 hours of counselling to individuals, couples, families and/or groups, as follows:
- B.
- At least 250 hours must be delivered during the candidate's Advanced education.
 - Remaining 250 hours may be delivered during or after the candidate's Advanced education.
- NOTE: In assessing the specific details for counselling hours, it is recommended that both students and supervisor-educators check and coordinate requirements for counselling and psychotherapy license standards (i.e. regarding clinical face-to-face hours, agency/on-site hours, group supervision hours, and individual supervision hours), and to match or exceed the licensure board standards as they are currently proposed.*



2. STEP 1 REQUIRED FORMAL DOCUMENTATION

- 2.17.1 **Additional Pre-requisites Specific for Course-Based PCE Candidates:**
- 2.17.2.i Theoretical - Official Transcript(s) indicating that the following coursework has been completed with a minimum of a “B” average. 8 one-semester or 4 full year (312 class contact hours) of graduate courses from an educational institution accredited by either the Association of Theological Schools (ATS) or The Council for Higher Education Accreditation (CHEA).
NOTE: Theoretical courses must include **Human Development**
- 2.17.2.ii 1 one-semester course in Personality theory
- 2.17.2.iii 3 additional one-semester courses or equivalent chosen from the following areas:
• Personality theory
• Personality assessment
• Human sexuality
• Psychopathology
• Theories of family development
• Marriage and family theory
Counselling Theory Courses
- 2.17.2.iv 1 one-semester course in spiritually integrated psychotherapy or pastoral counselling theory
- 2.17.2.v 1 one-semester course in marriage and family therapy
- 2.17.2.vi 2 one-semester courses or equivalent chosen from the following areas:
• Spiritually-integrated psychotherapy theory
• Marriage and family therapy
• Counselling theories
• Object relations
• Communication theory
• Group counselling
- 2.17.3 Individual and Group Supervision Hours: From the start date of Advanced education candidates must have received a minimum of **200 individual and group supervision hours** as follows:
- 2.17.3.i Supervision is to be provided by a minimum of two different supervisors, where it is available.
- 2.17.3.ii At least 100 of the 200 required hours shall be individual supervision.
- 2.17.3.iii At least one half of the total supervision and one half of the individual supervision hours are to be provided by a CASC certified PCE supervisor-educator. (Individual supervision shall be face-to-face with one supervisor and one or two students. Group supervision shall be offered in groups of 3 – 8 students.)
- 2.17.3.iv When part of the supervision is provided by a supervisor other than a CASC certified PCE supervisor-educator, it shall be provided by a person who is recognized by their professional association at the supervisory level: i.e. psychology, marriage and family therapy, social work. (See Manual Chapter 2, Section VII, B.; the non-CASC certified supervisor-educator must have received approval by the Accreditation Committee through the program approval process.)



2. STEP 1 REQUIRED FORMAL DOCUMENTATION

- 2.17.3.v At least 150 of the required 200 hours shall be received during the Advanced education. The remaining 50 hours may be received during or after the Advanced education.

NOTE: THERE IS A SIX-MONTH VALIDITY PERIOD FOR DOCUMENTATION BEGINNING ON THE DATE OF THE PRE-CERTIFICATION MENTOR'S REPORT.

3. PROFESSIONAL PAPERS

The Candidate shall submit three Professional Papers (3.1, 3.2, 3.3) together totaling 35 - 45 double-spaced pages) and Supporting Documentation (5.1 to 5.8). This total “documentation package” enables candidates to review their CPE/PCE learning experiences, articulate their personal/professional integration with a degree of vulnerability and transparency, and appreciate the unique competencies of this certification specialization. The required documentation package also provides Pre-Certification Mentors and the CASC/ACSS appointed Step Three review team a means through which to support and assess candidates in seeking professional certification as Spiritual Care Practitioners or Psycho-Spiritual Therapists. The objective, in all cases, is for the candidate to demonstrate and “make visible” (for assessment, feedback and affirmation by peer colleagues) what a “Spiritual Care Practitioner” or “Psycho-Spiritual Therapist” looks like to other professionals and the public at large when filtered through the uniqueness of the candidate.

NOTE: For all three Professional Papers, see CASC/ACSS Competencies for Spiritual Care Practitioner and Psycho-Spiritual Therapy (Manual, Ch. 3, Section 2, B) in order to become familiar with the competencies by which each paper will be assessed.

3.1 SPIRITUAL CARE PRACTITIONER & PSYCHO-SPIRITUAL THERAPIST:

Integrative Professional Theory and Practice Paper:

The candidate writes a 5,000 – 6,100 word paper (inclusive of scholarly references) using a standard style guide such as ones used by universities, seminaries, or the American Psychological Association (APA) [Note: The following web site offers information and down-loadable guides for standard styles such as – APA, Chicago, and MLA: www.calstatela.edu/library/styleman.htm.]

The paper is to demonstrate personal/professional integration, original thinking drawn from both theory and practice, and an ability to provide spiritual care and spiritually-integrated psychotherapy out of the unique strengths/limits of the candidate's authentic self. Selected theoretical references to theology, spirituality, religious beliefs, ethical conduct and the behavioural sciences need to be engaged/assessed, agreed/disagreed with, and reflected upon in relationship with the candidate's personal awareness and professional activities as a spiritual care provider or psycho-spiritual therapist. The candidate is encouraged to include clinical vignettes that demonstrate the specific competencies for this specialization.

3.2.1 SPIRITUAL CARE PRACTITIONER ONLY:

Thoroughly Documented Case Study: The candidate writes a 2,500 – 3,050 word thoroughly documented case study describing their spiritual and religious care of an individual or group. This study should include the following elements: a description of the context in which the care is provided, background information about the



patient/family/group, a spiritual assessment, spiritual care strategies and interventions, an analysis of the patient/family/group dynamics that includes awareness of and sensitivity to diversity, verbatim sections and/or descriptive vignettes that indicate the nature of the interaction (include chart notes if applicable), a summary of the candidate's closure/referral/continuing involvement with the patient/family, and a reflective assessment of the candidate's strengths/limits and learning areas within this spiritual and religious care relationship.

3.2.2 PSYCHO-SPIRITUAL THERAPIST **ONLY**:

Thoroughly Documented Longitudinal Study of one Counselling Case: The candidate writes a 2,500 – 3,050 word longitudinal study of one psychotherapy relationship. This study should include illustrations of the following elements: a description of the context in which the spiritually-integrated psychotherapy is provided, background information about the client, theological and systemic assessments, therapeutic plan, summaries of turning points in the therapeutic process, management of transference and countertransference dynamics, and a discussion of the relevant counselling theory (theories) and applicable professional ethics as these pertain to the particular pastoral counselling relationship presented. State how this counselling relationship had transformative capacity for the client. Also describe how the counselling relationship impacted the growth and development of the candidate with depth understanding of them-self relative to their personal history, experience of personal therapy and supervision, and as an agent of healing in relationship to the client in this case study (as well as other clients over time).

The written case study will be augmented with portions of audio/video-taped interviews:

- One complete unedited session (50-60 minutes) during the last 6 months of care;
- One compiled session (50-60 minutes) of no fewer than three and not more than six combined sessions depicting the therapeutic process during the last 6 months to one year.

NOTE 1: These taped sessions should be compiled on either one or two DVDs, labeled with the candidate's name only, and readable on both Windows and Macintosh formats. All sessions should be listed and dated in an accompanying tracking page (that will serve as a guide to the Step Two reviewers regarding dates and times of the video tapings).

NOTE 2: For both written and audio/video components of the longitudinal study, a signed release form will be obtained from the client and be retained in their file. The client's identity will be protected in all submitted written documents and taped sessions.

3.3 SPIRITUAL CARE PRACTITIONER & PSYCHO-SPIRITUAL THERAPIST:

Autobiographical Statement:

The candidate writes a 1650 - 2,050 word autobiographical statement that includes personal, family, educational and vocational history, and a summary of continuous threads and/or key transitions in the candidate's learning process in CPE/PCE. In this paper, the candidate articulates how their personal story and life experiences inform their spiritual and religious care practice, making connections with their operative theology, foundational ideology and/or spiritual belief system.

4. SUPPORTING DOCUMENTATION

- 4.1 These documents will not be scored. They are required, however, and will be assessed with regard to whether or not there is new insight (i.e. additional to what the candidate



has provided through the three Professional Papers) into the candidate's integration of competencies for Spiritual Care and Psycho-Spiritual Therapy.

- 4.2 Resume of both professional employment and unpaid/volunteer spiritual care experiences.
- 4.3 Three letters of reference from people who are in a position to comment on the candidate's professional spiritual care practice. At least one reference must be a professional colleague in a discipline other than one's own area of specialization. Please indicate relationship of reference.
- 4.4 Evidence of having completed a minimum of two basic and two advanced units of CASC/ACSS SPE or documentation from a Competency Assessment Process.
- 4.5 A copy of all CASC/ACSS issued certificates.
- 4.6 A copy of all previous Regional Step 3 Report Forms, and a brief (500 words) discussion of the candidate's understanding of the written recommendations made on these reports, including work the candidate has done to respond to those recommendations.
- 4.7 A copy of all previous Certification Step Three Reports.
- 4.8 A copy of the Pre-Certification Mentor's Checklist and Report (Form 4.1.4).
- 4.9 A self-assessment of the materials; using the Step Two Report Form 4.1.2, the candidate indicates their scoring of each of the competencies for a Certified Spiritual Care Practitioner.

5. PRE-CERTIFICATION CONSULTATION PROCESS

5.1 Initiating the Process

- 5.1.1 The candidate must negotiate a consultative process with a Certified Supervisor-Educator and/or a Certified Spiritual Care Practitioner (hereinafter called the pre-certification mentor). The model of either individual or group consultation is an acceptable option for this process.
- 5.1.2 The candidate and pre-certification mentor negotiate a learning contract and design a process whereby the candidate can reflect on their spiritual care practice experience and prepare to demonstrate competence for Certification as spiritual care practitioner.

5.2 The Role of the Candidate

- 5.2.1 To become knowledgeable about requirements for certification as spiritual care practitioner.
- 5.2.2 To reflect on their spiritual care practice experience and to write reflection papers focusing on particular dimensions of spiritual care practice. These reflection papers should demonstrate integration of theory and practice of spiritual caregiving.
- 5.2.3 To present the reflection papers to the pre-certification mentor/consultation group for discussion and critique. Within this context, the candidate has an opportunity to



clarify their thinking, to verbally express spiritual care concepts and to further integrate their theory and practice.

5.2.4 To prepare a final draft of reflection papers utilizing that which has been learned in the consultative process.

5.2.5 To give completed documentation to the pre-certification mentor for review.

5.3 The Role of the Pre-Certification Mentor

5.3.1 To ensure that the candidate not only knows but also understands the requirements for certification as a certified spiritual care practitioner.

5.3.2 To establish a schedule of consultative sessions which allows adequate time for the writing of required documents, reflection on them, and incorporation of comments received.

5.3.3 To provide the candidate with:

- 5.3.3.i Comments regarding the content and quality of the documents;
- 5.3.3.ii Guided reading designed to enhance the candidate's understanding and practice of the spiritual care specialty; and
- 5.3.3.iii Assistance in understanding the systemic as well as the personal dimensions of the spiritual care practice specialty, including the political and economic realities of the spiritual care practice setting, a sound understanding of administration, advocacy, spiritual care practice with staff and colleagues, and structural accountability.

5.3.4 To (preferably) spend one of the consultative sessions in the candidate's spiritual care practice setting in order for the pre-certification mentor to understand more clearly the candidate's professional setting.

5.3.5 To review the completed documentation prior to its submission.

5.3.6 To provide the candidate with a completed "Pre-Certification Mentor's Checklist and Report" (Form 4.1.4) which covers the following:

- 5.3.6.i A description of the consultative process, the number and length of the sessions, the length of the process, the format of the process (group or individual);
- 5.3.6.ii An assessment of the candidate's strengths and weaknesses relevant to the spiritual care practice specialty with particular focus on identity, authority and integration;
- 5.3.6.iii A recommendation regarding the candidate's readiness to be certified as a spiritual care practitioner; and
- 5.3.6.iv Comments on recommendations from previous Admitting and Certification reviews.



6. STEP ONE PROCEDURE—APPROVAL OF FORMAL DOCUMENTATION

- 6.1 Candidate submits the prescribed certification fee to CASC/ACSS National Office with the application. National office will provide candidate with a receipt to be submitted with certification application documents sent to Chair of Certification.
- 6.2 Candidate assembles the required Formal Documents.
(See 2. Formal Documentation)
- 6.3 When the Formal Documents are assembled and the Professional Papers are completed, the candidate emails a completed application (Form 4.1.0) and the prescribed certification fee receipt (from the National office) to the Chair of CC. (After the Chair of Certification receives the application, the candidate can anticipate up to six months to complete the certification process.)
- 6.4 The Chair of Certification informs the Candidate of the Verifier assigned to them and emails all the application documents to the Verifier.
- 6.5 The Verifier reads the documents to ascertain whether all the requirements have been met, communicating with the Candidate to request any missing documents. The Verifier completes the first part of Form 4.1.1 Step One: Verification Report.
- 6.6 The Verifier makes a recommendation to the whole CC regarding approval or non-approval. The Committee's decision is recorded on Form 4.1.1 Step One: Verification Report.
- 6.7 If the CC approves the formal documents, a review team will be appointed by the Certification Chair. A copy of the Step One Verification Report (Form 4.1.1) is emailed to the Candidate and each member of the Review Team. One copy is also retained on file by the Certification Chair. The Candidate then moves to Step Two.

7. STEP TWO PROCEDURE – APPROVAL OF PAPERS

- 7.1 The Review Team consists of the CC appointed team members; both shall be certified members from candidate's stream (CPE or PCE). If a certified member within the candidate's stream (CPE or PCE) is not available, a certified member may be recruited from the alternate stream. A third member may be added at the discretion of the CC Chair, with a note to the candidate and the Review Team stating why the third member is added. When there is a third member, this person may be a certified spiritual care practitioner or certified psycho-spiritual therapist.
- 7.2 If the CC does not approve the formal documents, a copy of Form 4.1.1 Step One Verification Report is transmitted (preferably by email or fax followed by a signed copy through regular mail) to the Candidate, outlining the reason for refusal and recommending what the Candidate needs to do in order to apply again. If the remedy is simple (the requirement may have been met but the documentation was not submitted), the Candidate has eight (8) weeks to submit that document for reconsideration. If the remedy is more complex or time-consuming (a requirement actually not met), the Candidate's process is halted.



- 7.3 Whether a Candidate moves to Step Two or their process is halted, the formal documents that have been submitted electronically are deleted after six (6) months.
- 7.4 Statement on Confidentiality: The Chair of Certification and members of the CC keep confidential the names of the candidates who apply for CASC/ACSS Certification. Names of the candidates are not revealed to Members of the Association or to non-members.
- 7.4.1 Exceptions to the above ruling are those “who need to know;” namely, members (and potential members) of the candidate’s review team, and members of the Professional Practice Commission.
- 7.4.2 Names of candidates who are unsuccessful in their certification process are not revealed to anyone beyond the candidate’s review team, the CC and the Professional Practice Commission. At the annual National Convention only the successful candidates are announced to the Membership at large.
- 7.5 Upon receiving notification of the Review Team, the Candidate sends a full set of the Professional Papers with specific supporting documents (some of which were also required for Step One) to each member of the Review Team.
- 7.6 Each Reviewer reads all the papers. The goal as the materials are read is to determine whether the candidate has demonstrated achievement of the required Competencies.
- 7.7 Without consulting with the other Reviewers, each Reviewer independently completes a draft Step Two Report (Form 4.1.2).
- 7.8 Within six (6) weeks of the arrival of the Candidate's papers, the Reviewers meet (face-to-face or by phone) and, working from their draft forms, complete the Step Two Report Form 4.1.2. The Review Team Chair is responsible for ensuring that this meeting occurs within the six (6) week limit and for the completion of the Report Form.
- 7.9 If all competencies are demonstrated, the Review Team Chairperson negotiates an appointment for a face-to-face meeting of approximately 60 minutes with the Candidate and the Team, and the Candidate moves to Step Three.
- **Please note it is required that reviewers meet prior to the interview to review the Step Three process, assign roles (e.g. process facilitator, note-taker, process monitor) and distribute questions for discussion arising from the Step Two report form. It will be considered an “irregularity” (which could risk rendering both Step Two and Step Three of the certification review null and void) if this pre-meeting does not occur.
- 7.10 Questions for discussion in the Step Three interview are taken from the Step Two Report Form 4.1.2 and are only recorded in that form at the time it is completed.
- 7.11 If one (1) or two (2) of the three (3) professional papers require revisions due to: at least three (3) scores of 1, 2, 3, 4”; OR being scored below “**minimum score**”; **the paper(s) are required to be revised** and the candidate has up to eight (8) weeks to revise and re-submit the paper(s).
- 7.12 If all three (3) of the professional papers require revisions due to: at least three (3) scores of 1, 2, 3, 4”; OR being scored below “**minimum score**”; OR the Total



Scoring of all Papers is less than “120” points out of “168”, **the candidate’s process is halted.** (see Step 2 Report Form 4.1.2)

[This information is communicated to the Chair of Certification, who will follow up with the candidate.]

- 7.13 Papers may be re-submitted once only and, upon re-submission, the Review Team again completes Step Two Report Form 4.1.2, ensuring that all competencies are now “Minimally Demonstrated” and there is a total score as required on the Step 2 Report form for the three Professional Papers. If this scoring standard is still not met, the Candidate’s process is halted.
- 7.14 For all Step Two reviews in which the candidate will proceed to Step Three, the Step Two Report Form 4.1.2 is transmitted electronically as a signed PDF file to the Candidate and the Chair of Certification within twenty-four (24) hours of the Review Team’s meeting. As well, whenever papers are re-submitted and reassessed, a new Step Two Report Form 4.1.2 is completed and transmitted.
- 7.15 If the current application is halted, the completed Step Two Report Form 4.1.2 is transmitted electronically as a signed PDF file to the Chairperson of Certification only within twenty-four (24) hours of the Review Team’s meeting, and it is the responsibility of the Chair of Certification to inform the candidate that their process cannot proceed and certification is denied.
- 7.16 When a candidate’s process is halted, opportunity is offered to the candidate to have a conversation with the review team for feedback regarding their assessment. This is not considered an appeal or grievance process, rather it is an opportunity for the review team to provide support and prospective input should the candidate wish to re-apply at a later date.
- 7.17 When a candidate’s process is halted and they choose to reapply within one year, the re-application fee is half of the initial application fee.

8. STEP THREE PROCEDURE - PERSONAL INTERVIEW

- 8.1 At the mutually agreed time, the Candidate meets with the Review Team for a face-to-face interview of about one hour. The purpose of the interview is to determine whether the Candidate, in the here and now of the interview, demonstrates the Spiritual Care Practice Competence Indicators to a degree appropriate for a certified spiritual care practitioner.
- 8.2 The Candidate first signs the statement on the Step Three Report (Form 4.1.3) certifying that they are not currently under investigation or in appeals process for any alleged violation of the Code of Ethics and Professional Conduct.
- 8.3 At the end of the interview, the Candidate leaves the room, and the Review Team completes the Step Three Report Form 4.1.3, determining whether to grant the Candidate’s request for certification (subject to the approval of the Certification Committee).
- 8.4 Whether the request is granted or not granted, written recommendations are made. (In the case of a positive outcome, these recommendations of areas for growth and



development lead the new certified spiritual care practitioner towards their first five-year peer review.)

- 8.5 The Candidate is then called back in, and the Review Team's decision and the contents of the Interview Report are communicated. All of the Candidate's materials are returned to them, and the Candidate receives a copy of the Step Three Certification Report Form 4.1.3.
- 8.6 If the Candidate's application for certification is unsuccessful, at the discretion of the Review Team, the Candidate may be invited to return for a second interview within eight (8) weeks. If this is the case, the Review Team negotiates that meeting with the candidate at this time.
- 8.7 If the Candidate has been denied their request or is in distress, and if the Candidate so desires, the Review Team offers or arranges for appropriate spiritual care support.
- 8.8 The Review Team Chair transmits a copy of the Step Three Certification Report Form 4.1.3 to the CC Chair within twenty-four (24) hours of the interview (preferably by email followed by a signed copy through regular mail).
- 8.9 The Review Team's decision is presented to the Certification Committee.



C. CERTIFICATION AS SUPERVISOR-EDUCATOR

1. Definition of a Certified Supervisor-Educator

A Certified Supervisor-Educator is a person who has demonstrated supervisory competence in the field of SPE and is able to conduct SPE programs in keeping with the standards of CASC. CASC recognizes supervisor-educators in the areas of Spiritual Care (CPE) and Pastoral Counselling (PCE).

2. Competencies of a Certified Supervisor-Educator

"The competencies for a Certified Supervisor-Educator can be found in the CASC/ACSS Policy and Procedure Manual, Chapter 3, Section III."

3. Completion of Two units or course-based programs as a Provisional Supervisor-Educator.

- a. Co-supervision of a unit based CPE or PCE
 - i. Complete a minimum of 2 CASC/ACSS units of CPE or PCE and,
 - ii. Provision of individual supervision to 6-12 students
(Please note that ACPE-USA units qualify as equivalent.)
- Or**
- b. If co-supervised course-based CPE or PCE
 - i. Participation in the delivery and supervision of all the components of course based CPE or PCE for a period of at least one year
 - ii. Provision of no less than 150 hours of individual supervision to at least 6 PCE students or Provision individual supervision to 6 – 12 CPE students.
 - iii. Provision of at least 150 hours of group supervision to PCE students; or Provision of at least 100 hours of group supervision within at least two CPE student groups.

4. Completion of the supervision learning module entitled "Becoming an Effective Certified Supervisor-Educator" prior to applying for Certified Supervisor-Educator.

5. Completion of the program approval written in collaboration with Certified Supervisor-Educator during provisional training.

6. Required Documentation to be Submitted to Certification Chair:

- a. Form 4.4.0 Application for Certified Supervisor-Educator (CSE)
- b. A copy of the current year's CASC/ACSS membership receipt.
- c. A copy of the receipt for the application fee (\$350.00) from CASC National Office.
- d. A copy of Certificate as Certified Spiritual Care Practitioner or a Psycho-Spiritual Therapist.
- e. A copy of Form 2.19 Step Three of the Provisional Supervisor-Educator consultation process.
- f. A copy of each Provisional Supervisor-Educator Certificate.
- g. Signed copies of the Certified Supervisor-Educator's & the Provisional Supervisor-Educator's own SPE summary & assessments (evaluations) from each unit.
- h. Evidence of completion of the supervisory training module "Becoming an Effective Certified Supervisor-Educator" available on the CASC Website.
- i. Evidence of completion of program approval written in collaboration with Certified Supervisor-Educator during provisional training.
- j. Evidence of current endorsement (within last five years) by a recognized religious faith group. (See Chapter 2, Section VI)



- k. Evidence of good standing in a faith community (within the last five years) affiliated with your chosen religious tradition (See Chapter 2, Section VI).
- l. Description of participation in the organizational life of CASC. (Chapter 2, Section VII)
- m. A resume or curriculum vitae documenting pastoral experience, formal and alternative educational formation and personal & professional development.
- n. Three Letters of Reference from persons who have experience of or knowledge about the candidate's practice of spiritual care or psycho-spiritual therapy which gives evidence of the satisfactory practice. [Letter from a professional colleague; letter from another professional discipline; letter from a Certified Supervisor-Educator in the candidate's stream.]
- o. Name of CASC/ACSS Certified Supervisor-Educator who has committed to be post-certification mentor for the first SPE unit as Certified Supervisor-Educator. Applicant acknowledges that they will submit completed Form 4.4.4 upon completion of supervising first SPE unit.
- p. Declaration of another provisional supervisor-educator to form a peer mentoring group while preparing for provisional status, conducting the SPE unit, and to foster evaluation of the experience. Option to meet in person, by phone or via video-conferencing on a monthly or bi-monthly basis.
- q. May contact the certification chair or the accreditation chair to obtain names of fellow provisional supervisor-educators).

7 Professional Papers

7.1 A brief **description of the SPE provided** as a Provisional supervisor, highlighting the candidate's familiarity with and competence in SPE program management, including:

- a. A statement of the number of units (or amount of corresponding course-based supervision) completed as a Provisional supervisor. In both CPE and PCE, state whether the education was unit stream or course stream.
- b. The site
 - i. The name of the SPE site and that candidate's position in that site.
 - ii. A brief description of the student population
 - iii. Other supervisors present, their roles in the SPE and their positions in the site.
- c. A brief description of each educational activity the candidate completed as a provisional supervisor. Include the number of hours and the number of students involved in each activity:
 - i. individual supervision
 - ii. group supervision and the form it took (verbatim, case conference, practice counselling, etc.)
 - iii. theory or didactic sessions and the topics which were presented
 - iv. IPR and other group integration activities
 - v. theological reflection
 - vi. other educational activities
- d. For both PCE and CPE Course Streams: a description of other educational or research activities in which the candidate was engaged, including: research projects, publications, lectures, credit or non-credit courses, etc. Include any activities (even if not conducted within a PCE or CPE program) which give evidence of the candidate's ability to function as a course stream supervisor and to facilitate students' progress through course stream education.

7.2 A (1,500-2,000 word) paper outlining the candidate's approach to SPE which includes



a discussion of the educational, psychological, sociological, ethical and theological frameworks which undergird that approach.

- 7.3 A brief (1,000 word) paper regarding the candidate's SPE group facilitation as a Provisional supervisor. Include a description of the process occurring within the group supervision, the various methods that were used, and issues which arose.
- 7.4 A signed copy of the most recent six student SPE summary & assessments (evaluations) written as a Provisional Supervisor-Educator, as well as those written by each of those students. [Note: Students' names must be blocked-out in order protect their confidentiality.]
- 7.5 A thorough reflective report on the supervision of **one student** supervised while a Provisional Supervisor-Educator, selected on the basis of:
 - a. The student's challenge to the candidate
 - b. The candidate's effectiveness with the student
 - c. The candidate's growth as a supervisor as a result of supervising the student.

The report shall include:

- a. A description of the student (life circumstances, religious-cultural background education, mandate for spiritual care or pastoral counselling, previous SPE etc.) including a biographical sketch of the student (candidate's own words, not the student's).
 - b. The rationale for admitting the student into this unit of education.
 - c. A description and discussion of the supervisory contract, including:
 - i. A statement of the candidate's initial goals and plans for the student and their rationale.
 - ii. If applicable, a discussion of the candidate's previous history with the student and its effect on the early stages of the supervision.
 - iii. A copy of the written learning contract, if one was used.
 - d. An analysis of the supervisory process, illustrated by critical incidents and themes.
 - e. A discussion of the candidate's self-awareness of the supervisory relationship. This discussion may utilize the concepts of psychodynamic theory, depth psychology, systems theory, feminist theory, systems of power or other relational models.
 - f. A student SPE summary & assessment (self-evaluation) of the candidate's supervisory work, reflecting on the candidate's successes and difficulties with the student and focusing on the candidate's own functioning rather than on the student's strengths or limitations.
 - g. A discussion of what the candidate learned about supervision through supervising this student, exploring the key supervisory issues and themes which emerged.
 - h. A discussion of the questions, which remain for the candidate in relation to the supervision of this student.
 - i. A discussion of how the supervision of this student is related to the key issues which have emerged during the candidate's supervisory career.
-
- 7.6 Omitting the student on whom the "thorough report" (item 5.5) is written, a reflective report which is not more than 250 words in length on the supervision of **each student** supervised as a Provisional supervisor, including:
 - a. a description of the student (life circumstances, religious-cultural background, education, mandate for spiritual care or pastoral counselling, previous SPE etc.)
 - b. a statement of the candidate's previous history, if any, with the student.



- c. a statement of the candidate's initial goals and plans for the student.
 - d. an analysis of the supervisory process, illustrated by critical incidents and themes.
 - e. a student SPE summary & assessment (self-evaluation) of the candidate's supervisory work, reflecting on the candidate's successes and difficulties with the student and focusing on the candidate's own functioning rather than on the student's strengths or limitations.
 - f. a statement of what the candidate learned about supervision through supervising this student, including noting any key supervisory issues or themes which emerged.
- 7.7 An autobiographic statement which speaks to the candidate's development as a supervisor-educator and the integration of supervisory identity with the larger identity as a person and a spiritual caregiver, pastoral counselor or pastor.
- 7.8 A brief (500 words) discussion of the candidate's understanding of the written recommendations made on the Provisional Supervisor-Educator report form, including the work the candidate has done to respond to those recommendations.
- 7.9 A bibliography of the candidate's reading.

8 Procedure – Step One: Approval of Required Documents

- 8.1 When the candidate's materials are entirely prepared and assembled (required documents and all papers), the candidate submits the prescribed application fee to CASC National Office. National office will provide candidate with a receipt.
- 8.2 The candidate mails a completed application (Form 4.4.0) and the prescribed certification fee receipt (from national office) to the Chair of the CC. (Do not send Required Documents and Professional Papers to Certification Chair.)
- (After the Certification Chair receives the application, the candidate can anticipate up to 6 months to complete the certification process.)**
- 8.3 The Certification Chair appoints a Verifier (usually a member of the Certification Committee) and informs the candidate of the Verifier assigned to them.
- 8.4 The candidate submits the application (Form 4.4.1), the fee receipt, and a copy of the required documents (except papers) to the assigned Verifier.
- 8.5 The Verifier uses Form 4.4.1 to ensure all of the requirements have been met and will communicate with the candidate to request any missing documents. The Verifier completes the first part of the Step One Report Form and sends to CC.
- 8.6 The Verifier makes a recommendation to the certification chair to approve or not approve the required documents. Concerns or questions will be brought to the certification committee for discussion. The Certification Committee will record decision regarding the required documents on the Step One Report Form (Form 4.4.2).
- 8.7 If the Certification Committee does not approve the required documents, a copy of the Step One Report Form will be emailed to the candidate, outlining the reason for refusal and recommending what the candidate needs to do in order to apply again. The candidate has 8 weeks to re-submit based on the recommendations.



If the candidate has not met a requirement, the candidate's process is halted.

- 8.8 Upon approval of the required documents, the Certification Chair assigns a Review Team to the candidate consisting of two Certified Supervisor-Educators (with at least one in candidate's stream) and assigning one member as the Review Team Chair. Preference for the chair to be the candidate's provisional process consultation chair if agreeable by all. A third member may be added to the team if requested.
- 8.9 The Certification Chair communicates this assignment to the Review Team and the candidate. Copies of the Step One Report Form are transmitted to the candidate and each member of the Review Team and kept on file by the CC. The candidate moves to Step Two.
- 8.10 Whether a candidate moves to Step Two or their process is halted, the Required Documents shall be shredded after 6 months.

9 Procedure – Step Two: Approval of Professional Papers

- 9.1 Upon receiving the names of the Review Team, the candidate sends a full set of the professional papers and a copy of the approved required documents to each member of the Review Team. Note: the Review Team does not need to re-evaluate the required documentation.
- 9.2 Each Reviewer reads all the papers to determine whether the candidate has demonstrated achievement of the required Competencies.
- 9.3 Without consulting with the other Reviewers, each Reviewer independently completes a draft Step Two Report (Form 4.4.2).
- 9.4 Within 6 weeks of the arrival of the candidate's papers, the Reviewers dialogue and complete the Step Two Report (Form 4.4.2) together. The chair ensures the 6 week limit and completes the Report Form.
- 9.5 If all competencies are demonstrated, the Review Team Chair communicates with the candidate to set up a face-to-face meeting; the candidate moves to Step Three.
- 9.6 Questions for discussion in Step Three process are included on the Step Two Report Form (Form 4.4.2).
- 9.7 If several competencies are not demonstrated, the candidate has up to 8 weeks to revise and re-submit the pertinent key paper(s).
- 9.8 If three or more competencies are not demonstrated, the candidate's process is halted. The current application process does not proceed to Step Three.
- 9.9 Papers may be re-submitted once only, and, upon re-submission, the Review Team again completes Step Two for the undemonstrated competencies only. If all competencies are now demonstrated, the candidate moves to Step Three.
- 9.10 If any competency is still found not to have been demonstrated, the candidate's process is halted. This means that the current application process does not and cannot proceed to Step Three.



- 9.11 The Step Two Report Form (Form 4.4.2) is transmitted to the candidate and the CC Chair within 24 hours of the Review Team's meeting (via email with a signed copy through mail). When papers are invited for re-submission, a Step Two Report Form is transmitted for each process.
- 9.12 If the current application is halted the CC Chair informs the candidate of the result. If the candidate chooses to reapply within one year, their re-application fee is half of the initial application fee.
- 9.13 When the candidate's process is halted, opportunity is offered to the candidate to have conversation with the review team for feedback regarding their assessment. This is not considered an appeal or grievance process, rather an opportunity for the review team to provide support and prospective input should the candidate wish to re-apply at a later date.

10 Procedure – Step Three: Personal Interview

- 10.1 At the mutually agreed time, the candidate meets the Review Team and first signs the statement on the Step Three Certification Report (Form 4.4.3) certifying that s/he is not currently under investigation or in appeals process for any alleged violation of the Code of Ethics and Professional Conduct.
- 10.2 The face-to-face interview then proceeds for about one hour. The purpose of the interview is to determine whether the candidate, in the here and now of the interview, demonstrates the Professional Competence Indicators to a degree appropriate to function as a Certified Supervisor-Educator.
- 10.3 At the end of the interview, the candidate leaves the room, and the Review Team completes the Step Three Certification Report (Form 4.4.3), determining whether to grant the candidate's request for certification as a Certified Supervisor-Educator (subject to ratification by the Certification Committee and the Education Standards Commission).
- 10.4 Whether the request is granted or not granted, written recommendations are made.
- 10.5 The candidate is then called back in, and the Review Team's decision and the contents of the Interview Report Form are communicated.
- 10.6 All of the candidate's materials are returned to the candidate, and the candidate receives a signed copy of the Step Three Certification Report (Form 4.4.3).
- 10.7 At the discretion of the Review Team, the candidate may be invited to return for a second interview within 8 weeks. If this is the case, the Review Team negotiates that meeting with the candidate at this time. No third interview may be offered.
- 10.8 The Review Team Chair transmits a copy of the Step Three Certification Report Form to the CC Chair within 24 hours of the interview.
- 10.9 The Review Team's decision is presented for ratification, in order, to the CC, the Educational Standards Commission and the Board of CASC.
- 10.10 **Once the candidate is ratified as a Certified Supervisor-Educator by the ESC, this information will be included in the certification report to ESC and a certificate will be issued by the CASC office.**



11 Mentoring Relationships

11.1 Definitions

- a. **Provisional Peer:**
Has been admitted to provisional education standing and is willing to meet regularly with a designated other provisional supervisor for support, guidance, and information sharing.
- b. **Certified Supervisor–Educator Mentor:**
Has been a Certified Supervisor-Educator for more than one year and is willing to meet regularly with a new Certified Supervisor-Educator while offering their first unit post-certification.
- c. **Mentoring Relationship:**
The purpose of a mentoring relationship is to offer support in a positive atmosphere to encourage personal and professional development. Mentoring relationships give encouragement, provide opportunities to discuss experiences, acknowledge strengths and growing edges, provide suggestions or share personal expertise as appropriate, and connect persons with needed resources. Mentoring may be offered face to face, through video-conferencing or through telephone.

11.2 Role of Provisional Peer Group

- a. Together, to negotiate the mutual goal of the peer support, clarify expectations of one another, establish the format, frequency and timing of meeting, ensure balance of sharing and support for all group members, and celebrate accomplishments.

11.3 The Role of the Mentor and the first unit Certified Supervisor-Educator:

- a. Together to negotiate the goal of the mentoring relationship, clarify expectations of one another, discuss the frequency and format of mentorship.
- b. Negotiate for reimbursement of any minor out-of-pocket expenses the mentor may incur as result of the mentoring process paid by the first unit Certified Supervisor-Educator.
- c. Explore with the first unit Certified Supervisor-Educator their experience in supervision, drawing attention to the "Standards of Practice for Certified Supervisor-Educators" (SEE CASC Policy and Procedure Manual).
- d. Upon completion of the unit, the first unit Certified Supervisor-Educator will complete Form 4.4.4 (Post-Certification Mentoring) with the mentor and will
 - i. submit it to the Certification Chair – within two weeks of completing the unit.
- e. The new Certified Supervisor-Educator may supervise all levels of supervisory education once they have received confirmation from the Certification Chair.

11.4 The Role of the Certification Committee Chair:

- a. The CC Chair, upon receipt of Form 4.4.4 shall submit the mentorship report to the Certification Committee for acceptance.



- b. Notify the candidate and the PPC Chair in writing, upon acceptance by the Certification Committee.



D. PROCESS FOR CERTIFICATION IN AN ALTERNATE STREAM

PREAMBLE:

The purpose of this process is to enable those who are certified and in good standing in one stream (CPE or PCE) to attain certification at an equivalent level in the alternate stream without engaging further SPE educational units provided that the applicant can meet all other requirements of the level sought.

This process recognizes that the formation and integration necessary to attain certification is the same across streams. The process is accessible to any Certified Member in good standing, either Practitioner or Supervisor-Educator.

The Assessment for Certification in Alternate Stream process may **not** be used for a Certified Member at the Practitioner level to attain certification at the Supervisor-Educator level.

REQUIREMENTS:

1. The Applicant must complete Form 4.2 Application for Certification in an Alternate Stream, along with the applicable Assessment Form questions (on page 2).
2. The Applicant is also responsible for providing the documentation required for the Assessment Team including proof of having paid required CASC/ACSS fees. The Applicant may also provide other documentation for the Assessment Team to enable the Team to have a more comprehensive picture of their professional practice.
3. The Applicant must be a Certified Member in good standing with up to date Peer Review and membership fees.
4. The Applicant may only apply for alternate stream certification at the level of certification they have already attained.
5. The Applicant may not apply for Assessment for Certification in Alternate Stream while they are under investigation for an ethical breach.
6. The Applicant will address any questions about academic requirements to the Chair of Academic Assessment for clarification.
7. The applicant will address any questions about other certification requirements to the Chair of Certification for clarification.
8. The Applicant is responsible for any expenses incurred during the process.



PROCEDURE:

1. The Applicant submits their Application Form 4.2 for Certification in an Alternate Stream and proof of having paid required CASC/ACSS fees (current membership fee and Certification in the Alternate Stream consultation fee) to the Chair of Certification.
2. The Applicant will work with an informal mentor in the Alternate Stream to ensure that they meet academic and other requirements prior to applying for Certification in Alternate Stream.
 - a. The Applicant chooses a Certified Member in the Alternate Stream to be an assessor on the Assessment Team and includes this information on their Application Form 4.2. Both members of the Assessment Team must be reasonably familiar with current certification requirements.
 - b. Members Emeritus may be used as Assessment Team members provided they were formerly certified at an equivalent level in the alternate stream.
 - c. Application should not be sought until all requirements are met.
3. The Chair of Certification appoints a Certified Member from the Alternate Stream of CASC/ACSS to chair the Assessment Team.
 - a. The Applicant provides the documentation required for the Assessment Team. The Applicant may also provide other documentation for the Assessment Team to enable the Team to have a more comprehensive picture of their professional practice.
4. The Applicant ensures that each member of their Assessment Team is provided with a copy of Alternate Stream Certification Assessment Form 4.2 (and any additional supporting documentation) at least four (4) weeks prior to the Assessment Review.
5. The Assessment Team confirms/verifies that all required documentation is submitted.
 - a. If there are any questions about other certification requirements, Applicants may seek clarification from the Chair of Certification.
6. The Alternate Stream Certification Assessment Team meets with the Applicant for an interview, preferably at the Applicant's place of work, though it is recognized that for various reasons it may be necessary to hold the interview in another location. (Standards for "Peer Review at a distance" (CASC/ACSS Policy and Procedure Manual Chapter 3, B) may be applied to this process.)
7. At the time of the interview, the Assessment Team completes the applicable section of the Assessment for Certification in Alternate Stream Form 4.2 and forwards it to the Chair of Certification for ratification by the Education Standards Commission.
8. The Applicant's successful completion of this process is acknowledged at the next CASC/ACSS National Conference. .



E. RECIPROCITY AGREEMENT BETWEEN CASC/ACSS & APC, ACPE, NACC, NAJC

PREAMBLE:

In the interest of further collaboration, the Educational Standards Commission of CASC/ACSS agrees to provide reciprocity between all members APC, ACPE, NACC, NAJC.

PROCEDURE:

1. **Non-Certified Members of (APC, ACPE, NACC, NAJC)** - This reciprocity would provide equivalency for any SPE training taken with any organization that is part of the former Spiritual Care Collaborative.
 - a) This training equivalency includes: ACPE Level 1 & 2 CPE Units are equivalent to CASC/ACSS Basic & Advanced Units and ACPE Supervisor-in-Training Units are equivalent to CASC/ACSS Provisional Supervisor Units.
 - b) Evidence of this training is provided when a candidate applies for any admitting or certification process.
2. **Certified Members of (APC, ACPE, NACC, NAJC)** - For those members who have completed their certification, certification equivalencies in both SPE streams (Spiritual Care Practitioner/Psycho-Spiritual Therapist and Supervisor-Educator) in both streams of SPE is "deemed to exist" with the members of the former Spiritual Care Collaborative.
 - a) For certified members of (APC, ACPE, NACC, NAJC), the following is required for reciprocity:
 - i. A current copy of the CASC/ACSS *Standards for Certification*.
 - ii. A copy of your certification within your (APC, ACPE, NACC, NAJC) organization.
 - iii. Evidence of current endorsement for ministry as acknowledged by an appropriate religious authority.
 - iv. Evidence of continuing good standing in your faith community within 3 months of the date of this application. Please identify your faith community.
 - v. Evidence of current membership in your (APC, ACPE, NACC, NAJC) organization.
 - vi. A resumé of your professional and pastoral experience.
 - vii. Three letters of reference from people who are in a position to comment on your professional ministry, at least one of whom is from a professional colleague in a discipline other than pastoral care or pastoral counselling.
 - viii. Completed application for CASC/ACSS membership. This will be forwarded to CASC/ACSS National Office once reciprocity application is complete.
 - b) Please see "Application for Reciprocal Certification" (Form 4.3) to apply for certification reciprocity. This completed application form is forwarded to the Chair of Certification (see bottom of application form).



F. EQUIVALENCY CERTIFICATION

1. INTERIM CLINICAL CERTIFICATION (SPIRITUAL CARE PRACTITIONER/PSYCHO-SPIRITUAL THERAPIST)

For an interim period ending December 31, 2021, Members who have completed a two-year graduate degree in Theology (as per ESC standards) and a three-credit graduate course in Professional Ethics, and have either:

- a) 1 Advanced CASC/ACSS SPE Unit followed by 4000 hours of documented spiritual care experience (SCP) or 2000 direct client contact hours (PST);

or

- b) 2 Basic CASC/ACSS SPE Units followed by 8000 hours of documented spiritual care experience (SCP) or 4000 hours of documented direct client contact hours (PST);

may engage the CASC/ACSS Certification process.

Note: Applicants must successfully complete all steps of the current certification process.

2. SPE SUPERVISOR-EDUCATOR PLACEMENT FOR SUPERVISORY EDUCATION

Requirements:

To claim SPE Supervisor-Educator Placement (Equivalency), candidates are required to have completed 1 SPE unit of providing supervision in last five years.

Candidates also shall be aware that “prior supervisory experiences” shall reflect the following for each unit of education provided as a Supervisor-Educator:

- a. Relative to the students supervised, see Chapter 2, Section VII..
- b. Relative to the candidate’s own process, see Chapter 2, Section VII.

Guidelines:

- a. To apply as a Supervisor-Educator from prior clinical educational experiences first requires that the candidate has been Certified by CASC/ACSS as a Spiritual Care Practitioner (CPE) or Psycho-Spiritual Therapist (PCE).
- b. The Certification Chair handles the request and seeks consultation with the Chair of Certification, as needed.
- c. To initiate the process of SPE Supervisor-Educator Placement (Equivalency), the candidate shall:
 - i. Make a written request to the Chair of Certification to be positioned in CASC/ACSS’s supervisor-educator education process in one of the following streams: CPE unit or course or PCE unit or course.



- ii. Indicate at what supervisor-educator level in the stream they believe they should be placed.
 - iii. Pay the prescribed fee as noted on the Members Only section of the CASC/ACSS website (spiritualcare.ca).
- d. The candidate prepares the Step One and Step Two materials for an application for Provisional Supervisor-Educator, and in doing so is strongly recommended to consult with a CASC/ACSS Certified Supervisor-Educator in the stream in which placement is being requested. The following shall be submitted:
 - i. Evidence of having met all the formal requirements, with the possible exception of CASC/ACSS admissions and with the understanding that the required number of units may not have been completed.
 - ii. Report forms from all SPE Supervisor-Educator admissions which have occurred.
 - iii. Supervisor-Educator and self-evaluations from all SPE supervisory units which have been completed.
 - iv. All the required papers.
 - v. Any other documentation the candidate thinks is relevant.
- e. The Chair of Certification shall recruit a Review Committee of three members which shall be structured and conducted in the same fashion as a Certification Committee.
- f. The review is held and the Review Committee assesses to what extent, if at all, the candidate has met the objectives for Supervisor-Educator education in CASC/ACSS.
 - i. The highest placement possible as result of this consultation is "ready to apply for Certified Supervisor-Educator immediately, no further recommendations."

