

Certification Process

(Effective August 1, 2015*)

I. Initial Phase

- a. Candidate is a member of a Chapter, in good-standing, and current on his/her annual dues.
 - i. Candidate submits his/her certification materials to their chapter for review by the Chapter.
 - ii. See CPSP Standards for information about the required certification documents and criteria for certification.
 - iii. The Chapter may choose whatever formats they require for the submission of documents for this review.
 - iv. If the chapter determines, following its review, that the candidate needs further professional preparation and development the chapter will continue to support and guide the candidate in addressing the deficiency.
 1. Once the candidate and chapter agree, the chapter can offer another review process to determine readiness for phase two of the process.
 - v. Chapters that do not have the critical mass to certify at the candidate's level (at least 4 certified members of the chapter holding the same certification the candidate seeks) will conduct this phase of the certification process under the direction of the Certification Team Representative and a chapter that has the critical mass to support certification and the necessary follow-up. The Certification Team Representative will assist with connecting candidates with the appropriate chapter to conduct the initial review.
 - vi. The Candidate's Chapter convener (or convener of chapter assisting with the initial review for candidate's from chapters without a critical mass to conduct a certification review) will submit a Chapter Certification Report Form recommending the candidate for the Second Phase of the certification process. (This report replaces the report previously submitted by the Outside Reviewer. The *Chapter* rather than the *Outside Reviewer* will report, among other items, its understanding of the candidate's

strengths, weaknesses, clinical and professional functioning, rationale for equivalencies, etc.)

II. Second Phase

- a. Candidate contacts the Administrative Coordinator, with a request for an invoice for his/her certification fee(s) and outside review fee.
 - i. Administrative Coordinator confirms Candidate's standing in the Chapter.
 - ii. The requested invoice is sent to the Candidate, and his/her Chapter convener.
 - iii. Candidate sends the receipt from the payment of the invoice to the Administrative Coordinator.
- b. Administrative Coordinator opens a Dropbox folder and shares it with the Candidate's Chapter convener, and Regional Representative from the Certification Team.
 - i. The receipt from the certification fee payment is placed in the folder.
 - ii. A copy of "How to Complete the Online Forms" is placed in the folder.
 - iii. Administrative Coordinator changes website settings so that Candidate may access the form(s) that he/she will need.
 - iv. Administrative Coordinator notifies Candidate that the folder is ready and that instructions are included in the folder.
- c. Candidate completes the online form and uploads his/her supporting documents to Dropbox.
- d. Candidates from chapters who function in compliance with The Standards and who submit a complete file of certification materials will be referred to a four-person Review Panel.
 - i. The Panel may be comprised of members of the Certification Team and others appointed by the Certification Team in consultation with the General Secretary.
 - ii. The Panel will conduct a preliminary review of the candidate's materials and the chapter's report of its review to ascertain if the candidate is prepared for an in-person review with the Panel.

- iii. If not, the Panel will provide its rationale and suggestions to the candidate and the candidate's chapter convener.
- e. Review Panels will meet **with candidates** at each of the National Clinical Training Seminars on the day prior to the beginning of the scheduled events.
 - i. Currently there are two training seminars in the east and one in the west.
 - 1. Additional reviews may be scheduled in the west, and elsewhere if needed.
 - f. The Review Panel informs the chapter convener within 30 days prior to the upcoming Governing Council meeting regarding the status of its recommendation.
 - g. The Candidate's name is presented by the Certification Team at the Governing Council meeting for ratification.
 - i. If ratified by the Governing Council, the Candidate receives certificate(s) at the next Plenary.
 - ii. Certificates are prepared once per year.
 - iii. The certificates of those not attending the Plenary will be mailed to the Chapter Convener.
 - iv. Certified member's certification category(ies) are updated on cpspdirectory.org, following the candidate's receipt of his or her certificate(s) at the Plenary.
 - v. Certified member remains an active member of chapter life and pays annual dues appropriate to the certification category(ies).
 - vi. Certified member's name is presented for re-certification on the Annual Chapter Report, if approved annually by chapter.
 - vii. Recertification occurs at the Chapter-level.

III. Reciprocity

- a. Candidates who hold certification with other cognate groups *may* become certified with CPSP via our reciprocity process. Reciprocity is not automatic nor is it guaranteed

- i. Candidates submit to their chapter and the Certification Team Representative evidence that they are certified members in good standing with the cognate group.
- ii. The chapter submits a Chapter Reciprocity Report Form on the candidate's behalf indicating that the chapter has reviewed the candidate's work and the rationale for its recommendation.
- iii. The Certification Team, upon reviewing the report, may require further documentation from the candidate and the chapter.
- iv. The Certification Team may ultimately determine that the candidate is unable to be certified via reciprocity

*These changes will begin August 1, 2015 with the first Review Panel meeting at NCTS–West at its fall meeting. This will allow several months to introduce the community to the changes and to implement the new process.