



The Canadian Association for Child and Play Therapy Play Therapy Certificate Program Application - 2012

APPLICATION PROCESS

The intended use of this application form is for those applying to the CACPT Play Therapy Certificate Program. The completed application material will allow the admission committee to determine the professional suitability of the applicant for entrance into the Certificate Program. This material will also be used to provide those applicants interested in pursuing certification with a review of their educational and professional training in relation to the certification standards and requirements for Certification as a Child Psychotherapist and Play Therapist or as a Play Therapy Associate.

Material Submitted

No material submitted will be returned. A student file will be opened and the information will be confidentially stored. Students are encouraged to **retain a copy of this application and all supporting documentation** for their records as this material will be needed again should the decision be made to formally apply for play therapy certification. Please **send only material specifically requested**. If you require more space than provided, please add additional pages.

REQUIREMENT FOR APPLICATION TO THE PROGRAM - FORM A

- **Membership**

- If not already a member, a CACPT Membership application and fees must be submitted at the time of application to the Certificate Program.
- Students must be members in good standing with CACPT in order to attend the program*. Verification of membership will be conducted prior to approving acceptance to the program

**Individuals attending workshops for Continuing Education purposes only are not required to be members of CACPT.*

- Students taking workshops due to missed courses in a previous level, or students who have been approved to the Play Therapy Certificate program but have not completed it **MUST BE MEMBERS IN GOOD STANDING** with CACPT in order to apply for workshops.

**ONCE ACCEPTED INTO THE PLAY THERAPY CERTIFICATE PROGRAM,
ALL STUDENTS MUST MAINTAIN THEIR MEMBERSHIP
IN GOOD STANDING FROM THIS POINT FORWARD
IN ORDER TO BE ELIGIBLE FOR FURTHER TRAINING AND CERTIFICATION.**

LETTERS OF RECOMMENDATION - FORM B

Applicants are asked to obtain two letters of recommendation. These letters should be completed by people who are in the position to comment on your skills and experience relevant to human services and your potential as a play therapist. Blank reference forms have been provided on the website for the applicant to download, forward and have completed by a suitable referee.

These reference letters should be returned to the applicant in sealed envelopes, with signatures across the seal, and included within the completed application package.

Students applying for all 3 Levels of the LONDON program, (fast tracking)
must submit **one additional letter of reference (for a total of 3)**.

COURSE EXEMPTION/PRIOR LEARNING ASSESSMENT - FORM C

The Education Committee of the Canadian Association for Child and Play Therapy will consider exempting students from courses within the Play Therapy Certificate Program under certain circumstances. Prior Learning Assessment evaluates a student's previous education when a student requests an exemption from CACPT Certificate Program course(s). The Admissions Committee strongly upholds the courses of the program as a minimal foundation for practicing play therapy with children. However, it is recognized that some applicants may have received equivalent, if not superior training prior to becoming involved with CACPT. The candidate must submit their Request For Course Exemption together with their program application. There is a \$50.00 (plus HST OF \$6.50) TOTAL **\$56.50 administration fee for the Prior Learning Assessment, which is due at the time of application** into the program.

Please contact the CACPT office for further information on the Criteria for Course Exemption. The Education Committee will assess the eligibility of the applicant to be exempt from part(s) of the Program. When exemptions are granted, the candidate will be informed in writing of the decision along with a revised tuition fee. When students are declined to be exempt from an identified course, they will receive the Education Committee's reasons for this decision in writing. The decision of the committee will be final. The Course Exemption administration fee of \$56.50 is non-refundable.

APPLICATION AND FEES

LONDON	Toronto
Tuition Fees \$ 1,582.00 (including HST) per program level Tuition for ONE program level required with application	Tuition Fees \$1,582.00 (HST incl.) comprehensive program

The Application Package should only be sent to CACPT once it is complete. **Incomplete packages will not be reviewed.** You must send the Application form and all supporting documents to CACPT as one package.

Upon review of your application, a formal letter will be sent to you.



The Canadian Association for Child and Play Therapy Play Therapy Certificate Program Application Form D

Current Members **New Members**

Membership Number

Membership Application Included

Full Name _____

Mailing Address _____

Daytime Phone (____) _____ Alternate Phone (____) _____

Fax Number (____) _____ Email _____

Are you interested in pursuing Certification as:*

Child Psychotherapist and Play Therapist (CPT)

Child Play Therapist Associate (CPT-A)

**ONLY THOSE PERSONS WITH CURRENT MEMBERSHIP IN GOOD STANDING WITH CACPT
ARE ELIGIBLE TO ENROLL IN THE CACPT PLAY THERAPY CERTIFICATE PROGRAM.**

Please indicate which program you are applying for

<p>London <input type="checkbox"/></p> <p style="padding-left: 20px;">Level I <input type="checkbox"/> Level II <input type="checkbox"/> Level III <input type="checkbox"/></p> <p>Optional: <input type="checkbox"/> If selected, a booking form with fees will be provided upon acceptance to the program</p>	<p style="text-align: center;">Toronto <input type="checkbox"/></p> <p style="text-align: center;">Only Level I is being offered in 2012</p>
Tuition Fees London: (one level payable with application)	Tuition Fees Toronto:
<input type="checkbox"/> Level I \$1,400.00 HST \$182.00 TOTAL \$1,582.00	<input type="checkbox"/> \$1,400.00 HST \$182.00 TOTAL \$1,582.00
<input type="checkbox"/> Level II \$1,400.00 HST \$182.00 TOTAL \$1,582.00	<div style="border: 1px solid black; padding: 5px; background-color: #e6e6fa;"> <p>Payment Schedule:</p> <p style="text-align: center;">\$1,582.00 Payable with Application</p> </div>
<input type="checkbox"/> Level III \$1,400.00 HST \$182.00 TOTAL \$1,582.00	
TOTAL	\$

Payment Options:

Visa MasterCard Cheque Money Order

Card Number Expiry Date

Card Holder Name _____ Amount Authorized \$

Applicant Signature _____ Date _____

London Program Host/Hostess

I am interested in receiving an Application for Host/Hostess for: Level I Level II or Level III

Office Use Only	Received <input style="width: 100px;" type="text"/>	Verified <input style="width: 100px;" type="text"/>	Approved <input style="width: 100px;" type="text"/>
	Payment 1 <input style="width: 100px;" type="text"/>	Payment 2 <input style="width: 100px;" type="text"/>	Payment 3 <input style="width: 100px;" type="text"/>
	Meals <input style="width: 100px;" type="text"/>	Payment <input style="width: 100px;" type="text"/>	Confirmed <input style="width: 100px;" type="text"/>
	Accommodation <input style="width: 100px;" type="text"/>	Payment <input style="width: 100px;" type="text"/>	Confirmed <input style="width: 100px;" type="text"/>

Education and Training (Official transcripts must accompany this application form)

Degree/Diploma	Field of Study	Institution	Graduation Date

Please list the professional licenses/certifications/professional memberships which you presently hold:

Please detail which specific college or university course(s) or postgraduate training workshops you have completed that match the required knowledge/concept area. A course can only be listed under one heading. Please attach course or workshop descriptions where the course title may have an ambiguous meaning.

Only those courses with an asterisk are required for admission into the CACPT Certificate Program. Please note that if you are missing required coursework, you may still be admitted to the program with a conditional acceptance, with the understanding that the course requirements will be fulfilled at a later time if you decide to pursue certification as a Child Psychotherapist and Play Therapist or Certified Play Therapy Associate.

***One full course in General Concepts and Principles of Child Development (1 Full Course or 2 Half Courses)**

Course Title	Institution/Sponsor	Number of Credit Hours

***Child and Adolescent Behavioural Disorders and Psychopathology (1 Full Course or 2 Half Courses)**

Course Title	Institution/Sponsor	Number of Credit Hours

***Theories of Personality (1 Half Course)**

Course Title	Institution/Sponsor	Number of Credit Hours

The following courses **are not required** for admission into the CACPT Certificate Program. These courses are required for Certification as a Child Psychotherapist and Play Therapist or Certified Play Therapy Associate. This information is being requested to assess your educational standing relative to the CACPT Certification Standards.

General Concepts and Principles of Psychotherapy/Counselling (1 Full Course or 2 Half Courses)

Course Title	Institution/Sponsor	Number of Credit Hours

Legal, Ethical and Professional Issues (1 Full Course)

Course Title	Institution/Sponsor	Number of Credit Hours

Child Psychotherapy and Play Therapy (2 Full Courses or 4 Half Courses or 150 hours of training)

Course Title	Institution/Sponsor	Number of Credit Hours

Please list any additional training in Child Psychotherapy and Play Therapy

Course Title	Institution/Sponsor	Number of Credit Hours

Please note that applicants may apply to be exempt from courses within the CACPT Certificate Program if they have already completed equivalent training. **See Form A3 Request Course Exemption.**

Clinical/Work Experience

Clinical experience in child psychotherapy and play therapy is **not a requirement** for admission into the CACPT Certificate Training, however this strengthens your application.

Please detail your work/employment experience **NOT directly related** to child psychotherapy and play therapy

Name and Place of Employing Organization, Internship or Volunteer Placement	Brief Job Description	Dates of Employ

Please detail your work/volunteer/employment experience **directly related** to child psychotherapy and play therapy

Name and Place of Employing Organization, Internship or Volunteer Placement	Brief Job Description/Average number of hours of direct practice with clients per week	Dates of Employ



CACPT Play Therapy Certificate Program

Form E

Application Checklist

Please ensure that your application is complete before submitting it for evaluation to the Certificate Program Admissions Committee.

It is your responsibility to ensure that each of the below items are complete and included in your application package.

Once complete, please send to CACPT (see address below)

- 1 Proof of Membership with CACPT or Completed CACPT Membership Application and Fees – **Form A**
- 2 Official transcripts in sealed envelopes, affixed with Registrar’s signature across the seal, OR in tamper proof envelopes.
- 3 2-Two Letters of Reference (3-Three for Fast Tracking Students in London Program) **Form B**
- 4 Fully completed and signed application - **Form D**
- 5 Tuition Fee*, Optional Meals Fee (London Only)
- 6 Application Checklist – **Form E**
- 7 Prior Learning Assessment Course Exemption Form (if required) and Fee – **Form C**

Completed application packages to be sent by **Registered Mail** to

Program Coordinator
Canadian Association for Child and Play Therapy
24 Hayes Avenue
Guelph, ON
N1E 5V5

*London Program Tuition Fee: The full fee for ONE level is required with your application
Toronto Program Tuition Fee: The full fee is required with your application