



# The Canadian Association for Child and Play Therapy Play Therapy Certificate Program Application – LEVEL I Victoria, BC

## 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 Play Therapy Certificate Program.

## Material Submitted

**No material submitted will be returned.** A student file will be opened and the information will be confidentially stored until you complete the program. If you fail to renew your membership, files will be shredded after one year. 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

- **Membership**
    - If not already a member, a CACPT Membership application and fees must be submitted on-line at [www.cacpt.com](http://www.cacpt.com) under Apply for Membership prior 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 individual workshops for Continuing Education purposes only are not required to be members of CACPT and will pay the non-member rate.*
- 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 or have their assignments marked.

**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

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.**

## COURSE EXEMPTION/PRIOR LEARNING ASSESSMENT

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 and families and all objectives of the program must be met. However, it is recognized that some applicants may have received equivalent training prior to becoming involved with CACPT. The candidate must submit their Request for Course Exemption together with their program application.

Applications are considered on a case-by-case basis. Results of the review of your material will be provided to you in writing.

You will be required to provide a complete Curriculum Vitae of the instructor, outline of workshop/course indicating it was held at the graduate level of training, objectives, evaluative test results and length (i.e. no. of hours or CEUs) of the workshop(s) you would like considered to be applied to the above requested exemptions: (Proof of successful completion must be provided)

Fees are levied as follows:

- Exemptions requested for Training by a CACPT Approved Provider of Foundation Training \$52.50 (plus HST)
- Exemptions requested for Training by a Non-CACPT Approved Provider of Foundation training: \$10.00 per CEU (Hour) of each CACPT Workshop Exemption Requested plus HST.

## APPLICATION AND FEES

<b>Victoria, BC</b>	
<b>Date:</b> June 13 – 24, 2016	
<b>Tuition Fees:</b> A \$100 fee for applications submitted past the due date will be added. Due Date for Toronto Program: April 29, 2016	Each Level is Two Weeks (Weekdays only) 9:00 a.m. – 4:00 p.m. <input type="checkbox"/> Level I \$1,600 plus \$208.00 HST
Tuition in full for all Levels registered for is required with this application.	

The Application Package should only be sent to CACPT once it is complete.  
**Incomplete packages will not be reviewed unless there are unexpected circumstances that we ask you to share at the time.** You must send the Application form and all supporting documents to CACPT as one package.

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



# The Canadian Association for Child and Play Therapy Victoria, BC Play Therapy Certificate Program Application Form

### Current Members

Membership Number

Full Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Daytime Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Alternate ( \_\_\_\_\_ )  
Phone \_\_\_\_\_

Fax Number ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

### New Members

Membership Application Included

### Are you interested in pursuing Certification as:\*

Certified Play Therapist (CPT)

Certified Play Therapy 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

Victoria, BC

Level I

#### Tuition Fees (full tuition required for each Level)

Level I \$1,600.00 GST \$80 TOTAL **\$1,680.00**

**TOTAL**

### Payment Options:

Visa

MasterCard

Cheque

Money Order

Card Number

Expiry Date

Card Holder Name \_\_\_\_\_

Amount Authorized \$

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

### Victoria, BC Program Host/Hostess

I am interested in receiving an Application for Host/Hostess for: Level I  Level 2  or Level 3

**Office Use Only** Received  Verified  Approved

Payment 1  Payment 2  Payment 3

**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 should only be listed under one heading. Please attach course or workshop descriptions where the course title may have an ambiguous meaning.

**\*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

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 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

## Other

Please concisely list any other information you feel is relevant to this application.

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# CACPT Play Therapy Certificate Program 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
- 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
- 4 Fully completed and signed application
- 6 Prior Learning Assessment Course Exemption Form (if required) and Fee

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

Program Coordinator  
Canadian Association for Child and Play Therapy (CACPT)  
PO Box 24010  
Guelph, ON  
N1E 6V8