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THE COVENANT OF THE COLLEGE
OF PASTORAL SUPERVISION & PSYCHOTHERAPY

We, the CPSP members see ourselves as spiritual pilgrims seeking a truly collegial professional community. Our calling and commitments are, therefore, first and last theological. We covenant to address one another and to be addressed by one another in a profound theological sense. We commit to being mutually responsible to one another for our professional work and direction.

Matters that are typically dealt with in other certifying bodies by centralized governance will be dealt with primarily in Chapters. Thus, we organize ourselves in such a way that we each participate in a relatively small group called a Chapter consisting of approximately a dozen colleagues. Teaching or counseling programs directed by CPSP Diplomates are the primary responsibility of the Chapter.

We commit ourselves to a galaxy of shared values that are as deeply held as they are difficult to communicate. "Recovery of soul" is a metaphor that points toward these values. We place a premium on the significance of the relationships among ourselves. We value personal authority and creativity. We believe we should make a space for one another and stand ready to midwife one another in our respective spiritual journeys. Because we believe that life is best lived by grace, we believe it essential to guard against becoming invasive, aggressive, or predatory toward each other. We believe that persons are always more important than institutions, and even the institution of CPSP itself must be carefully monitored lest it take on an idolatrous character.

We intend to travel light, to own no property, to accumulate no wealth, and to create no bureaucracy. We are invested in offering a living experience that reflects human life and faith within a milieu of supportive and challenging community of fellow pilgrims.
IMPORTANT REMINDER

The Certification Manual is updated frequently and posted on CPSP.ORG after each update. Please check our website, if you have printed this out, to make sure that your version is the latest version of the manual. Your feedback is welcomed – please share your thoughts and suggestions with us.

Krista Argiropolis
Administrative Coordinator
krista@cpsp.org
Introduction

In an effort to improve the certification experience, the CPSP Certification Committee has worked to make changes to the process that will help to support our certification candidates and organize the way we share information.

The most significant change in the certification process is the streamlining and merger of the forms that we used in the past, the Chapter Recommendation for Certification form and the Certification Facesheet, into one form. The new forms are on the website at CPSP.ORG, under the Certification Menu.

Our most recent edition of the Standards includes a review process for all Supervisors in Training, Training Supervisors in Training, and Training Supervisors. The revised forms include the required materials for these categories. Note that Supervisors in Training and Training Supervisors in Training will, in addition to the requirements at the chapter level, be required to consult with the Certification Committee to determine readiness to begin training. The consultation with the Certification Committee will occur via Zoom Video Conferencing. Those seeking to be certified as a Training Supervisor would complete the certification process including the review with a Certification Review Panel at one of its scheduled reviews.

All documents and interaction regarding certification are located on the website at CPSP.org. All candidates and chapters are encouraged to review these resources well in advance of a candidate’s certification process. It is the candidate’s responsibility to know the steps involved in their process and it is the chapter’s role to assist the candidate with ongoing consultation regarding the candidate’s preparation for certification.

A centralized and shared Dropbox folder will still be utilized in the certification process, and candidates should be aware that their supporting documents should now be submitted as one document, a pdf, to their folder (similar to the submitting of an academic research paper). This is to help streamline the review process and to keep the files manageable for the review panels.

In addition to online certification forms and the centralizing of the Dropbox folders, members of the Certification Committee have recently completed the first CPSP Certification Manual, a resource manual for candidates, conveners, and Chapters. The committee has spent many hours reviewing documents, forms, and articles to provide this first addition of the manual.

As CPSP utilizes this process, updates our governance documents and forms, we will also update the manual. This is a working document. We hope you find the new manual helpful and we welcome your feedback.

Warm Regards,

Jonathan Freeman, Chair
The Certification Committee Members

Jonathan Freeman, Chair
Charles Hicks, Administrator
Krista Argiropolis, Admin. Coordinator
Patty Berron, Member
Parthenia Cesar, Member
Andrew Harriott, Member
Susan McDougal, Member
Perry Miller, Member
Claire Nord, Member
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Becoming Certified by CPSP: A Step-by-Step Explanation of the Certification Process

Become a member of CPSP

CPSP members organize themselves in such a way that each participates in a small group called a chapter consisting of six to twelve colleagues. The essential spirit of CPSP is to know others and to be known by others. Full accountability for both professional practice and personal conduct is assured. Members monitor the professional competency of all activities, provide consultation whenever needed, and assess certification and membership requirements.¹

The steps for becoming a member of CPSP:

1. Join a CPSP Chapter.
2. Complete the New Member Data Form, on our website at CPSP.ORG.
   a. Submit completed forms to the Administrative Coordinator, Krista Argiropolis (krista@cpsp.org).
   b. Krista will confirm the new member is a member of the Chapter listed on the Data Form.
   c. Forms submitted by the Chapter’s convener would be processed more quickly, as confirmation (the above step) will not be necessary.
3. An invoice will be sent to the new member.
   a. Payments may be submitted by mail or online. Instructions for both payment types are detailed on the invoiced.
      i. Invoices will come from the CPSP website and show “College of Pastoral Supervision...” as the sender.
      ii. At this time, we cannot take credit card payments over the phone.
   b. Immediately upon payment, the member will be listed in the Directory on CPSP.ORG, and they will receive a receipt.
      i. Annual dues are due Jan. 1.

The benefits of membership in CPSP:

- Your name, contact information, and credentials are listed in the CPSP Directory.
- Members receive an invitation and discount to the Plenary, the annual meeting of CPSP.
- Notifications of postings to Pastoral Report, the CPSP journal, event announcements and reminders, and internal email notifications.
- Access to our career opportunity postings.
- Subscription access to the Journal of Pastoral Care and Counseling, an online resource.

¹ The Standards of the College of Pastoral Supervision and Psychotherapy, Section 1220, Adopted 2014 and Revised March 2016.
Meeting the Standards for Certification with CPSP

Education, Training, and Endorsements

Clinical pastoral education/training was conceived as a method of learning pastoral practice in a clinical setting under supervision. The concept developed by Anton T. Boisen uses the case study method in theological inquiry – a study of “living human documents.”

In order to seek certification in CPSP, candidates shall demonstrate the following:

410.1 Education consistent with the required educational level for the certification being sought.

410.2 Clinical training consistent with the required level of training for the certification being sought.

410.3 Endorsement from the candidate’s faith group for the ministry for which certification is sought, when such endorsement is a normal practice of the candidate’s faith group. [Rev. 031616]

410.4 Evidence of subscription to The Covenant of the College of Pastoral Supervision and Psychotherapy and commitment to be governed by The Standards (including The CPSP Code of Professional Ethics), in such form as the Governing Council may, from time to time, prescribe. [NEW 092115]

410.4.1 If not submitted in conjunction with initial certification, subscription is mandatory for renewal of all certifications.

Education

Please note if you are looking for equivalencies these are to be submitted to the certification team prior to your certification review and chapter approved.

Candidates must request approval for equivalency for the training or education requirements for the certifications being sought.

Admission to Pastoral Psychotherapy Training

Master of Divinity, or Masters or Doctoral (or equivalent) level degree in theology, Counseling, or related disciplines from an accredited college, university, or seminary or equivalent course of study particular to the candidate’s faith tradition.

Endorsements

The verification of your current faith group ministry service that will endorses you.

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2 Ibid, Section 210.
3 Ibid, Section 410.
4 Ibid, Section 430.
5 Ibid, Section 320.1.
Evidence of Subscription to The Covenant of CPSP and commitment to be governed by the Standards

The term used to demonstrate refers to both the written and the articulation of your process that you can show through your experience of consistent chapter life and the consultation of your peers a shaping of your clinical competence and awareness at an advanced level. This can be maintained by the diligence of attending your chapter when it is functioning on your behalf as a candidate for certification.

Documents and Document Requirements

All documents should be at college level standards (e.g. double spaced, numbered pages, title page between sections, a table of contents, references, footnotes, bibliographies, etc.) Please note that papers should be titled correctly so that the reader joins you in your journey as you are demonstrating in writing.

• The autobiographical sketch is your review your life today using the clinical pastoral skill what do you now about your major life events. What insights and observations inform your work in chaplaincy and how have you integrated this understanding?

• Your Theory and Theology of Pastoral Care and Counseling paper should emphasize your growth and understanding in these areas based on the clinical pastoral education and/or training and the clinical process. How you understand and demonstrate the competencies, personally, professionally and clinically?

• Case Studies paper: This is an opportunity for you to demonstrate your growth and learning. Therefore, your first Case Study can reflect your issues and learning at the beginning of your process. Case Study Two may reflect your success or issues you are still working with while demonstrating your awareness of your process at the end of the unit. Case Studies should be relative to the appropriate time frame of certification.

• Final Unit Evaluation: Certification requires that your supervisor should make evaluations available to you.

6 Ibid, Section 540.2.
Documents Required for Diplomate Certification

Excerpt from *The Standards of the College of Pastoral Supervision and Psychotherapy* on the documents required by candidates seeking Diplomate certification:

540.1.1 A comprehensive Autobiographical sketch, not to exceed ten pages, outlining the candidate's journey and insights gained from the psychodynamic process.

540.12 A comprehensive theory paper of sufficient length to demonstrate the integration of personal, professional, theoretical, theological, and clinical competency in compliance with academic writing standards.

540.1.3 Exhibits from a single unit of supervised training, as follows:

- Video recording of one complete group supervisory session where a clinical case is presented. Training Supervisor candidates will present a video recording of one complete supervisory session.
- A paper, not to exceed five pages, is to accompany the video that provides an analysis of the session and reflects the candidate's use of self and one's integrated use of theory and theology in their practice.
- The syllabus of the training unit presented for review.
- Evaluations written by the candidate of all trainees who participated in the candidate’s supervised unit and all evaluations written by the trainees.
- Narrative of one trainee’s progressive development through the unit, with candidate’s assessment of the impact of both individual and group supervision.
- Training supervisor’s evaluation of candidate’s supervised unit.

540.1.4 Evidence of faith group endorsement if appropriate (¶ 410.3).

Video Format, Quality and Storage for Diplomate Supervisor Candidates

Videos must have clear audio, and visual of both trainee’s and supervisor showing the work of the group, and the interaction of the participants.

We recommend videos to be placed on a thumb-drive, DVD-R, or some other secure way to store and transport the video. Video files should be a .MP4, .mov, or .dvi format. The candidate needs to provide a laptop, with sound, to facilitate showing the video at the review. The review panel will not provide a laptop, DVD player and TV, or other media, so the candidate needs to be prepared for this part of their review.
Documents Required for Diplomate in Pastoral Psychotherapy Certification

Excerpt from *The Standards of the College of Pastoral Supervision and Psychotherapy* on the documents required by candidates seeking Diplomate in Pastoral Psychotherapy Certification:

Candidates for certification as a Diplomate in Pastoral Psychotherapy must submit supporting materials as required by the chapter, which includes but is not limited to the following:

640.1 A comprehensive autobiographical sketch, not to exceed ten pages, outlining the candidate’s own pilgrimage, including how his/her psychotherapeutic journey impacts upon his/her understanding and practice of pastoral psychotherapy supervision.

640.2 A comprehensive theory paper delineating his/her supervisory theory, in compliance with academic writing standards.

640.3 Evidence of current state licensure or certificate to supervise, OR be approved by a cognate group to supervise in specific mental health disciplines, OR receive fifty (50) hours supervision of supervision.

640.4 Evidence of having completed a minimum of 30 contact hours of graduate-level course work in clinical supervision.

640.5 Evidence of having provided at least 150 hours of pastoral counseling supervision.

640.6 Exhibits from a single unit of supervised training, as follows: [NEW 031616]

640.6.1 Video recordings of one complete group supervisory session. [Revised and Renumbered 031616] (not required for this certification)

640.6.2 The syllabus of the unit in pastoral psychotherapy training supervised by the candidate.

640.6.3 Evaluations written by the candidate of all trainees who participated in the candidate’s supervised pastoral psychotherapy program.

640.6.4 Narrative of one trainee’s progressive development through the unit, with candidate’s assessment of the impact of both individual, group supervision. [NEW 031616]

640.6.5 Training supervisor’s evaluation of candidate’s supervised unit.

640.7 Evidence of faith group endorsement if appropriate (¶ 410.3).
Documents Required for Clinical Chaplain/Associate Clinical Chaplain

Candidates for Clinical Chaplain/Associate Clinical Chaplain must submit supporting materials as required by the chapter, which include but are not limited to the following:

740.1 A comprehensive autobiographical sketch.

740.2 Two case studies demonstrating recent clinical work.

740.3 A comprehensive theory paper of sufficient length to demonstrate the integration of personal, professional, and clinical competencies (¶730), addressing theory and theology of pastoral care and counseling.

740.4 Evidence of faith group endorsement if appropriate (¶410.3).

Documents Required for Pastoral Psychotherapist Certification

Candidates for certification as a Pastoral Psychotherapist must submit supporting materials as required by the chapter, which includes but is not limited to the following: [Rev. 031616]

840.1 A comprehensive autobiographical sketch, not to exceed ten pages, outlining the candidate's own pilgrimage, including how his/her psychotherapeutic journey impacts upon his/her understanding and practice of pastoral psychotherapy.

840.2 Audio or video recordings of two complete psychotherapy sessions along with the candidate's brief assessment of each session.

840.3 A comprehensive theory paper of sufficient length to demonstrate the integration of personal, professional, and clinical competence, addressing theories of personality, psychology, and theology.

840.4 A recording of a portion of a psychotherapy session not more than 15 minutes in length (to be played during the certification review).

840.5 Final evaluations of the candidate's training process written by the candidate and the training supervisor.

840.6 Evidence of faith group endorsement if appropriate (¶410.3) [Rev. 031616]

Documents Required for Pastoral Counselor/Associate Pastoral Counselor

Pastoral Counselor/Associate Pastoral Counselor candidates must submit supporting materials as required by the Chapter, which includes but is not limited to the following:

940.1 Comprehensive autobiographical sketch.

940.2 Two case studies demonstrating recent clinical work.

940.3 Comprehensive theory paper of sufficient length to demonstrate the integration of personal, professional, and clinical competence, addressing theory and theology of pastoral care and counseling.

940.4 Evidence of faith group endorsement, if appropriate (¶410.3).
Chapter Recommendation for Certification

After becoming a member of CPSP and preparing for your certification, your next step will be to meet with your Chapter to review your qualifications for certification. Your Chapter recommends you for certification, and re-certification is completed, at the Chapter-level, annually.7

Chapter Requirements

The certification candidate needs to meet the Chapter requirements to begin the process, for example, being a member, in good standing, for six months to one year.

The Chapter should allow time for the candidate to reflect on the feedback given from the Chapter. Therefore a Chapter should begin the certification process no later than three-to-six months prior to a certification review.

Excerpt from The Standards of the College of Pastoral Supervision and Psychotherapy:

440. Chapter Certification Consultations

The purpose of the consultation is to establish that the candidate has achieved the competencies expected for the level of certification for which applying.

440.1 Prior to the consultation, the candidate shall submit to the chapter all written and video materials required by CPSP Standards for the level of certification sought. These materials shall reflect professional-level content, form, and organization.

440.1.1 The chapter may decline to conduct the pre-certification consultation if, in their judgment, the candidate is not prepared.

440.2 Candidates seeking certification first must be reviewed by their chapter to determine readiness to meet with the Certification Committee.

440.2.1 Certified chapters with no less than four members certified at the same level as the certification sought by the candidate shall conduct the initial stage of the consultation review (Critical Mass).

440.2.2 Chapters with fewer than four members certified at the level sought by the candidate shall proceed to establish a consultation with a chapter certified to provide the consultation. (¶ 1220.9).

440.3 The consultation may address any issues covered in the candidate’s written materials and other personal or professional matters that are relevant to the candidate’s ability to function at the level for which he or she seeks certification.

440.4 Upon completion of the committee’s deliberations, the candidate shall be immediately informed of their recommendation.

440.4.1 Candidates recommended to proceed to the certification review process will be reported to the Certification Committee. The Chapter Consultation Report shall address, among other items, the chapter’s understanding of the

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7 Ibid, Sections 1200, 1210.2, 1230.2, 1230.3.
candidate's strengths, weaknesses, clinical and professional functioning, and shall include the candidate's written materials.

440.4.2 If the chapter's consultation committee 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.

440.4.3 When the chapter is satisfied with the candidate's progress in remediating all deficiencies, the chapter may invite the candidate to resume the consultation process at the initial stage (¶ 430.1).
Reciprocity

Candidates seeking certification by means of reciprocity, favorably recommended for certification by their Chapter, will take the following steps:

1. Complete and submit the Consultation Report form
2. Submit their document to Dropbox
3. Pay the initial certification fee, but not the review panel fee.

The Certification Committee will review the candidate’s document and form, and respond to approve the candidate for certification, or respond to recommend that the candidate sit for a review panel. Candidates, who are asked to sit for a review panel, will be asked to pay the review panel fee.

Hospice and Palliative Care

Candidates seeking sub-specialty certification for Clinical Fellow in Hospice and Palliative Care of Clinical Associate in Hospice and Palliative Care, should be currently certified as a Clinical Chaplain or Associate Clinical Chaplain by CPSP, respectively, and meet the criteria in the CPSP Standards, Section 1000, will take the following steps:

1. Complete and submit the Consultation Report form
2. Submit their document to Dropbox
3. Pay the initial certification fee, but not the review panel fee.
Completing the Consultation Report for Certification

The certifications forms are now available online. A list of the forms, and the corresponding certifications are shown below. The current forms take the place of the former facesheets, and recommendation forms that were submitted by the Chapter, in the past.

<table>
<thead>
<tr>
<th>CERTIFICATION FORM</th>
<th>CERTIFICATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultation Report for Clinicians</td>
<td>Board Certified Clinical Chaplain; Board Certified Pastoral Counselor; Board Certified Associate Clinical Chaplain</td>
</tr>
<tr>
<td>Consultation Report for Diplomate Psychotherapist</td>
<td>Diplomate Psychotherapist</td>
</tr>
<tr>
<td>Consultation Report for Diplomate Supervisor</td>
<td>Diplomate Supervisor in Clinical Pastoral Education</td>
</tr>
<tr>
<td>Training Supervisor’s Report of Recommendation for CPSP Diplomate Supervisor Candidate</td>
<td>Diplomate Supervisor in Clinical Pastoral Education</td>
</tr>
<tr>
<td>Consultation Report for Pastoral Psychotherapist</td>
<td>Board Certified Pastoral Psychotherapist</td>
</tr>
<tr>
<td>Consultation Report for SIT and TS Program</td>
<td>Supervisor-in-Training or Training Supervisor</td>
</tr>
<tr>
<td>Consultation Report for Hospice and Palliative Care</td>
<td>Clinical Fellow in Hospice and Palliative Care; Clinical Associate in Hospice and Palliative Care</td>
</tr>
<tr>
<td>Consultation Report for Clinically Trained Minister</td>
<td>Certified Clinically Trained Minister</td>
</tr>
</tbody>
</table>

8 See Appendix 1, Consultation Report Forms, Samples.
9 With the exception of Diplomate Supervisor candidates, only one form is now required. Diplomate Supervisor candidates will require the Training Supervisor’s Report of Recommendation for CPSP Diplomate Supervisor Candidate form, as well as the Consultation Report for Diplomate Supervisor form.
10 Sits for a review panel of the Certification Committee; no fee for this panel.
• Consultations Reports will be completed by the entire Chapter and submitted by the Chapter’s convener to the Administrative Coordinator. All Chapter members will be copied on the email.
• Incomplete forms or handwritten forms will not be accepted.
• Completed forms will be emailed to the CPSP Administrative Coordinator, who will respond with an invoice for the candidate for their certification fees, and a link for the candidate to upload their supporting documents to a Dropbox folder (see following sections, Certification Fees and Dropbox.)
• Candidates will confirm which upcoming review panel they are planning to sit for, with the Administrative Coordinator.
Preparation for the Review Panel

Certification Fees

Once the CPSP Certification Form has been received, candidates will receive by email an invoice for their certification fees. Payments may be made online or by mail, and instructions for both payment types are included on the invoice. Please note that the certification fees are subject to change, and the most current schedule of dues and fees is posted on CPSP.ORG.

Certification Fees, as of Sept. 2016:

An initial certification fee, non-refundable, of $100.00 (USD) will be charged for each of the following certifications:

- Board Certified Clinical Chaplain
- Board Certified Pastoral Counselor
- Board Certified Pastoral Psychotherapist
- Board Certified Associate Clinical Chaplain
- Board Certified Associate Pastoral Counselor
- Clinical Fellow in Hospice and Palliative Care
- Clinical Associate in Hospice and Palliative Care
- Clinically Trained Minister
- Supervisor in Training\textsuperscript{11}
- Training Supervisor\textsuperscript{12}

An initial certification fee, non-refundable, of $150.00 (USD) will be charged for each of the following certifications:

- Diplomate Pastoral Psychotherapist
- Diplomate Supervisor of Clinical Pastoral Education

The Review Panel Fee, non-refundable, $250.00 (USD) will be charged for the certifications listed above, except for:

- Clinical Fellow in Hospice and Palliative Care
- Clinical Associate in Hospice and Palliative Care
- Clinically Trained Minister
- Any candidate seeking certification via reciprocity

Please note that the following certifications will sit for a review with a panel of the Certification Committee, via video-teleconference (e.g. Zoom), and there is no review fee for their panel:

- Supervisor in Training
- Training Supervisor

\textsuperscript{11} This fee is proposed for the 26 Sept. 2016 meeting of the Governing Council, and is pending their approval.

\textsuperscript{12} See above note – re: Governing Council approval is pending.
The Review Panel Fee will be charged each time a candidate sits before a review panel.
Dropbox - File Sharing and Storage

Dropbox is a free file hosting service, offering secure cloud storage. Once the CPSP Certification Form has been received, candidates will receive by email from the Administrative Coordinator that a shared Dropbox folder has been set up for them to upload their supporting documents.

**IMPORTANT!**
Documents should be merged into one document, a .pdf, for upload.

Start your own Dropbox account (it is free):

1. Go to Dropbox.com and start an account. It’s free. (You may be asked to accept a “special offer” – ignore it.)
   a. Dropbox apps may be installed on smartphones or tablets – visit your device’s application store and search “Dropbox”.
2. Complete the introduction to Dropbox, which is part of the sign-up process.
3. Remember – don’t create a folder to share with the Administrative Coordinator – you will be invited to share a folder – wait for the invitation.

When you receive an invitation from the Administrative Coordinator, take the following steps:

1. Click the invitation link that you received, and click on View Folder.
2. Sign in to your Dropbox account.
3. Click the notification icon (a bell).
4. Click Add to Dropbox under the shared folder you want to access.

How to upload your files to the shared folder:

1. Sign in to your Dropbox account.
2. Click on the shared folder. (Note: Your
3. Open the folder on your computer where your document is stored, click on the document to highlight it, and drag it into the shared folder.
4. Notify the Administrative Coordinator that this step is complete, so that your folder and files may be shared with the Review Panel.

**IMPORTANT!**
All documents and forms must be submitted sixty (60) days before the review panel is scheduled to meet.
The Review Panel

Review panels are held several times a year, usually the day before the start of events such as: NCTS-East, NCTS-West, and the Plenary. Additional dates for Review Panels may be scheduled, as needed. Review dates are posted on the website at CPSP.ORG, in the Events section.

At this point, candidates and their Chapters will have completed the following:

1. Membership CPSP Chapter, in good standing.
2. Following an extensive review with their Chapter, that Chapter's recommendation for certification, or, if the Chapter does not have critical mass, recommendation from a consulting Chapter for certification.
3. Submission of the Consultation Report form to the Administrative Coordinator.
4. Payment of the certification fees.
5. Submission of their supporting document (a .pdf) in a Dropbox folder, and notifying the Administrative Coordinator that this is complete.
6. Steps 3, 4, and 5, above, completed within 60 days before the review panel is scheduled to meet.

After the 60-day deadline, a member of the Certification Committee will contact the candidate with the location and time of their meeting with the Review Panel.

Candidates should arrive before the scheduled review, and be prepared with a hard-copy of their supporting documents that are in Dropbox, a copy of their Consultation Report, and, for candidates seeking certification as a Diplomate Supervisor, they should also have a laptop, portable DVD player, or other means to play their video, as well as their video on a DVD or thumb-drive.

Reviews generally take at least one hour to ninety minutes.

Candidates sitting for a review panel that takes place before an event, such as NCTS-East, NCTS-West, the Plenary, etc., are not required to register and stay for the event (they are welcome to do so, but not required.)

Candidates are responsible for their accommodations, travel/ground transportation, meals, etc.

After the Review Panel

The Review Panel will inform the candidate, at the review, if they are being recommended for certification.

Certificates are issued at the annual meeting, The Plenary, usually in mid-March. If a candidate cannot attend a Plenary, their certificate may be picked up by someone attending the event, or the certificate may be shipped to them after the Plenary.

Candidate's certification(s) will be added to their name in the CPSP Directory, at CPSP.ORG, after the annual meeting.

Candidates who are not approved for certification will receive a report, including recommendations, within 30-days of their review.
Certification Appeal Process

1. Candidates who choose to appeal the decision of the Certification Review Panel may submit their rationale for an appeal to the Certification Committee within 30 days of their having received the report from the Certification Review Panel to the Administrative Coordinator.
2. The Certification Committee will provide its determination regarding the appeal within 30 days of having received the appeal rationale.
3. If the candidate does not consider the Certification Committee's determination a satisfactory resolution, the Certification Committee will forward to the General Secretary the Certification Review Panel Report, the candidate's appeal rationale, and the Certification Committee's final determination.
4. The General Secretary will confer with members of the Executive Chapter in determining a final disposition of the appeal. The candidate will be notified of the final determination by the General Secretary.
Recertification

One of the duties of a chapter is to submit an Annual Chapter Report (Standards, ¶ 1220.4), at the end of each calendar year, which documents the re-certification review of all certified members of that chapter (Standards, ¶ 1230.1).

The recertification review takes place at the chapter-level, and for chapters lacking the number of certified members (at any level), the review will take place with a sponsoring chapter which does have the appropriate number of certified members (Standards, ¶ 1200).

- A chapter must have at least four members certified at (or above) any certification level in order to recommend members at that level for annual recertification. (CPSP Standards, 2016, ¶ 1210.2)
- For example, a chapter with only two certified clinicians and three non-certified members cannot recertify the two clinicians, as they would be required to work with a sponsoring chapter for their recertification.
- The consultation with the sponsoring chapter would be documented in the Annual Chapter Report. (Standards, ¶ 1210.4)
- The members being recertified must meet the Standards of CPSP, be in good standing, active in Chapter Life, and current on their annual dues.
- Members who are not recertified will also be listed on the Annual Chapter Report and the convener will notify the Administrative Coordinator.
Lapsed Membership

Non-certified members
The non-certified member will establish their membership in a chapter, complete a new Members Data Form, and they will be invoiced for their annual dues, as they will be listed as a new member, and will not have to pay their past annual dues.

Previously Certified (Lapsed membership up to a year)
For individuals who have been certified and have remained active in Chapter Life, but have allowed their membership to lapse, will be expected to bring their account current and to pay their dues that are in arrears. If the balance of the past-due annual dues poses a financial hardship, they may set up a payment agreement with the CPSP Treasurer.

Previously Certified (Longer than one year)
CPSP Certified members who are not annually recertified by their chapter are therefore no longer certified members of CPSP. Those having lost their CPSP credential would need to affiliate with a CPSP Chapter and complete the certification process in its entirety.
Frequently Asked Questions

Do I qualify for certification with CPSP?
That is a good question for you to discuss with your Chapter. If you’re considering certification, ask to talk about your candidacy at their next meeting.

How long does it take to get certified?
There are too many variables to provide an answer to that question. Once your Chapter recommends you for certification, decide which review panel you plan to sit for, and the deadline (60 days prior to that review panel) for your documents. That will give you an idea of the time you have to work with, to prepare.

Another group already certified me – does that mean I qualify for reciprocity?
Reciprocity is granted on a case-by-case basis. You will need to submit your documents and forms, and pay the initial certification fee (but not the Review Panel Fee.) Once the Certification Committee has reviewed your documents, they will let you know if you qualify for certification via reciprocity.

My faith group does not ordain or endorse – can I be certified?
If you are with a faith group that is not listed as an Endorsing Body on our website or one that does not endorse as part of their regular practice, then you qualify for certification.

Can I have an extension on the sixty days to submit my documents to Dropbox?
No, because we are already planning for the travel arrangements and schedule for the review panel, and the panel members have started reviewing the candidates’ materials.

I’ve submitted all of my documents to Dropbox. Can you review them and tell me if my documents are accurate or complete?
We can confirm that your documents are in Dropbox, however, your Chapter should have already completed a comprehensive review of your forms and documents before this point. If you feel you need another review of your documents, please check with your Chapter.