

The College of Counselling Therapy of
Prince Edward Island

**Entry-to-Practice Registration Examination
Resource Manual**

Canadian Professional Standard for Counselling and
Psychotherapy (CPSCP):
Entry-to-Practice Competency Assessment



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About this Guide

This Guide provides an overview and a sample of the structure and format of the Registration Examination; its calibration and scoring protocols; and other related information to candidates deemed eligible by The College of Counselling Therapy of Prince Edward Island (CCTPEI) to write the Canadian Professional Standard for Counselling and Psychotherapy (commonly known as the Registration Examination).

The Registration Regulation of the College of Counselling Therapy of Prince Edward Island reflects a competency-based registration model. This means that applicants must demonstrate in a variety of ways that they possess the required knowledge, skill, and judgment to practice counselling therapy safely and competently, as opposed to simply possessing a specific academic credential.

Registration requirements are founded on the *Entry-To-Practice Competency Profile for Counselling Therapists* (<https://www.cctpei.ca/education-requirements>). The competency profile also underpins the Registration Examination.

The Registration Examination is administered using online protocols. It is delivered exclusively using remote proctoring technology for candidates. Administration of the examination at a test centre is provided to only those candidates whose approved accommodations prevent the use of remote proctoring. Candidates taking the Registration Examination using a remote proctor must pay close attention to the specific responsibilities, requirements, rules, and protocols that must be followed. Taking the examination using a remote proctor also includes an enhanced Candidate Agreement.

Section 1: Examination Content and Format

About the Registration Examination

The CCTPEI uses as its Registration Examination an entry-to-practice competency assessment called Canadian Professional Standard for Counselling and Psychotherapy (CPSCP). To access the Registration Examination, candidates must have met specific College registration requirements related to education and training, direct client contact, and clinical supervision.

There are multiple parallel versions of the Examination, each of which is aligned to the *Entry-to-Practice Competency Profile for Counselling Therapists*. A test blueprint specifies the content areas of the Examination. The following description and diagrams show the specifics of the test blueprint.

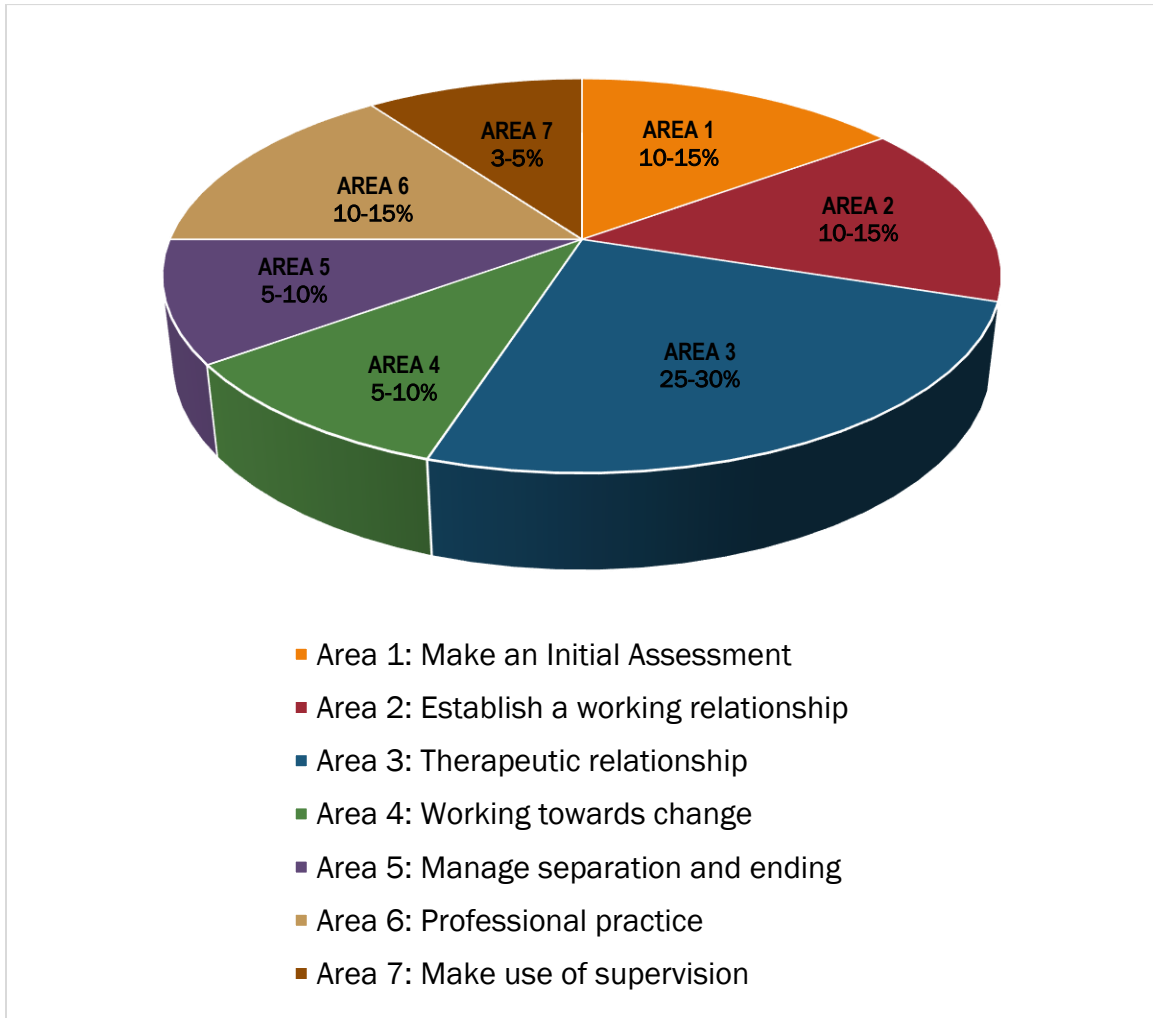
Test Blueprint Specifications: Each of the content domains in the counselling therapist competency profile will be represented in each form of the assessment within the following contexts:

- I. Make an initial assessment
At least 10-15% of assessment
- II. Establish a working relationship
At least 10-15% of assessment
- III. Therapeutic relationship
At least 25-30% of assessment
- IV. Working towards change
At least 5-10% of assessment
- V. Manage separation and ending
At least 5-10% of assessment
- VI. Professional practice
At least 10-15% of assessment
- VII. Make use of supervision
At least 3-5% of assessment

THE CONTENT ON ALL EXAM FORMS MUST TOTAL 70+% of competencies

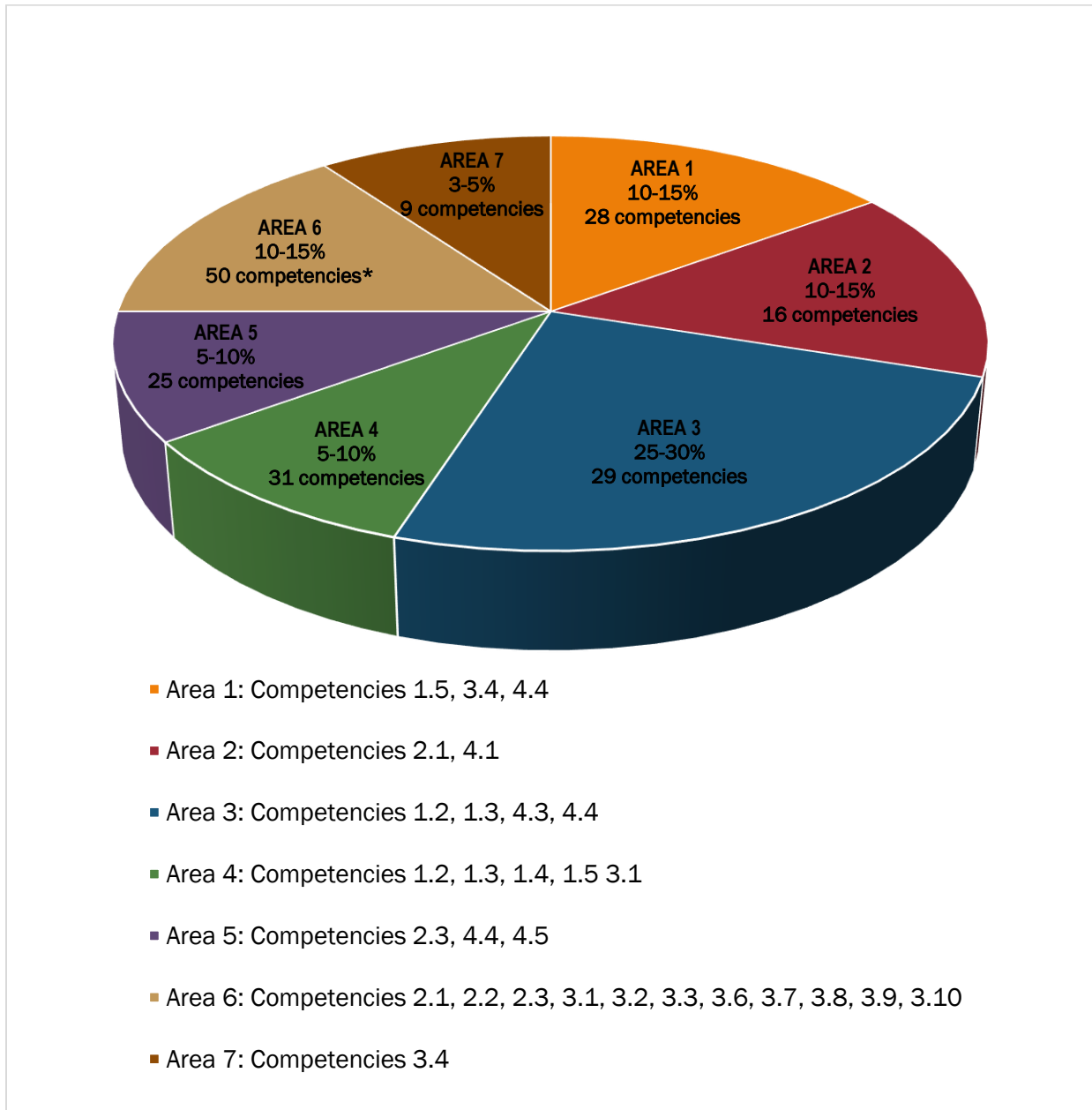
The following diagrams provide visual representations of the test blueprint and the competency area alignments:

Diagram 1: Examination Content — Context



The percentages in Diagram 1 reflect minimum standards for the test blueprint for each version of the Registration Examination.

Diagram 2: Examination Content — Counselling Therapist Competencies



*Multiple competencies in this area are best assessed *in situ* through direct observation and clinical supervision, and are therefore not tested in-depth in the simulation process.

The percentages in Diagram 2 reflect minimum standards for the test blueprint for each version of the Registration Examination.

Registration Examination Format and Content

The Registration Examination uses a competency-based, simulation-style, computer-based format. The simulations on the Examination are contextualized to the pan-Canadian experience at the entry-to-practice level. Simulations offer different clinical settings, roles, and clients. Regardless of setting, professional competency-based information-gathering, treatment planning, and decision-making processes based on the competency profile for counselling therapists are the focus of the assessment.

Each Examination presents ten simulations, each of which requires the test-taker to demonstrate abilities in information gathering and decision-making in relation to the professional competency areas. Contextualized knowledge, skills and judgment are assessed; simulations require candidates to utilize competencies interdependently, not in isolation, and at the levels of application, analysis, synthesis, and evaluation.

There are approximately five to eight sections in each of the ten simulations; the sections combine to assess approximately seventy percent of the competencies.

Each response option is given a weight based on the level of appropriateness for good client care. The points range from +3 to -3. The point value is calibrated based on the degree to which the client may be affected, with +3 being of central importance for good client care and -3 being gravely damaging to client care. Further information on scoring and calibration is found on page 16.

Simulation Sample

Each simulation on the Registration Examination consists of three components:

Scenario – provides the setting and introductory client information (e.g., age, gender, presenting problem(s))

Information Gathering (IG) sections – test-takers gather all relevant information for answering the question. This might include family background, status of physical health, previous experience in therapy, etc. Directions in these sections will include the words, "SELECT AS MANY." Test-takers select their choices by clicking on the circle to the left of the options they think are best. When they do this, information appears directly below the selected choice. On the actual Registration Examination, test-takers will not be able to see the response unless they select it by clicking.

Decision Making (DM) sections – test-takers make judgments or decisions. These sections may be formatted in one of two ways:

1. Multiple Options - Several options are considered appropriate. These sections address decisions in which a combination of actions is required.
2. Single Best Option - There may be more than one acceptable option, but one option is generally regarded as most acceptable.

The "Multiple Options" type of Decision Making section (described in 1) will have instructions to "SELECT AS MANY." After selecting all options that test takers think provide the best response, they click on the "next" icon at the end of that section and continue through the simulation as directed.

A sample simulation (Lucia) has been subdivided below to show its component parts and competency alignments.

REMEMBER: On the actual Registration Examination, test-takers will not be able to see the response unless they select it by clicking.

SAMPLE SIMULATION¹

You are a therapist in a group private practice. This is your first meeting with a new client. On her intake form, Lucia has indicated that she is 32 years old, is recently separated after 7 years of marriage, and has 2 school-aged children. Her family doctor has suggested she try psychotherapy to address what he described to her as early signs of depression.

Section A

In your first meeting with Lucia, what information would best assist you in determining potential directions for therapy at this time?

(SELECT AS MANY as you consider indicated in this Section)

- Client's self awareness
Lucia is reflective and articulate
- Current physical ailments
Lucia has minor aches and pains
- Presenting problem
Lucia feels sad, no energy, has trouble sleeping
- Prior mental health treatment
Lucia has no history of mental health services
- Children's educational problems
The children are progressing well at school

5-7 more choices would appear here on a complete problem.

[Note: In this section, competencies 1.2c;, 2.1a; 4.4a, c are being assessed]

NOW GO TO SECTION B

¹ The sample simulation is not a complete simulation and is designed for illustrative purposes only.

Section B

At the conclusion of your first meeting, what options would be indicated?

(SELECT AS MANY as you consider indicated in this Section)

- Refer to social services
Lucia isn't interested
- Refer to medical doctor
Lucia doesn't respond
- Offer individual therapy
Lucia shows interest
- Offer family therapy
Lucia doesn't respond
- Provide a brief description about experience and expertise with similar presenting problems
Lucia feels reassured

5-7 more choices would appear here on a complete problem.

[Note: In this section, competencies 1.2f; 1.4a; 4.1a; 4.2c; 4.4a are being assessed.]

NOW GO TO SECTION C

Section C

As you prepare for the next session, which of the following actions would be most helpful to initiate a collaborative plan with your client?

(SELECT AS MANY as you consider indicated in this Section)

- Have a telephone conversation with the husband
Lucia doesn't respond
- Establish short-term objectives with the client
Lucia gets involved in the process
- Plan for the children to attend therapy sessions
Lucia isn't interested
- Establish treatment issues for therapy with the client
Lucia gets involved in the process
- Obtain consent to consult with the client's doctor
Lucia provides consent
- Obtain a psychosocial history
Lucia verifies her intake information

[Note: In this section, competencies 1.2; 4.1f; 4.4a, c, f, j are being assessed.]

NOW GO TO SECTION D

Section D

At the beginning of the next session, Lucia is noticeably thinner. She looks tired and says she nearly didn't come to the session. She's been having more trouble caring for herself and for her children. What do you do?

(CHOOSE ONLY ONE in this Section)

- Connect client with social services
Lucia isn't interested
- Explore issues and patterns of behaviour
Lucia doesn't engage
- Conduct a risk assessment
Assessment completed
- Refer client to a medical doctor
Lucia doesn't respond

[Note: In this section, competencies 1.3c; 4.2c; 4.4c, I are being assessed.]

NOW GO TO SECTION E

Section E

It is the fifth session with Lucia. She states, “I really like our talks together. I feel safe and more optimistic...like I have a future. Can I contact you between sessions? I've seen you in my neighbourhood and know where you live.” What do you do?

(SELECT AS MANY as you consider indicated in this Section)

- Suggest Lucia use the agency 24-hour phone number on the crisis hot line
Lucia accepts the suggestion
- Offer your off-hours phone number but have no direct contact
Lucia receives the information
- Explore the need for increasing the frequency of sessions
Lucia engages in the activity
- Explore other support strategies for between sessions
Lucia engages in the activity
- Provide a referral network
Lucia receives the information
- Normalize feelings of intense attachment
Lucia engages in the process
- Review progress to reassure client
Lucia engages in the activity
- Formulate a homework exercise that increases support network
Lucia receives the information
- Explain therapeutic boundaries
Lucia understands
- Clarify Lucia's comment and explore its dynamics
Lucia engages in the activity
- Refer Lucia to an additional therapist
Lucia receives the information

[Note: In this section, competencies 3.2a; 3.7c; 4.2c; 4.3b, c, e; 4.4f, j, m, are being assessed.]

NOW GO TO SECTION F

Section F

Prior to the termination session, Lucia calls and cancels the appointment. Based on the information gathered to date and your therapeutic alliance, what would be the most appropriate course of action?

(CHOOSE ONLY ONE in this Section)

- Contact the client
Lucia thanks you for calling
- Send a letter explaining the agency policy and provide a refund for the client's final session
The letter is sent
- Record in the client's file that she did not attend her termination session
The file is updated
- Contact the emergency person listed in the client's file
The contact person says she had lunch with Lucia and will call her

[Note: In this section, competencies 3.1; 3.2a, b; 3.5; 3.6; 4.5e, f are being assessed.]

THIS IS THE FINAL SECTION IN THIS SIMULATION

Competency Profile Alignments and Calibrated Scoring

Each of the options within each section of each simulation is aligned with one or more competencies on the *Entry to Practice Competency Profile for Counselling Therapists*. Each response option in each simulation is given a weight based on the level of appropriateness for good client care. The points may range from +3 to -3. The table below shows the range and rationale for the weighting of options.

Table 1: Calibration Range and Rationale

+3	Of central importance for good client care – omission would result in serious damage to the client in terms of cost, time, pain, risk of morbidity and/or mortality.
+2	Strongly facilitative of good client care.
+1	Mildly facilitative of good client care.
0	Does not contribute to client care but does not cause the client any harm in terms of increased cost, time, pain, risk of morbidity and/or mortality.
-1	Mildly detrimental to client care in terms of cost, time, risk of morbidity and/or mortality.
-2	Seriously detrimental to client care in terms of cost, time, pain, risk of morbidity and/or mortality.
-3	Gravely damaging to client care and very costly to the client's welfare in terms of cost, time, pain, risk of morbidity and/or mortality.

Competency Profile Alignments and Calibrated Scoring in Action

Let's look at the alignments to the competency profile and the scoring process together in action with one section of the sample simulation described earlier on page 13. Remember, this sample is designed to show how the process works; **it is not an actual test item**. Each of the options within the section is focused on one or more competencies on the *Competency Profile for Counselling therapists*. Each response option has a weight based on the level of appropriateness for good client care. A rationale for the weight is shown on the far-right hand column.

Simulation Sample – Section E of LUCIA

It is the fifth session with Lucia. She states, "I really like our talks together. I feel safe and more optimistic...like I have a future. Can I contact you between sessions? I've seen you in my neighbourhood and know where you live." What do you do?

(SELECT AS MANY as you consider indicated in this Section)

Option	Competency Area(s)	Calibration	Rationale
Suggest Lucia use the agency 24-hour phone number on the crisis hot line	3.2d, 3.7b, 4.4f	+2	Aligns with ethical code; enhances client autonomy
Offer your off-hours phone number but have no direct contact	3.2a, 4.3c	-2	Boundary violation
Explore the need for increasing the frequency of sessions	4.4i	0	No indication that this is a current issue
Provide a referral network	2.3f, 4.4m	-1	Not pertinent to background information; client request was for personal between-session access to current therapist
Normalize feelings of intense attachment	4.3e, 4.4a, 4.4f	+2	Client has given indication of problem
Review progress to reassure client	4.4h	+1	Available information supports this option; mildly facilitative
Formulate a homework exercise that increases support network	4.2b	+2	Contributes to therapeutic direction; strongly facilitative
Explain therapeutic boundaries	3.2a, 4.1d, 4.3b	+2	Contributes to therapeutic alliance; relevant, timely information to explore
Clarify Lucia's comment and explore its dynamics	4.2d, 4.3e, 4.4j, 4.4k	+2	Relevant, timely information to explore; strongly facilitative
Refer Lucia to an additional therapist	3.7a, 4.2c, 4.4m	-2	Not pertinent to background information; client request was for personal between-session access to current therapist

Scoring for the Registration Examination

Each simulation on the Examination has a benchmark (cut-score/pass-rate) for both *information-gathering* (IG) and *decision-making* (DM) within that section. Using the criterion-based (competency-based) benchmarks across all simulations, candidates must pass both the *information-gathering* components and the *decision-making* components of the Examination in order to successfully complete it. Unlike traditional multiple-choice tests, the pass/fail score in the competency-based Examination is not a specific percentage across all test items.

Each section on the Examination has a minimum pass level. To assist candidates in evaluating their performance on the Examination, a report of scores is provided for both IG and DM sections. It is the total raw score for IG and DM on the entire Examination that determines whether a candidate passes or fails the Examination. Candidates must achieve total raw passing scores in both IG and DM to successfully complete the Registration Examination.

The total raw score is based on the nine scored simulations on the Examination. The Examination includes one unscored simulation that is being pretested for future Examinations.

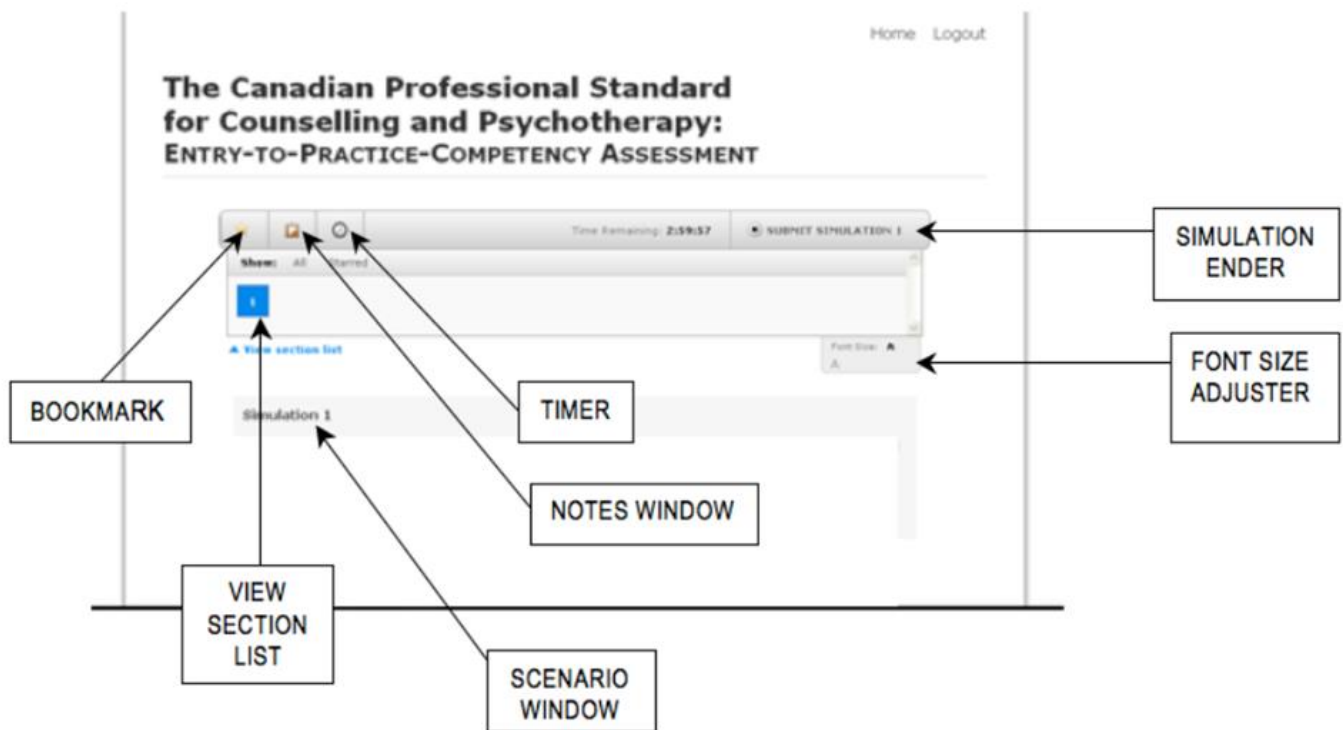
Navigating the Examination Environment and Test-Taking Tips

The simulation-style registration examination is delivered using a computerized platform. Below is a screen grab of the platform followed by descriptions of the navigational components of the examination.

Welcome to the COMPASS Navigation Help Screen

This computer-based simulation-style competency assessment has some features which may be unfamiliar to you. Here are some hints to help you navigate the system. Once you've read through these hints, please proceed to the Practice Tutorial. The Practice Tutorial helps you use your navigation skills before beginning the Entry-to-Practice Competency Assessment.

When you begin your simulation-style assessment, you will see a screen that looks like this. We've labelled the different parts of the screen and described what each part does.



SAMPLE SCREEN LAYOUT DESCRIPTIONS

Navigation Bar

- **Bookmark** (the star on the navigation bar. This feature is disabled for this assessment.)
- **Notes Window** (the clipboard on the navigation bar)
- **Timer** (the timer button that looks like a clock face on the top navigation bar)
- **View Section List** (numbered blue boxes immediately below the navigation bar)

Assessment Content

- **Scenario Window** (the brief paragraph that precedes the options)
- **Selecting Options** (the circles to the left of the options in each section of each simulation)
- **Moving to next section** (the button at the bottom left of your screen)
- **Using the Mouse** (all mouse clicks are left clicks)
- **Submitting a Simulation** (button on far right side of navigation bar)

SAMPLE SCREEN LAYOUT EXPLANATIONS

SCENARIO WINDOW – This window appears across the top of the screen immediately below the navigation bar. Each simulation begins with a paragraph that provides preliminary information. The sections of each simulation also contain a preliminary paragraph that briefly updates you about the current situation. Each section window also provides specific instructions about the number of responses to select.

OPTIONS WINDOW – This window appears in the centre of the screen and contains all the options (choices) from which to choose in the current section of the simulation.

VIEW SECTION LIST – The numbered boxes are history windows. The numbers reflect each section of the simulation that you have already completed. The

blue boxes appear as part of a navigation bar at the top of your screen. When you click any blue box, a window displays the options you have chosen in that section and the results from each option selected. Clicking each numbered box in order will display the text from all previous sections as well as the options you have chosen with the option results. You cannot change any of your responses from previous sections.

SELECTING OPTIONS – Once you have read the scenario for the section of the simulation and have determined which option(s) are appropriate in the current situation, use the mouse to click the square or the circle to the left of the option to choose it. A checkmark or black dot will appear when an option is selected. If a checkmark or black dot does not appear, you have NOT selected the option.

ONCE YOU SELECT AN OPTION, THERE IS NO WAY TO CHANGE YOUR MIND AND “UNSELECT” THE OPTION.

GO TO NEXT SECTION – In sections where you are instructed to ‘SELECT AS MANY’ as you consider indicated you may choose as many options as you decide are appropriate to the situation. You must then click the “Go To Next Section” button at the lower left part of the screen to continue to the next section. In sections where you are instructed to “CHOOSE ONLY ONE” you should carefully review each option and then choose the one best response. A dialogue box will then appear to inform you to proceed to the next section.

NOTEPAD – a notepad button that shows a piece of paper appears at the top of the screen on the navigation bar; this button links to a window that allows you type notes as you proceed through the assessment. When you click the notepad button, a window appears to the right of your screen. Type in this window to record any ideas or thoughts or potential choices before and during the process of selecting options. **Anything you type into the notepad screen is automatically saved.** Anytime you return to a section of a simulation, your notes will also appear. To hide the notes window, click the notepad icon a second time.

TIMING YOUR TEST – a **TIMER** button that looks like a clock face appears at the top of the screen on the navigation bar; this displays the time remaining in the test period. You may click the **TIMER** button to hide or display the time remaining for your test at any time during your test.

USING THE MOUSE – The simulation software requires you to use the mouse to select responses and proceed through the test. It is recommended that you do not rest your finger, hand, or palm on your mouse when not making a selection to avoid inadvertent “clicking”. A mouse is required to take the examination; a trackpad is NOT recommended.

The SUBMIT SIMULATION button allows you to confirm that you have ended a simulation. When you click SUBMIT SIMULATION, you will be taken to the next simulation. Once you finish the final simulation on the assessment, you will then be taken to a survey page which you must complete. If you attempt to submit a simulation without selecting any options, a warning textbox will appear. The textbox will require you to confirm your decision: return to the section or submit the section without selections.

IMPORTANT NOTE: If you choose to skip a simulation by not selecting any responses to any sections, you will NOT be able to return to this simulation. If you choose to skip a section of a simulation, by not selecting any responses in the section window, you will NOT be able to return to that section to insert a response. Your score on that simulation will be based on selections you made up to the point at which you chose to skip.

Test-Taking Tips

1. Read thoroughly and carefully. Follow all directions. Moving to the next section of a simulation requires you to click “Go to next section” at the bottom of your screen. Submitting a simulation for grading requires you to click “Submit” on the navigation bar at the top of your screen. Only select “submit” when you are ready to leave a simulation.
2. There are ten simulations on the registration examination. Depending on your areas of experience and expertise, some of the simulations may take you more or less time than others. This is common. Simulations vary in length, but typically have approximately five to eight sections. It is a 3-hour examination. If you find yourself taking more than 30 to 45 minutes for multiple simulations, you will likely have difficulty completing all simulations within the 3-hour time period.
3. When a question asks you for information relevant to a specific time (for example, in this session or for next session), click with your mouse only those responses relevant to that time period.
4. When a question asks you for information relevant to a purpose (for example, for treatment planning, for rebuilding alliance), click with your mouse only those responses relevant to that purpose.
5. **There is no way for you to change your mind once you click on a response, even if you click by mistake.** Consider your decisions and actions deliberately and carefully. All responses are scored and will affect the overall assessment results.
6. Think of the simulated situation in terms of real life. Take into account the context of the client.
7. Remember that when there are multiple options, some of the options will be calibrated at a +3 (of central importance for good client care – omission would result in serious damage), +2 (strongly facilitative of good client care), +1 (mildly facilitative of good client care), -1 (mildly detrimental to client care in terms of cost, time, risk of morbidity and/or mortality), and -2 (seriously detrimental to client care in terms of cost, time, pain, risk of morbidity and/or

mortality), and -3 (gravely damaging to client care). You want to select the positive options and avoid the negative options.

8. Consider using the notepad as a strategy for collecting your thoughts, potential selections, etc before committing to an option. When selecting options, consider those items that you absolutely know are essential to good client care. Ignore those items that you absolutely know would, in the context given, contravene the RP Profile, and therefore negatively affect the client, the therapeutic relationship, etc. Look over the remaining options. Ask yourself if you think there are any other responses that seem to be helpful to the specific context provided in the preamble of the section and aligned with the RP Profile.
9. If you find yourself thinking, "I wonder if they mean...", or "I wonder if they are assuming..." you are likely starting to second-guess yourself. The initial response of test takers is most often the best response.

IMPORTANT NOTE: If you choose to skip a simulation by not selecting any responses to any sections, you will NOT be able to return to this simulation. If you choose to skip a section of a simulation, by not selecting any responses in the section, you will NOT be able to return to that section to insert a response. Your score on that part of the simulation will be based on selections you made up to the point at which you chose to skip.

Section 2: Technical Preparations for Examination

Taking the Assessment: Security and Logistics

COMPASS maintains security on test development processes and test item storage, as well as ongoing checks on the reliability, validity, and credibility of the assessment instrument. The experience of the test-taker has also been carefully checked.

Test centres located across Canada have been secured through the use of an experienced third-party test administrator for candidates with approved accommodations that prevent the use of remote proctoring. The administrator's function is to ensure the seamless process of taking the test in a secure setting with a well-trained proctor who is experienced in high-stakes testing protocols. There are specific technical preparations and requirements to take the online examination using a remote proctor. Detailed requirements related to hardware, software, and testing environment are provided on page 27.

The following preparations undergo continuous quality assurance processes across the country:

- Secure online, bilingual application to write the assessment
- Optional self-assessment that replicates the Registration Examination style and format
- Optional case study workbook to familiarize the candidate with professional competency-based processes
- Test-taker guidebook to familiarize the candidate with the process and the testing platform
- Proctor guidebook and reporting system
- Test centre and remote proctoring availability across Canada, including settings outside of major centres
- Accessibility and reasonable accommodations for persons requiring additional time to write due to disability or medical condition

Test security is essential to defensibility. Security features (among others) for the Registration Examination include:

- Computer lock-down to prevent theft of test information
- Secure test locations with experienced proctors of high-stakes assessments only

- Secure remote proctoring services using proctors experienced in high-stakes assessments only
- Individual passcodes for use of testing platform
- Two pieces of photo-ID government-issued identification plus official letter of confirmation to write the assessment (from Yardstick) to obtain access to the examination platform.

For candidates with approved accommodations that prevent remote proctoring, every attempt has been made to secure sufficient test centre locations to ensure candidates do not have to travel longer than two hours to arrive at the test centre nearest to their home or place of work. Where this is not possible, a protocol has been put in place with the test administrator to find individualized solutions that maintain the same safety and security rigour.

For candidates taking the examination using remote proctoring, every attempt has been made to secure sufficient proctors and time slots to ensure candidates are able to access the examination during the examination time period.

The Registration Examination is designed to be available two times per year. This is consistent with most other high-stakes assessments. By restricting the testing times to specific time slots, the opportunity for various forms of testing fraud, cheating or collusion are reduced and any unforeseen testing platform errors can be corrected without negatively affecting the scores of the test-takers.

Remote Proctoring Environment:

Technical requirements and testing for online exams

The security and integrity of the remotely proctored CCTPEI Registration Examination will be administered through a partnership with Yardstick Assessment Strategies and MonitorEDU. Both firms follow industry best practices in compliance with standards defined by international accrediting bodies.

Remotely proctored CCTPEI Registration Examinations will be available through a secure, browser-based platform that locks down your computer. This means the computer cannot be used for any other purpose, or to access any other material.

The examination will be remotely proctored using a process of livestreaming using the candidate's computer webcam and smartphone video technology. That means a proctor will verify your identification and monitor you as you write the exam.

TESTING ENVIRONMENT

Each CCTPEI candidate is responsible for providing a secure and uncluttered location or room, equipped with internet connectivity, to take the remotely proctored CCTPEI Registration Examination. This can be in a family home, but it should be an area where you will not be interrupted. If you do not have access to a location with these basic specifications, we recommend you contact a local library, university, or other institution to determine if one is available.

Candidates' hardware requirements and Internet bandwidth must be pre-checked through MonitorEDU. To do that, using the computer and browser you will be using for your remotely proctored CCTPEI Registration Examination, please go to monitoredu.com/faq **NO LATER THAN 6:00 PM (Eastern Canada) 5 days prior to the day of your exam.**

In order to support successful completion of the remotely proctored CCTPEI Registration Examination, candidates are required to set up in a private, enclosed room. The testing environment should be, and remain comfortable, quiet, and free of distractions for the duration of the exam.

This means:

- access to a cleared desk or tabletop and comfortable chair. The areas beneath the desk and chair must be clear. (The proctor will check this.)
- There can be only limited noise from outside of the examination room (e.g., TV, conversation, music) so it does not interfere with the candidate's ability to write the examination or the ability of the proctor to monitor the exam.
- The computer and phone must remain plugged in for the duration of the examination.

- Landlines, non-required electronics, and any security or recording devices in the room must be turned off.
- No one can enter the examination room while the exam is in progress.

TECHNICAL REQUIREMENTS

Some of these requirements allow the online proctor to monitor you during the exam using audio and two cameras: your computer webcam and the camera in your mobile device. If that device is a smart phone, only the camera must be functioning. All other features and applications of the phone must be disabled during the examination.

COMPUTER: Laptop or desktop computer and monitor equipped with a webcam, with an operating system of Windows 7 or higher, or Mac OSX 10.15.x or higher. The webcam is to allow the proctor to monitor your room during the exam.

COMPUTER SCREEN: You are allowed the use of one (1) computer screen that must be connected without Bluetooth technology to the one computer locked down for use for the remotely proctored CCTPEI Registration Examination.

BROWSER: You must have an up-to-date version of Google Chrome (50+). *Google Chrome will be loaded during pre-exam configuration if it is not detected on your computer. Ensure you have any required permissions for downloading Google Chrome (50+) if it is not currently on your computer.*

MOBILE DEVICE: Either a smart phone or tablet with an Android 4.1 or higher, or (Apple) iOS 6.0 equipped with a camera. This is to allow the proctor to do a location check.

INTERNET CONNECTION: A reliable internet connection is required with a minimum upload speed of 1MB/second. Wi-fi connectivity will be required for the mobile device. Remote proctoring and the examination content cannot be effectively delivered without a reliable internet connection with this minimum upload speed.

ELECTRICAL EXTENSION CORD: minimum 6 feet or 2 meters long, available in case the proctor determines your work station should be re-arranged.

Additional Resources

The entry-to-practice Registration Examination is computer-based, simulation-style, and competency-based. It requires that test-takers apply their counselling therapy-based knowledge, skills, and attributes to therapeutic situations. The *Entry-to-Practice Competency Profile for Counselling Therapists* to which the Examination is aligned, will be most helpful to the preparation process and is available at no cost on the CCTPEI website (<https://www.cctpei.ca/education-requirements>), and the COMPASS website (<https://www.compassexams.ca/professional-assessment/professional-assessment/>). This profile provides the competency areas on which candidates will be tested.

COMPASS also offers a downloadable competency-based case study workbook at no cost on its website (<https://www.compassexams.ca/self-assessment/competency-based-case-study-workbook/>) to support competency-based processes as well as a brief, single-use self-assessment product for a fee (<http://www.compassexams.ca/en/self-assessment/>) that uses an electronic platform similar to the Registration Examination.

Materials that candidates may wish to use to prepare for the Examination are entirely at their discretion; typically, candidates use textbooks and other materials that were assigned to them during their post-secondary education in the field of psychotherapy as reminders, since these products were initially used to teach the competency areas for the profession.

In a recent informal survey of most commonly used entry-to-practice textbooks for the psychotherapy and counselling therapy profession (not an exhaustive list) included:

- American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). Washington, DC: Author.
- Archer, J. & McCarthy, C. J. (2007). *Theories of counselling and psychotherapy; contemporary applications*. New Jersey: Merrill Prentice Hall.
- Arthur, N., & Collins, S. (2010). *Culture-infused counselling: Celebrating the Canadian mosaic*. Calgary, Alberta: Counselling Concepts
- Corey, G. (2009). *Theory and practice of counselling and psychotherapy*. (8th ed.). Canada: Brooks/Cole
- Corsini, R. & Wedding, D. (2009) *Current Psychotherapies*, (9th ed.). Canada: Brooks/Cole.
- Martin, L., Shepard, B., & Lehr, R. (eds.), (2015). *Canadian Counselling and Psychotherapy Experience: Ethics-Based Issues and Cases*. Ottawa, Ontario: Canadian Counselling and Psychotherapy Association.
- Truscott, D., & Crook, K. (2004). *Ethics for the practice of psychology in Canada*. Edmonton, Alberta: University of Alberta Press.
- Wedding, D. (2009) *Case Studies in Psychotherapy*, (9th ed.). Canada: Brooks/Cole.
- Yalom, I., & Moly, L. (2005). *The theory and practice of group psychotherapy* (5th ed.). New York: Basic Books.

COMPASS does not endorse specific authors or study materials in relation to the Registration Examination.

Frequently Asked Questions

1. I haven't taken a large scale assessment before. What can I expect?

Large scale assessments are strictly supervised by trained proctors to standardize the test-taking experience. You must provide 2 pieces of identification to the proctor. If you are taking the examination at a test centre, during the examination, you will not be permitted to communicate with other test-takers, bring personal belongings into the exam room, or use dictionaries. There is a check-in and check-out policy that ensures that only those persons who are scheduled to write the examination are permitted into the examination room. There is a strict 3-hour time limit, unless otherwise pre-arranged through approved accommodations. You will use a computer provided by the test centre, and you must arrive with the computer password that you created in order to successfully login to the examination.

If you are taking the examination with a remote proctor, please follow the guidelines provided in this document.

During the remotely proctored examination, you will not be permitted to communicate with others, access any personal belongings, or use dictionaries. There is a strict 3-hour time limit, unless otherwise pre-arranged through approved accommodations. You must be ready to take the examination at your scheduled time, and must have 2 pieces of identification to show to the proctor and have the computer password that you created in order to successfully login to the examination.

2. How can I prepare for a competency-based examination?

Competency-based exams are focused on assessing the degree to which test-takers are able to use their profession-based knowledge by applying it to the contexts presented in the exam. The CCTPEI registration examination is based on the *Entry-to-Practice Competency Profile for Counselling Therapists*. Knowing the competencies in the *Profile* and applying them to a variety of situations is helpful.

Case studies in which you consider which actions are in the best interest of the client are an excellent way to prepare for competency-based assessments. Case studies are helpful because they require the same type of information-gathering and decision-making as simulations. Simulations can be viewed a bit like session-by-session deconstructions of a case study. Notes from supervision sessions are also helpful to informing competency-based

information-gathering and decision-making. Like case studies, they are focused on context-specific actions taken by the practitioner in relation to professional competencies.

Asking yourself (or study partners) “what if” questions are helpful to considering good client care options based on professional competencies. Generating ideas that will pose a challenge to you in several of the competency areas can cause in-depth competency-based discussions. Here are some examples of a few “what if” questions that could lead to a discussion of contexts and potentially appropriate actions based on competency areas:

What if...

- a client suddenly appeared at my office without an appointment and was clearly distraught
- I experienced a rupture in the therapeutic alliance
- a client arrived for an appointment inebriated
- a client was exhibiting behaviours that were uncharacteristic

Working through “what if” questions are often helpful in placing yourself in simulated situations and considering what information would need to be gathered and what types of decisions would need to be made for good client care.

3. How does the calibration of options work? How do I know how many options to pick in a simulation? What if I “over-select” or “under-select”?

Read each section thoroughly and carefully. Follow all directions. When a question asks you for information relevant to a specific time (for example, in this session or for next session), click with your mouse only those responses relevant to that time period. **Remember, that once you click an option, you cannot unclick it.**

Just as in the real world, keep in mind the context of the client, what you already know, and what your purposes are when selecting options.

As indicated in the *Resource Manual* (see section on Competency Profile Alignments and Calibrated Scoring), all options in the examination have a point value associated with them.

Over-selecting: Options are calibrated on a scale of +3 to -3, based on client care. If you select all options, you will have selected options with both positive and negative point values. Your negative points will affect your positive points (e.g., selecting 3 options with a value of -2 each will neutralize selecting 3 options with a value of +2 each, resulting in a score of 0 points).

Under-selecting: Options are calibrated on a scale of +3 to -3, based on client care. If you select almost no options, you will likely have insufficient points to reach the passing score required for the section. (e.g., If 6 points are required to pass a particular section of a simulation and only one selection is made, the maximum points possible would be +3. If the one selection is valued at +3 the total score would be 3 points below the passing score for the section.)

Each section and each simulation is unique. There is not a specific number of options that are positive nor a specific number of options that are negative in any given section or simulation. All of the options have a calibrated value based on the competency profile and the client context. In other words, you might find one section with ten options: three options might have a value of -1, three options might have a value of +2, two options might have a value of +1, and two options might have a value of -2.

Another section might also have ten options but there are four options with a value of -2, four options with a value of +2, one option with a value of -1 and one option with a value of +1. This means that when you are considering selecting options in the exam, you must keep in mind the context of the client, what you already know about the client, what your purpose is, and what good client care would be. It also means that it would not be helpful to pick options based on how many options are available.

The pass-score in information-gathering and decision-making is based on good client care. To succeed on the examination, you must reach the pass-score (good client care) in both information-gathering and decision-making. If, for instance, you score below the pass-score in one section of a particular simulation, you can still achieve the pass-score by being sufficiently above the pass-score in another section. Below is an example of how the various choices you might make can affect the points you earn.

Example: Simulation X
 Section Y

Context statement is located here.

- Option 1 (+2)
- Option 2 (-1)
- Option 4 (-2)
- Option 5 (+1)
- Option 6 (+1)
- Option 7 (-2)

- Option 8 (+1)
- Option 9 (+1)
- Option 10 (-2)
- Option 11 (+2)
- Option 12 (-1)

Explanation:

If Candidate A selected options 1, 6, 9, and 11, the score would be 6.

If Candidate B selected options 1, 4, 5, 6, and 11, the score would be 4.

If Candidate C selected all options, the score would be 0.

If Candidate D selected no options, the score would be 0.

If Candidate E selected options 1, 2, 4, 7 and 11, the score would be -1.

If Candidate F selected options 1, 5, 6, 8, 9 and 11, the score would be 8.

If the pass-score for the section was 6, then:

- Candidate A (who selected a total of 4 options) and Candidate F (who selected a total of 6 options) would pass this section.
- Candidate B (who selected 5 options), Candidate C (who selected 12 options), and Candidate D (who selected 4 options) would fail this section.

4. What happens if I skip a simulation?

If you choose to skip a simulation by not selecting any responses to any sections, you will NOT be able to return to this simulation. If you choose to skip a section of a simulation by not selecting any responses in the section window, you will NOT be able to return to that section to insert a response. Your score on that simulation will be based on the selections you made up to the point at which you chose to skip and any selections you might make in any remaining sections of the simulation. This means that you have not earned any points in the skipped section(s) or simulation(s) to contribute to the pass-score needed in decision-making and/or information-gathering.

5. What settings are used in the simulations? What if I have no experience in a particular setting or with a particular type of client?

The registration of psychotherapists in Ontario has its foundation in candidates meeting established eligibility requirements. Once registered, counselling therapists work within their scope of practice and boundaries of competence without any restriction on geographic location or particular setting. The registration examination aligns with this regulatory fact. While the examination provides a variety of settings, it is the profession-based competencies that are being assessed in each simulation. The settings are

provided to offer context to the test-taker and to address the variety of clients and systems that entry-to-practice practitioners may experience and the need for them to provide good client care based on professional competencies.

The registration examination includes a “test-retest” feature in which the same competency is assessed in different circumstances in the same examination (e.g., active listening with a geriatric man and active listening with a young child; risk assessment in an out-patient facility and risk assessment in private practice).

6. What will I get for results and when will I get my results?

Large scale assessments do not provide item-by-item results. The CCTPEI registration examination follows the common protocol of large-scale assessments by only providing specific results of the test taker in relation to established general areas. The score sheet you receive provides your results in information-gathering and decision-making, the pass rate required for information-gathering and decision-making, and the highest scores for candidates in these areas during the same administration as the one in which you took your test. Results are provided six to eight weeks after the examination.

Section 3: Policies and Restrictions

INDEPENDENT TESTING AGENCY The COMPASS Centre for Examination Development (COMPASS) contracts with Yardstick Assessment Strategies, MonitorEDU, and Training Experts to assist in the administration of the computer-based CCTPEI registration examination (CPSCP assessment) at multiple testing sites across Canada.

EQUALITY POLICY COMPASS and Yardstick do not discriminate against candidates on the basis of gender, race, creed, age, gender identity, sexual orientation or national origin.

EXAMINATION ADMINISTRATION The examination is administered exclusively using remote proctoring services. Applicants with approved accommodations that prevent remote proctoring may choose to write the Registration Examination at a location close to home or place of work, whichever is most convenient. Every attempt is made to accommodate the preferred area in which applicants wish to write. The examination is administered by appointment only on dates advertised and authorized by COMPASS.

REGISTERING FOR AN EXAMINATION To begin the registration process, you must first have been advised by CCTPEI that you are eligible to write the registration examination. The CCTPEI provides you with a unique identification number that is used to complete the online registration process and to complete the post-exam survey.

EXAMINATION RE-REGISTRATION If you were unsuccessful in your examination attempt, you may retest at the next administration of the examination, unless otherwise advised by CCTPEI. The actual retest date will depend on the annual testing schedule and site availability. A separate fee is required each time you register for the exam.

TAKING THE EXAMINATION The CCTPEI registration examination is delivered by computer remotely through MonitorEDU or, for candidates with approved accommodations that prevent remote proctoring, at a Yardstick testing centre. You do not need computer experience or typing skills to take the examination. For candidates taking the examination remotely, please be online 15 minutes before the start time of your scheduled examination. If you have approved accommodations for a test centre, please plan to arrive at the testing centre

thirty to forty-five minutes early. A candidate who arrives more than 15 minutes after the scheduled testing time will not be admitted.

FEES AND REFUND POLICY Candidates must submit the appropriate fee when registering online. Payment may be made by credit card (VISA, MasterCard, or American Express). Examination fees are not refundable or transferable.

SCHEDULING AN EXAMINATION When scheduling an examination, be prepared to confirm remote proctoring and a preferred time for testing, and to provide your client candidate ID number. Yardstick uses this number only as an identification number in maintaining your record. For candidates with accommodations that require a test centre, when you schedule an examination appointment, you will be notified of the location and time to report for the examination. All candidates writing their examination are required to agree to a candidate statement of understanding. Candidates writing via remote proctoring are required to undertake an additional candidate agreement that includes responsibilities related to standards for technical and environmental conditions, as well as check-in processes through MonitorEDU.

EXAMINATION RESTRICTIONS

- All candidates are encouraged to use the electronic notepad on the taskbar of the examination software for taking notes. **The electronic notes are saved automatically and will appear when navigating in a section or when reviewing a section.** No documents or notes of any kind may be brought into or removed from the examination room.
- No questions concerning the content of the exam may be asked during the examination.
- You may take a break whenever you wish, but you will not be given additional time to test. You must alert the proctor at any time that you will be away from the computer screen.

MISCONDUCT Individuals who engage in any of the following conduct may be dismissed from the examination and will forfeit their scores and fees:

- Failing to follow the directions of the proctor;
- Creating a disturbance or being abusive or otherwise uncooperative;
- Displaying and/or using electronic communications equipment such as pagers, cellphones or PDAs;

- Giving or receiving help;
- Attempting to record examination questions or make notes;
- Attempting to take the examination for someone else; or
- Being observed with notes, books or other aids.

COPYRIGHTED EXAMINATION QUESTIONS All examination questions are the copyrighted property of COMPASS. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Those who do so may be subject to severe civil and criminal penalties.

FOLLOWING THE EXAMINATION After completing the examination, candidates are asked to complete a short survey.

RECEIVING YOUR RESULTS COMPASS reserves the right to withdraw or void official scores if it is found that a candidate engaged in misconduct, wrongfully sat for the examination, or violated the regulations of COMPASS, CCTPEI, MonitorEDU, or Yardstick. Six to eight weeks following the administration of the examination, an electronic pass/fail report will be transmitted by COMPASS to the e-address provided by candidates.

SCORES CANCELLED BY COMPASS, CCTPEI, MonitorEDU, and Yardstick COMPASS, CCTPEI, MonitorEDU, and Yardstick are responsible for the validity and integrity of the scores they report. On occasion, occurrences such as computer malfunction or misconduct by a candidate may cause a score to be suspect. COMPASS, CCTPEI, and Yardstick reserve the right to void or withhold examination results if, upon investigation, violation of their regulations is discovered.

APPEALS Examinees may appeal the CCTPEI registration examination based solely on the regulations of the College of Counselling Therapy of Prince Edward Island.

Important note for candidates using remote proctoring: It is your responsibility to meet the minimum standards for remotely proctored examinations as stipulated in the Candidate Agreement including, but not restricted to: testing your hardware with MonitorEDU as directed; ensuring functioning hardware, software, internet connectivity; following the directions of the proctor, and

maintaining a safe and secure testing environment. Any failures that result from unmet minimum standards SHALL NOT be grounds for appeal.

CONFIDENTIALITY Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no personally identifiable information, unless authorized by the candidate.

ARRANGEMENTS FOR CANDIDATES REQUIRING SPECIAL ACCOMMODATIONS

COMPASS and Yardstick adhere to an equity policy that provides reasonable accommodations for candidates with disabilities or conditions that require special accommodation. Requests for special accommodation are required at the time of confirmation of intention with the CCTPEI to write the exam, using the forms provided by the College. Candidates should not schedule the examination without confirmation of the approved special accommodations from COMPASS.

MISSED APPOINTMENTS AND CANCELLATIONS A candidate forfeits the examination registration and all fees paid to take the examination when he or she arrives more than 15 minutes late for an examination or fails to report for an examination appointment for any reason. This includes candidates who fail to connect with MonitorEDU for remote proctoring.

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY In the event of inclement weather or unforeseen emergencies on the day of an examination, Yardstick will determine whether circumstances warrant the cancellation and subsequent rescheduling of an examination. The examination will usually be rescheduled if there are widespread power outages or internet providers indicate widespread internet failures. For candidates with accommodations requiring a testing centre, cancellation and rescheduling typically occurs when personnel are unable to open the facility. If power is temporarily interrupted during a scheduled administration of the examination, your examination will restart where you left off and you may continue the examination.

Every attempt is made to administer the examination as scheduled; however, should an examination be cancelled, all scheduled candidates will receive notification by e-mail or telephone regarding rescheduling or re-registration procedures.

Appendix 1

Steps in Writing the CCTPEI Registration Examination

Step 1

- CCTPEI confirms that you are eligible to write the Registration Examination (approximately three months prior to the proposed administration date).
- You confirm your intention to write the Registration Examination with CCTPEI and provide requested information to CCTPEI staff by the requested deadlines.
- Formal application, with appropriate documentation for any accommodation, must be made at the same time that you indicate your intention to write the Registration Examination with CCTPEI. Use the accommodations request form (available through CCTPEI) to apply.
- COMPASS Centre for Examination Development contacts you to confirm the status of your request for accommodation.

Step 2

- You receive an email transmission from Yardstick Assessment Strategies, from testingsupport@getyardstick.com. In it, you will see the “book and purchase window” directions for purchasing and booking your spot at the Registration Examination. The directions include the time period during which you must purchase the Registration Examination and how to access the exam site by resetting your password. **If this email transmission is not received within one month of the Registration Examination, please contact Yardstick at testingsupport@getyardstick.com.** Please note: The CCTPEI Registration Examination website has RED prompts. The self-assessment site has BLUE prompts.
- You register and book the examination by purchasing the CCTPEI Registration Examination. After purchasing the exam, you will receive a confirmation email with the time at which you should be ready to write the Registration Examination.

Step 3

- Ensure you have two pieces of government-issued identification (one must contain a photo), your booking confirmation notice, and your CCTPEI-issued identification number ready to show to the remote proctor.
- Write the Registration Examination.
- COMPASS Centre for Examination Development transmits examination results by your preferred medium between six and eight weeks after your date of writing.

Appendix 2

Candidate Agreement²

You must agree to the following conditions before you can take the remotely proctored online CCTPEI Registration Examination.

Terms and Conditions:

I am a CCTPEI candidate who has received a report indicating that I may write the CCTPEI Registration Examination to meet the CCTPEI requirements.

I consent to the disclosure by CCTPEI of the following information with its computer-based testing providers, COMPASS Centre for Examination Development, Yardstick Assessment Strategies, and MonitorEDU:

- my name;
- my email address;
- my CCTPEI identification number;
- the name of the exam which I am writing; and
- details of any accommodations granted to me by the COMPASS Centre for Examination Development for completing the exam.

I have reviewed and understand that the monitoring service provider who is contracted with the COMPASS Centre for Examination Development and Yardstick Assessment Strategies, MonitorEDU, also requires:

- my name;
- my mobile or cell phone number;
- my email address;
- my IP address;
- the name of the exam I am writing; and
- the name of the organization administering the exams (COMPASS).

I have reviewed and agree to [**MonitorEDU's privacy policy**](#).

I understand that the online exam will be proctored by real-time remote monitoring of a live video stream from my computer's webcam and through a second camera which I must set up in accordance with the instructions of the remote proctor.

I agree to abide by reasonable requests made by the proctor during the examination to help ensure the integrity of the examination process, including, but not limited to requests to show multiple angle views of myself and immediate environment, or to adjust the cameras, seating position, or objects within the examination environment.

I understand that failure to abide by the proctor's instructions may result in my examination session being flagged for further review or terminated and my exam results invalidated.

² Adapted with permission from Federation of Law Societies of Canada, National Committee on Accreditation (NCA)

I understand that while video streams are not routinely recorded, in the event the proctor perceives any attempts at cheating or other irregular testing behaviour, segments of my testing experience may be recorded for the sole purpose of a review by COMPASS. I expressly consent to such recording.

CCTPEI and COMPASS maintain and contractually require strict confidentiality and security of all examination materials and examination-related information. Stringent protocols and security measures have been put in place to ensure that the integrity of the COMPASS examinations and the examination content is always maintained. These measures are designed to eliminate any unfair advantage among candidates and avoid the high cost of replacing the examination content in the event of a security breach.

I have read and agree to the CCTPEI Registration Examination rules and protocol, with attention to the Remotely Proctored Online Examination Rules and Protocol section.

TECHNICAL REQUIREMENTS

Candidates' hardware requirements and Internet bandwidth must be pre-checked through MonitorEDU.

I acknowledge that all examination materials are the exclusive property of the COMPASS Centre for Examination Development, are protected by copyright and are subject to the law of copyright in Canada. To preserve the confidentiality and security of the examinations, candidates are strictly prohibited from disclosing to person or organization, reproducing (by memorization, by electronic or by any other means) or publishing in any form any examination content. Such content includes, but is not limited to, the topics, items, questions, scenarios, fact patterns, cases, options, and latent responses from an examination. I understand and agree to abide by these prohibitions.

I also agree not to commit any form of dishonesty, fraud, cheating, misrepresentation or other misconduct related to the CCTPEI Registration Examination, including, but not limited to:

- copying another person's answer to an examination question during a CCTPEI examination;
- sharing with another person any information about my answers to any CCTPEI examination;
- consulting an unauthorized source during a CCTPEI examination;
- being in possession of or use unauthorized information or documents prior to or during an CCTPEI examination;
- assisting a person to carry out any of these activities; or
- failing to report to the CCTPEI any information known about the breach of obligation(s) in the Rules and Protocol, or a breach of any obligation specific to this agreement by another candidate.

Any breach of the CCTPEI Examination Rules and Protocol, or other breach of this Agreement, may result in actions taken by the CCTPEI and/or COMPASS Centre for Examination Development including, but not limited to, any of the following:

- preparation of a written report on the conduct of the candidate and its sharing with licensing bodies;
- initiation of legal proceedings by the CCTPEI and/or COMPASS Centre for Examination Development against the candidate for damages; and,
- pursuit by CCTPEI and/or COMPASS Centre for Examination Development of any other legal remedies available to it.

I understand that if any technical issues prevent me from writing my examination on my scheduled day and time, MonitorEDU will work to remediate the issue and re-launch the examination as quickly as possible, or if necessary, reschedule my examination at a convenient time acceptable to the CCTPEI.

By consenting to this agreement, I understand that it is my responsibility to meet the minimum standards for remotely proctored examinations as stipulated in the Candidate Agreement including, but not restricted to: testing my hardware with MonitorEDU as directed; ensuring functioning hardware, software, internet connectivity; following the directions of the proctor, and maintaining a safe and secure testing environment. Any failures that result from unmet minimum standards shall not be grounds for appeal.

Appendix 3

Accessibility / Accommodations for the Registration Examination

Basic Principles

An accessibility issue or accommodation need, based on disability¹ (whether temporary, transient, or permanent) is considered appropriate if it results in equal opportunity to attain the same level of performance as persons without an identified disability, and meets the individual's disability-related needs without affecting the confidentiality of the examination and integrity of the examination's assessment purpose. The basic principle for accessibility and reasonable accommodations for the Registration Examination (also known as the Canadian Professional Standard for Counselling and Psychotherapy (CPSCP): Entry to Practice Competency Assessment) is to remove barriers to enable equal opportunity with dignity and without impediment.

Universal Design

To support all persons in engaging fully in the Registration Examination process, the following priority steps have been undertaken for all test-takers:

- Physically accessible test centres (wherever possible)
- Additional test-taking time built-in to regular test-taking time allotment
- Customizable font size for examination print
- Short sentences with increased white space on screen
- No use of 'flash' or colour-dependent information
- No use of photographs, diagrams, or charts
- Available personal breaks
- Access to medication and/or glucose meter*
- Access to food and/or beverage*

*Formal accommodation request is not required, but you must inform CCTPEI of your need for access to medication, glucose meter, food, and/or beverage by the deadline used to confirm your intent to write the exam. Proctor must be advised prior to examination start to retain medication and glucose meter at computer terminal. While access to food and beverages is not permissible near computer terminals, you may exit and re-enter exam room as needed to gain access.

Forms of Accommodation

Depending on documented individual needs, a variety of accommodations are possible. The following forms of accommodations are most common:

- Extended time (to a maximum of 5 hours) with personal breaks
- Separate room
- Service animal
- Reader aide
- Mobility aide

¹ For the purposes of the Registration Examination, "disability" refers to any condition, diagnosis, or injury that impedes a candidate's ability to approach the examination in a manner equal to those of peers without such an impediment.

Applying for Accessibility / Accommodation

Applicants advise the CCTPEI of their accommodation needs at the time they indicate their intention to take the registration exam. This provides the reviewing authority sufficient time to assess the accommodation request, seek resources, and confirm arrangements.

1. Download the Accessibility / Accommodation form from the CCTPEI website: (<https://cctpei.ca/education-requirements>).
2. Gather appropriate supporting documentation. All documentation must be current within five years of application to write the Registration Examination. All documentation must be specific to your accessibility / accommodation request and must include a description of the accessibility / accommodation need. This can either be from:
 - a. a regulated health professional who is familiar with your condition and who has specific training, expertise, and experience in the diagnosis of the condition(s) that is within their scope of practice and experience in the diagnosis of the condition(s) for which the accommodation is being requested OR
 - b. if you received accessibility consideration / accommodation(s) for test writing from the Student Support Services while enrolled in a post-secondary education program, you may use the documentation from that institution. The copy of educational accommodation must be on institutional letterhead and signed by an appropriate representative of Student Support Services/Access Office of the institution.
3. Within two weeks of receipt of a completed application (with documentation), you will receive an email from COMPASS indicating the status of your request. If COMPASS requests additional information, please reply at your earliest convenience. If no further information is required, the email from COMPASS will indicate the specifics of which accessibility / accommodation need(s) have been approved. Review the form and reply to the email, indicating your awareness of the approved accessibility / accommodation plans.

Evaluation of Accommodation Requests

Requests are reviewed individually and confidentially. Accommodations are subject to COMPASS approval. Please note that accommodation approvals are based on guidelines for human rights; however, requests may be refused for the following reasons:

- There was no request received at the time of indicating intention to write the Registration Examination
- There was no official documentation confirming a disability, condition, impairment, or injury
- The individual providing the documentation was not a registered practitioner familiar with the candidate and/or qualified to diagnose the condition(s) for which the accommodation was being requested
- Official documentation did not include the type or specifics of the accessibility / accommodation need required
- Official documentation older than five years
- The requested accommodation posed a reasonable risk to the integrity of the examination (i.e., an unfair advantage would occur; the test would not be able to achieve its testing purpose; the confidentiality of the test items could reasonable be negatively affected)

Appendix 4

Examination Purpose

The Registration Examination is one part of a multi-pronged assessment process designed to assess the entry-to-practice competencies of Qualifying Members seeking full status as a Registered Counselling Therapist in Prince Edward Island. Regular route applicants must demonstrate competency by successfully completing:

- relevant education and training;
- clinical experience (completion of direct client contact hours and clinical supervision hours);
- the Professional Practice and Jurisprudence e-Learning Module; and
- the entry-to-practice (Registration) Examination.

To review a summary of the requirements for registration with CCTPEI, please see CCTPEI's website.

Appendix 5

Development Process for the Registration Examination

The CCTPEI uses the nationally validated CPSCP assessment as its Registration Examination. This national assessment, available in both official languages, is developed by the COMPASS Centre for Examination Development (COMPASS), an independent, third-party organization that specializes in large scale assessments for the counselling and psychotherapy profession in Canada. The work of the COMPASS is regularly monitored by the Registrar of CCTPEI.

The test development team used by COMPASS to create the Registration Examination consists of subject matter experts from across Canada with experience spanning the breadth and depth of the profession. Team members are practitioners, educators and/or supervisors of the profession who, together, have experience in all provinces and territories, including northern, remote, rural, urban, suburban, and reserve settings. Members represent a diversity of psychotherapy and counselling therapy practice including clinical, academic, managerial, and supervisory experience with clients of all ages in a variety of practice settings.

The test development team continuously generates new test items in both official languages that reflect current national practice in addressing the most frequently occurring mental health issues of people living in Canada. These test items, known as 'simulations', are subsequently pilot tested, reviewed, and refined by the team before they become part of the scored items on the large-scale assessment.

Appendix 6

Professional Review of Simulations and Simulation Components

The Entry-To-Practice Competency Examination is criterion referenced and uses a 10-step process that includes modified-Angoff as a decision-making process. Checks and balances based on the test blueprint, commonly occurring mental health issues in Canada, and alignment to competency statements are the focus of the professional review of simulations and their component parts. The professional discussion on each component of each test item typically includes:

- Which competency statement does this item fit?
- What justifies it as being calibrated -3 to +3?
- Would practitioners trained in multiple ways see themselves in this scenario?
- Would practitioners at the entry-to-practice level be expected to do this? To see this client? To be in this situation?
- Do all of the possible selections fit with Canadian law? Provincial law? Territorial law?
- How would this play for persons who have been internationally-trained? For persons who have neither English nor French as their first language?
- Is the language appropriate to all modalities of treatment choices? Is there sufficient diversity?

Other considerations include ensuring that the combination of simulations on each version of the Registration Examination meets the requirements of the test blueprint in terms of percentage of competencies assessed and provides test-takers with a variety of clients in a variety of settings.

The passing point for each form of the Registration Examination is set by COMPASS' test development committee using a criterion-referenced method (Angoff method). The exact passing point varies from one version of the Examination to another, depending on the scored simulations included. The test development committee follows strict guidelines in selecting the simulations for each Examination version and uses linear equating to ensure the versions of the Examination are parallel in difficulty.