**Name of Applicant:**

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| --- | --- | --- |
|  | **INTERIM*****(from 16 Nov 2020)*** | **SECRETARIAT REMARKS** |
| **Academic Qualifications** | Minimum Master’s Degree | Yes / No: |
| Current SAC Registered Counsellor | Yes / No: |
| Submission of all certificates, unless available on SAC portal1 | Yes / No:*\*Secretariat to verify only if the qualification was obtained after applicant became an RC, else “Yes” by default* |
| **Practice Hours** | Minimum three (3) Years post SAC Registered Counsellor status+Minimum 1500 hours post-graduation Practice+Minimum fifty (50) hours of conducting clinical supervision+Summary Sheet including:1. Total Number of practice hours (Minimum 1500 hours)
2. Total Number of clinical supervision hours conducted (Minimum 50 hours)
3. Total Number of Clinical Supervision Training Hours (Minimum 50 hours)

This Summary Sheet will be provided by SAC.Summary Sheet to be endorsed by Head of Organisation or equivalent | RC since (MMM YYYY):Specify the periods of RC:\*Secretariat to ensure that the provision of supervision hours is clearly indicated\*Secretariat will count the practice hours and Clinical Supervision Hours as well the Total number of Clinical Supervision Hours.\*Secretariat will ensure that the Practice hours will be separated from Clinical Supervision Hours conduced and Clinical Supervision Training hours\*CSB must count the following:1. Total Number of clinical supervision hours conducted (Minimum 50 hours)
2. Total Number of Clinical Supervision Training Hours (Minimum 50 hours)
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| **Supervision Hours** | Minimum one hundred (100) hours of which sixty (60) hours of supervision would have been completed as a Registered Counsellor+To submit an additional forty (40) hours of supervision with log-sheets endorsed by Clinical Supervisor | \*Secretariat will check the sixty (60) clinical supervisor hours received.\*By default, being an RC would have meant at least sixty (60) hours of clinical supervision received. \*CSB will count the forty (40) hours log-sheet. |
| **Training in Clinical Supervision** | Minimum fifty (50) hours+Submission of certificates | Yes / No:*\*Secretariat to ensure that documents are submitted; CSB to vet the relevance of the training* |

*The requirements outlined on this document is accurate as of 16 Nov 2020*

**Summary Table**

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|  | **No. of hours clocked** | **No. of additional hours required** | **Minimum no. of hours required** | **Remarks** |
| **Clinical Hours****(Face-To-Face)** |  |  | min. 1500 hours | 600 clinical hours clocked as part of Registered Counsellor (RC).Applicant to submit **an additional 900 clinical hours** with log sheets endorsed by the Head of Agency.*CSB will count the nine hundred (900) hours log-sheet.* |
| **Clinical Supervision (Received)** |  |  | min. 100 hours | Sixty (60) hours of supervision would have been completed as a Registered Counsellor (RC)To submit **an additional forty (40) hours** of supervision with log-sheets endorsed by Clinical Supervisor.The supervision hours can include 20% or 20 hours of peer supervision.*CSB will count the forty (40) hours log-sheet.* |
| **Clinical Supervision****(Provision)** |  |  | min. 50 hours |  |
| **Training in Clinical Supervision** |  |  | min. 50 hours | Documentation must clearly indicate this are **Training in Clinical Supervision** hours |
| **Registered Counsellor (RC) status** |  |  | 36 months |  |