**Name of applicant:**

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| --- | --- | --- |
|  | **INTERIM**  ***(from 8 July 2024)*** | **SECRETARIAT REMARKS** |
| **Academic Qualifications** | At least FIVE (5) years of experience as a professional counsellor | 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 | RC since (MMM YYYY): |
| **Minimum 1500 hours post-graduation practice**  **Provide log sheets demonstrating minimum 1,500 post-graduation practice hours, of which at least fifty (50) hours were for the provision of supervision (which can only be clocked during/after the training in clinical supervision).**  **Log sheets must be endorsed by the Head of Organisation or equivalent. Clinical Supervisors can endorse such logs only if s/he is a staff member of the Organisation and authorised by the Head to do so.** | **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)** |
| **Supervision Hours** | **Minimum fifty (50) hours of conducting clinical supervision**  **Provide log sheets demonstrating a minimum of fifty (50) hours of supervision provided (which can only be clocked during/after the training in clinical supervision).** | **Secretariat to ensure that the provision of supervision hours is clearly indicated** |
| **Minimum of one hundred (100) hours of supervision received**  **Provide log sheets demonstrating a minimum of 100 hours of supervision received. Log sheets must be endorsed by the Clinical Supervisor, who is RC/RCS/equivalent.** | **By default, being an RC would have meant at least 60 hours of clinical supervision received. CSB will count the 40 hours log-sheet.** |
| **Training in Clinical Supervision** | **Minimum fifty (50) hours**  **+**  **Submission of certificates**  **Documentation must clearly indicate this are Training in Clinical Supervision hours** | **YES / NO**    **\*Secretariat to ensure that documents are submitted to CSB clearly indicating that they are Training in Clinical Supervision hours**  **\*CSB to ensure that these are Training in Clinical Supervision Hours** |

*The requirements outlined on this document is accurate as of 8 July 2024*

**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 | **Provide log sheets demonstrating minimum 1,500 post-graduation practice hours, of which at least fifty (50) hours were for the provision of supervision (which can only be clocked during/after the training in clinical supervision).**  **Log sheets must be endorsed by the Head of Organisation or equivalent. Clinical Supervisors can endorse such logs only if s/he is a staff member of the Organisation and authorised by the Head to do so.** |
| **Clinical Supervision (Received)** |  |  | min. 100 hours | **Provide log sheets demonstrating a minimum of 100 hours of supervision received.**  **Log sheets must be endorsed by the Clinical Supervisor, who is RC/RCS/equivalent.**  The supervision hours can include 20% or 20 hours of peer supervision. |
| **Clinical Supervision**  **(Provision)** |  |  | min. 50 hours | **Provide log sheets demonstrating a minimum of fifty (50) hours of supervision provided (which can only be clocked during/after the training in clinical supervision).** |
| **Training in Clinical Supervision** |  |  | min. 50 hours | Documentation must clearly indicate this are **Training in Clinical Supervision** hours |
| **Registered Counsellor (RC) status** |  |  | 36 months |  |