



KELOWNA COLLEGE OF PROFESSIONAL COUNSELLING

Catalogue

One Year Diploma Program . Specialized Certificates

Putting Counselling Theories into Practice

Study on Campus or through Distance Ed

*Education dedicated to Professional Competence
and Personal Growth*

(Revised Spring 2012)



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DELIVERY OPTIONS

- **On campus**
- **Distance Ed**

Ask our staff about other
course delivery options

See page 15

Hello,

I would like to welcome you to the Kelowna College of Professional Counselling.

The campus is located in beautiful downtown Kelowna, just one block from City Park and the beach of Lake Okanagan. Students come from all over Canada to participate in the Certificate, and Diploma programs. They range from young adults just beginning their training, to mature students who've been away from the classroom for a period of time; some are interested in furthering their own personal growth or making a career transition, while others are helping professionals looking to broaden the skills they already possess.

Professional counsellors choose from a wide range of career opportunities in private practice and community mental health agencies. Graduates from the Certificate and Diploma programs are qualified to work with depression, anxiety, addictions, youth, family and couples, seniors, loss and grief, Aboriginal issues, career and personal motivation, group therapy, workshop facilitation, prevention, and many other facets of the helping professions.

The courses described in this catalogue provide practical knowledge and skill training, applicable to all types of counselling situations. Browse through the course guide to find areas of specialization that match your personal interests.

The unique teaching styles of the instructors at the Kelowna College of Professional Counselling encourage students to *learn by doing...* The faculty draws upon extensive work experience to demonstrate practical skills that are immediately applicable to a wide variety of counselling situations. Students learn current and highly effective techniques, appropriate in diverse cultures throughout Canada and the world. Another advantage offered to students at the Kelowna College is the small class size, and personalized attention, which promote self-discovery - an essential element for all professional counsellors.

Come, meet the staff, and join the group of caring and committed students enrolled at the Kelowna College of Professional Counselling. Experience the satisfaction of knowing that you too, can make an important difference in the lives of others.

Warm regards,

Libby Stowers, Ph.D.
Program Director,
Kelowna College of Professional Counselling (KCPC)

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Revision 01-05-2012

Statement of Purpose & Mission

OUR PURPOSE

WHEN BEING A GOOD LISTENER JUST ISN'T ENOUGH...

The Kelowna College of Professional Counselling (KCPC), a private post-secondary institution is dedicated to training individuals in the field of professional counselling.

The curriculum offered at Kelowna College of Professional Counselling incorporates the latest research, theories, and techniques drawn from the disciplines of psychology, counselling, and social work. Courses have been specifically designed to meet the employment requirements of community agencies and private contractors.

OUR MISSION

To prepare graduates to begin careers as entry level counsellors.

To offer specialized training to those currently working in the helping professions such as nurses, pastors, teachers, youth workers, etc.

To provide opportunities for personal growth and healing through deeper understanding of self and others.



I simply cannot [say enough about] the staff and instructors; their degree of professionalism, nurturing, inspiration, role modeling and assistance in helping me step out of my comfort zone. The programs offered are of high caliber and challenging. I have grown in personhood and find that I am a better mother, grandmother, sister, aunt, companion, friend, & acquaintance; [more] simply, a person who is aware of others with empathy and unconditional positive regard.

-Gael R (2006)

Diploma in Applied Psychology and Counselling

Certificates in Applied Counselling Studies

THE DIPLOMA IN APPLIED PSYCHOLOGY AND COUNSELLING AND CERTIFICATE IN APPLIED COUNSELLING STUDIES are vocational training programs designed to prepare students for employment as professional counselors in the fields of mental health and as professional development.

The *Diploma of Applied Psychology and Counselling* can be completed in one year of classroom study or through distance education. This comprehensive education is geared to students who wish to explore the wide-ranging employment opportunities throughout the field of mental health counselling.

Students who are interested in specializing in a particular area of counselling can earn a *Certificate in Applied Counselling Studies*, which allows them to focus their coursework in a select dimension relating to counselling. This program requires seven months of on-campus and/or distance education.

Upon graduation, students meet the requirements for admission into the Canadian Professional Counsellors Association and are eligible for liability insurance coverage.

CURRICULUM

The curriculum offered at the Kelowna College of Professional Counselling incorporates the latest research, theories and techniques drawn from the disciplines of psychology, counselling and social work. Courses have been specifically designed to meet the employment requirements of community agencies and private contractors.

Content is based upon the *Competency Profile for Counsellors & Psychotherapists* developed during the Consortium for Counselling Regulation of BC. (2005). Courses provide basic

knowledge in key areas of competency as required by the Canadian Professional Counselling Association.

The curriculum contains a wide selection of courses. Students pursue educational and career goals according to their interests and abilities.

HANDS-ON LEARNING

Students take part in interactive exercises, which simulate real counselling situations. This hands-on approach to learning prepares graduates to meet trends and changing job requirements for entry-level counsellors in community agencies and private practice settings. The program stresses overall competency, ethics, and personal growth as essential components to the practice of professional counselling.

COMPETENCY BUILDING ACTIVITIES

Each course provides on-campus and distance education students the opportunity to participate in case studies, role plays and skill-building exercises designed to build competency relevant to employment in that field of study.

DISTANCE EDUCATION NOW AVAILABLE

In addition to on-campus classes, students can now complete all or part of their course work through distance education. Students practice skills in volunteer positions with community or private agencies. This *applied* learning concept allows each student to build a portfolio of job skills with practical relevance for future employers. Students and instructors get to know one another through the KCPC Forum Message Board, a good source of discussion, encouragement, friendships, and professional networking.

Frequently Asked Questions

Is the school accredited?

Yes! The Kelowna College of Professional Counselling is accredited and registered with the Private Career Training Institutions Agency of BC. Students may be eligible for Federal and/or provincial student loans and other types of tuition assistance.

What can I expect after I enroll?

Education at the College of Professional Counselling is based on the belief that *experience is the greatest teacher*. Students learn through hands-on skill development exercises in simulated counselling settings. Self-awareness is also an important part of the classroom experience. The course curriculum includes guest speakers, films and field trips.

Who are the instructors?

Instructors are highly trained professional counsellors with graduate degrees or equivalent who bring years of education and experience into the classroom. They create a safe learning environment which promotes the sharing of ideas. Students are encouraged to develop their natural abilities and interests, while learning to apply a wide variety of effective counselling theories and skills.

Who are the students?

The adult students at KCPC come from varying backgrounds: some have been out of school or the job market for a number of years, others may be recent graduates from university seeking the job-related skills necessary to begin a new career. The common bond between all the students is their genuine desire to help others and a strong motivation to find employment as professional counsellors.

How does a diploma offered through the Kelowna College of Professional Counselling compare with an undergraduate degree from a university?

The instructors, courses and textbooks at the Kelowna College are comparable to those offered at the undergraduate University level; at KCPC the one year Diploma program (960 hours) is devoted to teaching the theories and skills required for entry-level employment. A University degree requires a minimum of four years to complete and focuses on a broad range of subjects rather than vocational skill development. * *Credit for courses taken through KCPC may be transferable to other colleges and universities at the discretion of their admissions department. Please check with your institution of choice, if known.*

What about job opportunities?

Prior to graduation, students develop an individualized career plan that includes a portfolio of practical job skills. Although we cannot guarantee employment, graduates of KCPC are prepared to work within a broad range of public agencies. Many choose to enter private practice or apply their training in other business endeavors. Wherever their career paths lead, our graduates bring with them in-depth understanding, up-to-date skills and the professional competency to assist clients with a variety of concerns.

Frequently Asked Questions

Can graduates join a professional association?

Yes! Upon completion of the Diploma program graduates are eligible to join the **Canadian Professional Counsellors Association (CPCA)** and qualify for liability insurance coverage and may be eligible to join the **Canadian College of Professional Counsellors and Psychotherapists**. Recent graduates are required to be under clinical supervision for their first 2 years of practice in order to earn the "Registered Professional Counsellor" (RPC) designation.

Graduates also qualify for membership in the **Canadian Addiction Counsellors Certification Federation (CACCF)** and having served an internship of 6000 hours are recognized as an International Certified Drug and Alcohol Counsellor (I.C.D.A.C.).

How long does it take to complete the program?

Depending on an individual's prior level of education and experience, students can complete the Certificate or Diploma Programs in seven months to one year of classroom study. Each course is 3 weeks in length. On campus classes are held Monday - Friday from 9:00 AM to 1:00 PM, or 1:00-5:00 PM.

When does the next program begin?

Courses are scheduled on a continuous cycle. Depending on openings in the program, new students can join at the beginning of any course.

What is the cost of tuition?

Tuition for each course is \$820 (on-campus) or \$720 (distance education). Tuition for all courses includes textbooks and course materials. Talk with your Admissions Advisor for suggestions about funding options.

Where is the campus located?

Kelowna is a medium sized city built around beautiful Okanagan Lake, in the interior of B.C.: population 148,000. The campus is located on a bus line in the charming downtown district, adjacent to City Park, beaches, shops, and housing. Students find the cost of living in Kelowna to be reasonable compared to larger metropolitan areas.

QUESTIONS YOU WOULD LIKE TO ASK...

WHAT CAREER OUTCOMES ARE ACHIEVED BY KCPC GRADUATES?

Many graduates of the College of Professional Counselling have found rewarding careers in counselling and related fields, involving government contracts, religious and secular organizations, community service agencies, corporations, and private counselling practice. Although career success cannot be guaranteed for any applicant, we are pleased to provide the following examples of career outcomes to inform prospective students who are considering professional training.

"Prior to taking the Diploma of Professional Counselling my background was primarily pastoral, I was a University Chaplain. This course enriched my knowledge base, gave me the opportunity to hone my skills and develop new insights and strategies for responding to the human experience. In the final month of classes, I applied for and was hired as a Women's Support Counsellor at a Transition House in the South Okanagan. The Kelowna College of Professional Counselling helped me to round out my education and enabled me to apply with confidence for the kind of work I love. It is a wonderful course- providing not just an education, but an opportunity for personal growth and awareness that I believe is essential for those who are serious about becoming effective and competent counsellors."

-Sandra L (2006).

Dean T. (2005) completed his diploma, did a year of hospice care, and then went on to further education in psychiatric nursing.

Gary D. (2005) maintains a private practice in the Okanagan area, specializing in Thanatology (end of life issues) and funeral planning.

Germaine R. (2005) focuses on loss & grief in her practice, and combines her therapeutic skills with her life experience to provide funeral celebrant services.



America.

Kimanna B (2005) works as a career advisor and sees clients in private practice.

Marlene A. (2005) provides telephone counselling services to clients all over North

Hugh M. (2003) offers communication skill building in his private practice as he continues to pursue additional education.

Jack K. (2006) is an addictions counsellor.

Bill S. (2005) specializes in process addictions and men's issues. Currently he receives referrals in his area from community agencies for clients with sexual pathologies or addictions.



Teri G. (2006) works with Victim's Services and in crisis intervention.

Scott E. (2009) has a thriving private practice in Kelowna, BC, providing trauma recovery, victim assistance and general counseling.

Harrison, A (2008) works full time in Vernon schools providing counseling to students full time

Guylaine L. (2005) offers professional services with a holistic and nutritional philosophy as a bi-lingual counsellor to clients in the Okanagan. She also facilitates therapeutic support groups for caregivers of people with A.L.S.

Janine L (2006) is employed by a First Nations administration as a crisis intervention counsellor, working as part of a 'Crisis Response Team.'

Joseph B. (2004) specializes in issues related to physical disabilities and genetic pathology. He has obtained additional certification in physical rehabilitation and maintains a practice in a well known gym & weight training facility.

Michelle L. (2006) is youth counsellor for a First Nations Administration.

Melanie W. (2006) is employed in a program delivering mental health services to autistic children while she pursues her BSc (psych).

Barb V. (2004) uses her psychology theory and therapeutic skills in her career as a private investigator.

"[I] couldn't ask for a better job. Let's just dish a little... We will receive a salary somewhere in the range of \$55 - \$71K to start and room to keep moving up. Full benefits, a Blackberry®, Bluetooth®, and something called a 'tablet'? We also get holidays, and profit sharing in the company. Oh, and we can work from our home offices if we want. The CEO of the company told me I can keep my private practice if I so desire. The title of the position is 'Care Manager'. We will job share, Rhonda and I. It's all very scary and exciting, but that's okay."

-Vicki H (2004) & Rhonda R (2006)

Diploma and Certificate Programs

OUR APPROACH TO COUNSELLOR TRAINING IN THE CLASSROOM AND THROUGH DISTANCE EDUCATION

First, THEORY AND INFORMATION – the academic component. Our students come from a broad range of backgrounds. Some have very little formal education while others may have completed university degrees. Therefore, in order to provide all students with learning opportunities geared toward their individual learning styles, instructors cover the academic portion of courses in a variety of ways:

- Through reading and writing assignments (academic processing)
- Lectures, films, and skill demonstration (observational processing)

All students come away with basic understanding of the course concepts and knowing how these concepts APPLY to counselling-related situations.

Second, INTERACTIVE EXERCISES – the experiential component. KCPC is a *vocational training* institution with a focus on developing the techniques and skills needed to work as entry-level counsellors & mental health workers in various types of community agencies and private practice settings. In combination with academic theory and concepts, instructors also emphasize:

- Experiential exercises
- Demonstration of skills
- Role plays
- Interactive exercises which simulate actual counselling situations

Third, PERSONAL DISCOVERY – the self-awareness component. This is a crucial part of education at KCPC. Students are given opportunities to learn about themselves as they participate in the interactive role-play exercises and daily check-in. Generally, the result is personal growth and professional development in ways that make the educational experience at KCPC completely unique.

Diploma and Certificate Programs

DIPLOMA OF APPLIED PSYCHOLOGY AND COUNSELLING

OBJECTIVES

This Diploma program offers a foundation of knowledge and skills related to core competencies in the practice of professional counselling. The program includes 180 hours of in-class skill development or volunteer experience for Distance Learning students. (Please see a complete description of the individual courses listed in the catalogue.)

The one year Diploma of Applied Psychology and Counselling consists of 16 courses, each three weeks in length. Prior to graduation, students prepare a **career plan and a portfolio of job skills**. KCPC graduates often gain volunteer or paid positions during the course of their study. Following completion of all course work, students demonstrate competency in the core concepts through writing a **Comprehensive Proficiency Exam**.

SPECIALIZED CERTIFICATES

OBJECTIVES

CERTIFICATE programs are for students who wish to specialize in one particular area of counselling, or for individuals with general learning and/or job experience in counselling, social work, or psychology.

Specialized Certificates run seven months in length and consists of nine courses each three weeks in length.

- **Community Agency Support Counselling**
- **Life Skills Coaching**
- **Personal Support Counselling**
- **Spiritual/Faith Based Counselling**
- **Youth and Family Counselling**
- **Customized study, as approved by the Registrar**

See complete listing and description of courses offered on pages 15 to 22.

These programs are offered on campus or through distance education; with all on campus and distance education courses starting and ending on the same dates. On campus Classes are typically held Monday through Friday from 9:00 a.m. - 1:00 p.m. or 1:00 p.m. – 5:00 p.m. Evening classes, when offered, combine independent study with on campus instruction. A minimum of 6 students is required to offer an on campus class with a maximum of 18 students per on campus class.

Diploma and Certificate Programs

GETTING STARTED

Professional counsellor training programs, leading to a certificate or diploma can be completed in seven months to one year of on campus or distance education learning.

EMPLOYMENT

Programs at the Kelowna College of Professional Counselling provide *skill* training that is typically **not** included in university undergraduate degree programs, therefore a certificate or diploma may be accepted in lieu of a university degree requirement at the employer's discretion for positions allowing "equivalent training and experience."

TRANSFERABLE CREDITS

Due to the nature of *applied* psychology, we have learned by experience that it is not typically to the student's advantage to give advanced academic standing for previously completed *theoretical* coursework.

UNIVERSITY TRANSFER CREDIT

Courses may be eligible for transfer to other colleges and universities at the discretion of the Admission Departments at those institutions.



“Quote”

*No man is so foolish
but he may sometimes
give another good
counsel, and no man
so wise that he may
not easily err if he
takes no other
counsel than his
own. He that is
taught only by
himself has a fool
for a master.*

Hunter S. Thompson (1939 - 2005)

Diploma and Certificate Programs

PROFESSIONAL FACULTY

Faculty at the Kelowna Campus, Counsellor Training Institute are practicing professionals who hold a minimum of a Master's Degree, in a relevant discipline, a Ph.D., or a specialized certificate in counselling, psychology, psychiatric social work, educational psychology, or other mental health related field. *In addition they must possess a minimum of five years experience as a practicing counsellor or psychologist.*

ALUMNI ASSOCIATION

Graduates of the Kelowna College of Professional Counselling may become members of the Alumni Association, a professional network of former students. Periodic newsletters keep members informed of the latest career opportunities, research, and accomplishments of other members. Graduates are encouraged to remain involved, and network with their colleagues in the helping professions.

PROFESSIONAL LIABILITY INSURANCE

Professional liability insurance is a standard component of professional counselling practice. Graduates may obtain professional liability coverage through their membership in the Canadian Professional Counsellors Association.

PROFESSIONAL ASSOCIATION MEMBERSHIP

Completion of the Diploma of Applied Psychology and Counselling marks the beginning of a professional career in counselling. At this stage, the student may become a member of an approved association, usually at the student or intern level.

Professional associations uphold counselling standards; provide on-going learning opportunities; enable students and graduates to

remain involved; network with their colleagues in the helping professions; and protect the public by monitoring and investigating complaints. An approved association must be a non-profit society having rigorous membership criteria, criminal records check, a complaint and disciplinary procedure, and a code of ethics designed for the protection of the public seeking help.

- **Canadian Professional Counsellors Association**

Graduates of the Kelowna College are eligible for membership in the Canadian Professional Counsellors Association and upon completion of clinical supervision are entitled to use the designation, "Registered Professional Counsellor" (RPC). Interns and graduates may also be eligible for membership with other professional associations.

- **Canadian Addiction Counsellors Certification Federation**

This internationally recognized professional body has approved the diploma program as meeting the requirements for membership and our graduates may carry the designation "International Certified Drug and Alcohol Counsellor" – 'I.C.D.A.C' when they have completed the required internship.

GOVERNING BODIES & REGULATORY AGENCIES

PCTIA Accredited College (Private Career Training Institutions Agency of British Columbia)

Diploma and Certificate Programs

ADMISSION REQUIREMENTS

- Adult Student Status (19 years of age and in the work force at least one year)
- Complete the Counselling Aptitude Assessment (CAA). Responses to this assessment will be used to determine proficiency in English.
- Complete and submit a current Criminal Records Check to KCPC
- Students who indicate a preexisting medical, psychiatric or substance related condition(s) that may interfere with their ability to complete the training program require a letter of recommendation or support from an attending recognized specialist.
- Admissions interview with the Registrar, in person or by phone.
- Signed agreement with confidentiality and participation policies
- Proof of funding

In the event that any applicant fails to meet the minimum criteria for admissions, no part of said criteria will be waived. All applicants with an addictions history must have a minimum of one year of sobriety before applying for admission to the College programs.

MAINTAINING STUDENT STATUS

Additional requirements and policies for maintaining student status are outlined in the Student Reference Manual, which students receive as part of the admissions interview. Students are required to participate in class, fulfill attendance requirements and complete all assignments and exams to receive a passing grade.

METHOD OF EVALUATION

Courses are marked on a standard letter grade basis. The method of evaluation for all courses is based upon the quality of task completion including assignments, exams, and demonstrated skills.

COMPREHENSIVE EXAMINATION FOR PROFESSIONAL COUNSELLING PRACTICE

A comprehensive exam is required for all diploma and certificate programs and may be a prerequisite to Clinical Supervision and professional association membership.

The objective of the comprehensive examination is to enable the student to demonstrate assimilation of concepts and level of knowledge in core areas of counselling. The exam is administered after all course work has been completed.

“Quote”

*If a man does not keep
pace with his
companions, perhaps it*

Diploma and Certificate Programs

*is because he hears a
different drummer. Let
him step to the music he
hears, however
measured or faraway.*

Henry David Thoreau

INFORMATION SESSION

We invite you to come to the Kelowna campus and meet with a KCPC representative to hear more about the programs and have an opportunity to ask questions about our College.

Call **(250) 717-0412** for an appointment. Our address is:

Kelowna College of Professional Counselling
#101 251 Lawrence Ave.
Kelowna, BC. V1Y 6L2

Located in downtown Kelowna one block from the Okanagan Lake front.

ADMISSIONS

Applicants and students may consult the “Office of the Registrar” at any time to obtain information on existing programs. Applicants are requested to carefully review the registration requirements and refund policy which is located in KCPC’s Student Manual.

To contact KCPC for admissions, please contact one of our representatives at (250) 717-0412.

CAREER APTITUDE ASSESSMENT

Applicants are required to submit their Counselling Aptitude Assessment (CAA) to the Admissions Department in order to enter the admissions process and receive a “Letter of Acceptance”.

The purpose of the CAA is to provide a review of strengths, personal and professional goals, education, and life experiences to maximize the probability of success in counsellor training and practice. In addition to the career inventory, a face-to-face or telephone interview with the Registrar is required for all applicants. A Letter of Acceptance will be issued upon successful completion of this process.

Student Services

PROGRAM AND ACADEMIC ADVISING

Program and academic advising is available to students throughout their program. Students are asked to take the initiative to arrange appointments with the Director of Student Services to review their experiences in the program, self-care and personal growth. For career development and future educational plans, please contact the KCPC Registrar.

PERSONAL COUNSELLING

In-class practice exercises are not meant as substitutes for professional counselling. KCPC recognizes self-care as an important component of training and students are encouraged to seek counselling when personal issues emerge during the program. Instructors or student advisors may refer students who might benefit from additional support as they pursue their personal goals.

SPECIAL NEEDS

KCPC can provide reasonable accommodations when needed. Please inform KCPC's Registrar if any substantiated special physical or learning accommodation is required.

Financial assistance is available to qualified applicants.

Examples of funding sources are:

- Canada Student Loans, StudentAidBC, Provincial Student Aid and Employment Insurance Agencies
- Health Care Labour Adjustment Agency
- Human Resources Development Canada
- Labour Unions
- Ministry of Labour and Health Sector
- Ministry of Skills, Training and Labour (Vocational Rehabilitation Services)
- Native Band Sponsorships
- Self Funded / Bank Loans
- Workers Compensation Board

FEES AND TUITION

Fees and tuition are listed in the back of this catalogue. To determine the total cost for a particular program or for financial assistance resource options, contact the "Office of the Registrar". Tuition paid to KCPC is tax deductible and T2202A forms are issued by the administrative office.

TEXTBOOKS & SUPPLEMENTAL MATERIAL

All textbooks and supplemental materials are included in the tuition costs of all programs.

On campus KCPC students are given the required text for each course on the first day of class. Distance Education students receive all textbooks and supplemental study materials at the start of the program and included in the initial cost. **Please note: Texts and supplemental materials are non-refundable.**

FINANCIAL AID

Student Services

PROGRAM FORMATS:

On Campus (OC) Program

Classroom hours are held during AM and PM time slots. Students are allocated to a time slot based on seniority and availability. The on-campus programs provides for three courses (equivalent to 180 hours) of applied counselling skill development.

Distance Education (DE) Program...

Designed for students who choose the flexibility of home study. Students who benefit from our DE program:

- Wish to study from the comfort of their home environment.
- Are proficient with computer skills.
- Want to accommodate family or work needs with a personalized study schedule.



Program Descriptions

DIPLOMA OF APPLIED PSYCHOLOGY AND COUNSELLING

PROGRAM DESCRIPTION:

The Diploma of Applied Psychology and Counselling is a comprehensive, one year vocational training program for entry-level careers in the mental health field. The program consists of 16 courses (960 instructional hours, totaling 64 credits). Each three week, (60 hour) course teaches major counselling theories and skill development specific to the course topic. Courses are offered on-campus (AM or PM classes), and through distance learning.

Faculty members hold graduate level degrees or equivalent and bring years of professional experience to the classroom. Instruction is student-centered (geared to a variety of learning styles), and experiential.

Employment preparation:

Textbooks, lectures, video and live demonstrations, and interactive exercises prepare students to meet job requirements for entry-level counselling positions in private practice and community mental health settings. Graduates are qualified to work within their scope of practice with issues such as:

- Aboriginal issues,
- Addictions: prevention, recovery and follow-up treatment
- Career planning
- Community development,
- Depression and anxiety related disorders,
- Developmental milestones

- Ethical decision making and cultural diversity,
- Group counselling and workshop facilitation.
- Loss and grief,
- Suicide and emergency intervention
- Youth, family and couples counselling,

Hands-on learning:

Interactive skill-building exercises simulate mental health situations related to the course topic. Under supervision, students apply the latest theories and skills, which are readily transferable to employment settings.

Academic preparation:

Curriculum covers major theories and concepts drawn from psychology, social work, and counselling; provides a broad information base for students who choose to continue their education in the University system.

Personal Awareness:

Self-awareness is an essential characteristic of effective counsellors. Although not meant to be a substitute for professional counselling, each course provides students the opportunity to gain valuable personal insights through skill development exercises, small group discussions, and conferencing with instructors.

Program Descriptions

Distance Education Format:

Students may complete all or part of their course work through distance learning. Distance Education students build counselling skills in the context of a supervised, volunteer placement setting with community or private agencies. This allows each student to develop a portfolio of job skills with practical relevance for future employers.

GRADUATION REQUIREMENTS: (on-campus and distance education)

In order to graduate, students must:

- Complete 15 required courses plus one elective course from area of professional interest.
- Maintain 65% or better in each course.
- Compile a portfolio of counselling skills.
- Demonstrate competency in all core concepts by passing a comprehensive proficiency exam.

COURSE SCHEDULE:

DIPLOMA PROGRAM (CORE COMPETENCY COURSES)

Abuse and Domestic Violence
Addictions and Recovery
Application of Personality Theories
Applied Counselling Skills I (Case Management, Assessment and Listening Skills) *Development*
Applied Counselling Skills II (Case Management, Goals and Interventions) *Development*
Applied Counselling Skills III (Integrative Approach) *Development*
Assessment of Psychological Disorders

Conflict, Suicide and Emergency Interventions
Ethics and Career Development -**or**-
Group Dynamics & Workshop Design
Introduction to Applied Psychology and Ethics
Introduction to Cinematherapy*
Introduction to Couples' Counselling
Milestones in Psychosocial Development
Psychology of Grief
Psychology of Learning
Treatments for Depression and Anxiety
Youth and Family Counselling

*Elective Course

ELECTIVES

Advanced Skill Development Course

- Counselling Assistant
- Administrative Assistant
- Course Facilitation Assistant

Career Planning and Development
Case Management in Applied Counselling
Skills IV (*Development*)
Community based Counselling Part I
Community based Counselling Part II
Life Skills Coaching
Multi-Cultural Competence
Probation, Parole, & Issues in Rehabilitation
Psychology of Learning
Solution Focused Counselling
Spiritual / Faith-based Counselling

ADDITIONAL REQUIREMENTS FOR DIPLOMA PROGRAM

- *Completion of student focus course – an elective, a thesis, or advanced skill development.
- Career Plan
- Proficiency Exam

Program Descriptions

Distance Education – continuous intake

Why choose Distance Education? There are several reasons that students choose to complete all or part of their course work through Correspondence or Distance Education:

- 1) KCPC's unique approach to distance learning gives students the opportunity to participate in interactive exercises designed to develop skills relevant to the course topic. Local resources and contacts are utilized to enhance the learner's application of practical counselling skill development. Simulation of real life counselling situations are incorporated into the distance education learning environment which bring textbook theories to life.
- 2) Students gain valuable skill practice by locating and volunteering in a local counselling related environment. This requirement is designed to enable students to obtain 180 hours of counselling related experience. Out of the 180 hours, a percentage of these hours are obtained from meeting certain course requirements.

Students benefit from the supervision of on-staff agency personnel in conjunction with their KCPC instructor.

- 3) Many distance learning courses include interactive projects relevant to the student's volunteer placement. The professional scope of these projects may be of practical relevance to future employers.

- 4) Students network with a wide span of professionals, instructors and other students on the KCPC Online Forum. These are excellent sites for discussion, support and friendship.

- 5) Students can work from the comfort and convenience of their own homes. Their home study schedule fits their individual life style. Textbooks and study materials for each course are included in the price of tuition and delivered right to your door.

The opportunity for local Distance Education students to join a study group facilitated by an instructor is available at KCPC at a reasonable cost. This offering is available with a minimum number of students and is held approximately a few afternoons per week.

Program Descriptions

CERTIFICATE IN APPLIED COUNSELLING STUDIES:

PROGRAM DESCRIPTION:

Certificate of Applied Counselling Studies allows students to focus on vocational skill training in one specific area of the mental health field. A Certificate of specialization requires seven months of study on-campus and/or through distance education. The program consists of nine (9) courses (540 instructional hours totaling 36 credits). Each course is three weeks (60 hours) in length.

*Courses are subject to change without notice and *all customized certificates must take 5 core courses, as required with the Certificate of Applied Counselling Studies.

Have it your way... create a customized Certificate, or choose from the list below.

AREAS OF SPECIALIZATION:

- Community Agency Support Counselling
- Life Skills Coaching
- Personal Support Counselling
- Spiritual / Faith-Based Counselling
- Youth and Family Counselling
- * Customized study, as approved by the Registrar

Faculty members hold a graduate degree or equivalent and bring years of professional experience to the classroom. Instruction is collaborative, student-centered (geared to a variety of learning styles), community based and experiential. The curriculum has been specifically designed to include the following four components:

Employment preparation:

KCPC's Certificate in Applied Counselling Studies, when coupled with a current position, and/or prior learning, enhances graduates' opportunities for greater income, job promotions, and continuing education credits for professional development.

Graduate Celebrations



Program Descriptions

Academic preparation:

Curriculum covers major theories and concepts drawn from psychology, social work, and counselling, in order to provide a broad information base for students who choose to continue their education in the University system.

Hands-on learning:

Interactive skill-building exercises simulate mental health situations related to the course topic. Under supervision, students apply the latest theories and skills, which are readily transferable to employment settings.

Personal Awareness:

Self-awareness is an essential characteristic of effective counsellors. Although not meant to be a substitute for professional counselling, each course provides students the opportunity to gain valuable personal awareness through skill development exercises, small group discussions, role plays, and conferencing with instructors.

GRADUATION REQUIREMENTS:

(on-campus and distance education) In order to receive a Certificate in an area of specialization, students must:

- Complete nine (9) required courses from their area of specialization.
- Each course has a minimum pass grade of 65% >. The student must obtain a GPA of 65% > average to graduate in the Diploma or Certificate program.
- Compile a portfolio of counselling skills relevant to the area of specialization.

- Demonstrate competency in their chosen area of specialization by passing a comprehensive proficiency exam.

SPIRITUAL/FAITH-BASED COUNSELLING PROGRAM DESCRIPTION:

The Certificate of Applied Counselling Studies with a specialization in Pastoral Counselling focuses on the integration of psychological theories and skills, with spiritual/ religious beliefs when assessing and counselling individuals and groups. Students learn interview and assessment techniques to: identify the scope of faith based counselling; clarify spiritual beliefs and developmental stages of faith; apply appropriate principles used for loss and grief counselling and 12 Step programs into the pastoral, chaplaincy or integral counselling models. Students explore how their own beliefs influence their practice of counselling.

SPIRITUAL / FAITH BASED COUNSELLING required courses:

Introduction to Applied Psychology & Ethics
Applied Counselling Skills I (Case Management, Assessment and Listening Skills) *Development*
Conflict, Suicide & Emergency Intervention
Psychology of Grief
Assessment of Psychological Disorders
Spiritual/Faith-based Counselling
Multi-Cultural Competence
Group Dynamics & Workshop Design
Applied Thesis in Spiritual/Faith-based counselling

Program Descriptions

COMMUNITY AGENCY SUPPORT COUNSELLING PROGRAM DESCRIPTION

The Certificate of Applied Counselling Studies with a specialization in Community Agency Support Counselling explores the role of community counsellors dealing with: cultural diversity, special-needs populations, fund raising, and networking for various client groups, community settings and outreach programs. Students learn and practice basic counselling and administrative skills related to: community outreach programs, becoming a "change agent", influencing public policy, and advocating for clients. The courses, which are subject to change to remain current, emphasize the application of community-based counselling theory in simulated agency settings.

COMMUNITY AGENCY SUPPORT COUNSELLING required courses:

Introduction to Applied Psychology & Ethics
Applied Counselling Skills I
Conflict, Suicide, and Emergency Interventions
Community-Based Counselling I
Community-Based Counselling II
Multi-Cultural Competence
Group Dynamics & Workshop Design
Abuse and Domestic Violence
Addictions and Recovery

LIFE SKILLS COACHING PROGRAM DESCRIPTION

The Certificate of Applied Counselling Studies with a specialization in Life Skills Coaching focuses on the application of theories and concepts used by professional Life Skill coaches in a

wide variety of personal and business-related situations. Students learn to differentiate between the scope of practice of counsellors and Life Skill coaches. Interactive exercises introduce skills routinely used by consultants for businesses and private clients; interviewing, problem clarification, goal setting, education, and advising clients in specific problem situations.

LIFE SKILLS COACHING required courses:

Introduction to Applied Psychology & Ethics
Applied Counselling Skills I
Conflict, Suicide, & Emergency Interventions
Assessment of Psychological Disorders
Group Dynamics & Workshop Design
Multi-Cultural Competence
Life Skills Coaching
Career Planning & Development – Part 1
Career Planning & Development – Part 2
Applied Thesis in Life Skills Coaching

YOUTH AND FAMILY COUNSELLING PROGRAM DESCRIPTION:

The Certificate of Applied Counselling Studies with a specialization in Youth and Family Counselling focuses on using a child-centered, family therapy model when working with children, adolescents and parents. This counselling approach explores the impact of the parenting style, and dynamics between family members on developmental, emotional and behavioral problems. Students learn interview procedures to identify issues appropriate for their scope of practice. Theory and skills include: assessment of developmental stages; trust building techniques, treatment planning and goal

Program Descriptions

setting, behavioral interventions, parenting strategies; play therapy and art therapy techniques.

YOUTH AND FAMILY COUNSELLING required courses:

Introduction to Applied Psychology & Ethics
Applied Counselling Skills I (Case Management, Assessment and Listening Skills) skill *development*
Milestones in Psychosocial Development Youth and Family Counselling
Assessment of Psychological Disorders Conflict, Suicide, & Emergency Interventions
Introduction to Couples' Counselling Abuse and Domestic Violence
Applied Thesis in Youth & Family Counselling

Personal Support Counselling: Program Description:

The Certificate of Applied Counselling Studies with a specialization in Personal Support Counselling explores the major personality theories and techniques used to assist clients who are experiencing mild to moderate emotional or behavioral concerns. Students identify the stages of individual and group counselling and ethical considerations; and remaining within the scope of practice of support counsellors. Skill development includes: interview and assessment procedures; empathetic listening skills, making referrals to other professionals; case management: treatment planning; goal setting; crisis interventions; overcoming resistance; and use of integrative counselling techniques

PERSONAL SUPPORT COUNSELLING required courses:

Introduction to Applied Psychology & Ethics
Applied Counselling Skills I (Case Management, Assessment and Listening Skills) skill development
Assessment of Psychological Disorders Conflict, Suicide, & Emergency Interventions
Solution Focused Counselling
Applied Counselling Skills II (Case Management, Goals and Interventions) skill development
Addiction & Recovery
Multi-Cultural Competence
Psychology of Grief

CUSTOMIZED STUDY, AS APPROVED BY THE REGISTRAR WILL INCLUDE 5 REQUIRED CORE COURSES:

Introduction to Applied Psychology & Ethics
Assessment of Psychological Disorders Conflict, Suicide and Emergency Interventions
Application of Personality Theories
Applied Counselling Skills I (Case management, Assessment and Listening Skills).

Plus choose 4 optional courses found within the KCPC catalogue.

Professional Development:

Professional counsellors may enroll in any course that meets professional development requirements of their employment, association, or regulatory body.

Program Descriptions

WHAT YOU WILL LEARN IN EACH COURSE:

Please review the list of courses. Each course has been designed to highlight mental health issues relevant to a wide range of counselling situations. The following list of courses describes the *discussion topics* and *specific skills* you will learn in each course. Guest speakers, films, and field trips may be used as part of the course curriculum. The cost of text books and materials are provided with tuition.



AAR-400 ADDICTIONS & RECOVERY

Discussion topics: Understanding the theory behind stages of change relating to the treatment of various types of addiction. *Skills:* You'll learn to identify risk of substance abuse and addictive behaviors, family intervention, provide support for the client who is entering residential treatment. Relapse prevention.

ACS-400-1 APPLIED COUNSELLING SKILLS – CASE MANAGEMENT, ASSESSMENT AND LISTENING SKILLS

This course is part of a three-part supervised skill development, which allows students to practice counselling skills with other students in the class. This skill development course will focus on: the assessment interview, building safety and therapeutic relationship, using reflective listening skills, creating a treatment plan, and setting goals based on person centered theory. (This course is designed as an exercise in skill development, and not meant to be a substitute for therapy. Students with serious personal issues are encouraged to seek professional counselling outside of the school program).

Program Descriptions

ACS-400-2 APPLIED COUNSELLING SKILLS – CASE MANAGEMENT, GOALS AND INTERVENTIONS

This course is part of the three-part skill development, which allows students to practice and deepen their counselling skills. Under supervision of the instructor, students apply counselling interventions to problems presented by volunteer “clients”. Students practice the assessment interview, building safety and therapeutic relationship, reflective listening & empathy, creating a treatment plan, setting goals, maintaining case files and progress notes. (Just a reminder-- this course is designed as an exercise in skill development, and not meant to be a substitute for therapy. Students with serious personal issues are encouraged to seek professional counselling outside of the school program).

ACS-400-3 APPLIED COUNSELLING SKILLS – INTEGRATIVE APPROACH

The course is part of the three-part skill development, which allows students to develop and implement various counselling techniques, using a combination of personality theories learned throughout the program. Students apply the integrated counselling approach to the assessment interview, building safety and deepening the therapeutic relationship, treatment plan, goal setting, maintaining case files and progress notes. Ethical guidelines and the need for each counselor to implement a personal wellness plan will be stressed. (Just a reminder-- this course is designed as an exercise in skill development, and not meant to be a substitute for therapy. Students with serious personal issues are

encouraged to seek professional counselling outside of the school program).

ACS-400-4 CASE MANAGEMENT IN APPLIED COUNSELLING SKILLS IV

Case Management in Applied Counselling Skills IV is an elective course available to students for professional development. Clinically supervised, this skill development course is specifically intended to prepare the entry-level counsellor in the area of records management, documentation, professional collaboration, referrals, and case conferencing. After integrating a variety of counselling techniques into one approach which reflects the student’s personality style, values, and choice of therapeutic modality, this course allows the student to practice using the assessment developed in the third skill development, and to carry through the entire cycle of practice management.

ADV-400 ABUSE & DOMESTIC VIOLENCE

Discussion Topics: Identify different types of sexual and physical abuse and unhealthy patterns affecting individuals and family relationships; ethical and legal reporting requirements.

Skills: You’ll learn counselling and interviewing techniques for building safety and providing support, identifying symptoms of abuse and/or domestic violence, how to develop primary, secondary and tertiary intervention plans.

APD-400 ASSESSMENT OF PSYCHOLOGICAL DISORDERS

Discussion topics: How to identify and classify symptoms of psychiatric

Program Descriptions

disorders identified by the Diagnostic and Statistical Manual (DSM IV-TR) in order to assess and remain within the counsellor's scope of practice.

Skills: You'll learn interview techniques and skills to identify clusters of symptoms; formulate and record your "speculative diagnosis"; refer to a specialist; or develop a treatment plan, and establish goals.

APT-400 APPLICATION OF PERSONALITY THEORIES

Discussion topics: Examine the major theories of personality development and the application of the related counselling techniques and treatment approaches; assessment procedures, goal setting, and outcome measures to monitor the effects of treatment.

Skills: You will learn and practice specific skills from each personality theory. Combining your knowledge of the various theories, you'll begin to formulate your own unique counselling style.

ASD-400 ADVANCED SKILL DEVELOPMENT/ FINAL PROJECT

The purpose of the Advanced Skill Development/Final Project is to allow students to work in a mentored position while demonstrating their abilities to apply concepts, theories, and skills to counselling-related situations. As part of this on-the-job experience, students will research and develop a project which has practical application to the work setting.

ATC-400 APPLIED THESIS COURSE:

At the completion of all required courses for the Diploma and Certificate

programs, student work under the supervision of an instructor in their field of specialization to incorporate the concepts and skills learned throughout the program into a comprehensive, career-related final project. This written project serves as a measure of the student's level of competency in the area of clinical interest, and will be evaluated by the instructor for practical relevance and professionalism. Students choose from a list of topics relevant to their career direction.

CBC-400 (1 & 2) COMMUNITY BASED COUNSELLING PART I & PART II

Discussion topics: The two part course covers the role of the community counsellor in various types of community settings, outreach programs, cultural diversity, special-needs populations, funding, and networking.

Skills: You will learn and practice skills related to finding employment with a mental health agency, developing community outreach programs, becoming a "change agent" to influence public policy, advocating for clients, and the application of the community-based counselling theory in an actual agency setting.

ITC-400 INTRODUCTION TO CINEMATHERAPY

Discussion topics: The four-step technique, theory and intervention skills necessary to develop and facilitate a counselling program; contemporary films as a therapeutic intervention; treatment of various mental health issues relating to clients' presenting concerns; therapeutic settings including psycho-educational

Program Descriptions

workshops, counselling groups, individual, & couples counselling.

Skills: You will learn to choose therapeutically appropriate films; facilitate discussion of the characters and events in the film using basic counselling skills; identify irrational beliefs, family dynamics, maladaptive life patterns, addiction and other symptoms depicted in the film that relate to clients' presenting problem; develop outcome measures and needs assessment to test the efficacy of the therapy process.

CPD-400 CAREER PLANNING & DEVELOPMENT: PART ONE & TWO

Discussion topics: The major theories used by career counsellors in the assessment interview and treatment planning. Exposure to the career related testing and screening indicators are applied to determine career direction.

Skills: You will learn to conduct assessment interviews which incorporate the major career counselling theories. You will practice evaluating this information by writing a treatment plan for yourself and for a volunteer client.

CSE-400 CONFLICT, SUICIDE & EMERGENCY INTERVENTIONS

Discussion topics: Understanding how the ABC model is used to intervene and resolve emergency situations such as intense conflict, suicide and other types of crisis.

Skills: You'll learn to assess the degree of suicidal and homicidal risk, suicide contracting; plus counselling victims of crime and other types of trauma.

ECD-400 ETHICS AND CAREER DEVELOPMENT

Discussion Topics: Understanding professional ethics, application of ethics, and ethical dilemmas. Self-care, professional skill development, career opportunities, and developing a private practice.

Skills: Students will begin to learn how to approach ethical decision making, when and how to seek out clinical supervision, how to gauge self-health, learn the warning signs of burn-out, and how to develop and maintain a healthy perspective on a career in the helping professions.

GDW-400 GROUP DYNAMICS & WORKSHOP DESIGN

Discussion Topics: the processes and working stages relating to four categories of groups including: task groups, psycho-educational groups (also called workshops or seminars), support groups, and counselling groups; the uses for various types of group counselling in community agencies as well as private practice.

Skills: You will learn to identify the stages of group dynamics and use appropriate techniques for each stage. You will practice leading or co-leading; or participate in at least one type of group. By understanding when and why to apply the appropriate techniques, students will be prepared to develop their own style in facilitating group work. In addition you will learn the concepts involved in the proposal, design and presentation of psycho-educational workshops.

Program Descriptions

IAP-400 INTRODUCTION TO APPLIED PSYCHOLOGY & ETHICS

Discussion Topics: Foundation theories and skills used in the counselling process, formulating a therapeutic alliance, ethical considerations, characteristics of effective counsellors.

Skills: In this course you learn basic interview and assessment procedures, listening skills, ways to build trust and safety, overcome client's resistance, and ethical decision making.

ICC-400 INTRODUCTION TO COUPLES' COUNSELLING

Discussion Topics: Problems commonly reported in a couples' relationship. Various approaches used to evaluate a couple's interpersonal processes; the impact of cultural and personal variables from original family systems on current marriage dynamics.

Skills: You will learn to use various techniques commonly used in couple counselling, i.e., genograms, empathic listening, problem solving, dealing with anger.

LSC-400 LIFE SKILLS COACHING

Discussion topics: Theories and concepts from the field of Life Skills Coaching applied to a wide variety of personal and business-related situations. How Life Coaching differs from professional counselling.

Skills: You will learn the roles taken by Life Coaches including business consulting, and how to apply specific skills to interviewing, problem clarification, goal setting, education, and advising clients in a variety of specific problem situations

MCC-400 MULTI-CULTURAL COMPETENCE

Discussion topics: The importance of understanding cultural diversity related to the religion, race, gender, socio-economic class, and sexual preference of the client will be addressed.

Skills: You will learn to administer a cultural assessment to target areas of diversity. You will explore your own cultural roots, and uncover any cultural biases which impact your ability to practice as a culturally sensitive and competent counsellor.

MPD-400 MILESTONES IN PSYCHOSOCIAL DEVELOPMENT

Discussion topics: Chronological stages relating to emotional and social developmental tasks from infancy through very old age, and the role each stage plays in personality development.

Skills: You will learn identify incomplete developmental tasks from earlier stages that relate to clients' current presenting problem, and include this information in treatment planning. You will investigate your own developmental history and chart milestones which played significant roles in your personal development.

POG-400 PSYCHOLOGY OF GRIEF

Discussion topics: major theories of loss from a psychological perspective; recognizing symptoms of grief; assessing complicating factors leading to unresolved grief; types of complicated grief reactions, and appropriate counselling techniques for each; special types of losses.

Program Descriptions

Skills: You will learn assessment procedures, normalizing techniques, treatment planning and interventions related to a wide variety of grief related situations. Techniques for working with individuals, children, adolescents, couples, and families. You will develop the therapeutic skills necessary to recognize and treat complicated grief reactions, and to support clients through the various stages of the normal grief process.

POL-400 – PSYCHOLOGY OF LEARNING

Discussion topics: Good Fit Theory, primary processing modalities; environmentally induced learning disabilities; temperament and academics; learning styles; psychological blocks to learning.

Skills: The general aim of this course is to provide students with knowledge related to the administration, interpretation, and application of assessments in the context of learning. Students will learn how to recognize learning and temperament mismatches, and to apply Good Fit Theory in both an educational context and as a therapeutic application with clients in a counselling context.

PPR-400 – PROBATION, PAROLE, & ISSUES IN REHABILITATION

Discussion topics: Assessment procedures, treatment planning, and intervention techniques will be discussed and demonstrated. Students will apply these concepts and techniques to a variety of justice related circumstances.

Skills: The general aim of this course is to provide students with knowledge

related to the assessment, management and rehabilitation of clients in contact with the justice system. Opportunities will be provided for students to develop therapeutic skills for assisting clients to move through process of restorative justice, rehabilitation, and re-integration into society.

SFB-400 SPIRITUAL/FAITH-BASED COUNSELLING

Discussion topics: Integrating spiritual and religious beliefs and concepts (such as Evil and Suffering) into the counselling process.

Skills: You will learn to use interview skills, discussion, and assessment forms to clarify spiritual beliefs relating to presenting problem, how to set counselling goals, and how to incorporate the basis of the 12 Step Programs with religious beliefs. You will explore your own belief system as it relates to your role as a spiritual or pastoral counsellor.

SFC-400 SOLUTION FOCUSED COUNSELLING

Discussion topics: Solution-focused model and cognitive-behavioral techniques applied to a wide variety of brief term counselling situations, common disorders, and outcome data.

Skills: You will learn to apply solution-focused techniques to the initial interview, treatment planning and counselling process with individuals, children, adolescents, couples, and families. You will practice solution-focused skills during role play exercises that can readily applied to common disorders found in counselling situations.

Program Descriptions

TDA-400 TREATMENTS FOR DEPRESSION & ANXIETY DISORDERS

Discussion Topics: Practical information and cognitive-behavioural techniques that can be readily applied to a wide variety of anxiety and depression disorders as typically found in brief-term counselling situations.

Skills: You will learn to apply the cognitive-behavioural model to interviewing, assessment, goal setting, contracting, and treatment of symptoms related to depression and anxiety in adults, children, and adolescents.

YFC-400 YOUTH & FAMILY COUNSELLING

Discussion Topics: The focus is on a child-centered, family approach for counselling children and adolescents, emphasizing the interaction between family members during the counselling process.

Skills: You'll learn practical information and skills that can readily apply to counselling youth and families including: assessment of problems related to unmet emotional needs and developmental delays; trust building, treatment planning, parenting strategies, play therapy and art therapy.

COMPREHENSIVE EXAMINATION

ZPE-400 COMPREHENSIVE PROFICIENCY EXAMINATION

The Comprehensive Proficiency Examination is required after all course work has been completed.



Getting Started

How do I apply?

After reading this catalogue thoroughly, enrollment is as easy as **1 • 2 • 3**



APPLICATION - Call Admissions at (250) 717-0412 to apply:

You may consult with a KCPC representative at any time during the process if you have questions. The representative can assist you with completion of the application form, and answer any questions you may have about the College, the programs or the admissions process.



PROGRAM ACCEPTANCE – Admissions Criteria

Complete and send in the *Counselling Aptitude Assessment* (CAA) along with the required non-refundable **Application Fee**. The CAA is reviewed by the Office of the Registrar to help determine if professional counselling is the right career choice for you. Each application is kept confidential. The CAA can also be completed on-line at www.counsellortraining.com. (The application fee may be submitted online via a major credit card through PayPal.. Once the CAA has been approved, all applicants are required to complete an interview through the Office of the Registrar, either in person, or by telephone.



REGISTRATION – Acceptance to the Program and Student Enrollment Contract

Upon of your acceptance into the program and your submission and completion of the “Student Enrolment Contract” and other relevant documents, you will be sent a “Letter of Acceptance”. You will need to provide payment or approval of tuition or funding source prior to beginning your courses. Information on funding agencies can be provided through the Office of the Registrar. For residents of BC only, application can be made online through StudentAidBC Other provincial Student Aid, Employment Insurance Agencies, First Nations Bands or other private and public agencies may also provide funding for eligible applicants.

Congratulations! - You are ready to begin your program.

Call 1-(250)-717-0412.

TO REGISTER IN PERSON

Visit us at:

Kelowna College of Professional Counselling
Suite 101, 251 Lawrence Avenue
Kelowna, B.C. V1Y 6L2

Email:

admissions@counsellortraining.com

These prices are effective May 1st, 2012

TUITION & FEES

Non-Refundable Application Fee [with Counsellor Aptitude Assessment (CAA)] 90.00

Diploma of Applied Psychology & Counselling

This program is 49 weeks, contains 16 courses and each course is 60 hours.

	On-Campus	Distance Ed
Tuition for each course (including texts)	<u>870</u>	<u>720</u>
Subtotal (x 16 courses)	13,920	11,520
Student Fee (Required)	150	150
Comprehensive Exam Fee (Required)	250	250
Total tuition and fees	<u>14,320</u>	<u>11,920</u>

Certificates of Applied Counselling Studies

This specialized program is 27 weeks, contains 9 courses and each course is 60 hours.

	On-Campus	Distance Ed
Tuition for each course (including texts)	<u>870</u>	<u>720</u>
Subtotal (x 9 courses)	7,830	6,480
Student Fee (Required)	150	150
Comprehensive Exam Fee (Required)	250	250
Total tuition with fees	<u>8,230</u>	<u>6,880</u>

Stand Alone Course – Distance Education/On-Campus

	On-Campus	Distance Ed
Tuition for each course (incl. text)	<u>970</u>	<u>970</u>
Tuition for Pre-Admission Course (incl. text)		<u>300</u>

Other Administrative Service Fees

Certificate, diploma or transcript reprints	15
Non-medical course or program extension	75
Prior learning assessment - per transfer credit	75
Program change	100
Retake – course or comprehensive exam	200
Transfer fee to apply previous KCPC credit to current program	50

Please Note: International students will need to add 15% to all fees listed above. KCPC's refund policy conforms to PCTIA requirements. All textbook and supplemental materials are non-refundable

The Kelowna College of Professional Counselling...

Comprehensive education dedicated to Professional Competence and Personal Growth

The Kelowna College of Professional Counselling provides extensive training and supervision in a wide range of counselling specialties. Graduates are prepared to choose from a variety of rewarding careers. Enrolment in the College is open to mature applicants who have a sincere desire to help others.

Students learn by doing...

- Diploma and Certificate courses are available in several formats – on campus, by distance education, and in combination self-study/on campus, and evening tutorial.
- The instructors, all highly trained, experienced professionals, demonstrate and teach practical skills applicable to all types of counselling situations.
- Classroom discussion focuses on relevant mental health topics.
- Students develop greater self-awareness, essential to becoming an effective counsellor.
- Graduates are eligible for membership in the *Canadian Professional Counsellors Association* and the *Canadian Addiction Counsellors Certification Federation* and having completed a required internship, are entitled then to use professional designation(s).
- Graduates may qualify for membership in other professional associations depending on their counselling specialization.
- The Kelowna College of Professional Counselling teaches and upholds rigorous adherence to the Code of Ethics and Practice.
- Tuition is fully tax deductible and GST exempt.
- Financial assistance available to qualified applicants through student loans, HRDC, band funding, etc.

Kelowna College of Professional Counselling
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