



Application Guidebook

REGISTERED CLINICAL COUNSELLOR

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BECOME AN RCC



**RECOGNIZED &
IN-DEMAND IN BC**

**COMMITMENT TO
PUBLIC PROTECTION**

**MEMBER BENEFITS
& ADVOCACY**

ELIGIBILITY QUICK CHECK

- Currently living in Canada
- Master's degree relevant to clinical counselling/psychotherapy with a transcript showing the date your degree was granted
- Completed courses matching BCACC's six core topic areas
- Completed at least 100 hours of Clinical Supervision + References
- Meets BCACC's English language requirements
- Letters of Good Standing (if applicable)

CHECKLIST

Use this personal checklist to help you track what you need to submit for your application package. Please read the whole guidebook for specific details related to each item.

IMPORTANT

Your application may be delayed if required documents are missing. **BCACC does not request for documents on your behalf or send reminders.** You are responsible for ensuring that all required documents are sent to BCACC accurately and on time for review. **Keep track of your application's progress on the [Check Status page](#).**

REQUIRED DOCUMENTS	CHECK
Online application	☐ Required
Official master's degree transcript with date degree was granted Relevant to the area of clinical counselling/psychotherapy	☐ Required
Official post-secondary transcript(s) with date degree was granted (e.g. Bachelor's degree)	☐ Required
International Credential Evaluation (Course-by-Course evaluation)	☐ Required if you were educated outside of Canada
Clinical Reference Forms A total of 100 hours of clinical supervision, at least 25 hours must be direct supervision	☐ Required
Colleague Reference Forms	☐ Required if only 1 clinical reference was submitted
English Language Proficiency	☐ Required
Letters of Good Standing	☐ If applicable



Step 1 Complete An Online Application

Begin your application with BCACC by submitting an [online application form](#). You can save your information part way and return as many times as you need to complete the form.

IMPORTANT

Once you submit your form, you will not be able to edit your details. You can email any changes or corrections to applications@bcacc.ca

INFORMATION YOU WILL NEED:

Details about your address & degree:

- Your current home address (you must live in Canada to apply)
- Degree name and the name of your school
- Year your degree was granted

Details about your completed coursework

Course title & course number reflecting BCACC's six core topic areas

Details about your clinical and/or colleague references

- Reference name and email address
- Reference qualifications

A PDF/Word copy of your current resume. Must include:

- Academic qualifications
- Counselling training
- Work experienced for the past 7 years (related and unrelated to counselling)

Payment for the \$200 application fee

BCACC Student Member can provide their student number to receive a waiver as part of Student Membership benefit

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COURSE REQUIREMENTS

When you apply for BCACC regulated membership, you must **meet our six core topic area requirements**. **At least four of the six counselling courses must be completed at a master's degree level**. The remaining two courses may be completed at an undergraduate degree level as long as all six core topic areas are covered.

IMPORTANT

Your instructor, program staff, or academic advisor are the best positioned to determine whether your course and its content meet BCACC's six core topic areas. Use the table below to help plan your program with your university and check whether a course meets BCACC's core topic area requirements.

CORE TOPIC AREA	DESCRIPTION
Developmental Psychology OR Psychopathology	A course that covers psychological development throughout the lifespan or psychopathology.
Counselling Theories OR Personality Theories	A survey course of counselling theories, a course covering a specific therapeutic approach, or a course on the topic of personality theory.
Group Therapy Theory & Practice	A course focused solely on theory and practice in one or more modalities in group counselling. Options including student role play preferred.
Family Therapy Theory & Practice	A course focused solely on theory and practice in one or more modalities in family counselling. Areas of focus may include one or more family therapy theories (e.g. Satir, Emotionally Focused Family Therapy, Milan, Strategic, Bowenian, Narrative, etc.) Options including student role play preferred.
Basic Research Design	A course which includes one or more of the following: Statistical methods and analysis, qualitative and quantitative research methods and design, and/or interpretation and critique of research literature.
Professional Ethics in Counselling/Psychotherapy	A course focused on codes of ethics, practice standards and guidelines, professional issues, and ethical decision-making models as applied to ethical dilemmas and case studies in counselling practice . The course should ideally include legal requirements and their impact on professional practice.

[CLICK HERE TO VIEW COURSE GRIDS](#) 



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Step 2 Order Your Documents

Once you start an online application, you will receive an application number. When you receive this number, you can begin requesting documents be sent to BCACC. You can find your application number by viewing the [Check Status page](#) or checking your email.

QUICK CHECK

Things you may need to send:

- Official transcripts with date your degree was granted
- Credential Comprehensive Evaluation Report
- Proof of English language proficiency
- Letters of Good Standing

Note: In most cases, BCACC does not accept official documents sent directly from you. Your documents must be sent to BCACC directly from your school or issuing organization.

WHERE TO SEND YOUR DOCUMENTS?



BCACC'S APPLICATION EMAIL:

applications@bcacc.ca

OR

MAIL IT TO OUR OFFICE IN VICTORIA:



109 – 1034 Johnson Street
Victoria, BC, Canada
V8V 3N7

TRANSCRIPT

You must provide official undergraduate and graduate transcripts for all completed education. Also, your program(s) have to be completed at a recognized institution (in Canada, this means it is an institution that is government-approved or that is an authorized degree-granting institution). Both your official master's and undergraduate transcripts **must show the date your degree was granted**. BCACC does not accept letters of completion.

IMPORTANT

BCACC does not accept transcripts that are sent directly by you. Your transcripts must be sent by your schools or third-party transcript providers (e.g. National Student Clearinghouse, MyCreds, or Parchment).

To avoid delays with your application, follow up with the organizations that are sending documents to ensure these items are accurate and provided to BCACC in a timely manner.

Received your degree(s) outside of Canada?

Your degree(s) will need to be evaluated by a member agency of the [Alliance of Credential Evaluation Services of Canada](#). Please request a comprehensive report that includes a list of coursework that was completed as part of that degree.

Translation

Any documents you submit for your application must be in English. If translation is needed, please use a Certified Translator in Canada. Here are some resources you can use:

- [Certified Translators in BC](#)
- [Certified Translators outside of BC](#)

Remember! Any translated documents you include in your application must be sent from the Certified Translator to BCACC. Official documents sent directly from you to BCACC will not be accepted.

LETTERS OF GOOD STANDING

If you listed any registrations, memberships, or licenses in your online application form, you need to provide a letter showing that your registration was in good standing or closed while in good standing.

BCACC ACCEPTS:

- Letters of Good Standing
- Verification of Registration
- Statement of Professional Standing

BCACC can accept these documents directly from you or your regulatory body/institution.

BCACC DOES NOT ACCEPT:

- Screenshots of memberships
- Registration search results
- Membership cards
- Copies of current licenses or registration certificates

Applicants who had a student membership with any institution do not need to submit letters of good standing.

ENGLISH LANGUAGE REQUIREMENT

All applicants seeking registered membership with BCACC must demonstrate a minimum level of English Language Proficiency (ELP) through one of the following ways:

OPTION 1 | YOUR DEGREE

A master's degree from a post-secondary institution where the primary language of instruction is English. This requirement can be met if your official transcript, that was sent to BCACC, is in English. You may also provide an education credential evaluation report to demonstrate you meet this requirement.

OPTION 2 | REGULATORY ORGANIZATION

A current registration, in good standing, with another Canadian counselling or psychotherapy regulatory body. A letter of good standing that identifies you meet the English Language requirement set by that Canadian regulator can be considered as proof by BCACC that you meet our English Language requirements.

OPTION 3 | ENGLISH TEST

Successful completion of one of the following English language tests:

TEST	SCORES	BCACC DOES NOT ACCEPT
IELTS	Applicants submitting either an IELTS Academic or IELTS General must have an overall score of 7 with a minimum score of 6.5 in each category.	IELTs One Skill Retake, IELTS Online, or IELTS Indicator
TOEFL	Applicants submitting a TOEFL iBT test must have an overall average score of 94 with a minimum score of 22 in each category. To share your TOEFL results, include BCACC's institution code D606 and use BCACC's full institution name: "BC Association of Clinical Counsellors."	TOEFL Essential, TOEFL My Best, TOEFL iBT Home, or TOEFL ITP
CELP	Applicants submitting a CELPIP General Test must have a score of CELPIP Level 8.	CELP General LS

NOTE: Official test results must be valid and current within 2 years.

If you want to submit results from an English test not listed above, your scores must be equivalent to one of the tests in the table above. BCACC Registration Staff will determine whether your test results can be accepted.

HOW DO I KNOW BCACC HAS RECEIVED MY DOCUMENTS?

View your application [Check Status Page](#) to see what documents have been received and uploaded to your application package.

- If you submitted a document to BCACC but do not see it on your [Check Status Page](#), it means BCACC has not yet received, reviewed, or uploaded it.
- It can take 4-8 weeks for BCACC to receive your documents from the organization that sent them (for example your school or other institutions).
- If you still do not see your document after 8 weeks, please contact the organization that issued it before reaching out to BCACC.

The screenshot shows the 'Check Status Page' for the BC Association of Clinical Counsellors. It includes the BCACC logo and a message: 'Your application # 3493036 has already been submitted.' Below this, a note states: 'The application cannot be updated and/or changed after it has been submitted to the BCACC. Should any changes be required after it has been submitted, please send an email to the BCACC office to [BCACC offices](#), using the subject line "Application No. 3493036 Information Revisions".' The 'Current Application Status:' is 'Applicant'. The 'Notes / Attachments:' section shows a table with columns: Note, File Name, Added By, and Last Updated. The message 'No notes / attachments were found.' is displayed. Red arrows and boxes highlight key areas: 'Your 7-Digit Application Number' points to the application number; 'Your Application Status' points to the current status; and 'Your documents will appear here when it is uploaded by BCACC staff' points to the attachments section.

APPLICATION STATUS	DEFINITION
Applicant	Your online application has been submitted. Next, please order your required documents to be sent to BCACC. Received documents are uploaded under the "Notes/Attachments" section.
Application is being reviewed	All your documents have been received and your application package is now in queue for review. The review can take up to 6 weeks to complete. It may take longer than expected depending on the completeness and complexity of your application package.
Request for additional information	Additional information has been requested. Please check your email for details on that request.
Application pending committee review	Your application has been assigned to the Registration Committee for further review. You will be advised about next steps and timelines by email.
Submit a criminal record check	Your application package has been reviewed and meets BCACC's registration requirements. You can now complete a criminal record check. Please check your email for instructions.
Submit membership information	Your criminal record check has been cleared. You are now invited to complete your BCACC membership. Please check your email for instructions.
Full registered	You are now a fully Registered Clinical Counsellor with BCACC.



Step 3 Submit Your References

You must provide **at least two references** from qualified mental health professionals who are familiar with your clinical counselling/ psychotherapy work. In total, you **must have received 100 hours of clinical supervision** for your application:

- **At least 25 hours of the 100 hours must be through direct clinical supervision.** The remaining hours can be acquired through indirect clinical supervision .
- At least one reference must have supervised your clinical work
- Clinical supervision must be completed during or after the start of your master's degree program.

DID YOU KNOW?

You can complete Step 2 and 3 at the same time! You do not need to wait for all your documents to be received by BCACC before starting Step 3.

CLINICAL SUPERVISION ACTIVITIES

Direct Supervision Activities include:

- Direct observation of sessions
- Review of video-taped sessions
- Review of audio-taped sessions
- Co-counselling
- Co-facilitating

Indirect Supervision Activities include:

- Case consultation
- Group supervision
- File review
- Case management

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IMPORTANT DIFFERENCES

A Clinical Reference is...

1. A clinical supervisor who was appointed by the university to supervise your practicum/internship during your master's program **OR**
2. A clinical professional with at least 5 years of experience working as a counsellor, psychotherapist, or in a similar clinical role, **AND who meets one of the following requirements:**
 - The supervisor is a registered member in good standing of a mental health professional with an organization that regulates its members **OR**
 - The supervisor holds a master's degree or higher similar to BCACC's membership education requirement.

Clinical References provide the number of direct and indirect clinical supervision hours they have completed with you.

A Colleague Reference is...

Someone who does not provide clinical supervision. Instead, they are mental health practitioners who know your clinical counselling/psychotherapy work and can provide a professional reference. **Students or individuals still in training are not acceptable** colleague references.

Do I need a colleague references if I have two clinical references?

No. You will need a colleague reference if you only have one clinical reference. This clinical reference must be able to provide all 100 hours of clinical supervision (including at least 25 hours of direct clinical supervision).



IMPORTANT

BCACC does not require you to report client contact hours, only clinical supervision hours

HOW TO SUBMIT A REFERENCE FOR YOUR APPLICATION

1

Provide your reference with the following information

- Your application number
- The first and last name you used in your application

2

Your reference must have the following ready before starting:

- The start and end dates of your supervision
- Know which type of [clinical supervision activities](#) they have completed with you
- The total number of hours of supervision they have completed with you

3

Provide your Clinical and Colleague References with the right online form link to complete:

- [A Clinical Reference](#)
- [A Colleague Reference](#)

IMPORTANT

A copy of the completed online reference form will not be sent to you automatically. Please ask your reference to provide a PDF copy of the completed form for your own records. Your reference will find instructions for printing a PDF copy within the online form.

BCACC does not need to receive this PDF copy from you or your reference. We will have received the completed form when your reference submits the online reference form.

COMMON QUESTIONS

If I completed my clinical supervision outside of Canada, would this be acceptable?

Clinical supervision received outside of Canada may be acceptable. Please have your referee complete the online reference form for staff consideration.

What happens if my supervisor is unavailable?

If your clinical supervisor of choice is unavailable, please find another clinical supervisor who can provide the necessary information needed. You can also use BCACC's list of [Approved Clinical Supervisors](#) to fulfill this requirement.



Step 4 Application Review

Once all your documents for your application package have been received, your application status will change to “Application is being reviewed” in the [Check Status page](#). This means that your application package is now in queue for review. BCACC will share the outcome of the review by email.

If your application is complex, additional time may be needed to review your application. **Your application may be complex if:**

- You have completed your degree outside of Canada
- Your counselling coursework is ambiguous or the course titles do not clearly identify which [BCACC core topic area](#) the coursework aligns with

BCACC staff may contact you if more information or documentation is required to complete the review.

IMPORTANT

Please do not move forward to the next step in the application process until you have received instructions to do so.

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Step 5 Submit A Criminal Record Check

Once your application has been reviewed, you will be invited to complete a criminal record check. Please check your email for instructions on how to complete your criminal record check. If you do not see an invitation in your inbox, check your junk/spam folders.

IMPORTANT

Please do not complete a Criminal Record Check unless you are invited to complete this step. You may incur additional cost if you complete a Criminal Record Check before BCACC has reviewed your application.

HAVE A QUESTION OR CONCERN?

If you have any questions or concerns about information that may appear in your criminal record check results, please contact our office at 250-595-4448 and ask to speak to the Registration Program Coordinator.

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Step 6 Complete Your Membership Form & Obtain Insurance

Once your criminal record check results are reviewed and accepted by BCACC, you will be offered BCACC Regulated Membership.

Please check your email for instructions on:

- How to complete your membership enrollment details
- How to obtain professional liability insurance coverage
- Required fees

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