



## APPLICATION FORM CAPT APPROVED PROVIDER PROGRAM

**Directions:** This form must be completed by individuals, organizations, businesses, or institutions who are able to provide Masters level or higher trainings and who want to offer CAPT approved play therapy Foundation or Continuing Education trainings. These trainings might be offered to individuals seeking Certification in the field of play therapy, individuals seeking to meet requirements for continuing education hours, or to other professionals.

The Approved Provider Committee of CAPT will review the "Application for Approved Provider Program Form."

When reviewing the submitted information, the Approved Provider Committee will consider, but is not limited to, whether the content of the training program is relevant to members seeking Certification or Continuing Education hours, based on current Guidelines and whether the presenter's credentials are appropriate to the materials being covered.

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Check your status:    New Application       Renewal

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Check the Type of Approved Provider designation for which you are applying:

- Type 1: Be an Approved Provider for three (3) years to offer multiple play therapy events and programs
- Type 2: Be an Approved Provider for one (1) event (limit 30 play therapy credit hours and 5 consecutive days)

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Check the applicable box to indicate whether the Approved Provider is an individual, organization, business, or institution:

Individual     Organization     Business     Institution

Name of Individual, Organization, Business, or Institution:

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Area(s) in which play therapy training(s) will focus:

History

Theory

Techniques

Applications

Supervision

\_\_\_\_\_

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Program Quality Assurance:

Designation as a CAPT Approved Provider includes an inherent responsibility to offer high quality events and programs in an ethical and effective manner to mental health professionals.

To demonstrate your ability to comply with CAPT programming knowledge and skills and ability, please follow the instructions outlined below.

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For Type 1 applicants who will be providing many trainings over a 3 year period:

- 1) At the time of application, please provide the following for the first upcoming training you anticipate, or you may provide a sample from a previous training you have given.
- 2) For other trainings that take place over the 3 year period, please provide the following prior to each of the trainings.

For Type 2 applicants who will be providing training for one event, limited to a maximum of 30 play therapy credit hours and five consecutive days, please provide the following for the specific training you are applying for.

Section 1- Foundation Trainings:

Will this training being offered be used by trainees for Foundation Training?

Yes     No

If “No” please go to Section 2, Continuing Education Trainings, below

If “Yes” please provide the following

**Foundation Play Therapy Trainings**

Approved Providers who would like to offer Foundation Play Therapy Training would provide to CAPT, for each Foundation Play Therapy Training, the following information:

- title of course
- overview of course (indicating that course will be taught at a Masters or higher level of instruction)
- abstract

- instructor's name, credentials (CPT-S), summary of area of expertise, and CV\*
- outline of course content
- learning objectives of the course
- instructional methods used
- any assigned texts
- sources over past 5 years that course material based on
- number of educational hours of play therapy training credit provided
- indication of where the training falls about the three categories required as outlined in the Foundation Play Therapy Training in the Certification Standards (Theories/Approaches, Techniques, or Special Populations)
- date and location of course
- method of student evaluation used and copy of evaluation used (exam, essay questions, etc)
- copy of the advertising brochure or flyer
- copy of Foundation Play Therapy Training Certificate of Completion

\*Note: Instructors for Foundation Play Therapy Training must have CPT/S credential and must have expertise in the area of child and family/play therapy they are instructing in.

**Foundation Play Therapy Trainings:**

The following must be prepared for each Foundation Play Therapy Training offered by Approved Providers:

**1) Advertising brochure (or flyer) that must contain the following:**

- Event or Training Name or Title
- Sponsor (if applicable)
- Date
- Number of contact play therapy training credit hours (one credit hour = 60 minutes of direct training contact; lunches, breaks, etc. excluded),
- The breakdown of hours of where this training fits with regards to the required hours in the 3 categories outlined in the Certification Standards of a) theories/approaches, b) techniques, and c) special populations.
- In each of the 3 categories specified above, 45 of 60 hours of play therapy training must be taken as face-to-face live training in the same physical space.
- Content Description
- Learning Objectives
- Program Schedule, including start and end times for each activity including registration, breaks, meals, and other activities
- Facility Name and Location (city and province)
- Brief cancellation and refund policy
- Program Presenter, including name, highest mental health degree and primary mental health credentials (must be CPT-S for Foundation Training)

- Information that a Foundation Training Certificate of Completion will be provided based on attendance and successful completion of a student evaluation component
- That the Foundation Training Certificate of Completion can be used towards CAPT Certification purposes for Foundation Play Therapy Training requirements towards Certification as a Certified Play Therapist (CPT).
- CAPT Approved Provider XX-XXX

2) **Foundation Play Therapy Training Certificate of Completion** that must contain the following:

- Attendee Name
- Event or Training Name or Title
- Sponsor (if applicable)
- Date
- Number of contact play therapy credit hours
- Breakdown of hours this training falls into with respect to a) theories/approaches, b) techniques, or c) special populations. (For example, a 6 hour workshop may consist of 3 hours of theory and 3 hours of techniques and would be indicated on the certificate.)
- Facility Location (city and province)
- Program Presenter, including name, highest mental health degree and primary mental health credentials (must be CPT-S for Foundation Training)
- Signature by program presenter or sponsoring organization that attendee has attended full number of hours and has successfully passed/completed the student evaluation component
- That the training can be used towards CAPT Certification purposes for Foundation Play Therapy Training requirements towards Certification as a Certified Play Therapist (CPT).
- CAPT Approved Provider XX-XXX

**Continuing Education Trainings:**

Approved Providers who would like to offer continuing education child and family and play therapy trainings would provide to CAPT, for each continuing education training, the following information:

- title of the course (indicating that course will be taught at a Masters or higher level of instruction)
- course instructor's name and credentials (CPT-S or on Approval by the Education Committee.)
- outline of course content
- learning objectives and outcomes of the course,
- number of continuing educational credit hours provided,
- date and location of training

- copy of advertising brochure or flyer
- copy of Continuing Education Certificate of Attendance

The Approved Provider would provide a Continuing Education Certificate of Attendance to students based on attendance only. The certificate would be signed by the presenter or organization and would include the attendee's name, the course title, date, number of continuing education credit hours, training location, instructor's name and credentials, and CAPT Approved Provider Number. The certificate received would also indicate that the training could not be used for Foundation Play Therapy Training towards Certification with CAPT as a Certified Play Therapist (CPT).

Advertising for play therapy Continuing Education would indicate that the training would not be used for Certification purposes towards CPT credentials.

**1) Advertising brochure (or flyer) must contain the following:**

- Title of course ("play therapy" must be part of the title)
- Sponsor (if applicable)
- Instructor's name and credentials (Minimum of Masters degree)
- Date
- Number of play therapy continuing education credit hours (lunches, breaks, etc. excluded) indicating whether the hours are contact (face-to-face, in person) or non-contact (on-line, webinar, podcast) hours
- Outline of course content, with "play therapy" predominantly displayed throughout the course content description, and indicating that the course will be taught at a Masters or higher level of instruction
- Learning objectives of the course; "play therapy" must be predominantly displayed in most of the learning objectives
- Program Schedule, including start and end times for each activity including registration, breaks, meals, and other activities
- Facility Name and Location (city and province)
- Brief cancellation and refund policy
- Information that a Continuing Education Certificate of Attendance will be provided based on attendance
- Information that the Continuing Education Certificate of Attendance can be used towards continuing education purposes only but cannot be used towards Foundation Play Therapy Training requirements for certification purposes towards Certified Play Therapist (CPT) or Certified Play Therapist Associate (CPT-A)
- CAPT Approved Provider XX-XXX

**2) Continuing Education Certificate of Attendance must contain the following:**

- Space for Attendee Name
- Title of course ("play therapy" must be part of the title)

- Sponsor (if applicable)
- Date
- Number of play therapy continuing education credit hours indicating whether the hours are contact (face-to-face, in person) or non-contact (on-line, webinar, podcast) hours
- Facility Location (city and province)
- Program Presenter, including name, highest mental health degree and primary mental health credentials (minimum Masters degree)
- A signature by program presenter or sponsoring organization as well as a statement as follows: "This certifies that attendee has attended the full number of hours specified for this training."
- A statement as follows: "This training can be used for continuing education purposes only and CANNOT be used for CAPT certification purposes for Foundation Play Therapy requirements towards certification as a Certified Play Therapist (CPT) or Certified Play Therapist Associate (CPT-A)."
- CAPT Approved Provider XX-XXX

\*Note: Approved Providers will provide a Continuing Education Certificate of Attendance to students based on attendance only.

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Application Fees:

There are no Application Fees.

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Please send completed Application Form, required documents, and application fee to:

CAPT Approved Provider Committee  
 PO Box 24010  
 Guelph, Ontario N1E 6V8