



## CAPT Approved Provider Checklist

Requirement	Achieved - How	Next Steps
1. Offer graduate-level play therapy foundation training and continuing education programs that are specifically applicable to play therapy practitioners and that improve client care, either directly or indirectly, by demonstrating evidence of EITHER a systematic use of a therapeutic model, the establishment of an interpersonal process using the therapeutic powers of play, and intent to prevent or resolve psychosocial difficulties and/or achieve optimal growth and development OR Content that enhances the specific professional proficiency of mental health practitioners who are engaged in the clinical practice of play therapy, the supervision of play therapists, or the instruction of play therapy.		
2. Utilize a mechanism (eg needs assessment or scan of mental health profession or specific licensing or credentialing criteria) to determine and ensure that program content is relevant and timely		
3, Display clear learning objectives in advance to prospective registrants		

<p>4. Require that the program be conducted at Master’s or higher play therapy content level.</p>		
<p>5. Require that program content be play therapy specific, e.g. play therapy history, theory, techniques, applications, or supervision OR specific to the learning needs of practitioners providing play therapy services.</p>		
<p>6. Require that “play therapy” be prominently displayed in the program title and throughout the program content description</p>		
<p>7. Require that “play therapy” be predominantly displayed in most of the program learning objectives.</p>		
<p>8. Utilize program presenters who have: earned a Master’s or higher mental health degree, expertise in the area of play therapy they are presenting on, adhere to a Code of Ethics from their appropriate professional regulatory body (e.g. Canadian Counselling and Psychotherapy Association, Canadian Psychological Association, etc.) and who will identify by which Code any one or more programs have been or will be conducted upon request preferably have earned and maintain active CPT-S credentials (mandatory for Foundation Play Therapy Training).</p>		

9. Establish and observe policies regarding program cancellations, whole or partial registration fee refunds, and resolution of attendee complaints		
10. Observe a mechanism by which attendees render program and presenter evaluative comments and suggestions to presenter and Approved Provider		
11. Observe all intellectual property rights of third parties when presenting content and in written material.		
12. Approved Providers must display the mandatory phrase "CAPT Approved Provider XX-XXX" on all child and play therapy training promotional brochures, advertisements, registration materials, and certificates		

**Foundation Play Therapy Training Checklist**

Title of course ("play therapy" must be part of the title)		
Instructor's name, credentials (must be CPT-S, summary of area of expertise, and CV*)		
Outline of course content, with "play therapy" predominantly displayed throughout the course content description, and indicating that the course is taught at a Master's or higher level of instruction.		

Learning objectives of the course; “play therapy” must be predominantly displayed in most of the learning objectives		
Instructional methods used		
Sources over past 5 years that course material based on		
Total number of educational hours of foundation play therapy training credit provided (lunches, breaks, etc. excluded), indicating whether the hours are contact (face-to-face, in person) or non-contact (on-line, webinar, podcast) hours		
Breakdown of where the training falls about the three categories of training required as outlined in the Foundation Play Therapy Training (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 that states participants met attendance requirements and satisfactorily completed evaluation		

of course content, for example through exam or written essay		
Advertising for Foundation Play Therapy Training courses would indicate that the training could be used towards certification with CAPT.		

**Continuing Education Checklist**

Title of course(“play therapy” must be part of the title)		
Course instructor’s name and credentials (minimum Masters level qualifications, CPT-S or on Approval by the Education Committee.)		
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		
Total number of continuing educational credit hours provided (lunches, breaks, etc. excluded), whether the hours are contact (face-to-face, in person) or non-contact (on-line, webinar, podcast) hours		

Date and location of training		
Copy of advertising brochure or flyer		
Copy of Continuing Education Certificate of Attendance not Completion as no evaluation is required		
Advertising for Play Therapy continuing education would indicate that the training could only be used for continuing education purposes and could not be used for Certification purposes towards CPT credentials.		