

SECTION III STANDARDS AND PROCEDURES FOR ACCREDITATION OF PASTORAL COUNSELLING CENTRES FOR COUNSELLING**Subsection 1 Standards****A. The Objectives for Pastoral Counselling Centres****B. The Operational Standards for Pastoral Counselling Centres****Subsection 2 Procedures for Accrediting Pastoral Counselling Centres****Subsection 1 Standards****A. The Objectives for Pastoral Counselling Centres**

CAPPE/ACPEP recognizes Pastoral Counselling Centres (PCC's) as an important expression of pastoral ministry. Centres have significant functions, including:

1. Promotion of personal wholeness and the encouragement of healthy personal, marital and family living through educational programs.
2. Pastoral assessment and diagnosis, therapy and/or referral for persons seeking help for emotional, spiritual or relational problems and/or wishing to enhance/enrich/deepen their living.
3. Consultation to pastors concerning the crises with which they are dealing in their parishes.
4. Consultation to other professionals concerning the spiritual needs of their counselees.
5. Such other functions as may be appropriate to the skills of the PCC staff.

B. The Operational Standards for Pastoral Counselling Centres

1. The Pastoral Counselling Centres shall have a Board of Directors which will serve the following functions.

- a) Maintenance of liaison with the religious community.

The Board will secure endorsement by the religious community and develop strategies for maintaining that endorsement.

- b) Maintenance of professional standards within the Centre.

The Board will ensure that Centre staff meet standards of education and maintain their professional standards through supervision and continuing education.

- c) Maintenance of adequate funding.

The Board will disseminate information about the Centre and its programs developing ways by which the programs can be evaluated in relation to performance in relation to the adequacy of the programs for meeting community needs.

2. Centre staff shall be composed of persons who can assist the board of directors with its responsibility of maintaining liaison with the religious community. At least one staff person shall be a Teaching Supervisor or Specialist in Pastoral Counselling in CAPPE/ACPEP. Other staff members shall be active participants in their own religious communities who are also committed to involvement in ecumenical and community endeavours. There shall be a sufficient number of full-time and part-time staff members and consultants to

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perform the functions of the centre and to provide a community of support. All staff members shall be governed by the Cord of Ethics and Professional Conduct for Pastoral Counsellors of CAPPE/ACPEP.

3. The activities of the centre will be directed towards the functions specified in paragraph 1 and such other functions as may be included in the mandate of the centre. Those activities will be carried out in co-operation with congregational, ecumenical and denominational pastoral care programs and with community agencies and private practitioners providing similar or adjunct services.
4. The centre shall provide for adequate policies and procedures in the area of personnel management, administration, fees, record-keeping, counselling relationships, interprofessional collaboration, referral communication, privileged communication and supervision. The centre shall provide adequate facilities to guarantee the privacy of counselees.
5. The centre shall be open to all persons requesting assistance and no person shall be denied counselling solely on the basis of an inability to pay for that counselling. It is recommended that the centre use a sliding scale which relates the fees charged to the counselees' ability to pay.
6. The centre staff shall not work in professional isolation. They shall develop linkages with various professional groups, including clergy, educationists, psychologists, social workers, psychiatrists, general and specialist physicians, etc. These linkages will afford opportunity for collegiality in the provision of counselling and for consultation and staff development.
7. Normally, the centre will provide supervision to all staff members which will include supervision by a CAPPE/ACPEP teaching supervisor (PCE) and by a person(s) from other discipline(s). This may be done through attention to staffing patterns and/or through the use of outside consultations/supervisors.

SECTION III STANDARDS AND PROCEDURES FOR ACCREDITATION OF PASTORAL COUNSELLING CENTRES FOR COUNSELLING**Subsection 2 Procedures for Accrediting Pastoral Counselling Centres**

A. A PCC may apply for accreditation after one year of continuous operation. Accreditation will be in two steps: provisional accreditation after one year of continuous operation; full accreditation after three years of continuous operation.

1. The provisional accreditation and full accreditation processes are identical, namely:
 - a) Filing a written application using the forms provided by CAPPE/ACPEP.
 - b) Satisfactory evaluation by a site review team (SRT) named by the accreditation committee of CAPPE/ACPEP. The SRT shall be composed of three persons, one of whom shall be from outside the CAPPE/ACPEP region in which the PCC is located and one of whom shall be a CAPPE/ACPEP member who is a member of the religious denomination supporting the PCC (when applicable) or who represents the cluster of religious denominations to which the PCC is accountable.

The purpose of the review is to determine whether the accreditation standards for PCC's are being met. The centre shall pay all travel and accommodation expenses for the SRT, along with a review fee to CAPPE/ACPEP.

2. Provisional and Full Accreditation shall be maintained through:
 - a) Payment of an annual membership fee to CAPPE/ACPEP.
 - b) Filing of an annual report with the Accreditation Committee of CAPPE/ACPEP. The annual report shall include such information as:
 - number of persons served
 - audited financial statements
 - budget for the next year
 - such other information as may be necessary to demonstrate that accreditation standards continue to be met.The report is to be in the hands of the Accreditation Committee by March 31.
 - c) A site review will take place every ten years after the year of full accreditation.
 - d) However, the Accreditation Committee may initiate review whenever it deems it appropriate on the basis of complaints or on the basis of information contained in the centre's annual report.
 - e) Centres shall lose their accreditation:
 - i) if fees are not paid.
 - ii) If the Accreditation Committee ascertains that the standards for accreditation have not been maintained.
 - f) Loss of accreditation will be effective on receipt of a letter from the Accreditation Committee stating the cause(s) for loss of accreditation and the way in which accreditation may be reinstated.
 - g) A centre whose accreditation has been revoked may appeal in writing to the board of directors of CAPPE/ACPEP.