

CCE Approved Clinical Supervisor (ACS) Program Registered Credential Training Provider (RCTP) Program

Part 1

For your convenience, this is a fillable application.
Please download the form to your computer to fill it out.

Name of University: _____

Submitted by: _____ Date: _____

RCTP University Application (Part I) Checklist

All of the following materials must be received by CCE before the review process for Part 1 of the RCTP Application can begin:

RCTP Requirements

Please check here to indicate that you have read all of the requirements for the RCTP Program. The requirements can be found in the [CCE Registered Credential Training Provider Program Policy](#).

RCTP Application (Part 1)

The application form must be *completed, signed, and dated*. Applications will be returned if incomplete.

Application Fee

This fee is nonrefundable and nontransferable. Please see p. 5 of the RCTP Application for details on how to submit the application fee. CCE accepts payment via our online portal, [Xpress-pay](#).

University Policies

Provide copies of the following policies. Refer to Section B of the [CCE Registered Credential Training Provider Program Policy](#) for specific details.

- Fees, refunds, and cancellations (Section B.11)
- Complaints, disputes resolutions (Section B.12)
- Disability accommodations (Section B.7)

CCE will take reasonable measures to keep all information shared as part of the credential training application process confidential. Such information will only be distributed to and/or reviewed by CCE staff who have a need to review and evaluate the information.

ACS RCTP for Universities Application (Part I)

The Approved Clinical Supervisor (ACS) Registered Credential Training Provider (RCTP) application is for doctoral programs in counseling seeking RCTP status. Often the educational training requirements for the ACS credential may be met by the doctoral program's current supervision coursework. The RCTP application process includes two phases: the initial application phase (Part I), which reviews the overall administration and structure of the supervision training courses, and the documentation phase (Part II), which reviews the course content. Following an initial review of your application, CCE will notify your authorized representative on the outcome and how to proceed with the documentation phase to complete the review process.

Submission of a completed application does not guarantee approval. CCE will not pre-review applications or programs. Application or program management cannot be delegated to another entity.

University Counselor Education Program Information

Name of University: _____

Mailing Address: _____ City, State, ZIP Code: _____

Physical Address (if different from above): _____

Name of Degree Program: _____

Program Website (URL): _____

Business Email(s): _____ Tel. no(s): _____

ACS Program Administrator Information

The university must designate a representative to serve as program administrator. The program administrator must hold a master's degree or higher in a mental health field from an accredited educational institution. The program administrator is responsible for assuring that the content of all training programs offering CCE credit and the qualifications of all course instructors satisfy CCE requirements. This individual serves as the primary contact with CCE for all program-related communications.

Name: _____ Title: _____

Email: _____ Program Telephone: _____

RCTP Representative Information Check here if this person is also the program administrator

The university must designate a representative to serve as the primary contact person with CCE concerning all matters related to the [CCE Registered Credential Training Provider Program Policy](#).

Name: _____ Title: _____

Email: _____ Educational Degree and Field of Study: _____

ACS RCTP for Universities Application	Program Delivery Format	Fee
Application Fee	Includes review of one delivery format (Either live event or on-demand)	\$500
Additional Delivery Format	To apply for both live event and on-demand delivery formats, add this additional fee.	Additional \$250

**Application fees are nonrefundable and nontransferable.
Application will be processed upon receipt of payment.**

ACS RCTP for Universities Approval Requirements

The CCE Registered Credential Training Provider program for the Approved Clinical Supervisor credential aligns well with doctoral programs in counseling because they provide specialized training and experiential, hands-on opportunities to prepare graduates to serve as clinical supervisors. The ACS credential leverages that training through the formal credential application review and approval process to highlight and amplify candidates' professional specialization in supervision.

RCTP status is granted by CCE to eligible supervision training programs demonstrating compliance with all RCTP provider and program requirements, including all applicable terms of the [CCE Registered Credential Training Provider Program Policy](#). CCE retains the sole authority to determine if a university program qualifies for RCTP status.

A program that has been granted RCTP status for the ACS credential is registered as meeting the educational and training eligibility requirements for this credential in the approved delivery format.

The guiding principle and operational goal of the ACS RCTP process is to identify qualified programs consistent with the content requirements of the ACS credential and the requirements of the CCE Registered Credential Training Provider Program Policy. RCTP status is limited to organizations and individuals that can function independently and have the resources to satisfy all policy requirements.

RCTP Status Eligibility Requirements

In order to qualify for RCTP status, the university must satisfy all CCE RCTP eligibility requirements, including the following:

- a. The university must conduct all activities and qualified courses consistent with the [CCE Registered Credential Training Provider Program Policy](#), and related CCE agreements and requirements. All eligibility requirements are presented in this policy and must be fulfilled by the university.
- b. The university must submit to CCE complete and accurate application and continuing registration information, materials, agreements, and fees in a timely manner as required by CCE. All such information and materials become the property of CCE, and all application and continuing registration fees are not refundable or transferable.
- c. The university organizational governance documents and operational principles must be consistent with CCE policy and agreement requirements, and applicable legal rules. The university's organizational governance documents and operational principles must not include or promote any unlawful discriminatory policies, rules, or practices.
- d. In the event that a university fails to satisfy, or acts contrary to, the requirements of this Policy, or a related CCE agreement or requirement, CCE has the sole authority and discretion to impose conditions or sanctions on any such Provider, including suspension or termination of RCTP status.

RCTP Application Requirements

Incomplete or unsigned applications will not be reviewed. Correct payment must accompany the application.

Check the delivery format(s) for which you are applying:

ACS credential applicants are required to complete a 3 semester hour graduate course in clinical supervision, or an equivalent course of 4.5 quarter hours from a counseling program accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), or 45 clock hours in clinical supervision training.

Live Interactive Course Delivery Format: Live, in-person courses may be delivered in person or by an electronic device that permits trainees to interact with the presenter(s), including qualified programs delivered solely for in-service training directly related to employment.

Virtual, On-Demand Course Delivery Format: Virtual, on-demand courses may be delivered by recorded electronic device or in print format, which include video, audio, and/or text materials.

1. Do you require students to hold either of these?

Master's degree or higher

Master's degree or higher in a mental health field

Do you require an official transcript for admission for your program? Yes No

2. Which of these accreditations does your university or counselor education program hold?

CACREP Regional accreditation Institutional accreditation

3. Has the university previously been denied approval as a training provider or had a program denied?

Yes No

If yes, by which organization(s) was the university or program denied and why?

4. Will you have university faculty members teach the clinical supervision training courses?

Yes No

If no, please describe the process of selecting the course instructors.

5. Does the university maintain policies concerning program fees, refunds, and cancellation?

Yes No

6. Does the university maintain a published policy concerning the review and resolution of complaints and disputes related to programs?

Yes No

7. The university will provide all legally required disability accommodations to students in compliance with Section B.7 (Provider Americans With Disabilities Act (ADA) Requirement) of the [CCE Registered Credential Training Provider Program Policy](#).

Yes No

All counselor education programs offered for CCE eligibility credit will be presented in a manner compliant with all federal and state laws, including the Americans with Disabilities Act (ADA).

Yes No

Describe the process in which students request appropriate accommodations. Include a description or URL where this process is published.

I attest that I understand the [CCE Registered Credential Training Provider Program Policy](#) (Policy), and that the information provided in this application is complete, and that I must provide documentation to support my responses in this application if requested by CCE. I understand that submission of this application does not indicate approval. If approved as an RCTP, the university will comply with the terms set forth in the policy.

Name: _____

Signature: _____ Date: _____

RCTP Application Payment

Please follow the steps below to make payment:

- Go to <https://pay.xpress-pay.com/?pk=11471>
 - o Payment on Behalf of: RCTP Name
 - o Reason for Payment: RCTP ACS Application
 - o Credential Number: Date of payment
 - o Credential Holder or Examinee Name: University Name
 - o Amount: \$500 Application fee for **either** live event or on-demand delivery format or \$750 Application fee for **both** live event and on-demand delivery formats
- Click "Next"
- Enter your credit card information

Please send application and proof of payment to ccebusiness@cce-global.org.