



CTP ADMISSIONS MANUAL

The deadline for application to the program is May 15

The Centre for Training in Psychotherapy offers in Canada a full program for training psychodynamic psychotherapists

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ADMISSIONS

In light of our master's level academic program and the complexity of an experiential training to be a psychotherapist, applicants to CTP require the following:

- A bachelor degree or its equivalent
- 80 hours of individual psychodynamic psychotherapy
- Applicant submission of an autobiography and 2 letters of reference
- Applicant submission of a Prior Learning Profile where applicable
- Individual interviews with 4 faculty members who then meet as a committee to arrive at a recommendation concerning applicant acceptance to the faculty
- Faculty formal vote regarding acceptance

The Application Process

There are three requirements prior to applying for acceptance to the Centre for Training in Psychotherapy:

- 1) A bachelor degree, in any subject, from a recognized university. If the prospective applicant does not have the bachelor degree required to apply, there is the possibility of providing a Prior Learning Assessment and Recognition profile (PLAR) for review under the guidance of a CTP faculty member. However, this option is intended for exceptional applicants only. If a PLAR is offered, this process must be completed and accepted in its entirety *prior* to application. (The PLAR involves a \$60 fee.) Because of the academic demands of the CTP program, applicants must plan to read and write at a masters level.
- 2) A minimum of 80 hours of individual *psychodynamic* psychotherapy (approximately two years of regular weekly sessions), to be completed by the September the student enters the program. A prospective applicant needs to confirm the modality of their therapist's perspective if there is a question about it being psychodynamic. Cognitive behavioural therapy (CBT) is not psychodynamic, and is not acceptable for this requirement. This requirement is because CTP offers a modality-specific training, and values each student's personal experience of the therapeutic modality they are training in. Weekly, ongoing psychodynamic therapy with a registered psychotherapist of the student's choice is also required throughout the six-year program, and is paid directly by the student, not included in tuition fees.
- 3) An initial interview with a CTP faculty member. Prior to this interview, a prospective applicant is asked to study the Program and Admissions Manuals available on the CTP website. [CTP TRAINING PROGRAM MANUAL](#) & [CTP-Program-Manual-09-7.pdf](#). The prospective applicant is also asked to provide the interviewer with details of their prior education and psychodynamic psychotherapy. During the interview the prospective applicant is welcome to ask questions about the CTP training, and is asked to speak candidly about their lives, including central relationships, childhood history, current work and finances.

If, during the initial interview, the prospective applicant seems a good match with the CTP program, they will be directed to the application package in the CTP Admissions Manual. [CTP TRAINING PROGRAM MANUAL](#)

If the Foundation Lectures are in process at the time of the interview, the prospective applicant will be invited to attend a lecture of their choice, and arrangements will be made by the faculty interviewer for the Foundation Coordinator to receive them at that lecture.

If the prospective applicant applies to CTP, the initial interviewer will provide the applicant with contact information for each of three other faculty committee members, whom the applicant contacts to schedule three admissions interviews. When the interview process is completed, the interviewers meet as a committee to arrive at a recommendation, which is brought to faculty for a final vote.

Applicant Assessment Criteria

The criteria considered here apply to all applicants. Assessors draw on the applicant's autobiography, their prior education or Prior Learning Assessment Review (PLAR), the description of their psychotherapy, their two letters of reference and on meeting them personally in conversation to assess what capacities relevant to psychotherapy they would bring to the training. These criteria include:

1. **Personal and interpersonal development.** Given that psychotherapy is delivered through a “relationship based primarily on verbal and non-verbal communication” (Psychotherapy Act 2007), faculty are attentive to how applicants present themselves in the interviews. How open to disclosure of salient personal information are they? How well do they listen and respond in conversation? How much self-understanding do they seem to have? How personable and interested in others are they? How self-possessed are they in thinking and expressing their views? Do they have a sense of humour? How broad are their interests and experience? Are they able to sustain consistent stable relationships?
2. **Relevant life experience and maturity.** For example, applicants' commitment to ongoing learning in their work and ordinary life; their capacity for constancy and responsibility in relationships, in the workplace and with significant people in their lives.
3. **Ethical and social values,** including a developed respect for sexual, gender, cultural, racial, socio-economic, physical and neuro diversity.
4. **Emotional intelligence,** which is necessary for a full grasp of the clinical literature and for participation in the psychodynamic training group.
5. **Capacity to read clinical literature at a graduate level of difficulty,** to articulate it in discussion and in writing in ways that can be understood.
6. **Capacity for critical thinking,** particularly as relevant to psychodynamic discourse.
7. **Emotional stability,** evidenced through a capacity to remain present in the face of another's intense or traumatic experiences. Attention is given to emotional stability to ascertain the readiness of applicants to enter a psychotherapy training group.
8. **Financial stability** regarding applicant's ability to pay for the program.

Students entering the CTP program are embarking upon a transformative training, with intertwined academic and experiential components. The admissions process seeks to evaluate the applicant's capacity for this ongoing development.

Guidelines for potential applicants without a bachelor degree who are preparing a request for equivalency based on prior learning

The criteria for assessment of applicants outlined above brings to light competencies and qualities that indicate mature students. They should be read carefully. What follows below is a template for creating your Prior Learning Profile.

Prior Learning Profile

The fee for processing a Prior Learning Assessment Review is \$60

Potential applicants without a bachelor degree will complete a self-profile describing their:

- formal education
- areas of present knowledge—Humanities, Arts, Religion, Social and Natural Sciences
- professional and artistic abilities
- experience in critical thinking
- **experience in written and spoken communication**
- ability to study psychological theory at an advanced level
- competencies in human relating, communication, and social responsibility

Potential applicants are encouraged to explore *in what ways* these competencies may have been developed in:

- previous education
- professional training and work experience
- parenting
- primary relationships
- community involvement **or volunteer work**
- being a first or second generation immigrant
- dealing with disabilities personally or with significant others



Centre for Training in Psychotherapy
21 Randolph Avenue, Suite 200
Toronto, Ontario, M6P 4G4
416 - 964 - 3690

Guest in the Program

People who are not students or graduates of CTP may attend a lecture or lectures if:

- 1) They have been invited by a student, graduate or faculty member and have contacted the Foundation Coordinator.
- 2) They are interested in applying to enter the CTP training program and have had an initial interview with a faculty member who has invited them to attend a lecture.
- 3) They have contacted CTP and asked if they could attend one or more lectures.



CTP TUITION FEES

Foundation Phase:

Lectures – Includes Monthly Seminars	(2 yrs req'd)	\$2,800 per year
Psychotherapy Training Group:	(2 yrs req'd)	\$4,385 per year
PEP Web Annual Fee:	mandatory	\$195 per year

Clinical Phase:

Clinical Applications Seminar:	(1 req'd)	\$2,275 Semester 1 & 2
Psychotherapy Training Group:	(1 yrs req'd)	\$4,385 per year
Concentrations:	(2 req'd)	\$1,125 per
PEP Web Annual Fee:	mandatory	\$195 per year

Clinical TT Phase:

Clinical Applications Seminar:	(1 req'd)	\$1,125 Semester 3
Psychotherapy Training Group:	(1 yrs req'd)	\$4,500 per year
Required Seminars:	(2 req'd)	\$1,125 per seminar
Elective Seminars:	(1 req'd)	\$1,125 per seminar
Supervision Seminars:	(2) req'd	\$2,275 per seminar
Individual Supervision:	(80) hours req'd	\$80 per supervision hour
PEP Web Annual Fee:	mandatory	\$195 per year

Please note that the fee schedule is subject to change



TUITION AND REFUND POLICIES

Tuition Policy

As a not-for-profit educational institution CTP operates solely on the basis of student tuition revenue; there is no government subsidy or other source of income to fund the program. The tuition fee is determined by the actual operating costs (faculty payments, property rent, tax, utilities, maintenance, administration, marathon rent/meals, etc).

Faculty members are not compensated with a salary & benefit package. Since CTP began in 1985 faculty have continued to accept a stipend, which has increased on an inflationary basis. Faculty continue to carry their administrative roles with little remuneration.

CTP does not build in an annual profit margin. For this reason, the tuition and administrative fees are increased as necessary to cover the actual cost of delivering the program, which includes the inflationary increase and for any unanticipated expense that has been incurred or is to be forecasted for the upcoming academic year.

The fees have been established as follows:		<u>All costs shown are per academic year</u>	
Pep web	\$195	Returned Bank Payment	
Late Registration	\$75	Monthly Payment Plan	
Each request to change post-dated payment plan	\$25	Clinical Phase application	
Supervision application	\$200	Request to graduate	
Individual Supervision - Per session	\$80	Letter Request &/or Duplicate tax receipt	

An annual fee of \$195 must accompany the completed registration form **for all students**, including students who are not taking courses, but who wish to maintain a basic registration in the program. This is the fee for your student subscription to PEP web. It is a condition of CTP’s contract with PEP and is a mandatory requirement.

The administration fees that CTP incurs in order to administer banking and student financial accounts will not change this year Students can minimize these costs by ensuring their financial account is paid according to their payment plan agreement.

Refund Policy

One of our tuition charging problems is the human tendency to change one's mind. This is understandable, but financially challenging in a school that tries to keep learning groups to effectively small numbers. If we use registration numbers to set up small groups, which are also financially viable and if a number of students change their minds in September, we are often left with four or five groupings that do not meet their costs. As some of you may know, in the past we have not cancelled such groups out of respect for the students who remain registered. We want to continue this policy of maintaining groupings wherever we can, so our refund policy is designed to make this financially possible.

For lectures and psychotherapy training groups:

- a. There are no refunds after December 15th.
- b. Prior to December 15th, a 15% operating cost is retained plus a pro rata charge for learning meetings up to the date of withdrawal, which is subject to faculty and Registrar approval.

For seminars, concentrations, clinical applications and supervision seminars both September and January semesters:

A request for cancellation received by the Registrar within:

- a. 30 days of the Registration deadline will be eligible for 60% refund of tuition fees
- b. 31 to 60 days of the Registration deadline will be eligible for 30% refund of tuition fees.
- c. **There is NO REFUND after 60 days from the Course registration date and no rain check or deferral credit.**
- d. Any notice of changes in registration and/or requests for refunds are to be made in writing to the Registrars office. The date when such a request is received will be the date used to calculate the refund (if applicable).

Prior Learning Assessment and Recognition Applicant Portfolio and Challenge Component Guidelines

Overview

CTP considers psychotherapy education to be adult professional education. The prerequisite of academic degrees can sometimes exclude gifted and promising candidates. Typically these candidates compare in status to “mature students” at the university level. Often in transition from family responsibilities or from earlier professions, they can bring intellectual capacity and life experience to their studies.

Some exceptional applicants seeking acceptance to the CTP who do not have a bachelor degree may complete a Prior Learning Assessment and Recognition (PLAR) portfolio to demonstrate equivalency to a bachelor degree.

It is important to recognize that the idea behind a PLAR is that **credit is given for learning derived from experience, not for the experience itself**. This learning can take place in different educational settings and through experiences outside of the classroom. Experience does not necessarily guarantee learning. Credit and recognition come when you demonstrate and validate learning from experiences, not from the experiences themselves. As well, this learning is assessed and evaluated relative to the learning outcomes of a bachelor degree.

PLAR Process

PLAR is a two-part process that recognizes prior learning. The first part of the process involves the identification, documentation, assessment, verification, and recognition of relevant knowledge and skill acquired through formal and informal study, work and life experiences. The relevant learning is assessed and evaluated relative to the criteria for a bachelor degree.

It is essential to note that credit is given for learning, not experience.

In order to prepare for having your learning assessed you take part in the process of developing a portfolio that identifies, organizes and describes your knowledge and skills. A CTP adviser will mentor this process.

Challenge Component

The second part of the PLAR requires an evaluation of the applicant's demonstrated knowledge and abilities via a **challenge component**. The Ministry of Training, Colleges, and Universities defines a challenge component as “a method of assessment, other than portfolio assessment, developed and evaluated by subject-expert faculty to measure an individual's learning achievement against course learning outcomes. The process measures demonstrated learning through a variety of written and non-written evaluation methods for the purpose of awarding credit without requiring enrolment in a course.” The component involves attendance at or auditing of a CTP lecture series, completion of required readings, and successful completion of a written essay style exam on the lectures. A CTP advisor will provide details about the challenge component.

Developing a Prior Learning Portfolio

A portfolio is an organized collection of material which records and verifies your learning achievements and relates them to the requirements for a bachelor degree.

Portfolio development produces a valuable product but the process is also important in helping you analyze, understand and explain to others what you know you can do, as well as what you still need to learn. A portfolio includes:

- An outline of your education and a chronological record of your significant learning experiences
- Learning outcomes and competency statements
- Documentation verifying the learning you claim which can include transcripts, certificates, reference letters, papers written, etc.

Prior Learning may occur through:

- Previous formal and informal study
- Professional training and mentoring
- Work experience
- Parenting
- Volunteer activities and community involvement
- Hobby or interest
- Life experiences such as immigration, disabilities and caregiving
- Other

To help you organize your portfolio please use and submit the form provided see:

- **Prior Learning Portfolio Form** page 14
- **Learning Profile: Moving from Experience to Learning** pages 17 - 18

You will also have access to a CTP adviser who can support you with feedback and instruction as you prepare your portfolio



Prior Learning Assessment and Recognition

When the Prior Learning Portfolio and the challenge component are completed they are referred to a CTP committee which assesses all of the elements of the document. The Assessment tool is provided in this guideline - **Prior Learning Assessment Review** pages 15 - 16.

The Assessors will:

- Evaluate the applicant's self-reported and self-assessed learning activities
- Match and evaluate learning outcomes to bachelor degree criteria set by Ontario Qualifications Standards.
- Ensure that the external assessments and supporting documentation is valid, reliable, sufficient, and authentic.
- Evaluate applicant's demonstrated knowledge and abilities via a challenge component



Prior Learning Profile for Applicants to CTP

The fee for a PLAR is \$60

“Learning is a process whereby knowledge is created through the transformation of experience”
David Kolb, 1984: 38

For each Learning Activity you should describe in writing **all** four stages in the learning process indicated below:

- Concrete experience
- Reflective observation
- Supportive reading and theory
- Application of learning to your life

If additional space is required or there are more learning activities please use additional paper. You may also consult the Assessment Tool used by assessors and shown below.



1. Learning Activity

Concrete Experience:
What you did

Reflective Observation:
What you observed or discovered

How what you learned is supported
by reading and theory

How did you apply what you learned?
How did this shape your behaviour?

Documentation Provided

Prior Learning Assessment Review

Based on Ontario Qualifications Standards for Bachelor’s Degree:

<http://www.tcu.gov.on.ca/pepg/programs/oqf/certificate10.html>

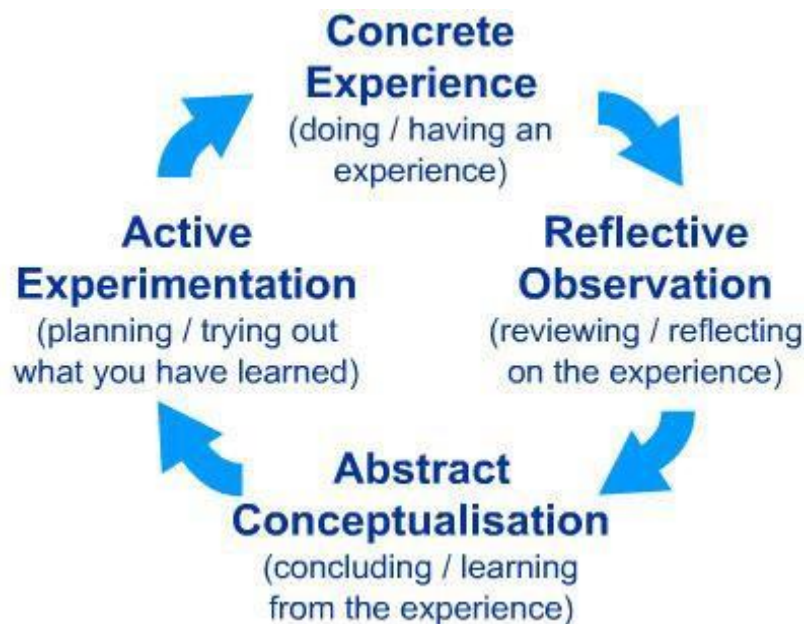
<p>Depth and Breadth of Knowledge:</p> <ul style="list-style-type: none"> a. Evidence of an area of general knowledge and understanding of its key concepts, methodologies, current advances, theoretical approaches and assumptions; b. A broad understanding of other approaches within this area and how they may intersect; c. Critical thinking and analytic skills; d. The ability to apply learning. e. A formative mentoring experience in an area of developed knowledge 	<p>Reviewers Comments and Supporting Evidence:</p>
<p>Understanding of Theory and Concepts in an Area of Learning</p> <ul style="list-style-type: none"> a. An ability to engage in deep questioning or creative activity b. Understanding of methods of enquiry (in particular the engagement of deep questioning or creative activity in an area of knowledge that enables them to: Engage in meaningful discourse about the subject; Evaluate the appropriateness of different approaches 	<p>Reviewers Comments and Supporting Evidence:</p>
<p>Communication Skills</p> <p>Given that psychotherapy is delivered through a relationship based primarily on verbal and non-verbal communication, the applicant is able to communicate information both in writing and verbally in a way that is appropriate to the listener and is informed by their area of knowledge</p>	<p>Reviewers Comments and Supporting Evidence:</p>

<p>Application of Knowledge</p> <p>a. The ability to review, present and critically evaluate information to: Develop lines of thought; Make sound judgements congruent with the area of knowledge; Apply concepts, principles and techniques both within and outside of the area of knowledge; Where appropriate use this knowledge in the creative process.</p> <p>b. The ability to make use of scholarly reviews and primary sources.</p>	<p>Reviewers Comments and Supporting Evidence:</p>
<p>Professional Capacity/ Autonomy</p> <p>The qualities and transferable skills necessary for further study, requiring: The exercise of initiative, personal responsibility and accountability in both personal and group contexts; Working reflectively with others; Decision-making in complex contexts; The ability to manage their own learning in changing circumstances, both within and outside the discipline and to select an appropriate program of further study; Behaviour consistent with integrity and social responsibility.</p>	<p>Reviewers Comments and Supporting Evidence:</p>
<p>Awareness of Limits of Knowledge</p> <p>An understanding of the limits to their own knowledge and ability, and demonstration life-long learning.</p>	<p>Reviewers Comments and Supporting Evidence:</p>

Learning Profile: Moving from Experience to Learning

In order to clearly show the learning that resulted from your experience, the Learning Profile needs to explicitly demonstrate the process by which you moved from experience to learning.

Educational theorist David Kolb provides a good working definition of the process we want you to show in your profile. He writes that “learning is the process whereby knowledge is created through the transformation of experience” (1984, p.38.). His four-stage cyclical model is useful for organizing your profile effectively to show your learning process.



For each Learning Activity, you should describe, in writing, these four stages in the learning process (the bolded terms are Kolb’s (1984, p 30) :

- A. Your **concrete experience** (what you did) related to this outcome. What did you do? What action did you take?
- B. Your **reflective observation** about your experiences (what you observed or discovered).
 - Depending on the learning activity in question, this may be the section in which you explicitly state the learning outcome (“I learned that [complete the sentence with the statement of the relevant learning outcome and underline the sentence].

- C. The **abstract conceptualization** you derived from your experience and reflection: what conclusions you came to and how they are consistent with a relevant theoretical framework (how what you learned is supported by university-level theory and research). Your focus is on using logic, ideas, and concepts to form generalizations and theories about the experience.

Depending on the learning outcome in question, this may be the section in which you explicitly state the learning outcome (“I learned that [complete the sentence with the statement of the relevant learning outcome and underline the sentence].

- D. Your **active experimentation** that applied, tested, and modified your concept/theory (how did you apply what you learned in new situations, or how did this shape your behaviour?)
- You’ll notice that at this stage, you might have a new concrete experience, and you might begin at stage 1 again as you discover new concepts or refine existing ones. Thus, this model is one that recognizes that learning is continuous.

Evidence of Experiential Learning

In this section, you provide evidence that documents the experiences you’ve included in your Learning Profile. Evidence may include, but is not limited to, the following:

- Certificates of completion for training courses, workshops, etc.
- Performance evaluations
- Technical or professional writing written by you
- Programs from performances
- Job Description
- Explanation of your rank or classification in a job
- Products designed or produced by you
- Work projects
- Membership in professional organizations
- Membership requirements for certain organizations
- Licenses/diplomas
- Third-party verification of your work (letters from co-workers, news clippings)
- Military records
- Annotated bibliography of books read
- Travel documents/mementos
- Notes taken in class



CTP Application - Admission to the Foundation Phase of the Program

During the current application period, we ask all applicants to forward their forms, references and autobiographies via email. The \$300 application fee should be sent via e-transfer. All relevant documents and payments go to the Assistant Registrar’s office at phil@ctp.net.

If you have confidentiality concerns about material in your autobiography, please send it via Canada Post to:

Assistant Registrar
The Centre for Training in Psychotherapy
21 Randolph Avenue, Suite 200
Toronto ON M6P 4G4

Applications are due no later than May 15th

Section 1

Name:

First: _____ Last: _____

Address:

Street Address: _____

City: _____

Province/State: _____ Postal Code (ZIP Code) : _____

Country : _____

E-Mail _____

Phone Number:

Home: (_____) _____ - _____

Cell: (_____) _____ - _____

Work: (_____) _____ - _____

Application page 1 of 4

Section 2: Psychotherapy history

Please attach additional page(s) to detail the following:

Name(s) of therapist(s) and period(s) (from month-year to month-year).

- i. The frequency of sessions and total number of sessions with each therapist.
- ii. Modality of psychotherapy (e.g. psychodynamic, Jungian, psychoanalytic, & any other modality).

Attach a separate sheet to summarize your personal therapy.

Section 3: Autobiography.

Approximately 10 pages (standard 8.5 X11), typewritten, focusing on the questions,

“Who am I?”

“How did I become who I am?”

“How did I come to consider studying to be a psychotherapist?”

Please enclose one (1) hard copy.

Section 4: Two (2) written personal references.

Please note that due to Covid-19 emailed references will be accepted. References from current or former psychotherapists will not be accepted.

References may be mailed directly or e-mailed by the referees to the Assistant Registrar at:

Attention: Assistant Registrar

The Centre for Training in Psychotherapy

21 Randolph Ave, Suite 200

Toronto, On

M6P 4G4

or

Phil@CTP.Net

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Section 5

Please send an e-transfer or include a cheque payable to CTP and enclose it with the above Application Form.

Note: This fee is non-refundable.

Once the Assistant Registrar receives all the above requirements of your application, a faculty member will call to arrange the first of three faculty interviews.

APPLICATION CHECKLIST

- Section 1: Application Page - signed (enclosed)
- Section 2: Psychotherapy History (enclosed)
- Section 3: Autobiography (2) Hard Copies (enclosed)
- Application fee \$ 300.00 (enclosed)
- PLAR fee \$60 (if Applicable) (enclosed)
- Section 4: (2) personal references (Written personal references, signed by the referees. References must be mailed or e-mailed directly *by the referees* to the Assistant Registrar)

Name: _____ Signature: _____

Please print

Date: _____/_____/_____ m/d/y

A faculty member will contact you when your admission process has been completed. Following acceptance, you can expect to receive the course information/registration package as soon as it becomes available to the faculty. Generally, this is ready by the end of May.

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