

## **Pre-Certification: Preparation for Candidacy (Readiness Consultation) (updated 11/10/11)**

Readiness is the first step to formally begin the certification process in ACPE. The 2010 ACPE Certification Manual list the guidelines. The most important place to begin is on page 10 of the **ACPE 2010 Certification Manual**. Read pages 10 – 12. It is recommended that the **Readiness Consultation** occurs within six months of acceptance into an ACPE accredited Supervisory program.

### **Procedures**

1. Contact the chair of the Regional Certification Committee in order to arrange for 2 people from the Certification Committee to participate in the Readiness Consultation. One of the two will serve as the chair of the consultation. (See # 10 below.)
2. The CPE Center sets the time, date, location in coordination with the two members from the Regional Certification Committee.
3. The CPE Center also asks others to serve on the consultation committee. The committee should be between three and five members. The ACPE Supervisor requests one committee member to write a presenter's report and another committee member to be the process recorder at the interview.
4. The chair of the Regional Certification Committee will forward electronic forms of the Presenter's Report and the Committee Action Report (CAR) to the ACPE Supervisor of record to be used in the Readiness Consultation.
5. It is important for both the ACPE Supervisor and the SES to review pages 10 – 12 in the **ACPE 2010 Certification Manual**. The list of materials that are to be sent to committee members is listed on page 11.
6. The SES's materials will be sent to all members of the committee at least four week prior to the consultation.
7. The primary supervisor sends a one page summary at least four weeks in advance to all members of the consultation committee. The summary will include the items listed in number 5 on page 12 in the **ACPE 2010 Certification Manual**.
8. The Presenter's Report will be given to the SES the evening before the consultation.
9. Following the consultation a copy of the Presenter's Report and the CAR will be sent within 30 days to the Chair of the Regional Certification Committee along with the \$100.00 Regional Fee for Readiness Consultation
10. **NEW** If two members of the Certification Committee do not live in close proximity to where the consultation will be held, 1) it will be the responsibility of the CPE Center to cover the costs for the committee members to attend, or 2) the CPE Center will cover the costs for the ACPE Supervisor and the supervisory student to travel to where two members of the Certification Committee reside, or 3) one or both of the two members of the Certification Committee may participate using the Regional Nefsis account for a tele-meeting. It will be the CPE center's responsibility to set up the meeting no matter which option is used. **No Readiness Consultations will be scheduled with the Regional Certification Committee at a Regional meeting.**

At the Readiness Consultation the committee will first consult with the SES regarding perceived strengths and limitations for becoming a CPE Supervisor. Following this initial consultation the committee will consult with the CPE Supervisor.