

Pre-Certification: Preparation for Candidacy (Readiness Consultation)

Readiness is the first step to formally begin the certification process in ACPE. In the 2010 ACPE Standards new guidelines were inaugurated. In light of the changes of the process for Readiness Consultation, I have created some guidelines which will assist the Supervisor and the Supervisory Education Student (SES) to better navigate this process.

The most important place to begin is on page 9 of the **ACPE Revised 2015 Certification Manual**. Read pages 9 – 11. It is recommended that the **Readiness Consultation** occur within six months of being accepted into an ACPE accredited program of Supervisory CPE.

Procedures

1. Contact the chair of the Regional Certification Committee in order to arrange for 1 person from the Certification Committee to participate in the Readiness Consultation. This person will serve as the chair of the consultation.
2. The fee for the Readiness Consultation is \$100.00, which is sent to the Pacific Regional Office prior to the consultation. (**See Procedure for Paying Certification Fees**)
3. The CPE Center sets the time, date, location in coordination with the member from the Regional Certification Committee.
4. 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.
5. 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.
6. It is important for both the ACPE Supervisor and the SES to review pages 9 – 11 in the ACPE Revised 2015 Certification Manual. The list of materials that are to be sent to committee members is listed on page 10.
7. The SES's materials will be sent to all members of the committee at **least four weeks** prior to the consultation.
8. The primary supervisor sends a one page summary at least five weeks in advance to all members of the consultation committee. The summary will include the items listed in number 5 on page 11 in the ACPE Revised 2015 Certification Manual.
9. The Presenter's Report will be given to the SES the evening before the consultation.
10. 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, if it has not already been paid.

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.