

Pre-Certification Consultation for Supervisory Education Student (SES)

Should be done within six months of being accepted into an ACPE accredited program of Supervisory CPE. Consultation can occur at the regional certification committee annual meeting, or the regional chairperson can set up a committee who will assist in this consultation. This table should be read in conjunction with the *2010 ACPE Certification Manual (CM)*, pp. 10-12).

Readiness Consultation at Regional Meeting	Readiness Consultation at Time other than Regional Meeting
	Primary Supervisor contacts Regional Certification Chair to schedule a readiness consultation on site. (Note: this needs at least six-week lead time.)
Applicant makes a written request using Letter of Intent found on regional website. Calendar for submission is listed on website.	Applicant makes a written request using Letter of Intent found on regional website.
Applicant submits readiness consultation fee to the Regional Director. Calendar for submission is listed on website.	Applicant submits readiness consultation fee to the Regional Director.
Regional certification chair schedules the consultation at regional meeting.	Regional certification chair (a) names two members of the Certification Committee to serve on the readiness committee; (b) works with SES's supervisor to name one to three other persons to the consultation committee; and (c) names a chair and a presenter.
	SES's supervisor arranges details of consultation (where, when) and communicates that to members of the Consultation Committee and the Regional Certification Chair.
Applicant submits materials as designated in the <i>Certification Manual</i> (p. 11.3) and on a timeline which assures that the Consultation Committee has the materials at least four (4) weeks in advance of the consultation.	Applicant submits materials as designated in the <i>Certification Manual</i> (p. 11.3) and on a timeline which assures that the Consultation Committee has the materials at least four (4) weeks in advance of the consultation.
Primary Supervisor submits a one-page paper, postmarked at least four weeks prior to the consultation, addressing educational plans with the SES (<i>CM, p. 12.5</i>)	Primary Supervisor submits a one-page paper, postmarked at least four weeks prior to the consultation, addressing educational plans with the SES (<i>CM, p. 12.5</i>)
Written presenter's report (<i>CM p.11.2.a</i>)	Written presenter's report (<i>CM p.11.2.a</i>)
Committee Action Report/Request for Pre-certification Consultation (<i>CM p.11.2.b</i>). Committee also keeps process notes.	Committee Action Report/Request for Pre-certification Consultation (<i>CM p.11.2.b</i>). Committee also keeps process notes.
Primary Supervisor Consultation (<i>CM, p. 11.2.c</i>)	Primary Supervisor Consultation (<i>CM p.11.2.c</i>)
Committee Chair returns CAR report, process notes and other materials to Regional Certification Chair.	Committee Chair forwards CAR report, process notes and other materials to Regional Certification Chair.
Regional certification chair completes follow-up action: (a) sends letter and CAR report to SES; (b) submits Form-4 to ACPE national office.	Regional certification chair completes follow-up action: (a) sends letter and CAR report to SES; (b) submits Form-4 to ACPE national office.