



ADVICE TO THE PROFESSION

Dually Registered Members

The College of Counselling Therapy of Alberta (CCTA) provides advice to the professions (ATTP) to support members in implementing the CCTA Standards of Practice and Code of Ethics within their practice. ATTP documents provide examples and outline the current recommended practices. They are intended to assist professionals in their striving for excellence in their field.

Although this advice aligns with our Standard of Practice, ATTP documents are dynamic and may be edited or updated for clarity at any time. ATTP should not be interpreted as legal advice. Please refer back to these articles regularly to ensure you are aware of the most current advice. Major changes will be communicated to our members; however, minor edits may only be noted within the documents.

Dually-Registered Members

Related Standard:

Standard of Practice

2.2 Members regulated within more than one profession shall identify themselves using all of their regulated designated titles that relate to the professional services being practiced.

A. Background:

Dually-registered professionals are those who are registered with more than one college for more than one profession. This could be because the member is regulated by more than one college in Alberta for an overlapping scope of practice or because they have two distinct professions in which they practice.

This ATTP does not address members who practise in unregulated fields in addition to the regulated profession of AC, CT or CYCC (for example, the unregulated field of coaching). This ATTP also does not address members who are registered with another counselling or psychotherapy college outside of Alberta - refer to ATTP - Practicing Outside Alberta.

B. Providing Services:

- 1. Practice Standards** - Dually-registered members must review and adhere to the standards and policies of the colleges with which they are registered. CCTA

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- members are required to carefully review and follow CCTA's SOP in light of their dual practice.
- 2. Administrative Matters-** There are a number of administrative matters that a dually-registered member should be aware of. An example is the annual registration process: the dually-registered practitioner is required to complete the annual registration requirements, including any forms and payment of fees, of each college they are registered with. In addition, the dually-registered practitioner is required to engage in the continuing competence programs of all colleges they are registered with; this includes meeting the continuing competence requirements and deadlines of each college.
 - 3. Complaints -** Dually-registered professionals should be aware of the possibility that a concern or complaint against them can be received by one or both colleges. While each college independently investigates complaints filed against its members, it is possible that in some cases a complaint filed against a registrant with one college could prompt an investigation by the other college, even if the complaint was not originally filed with that college.
 - 4. Considerations for Clinical Practice -** Being dually-registered also has implications for clinical practice, for example:
 - a. The nature of your dual-practice** – Depending on the nature of your dual practice, there may be some overlap in the work you do as a CT, AC or CYCC and the work you do in your other professional capacity. Dually-registered professionals are encouraged to think carefully about where any overlap may or may not occur in their practice. If your other profession does not overlap with counselling, consider whether it is appropriate to refer or treat the same client in the other role.
 - b. Providing information for informed consent** – Clients are entitled to provide informed consent prior to any treatment. In order for a client's consent to be considered informed, they must be provided with all the information that one would need in order to make such a decision. Because of potential confusion, it is important that dually-registered practitioners describe their practice and services as accurately as



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possible, taking care to clarify to the client when the dually-registered practitioner is working in their capacity as a AC, CYCC or CT, or when they are working in their other professional capacity.

- c. Maintaining clinical records – The dually-registered members should be mindful that they will be expected to maintain clinical records in a manner that meets the standards of all colleges with which they are registered.
 - d. Billing - CCTA members are required to issue clear, accurate documents to third-parties. This means that receipts and invoices should include an accurate description of the services provided to the client, and it should be clear in all financial records in which professional capacity the registrant was working in when those services were provided to the client.
 - e. Insurance - Dually-registered members should ensure they have sufficient insurance that covers all scopes of practice and work in all their professional capacity.
5. If there is a conflict between the professional standards of the colleges that cannot be reconciled, the members should contact both colleges for advice.

SEE ALSO

For further information please see the related areas of the Standards of Practice and Code of Ethics.

Standards of Practice:

2.2 Members regulated within more than one profession shall identify themselves using all of their regulated designated titles that relate to the professional services being practiced.

Sections: Client Counsellor Relationship, Record Keeping and Documentation, Business Practice

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Code of Ethics:

A 23) Respect the principles of ongoing informed consent, and provide accurate information including but not limited to, informing clients of the purposes, goals, techniques, procedures, limitations, potential risks and benefits of services to be performed, in order for clients to make informed decision to consent or assent prior to initiation of a service/intervention.

B 1) Act transparently and with integrity in all professional and business practices maintaining public confidence in the profession.

B 7) Accept responsibility for understanding and acting consistently to comply with the principles, practice standards, laws, and regulations for which they are accountable.

ATTP - Practicing Outside Alberta

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