**CSPA INTERNSHIP VERIFICATION FORM**

**(400 hours minimum).**

This form must be completed by the Canadian Sport Psychology Association candidate and sent my email directly to the chair of review committee in a single PDF including the Form 1, all university transcripts and the proof of payment of the application fee.

CSPA applicants must demonstrate that they have completed supervised practice involving a minimum of 400 hours of consulting experience, of which a minimum of 200 hours must be in a competitive sport environment (i.e., work with clients who are competing in a sport, whether the level of competition is recreational, developmental, or high performance).

1. Only those hours spent in the preparation, intervention/consulting, and supervision (direct and indirect) of applied services are eligible for inclusion.
2. A minimum of 20 hours must be completed under direct supervision with a 5 year minimum CSPA professional member or a supervisor who has been approved by CSPA Review Committee).
3. A minimum of 30 hours must be completed under indirect supervision.

**Direct Supervision** = Number of hours the supervisor spent supervising the intern in action during live consulting interactions with client(s) conducted in person or video recorded, or discussing and observing video recorded consulting sessions conducted by the intern. The supervisor must be able to observe the non-verbal behaviour of the intern, therefore audio recordings are not authorized in this category.

**Indirect Supervision** = number of hours the supervisor spent discussing consultant skills/approaches during face-to-face or electronic mentorship/supervision meetings (telephone, email, Zoom, TEAMS, etc) or reviewing materials (e.g., workshop plan or presentation).

1. A minimum of 200 hours must be spent in in-person or video conference with clients (e.g., workshops, conferences, individual or group consultation).
2. A maximum of 150 hours can be allocated for preparation. This includes preparation of materials, observation, and case notes/management.
3. A maximum of 20 hours can be used to incorporate mental performance consulting in an existing practice (e.g., coaching, physiotherapy, or kinesiology).
4. Internship work should rarely include one-time presentations and rather focus on ongoing work with individuals or teams.

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| **Supervisor:**  (Name and contact information) | **Context:**  (Specify type and level of sport / activity) | **Competitive sport? Yes/No** | **Hours** | | **Skills employed:**  (e.g., life management, goal setting, team building, stress management, etc.) | **Comments:**  (Include information to clarify the nature of direct and indirect supervised work) |
|  |  |  |  | Preparation: |  |  |
|  |  | Individual Client(s): |
|  |  | Group: |
|  |  | **Total** |
|  |  | Direct Supervision |
|  |  | Indirect Supervision |
|  |  |  |  | Preparation: |  |  |
|  |  | Individual Client(s): |
|  |  | Group: |
|  |  | **Total** |
|  |  | Direct Supervision |
|  |  | Indirect Supervision |
|  |  |  |  | Preparation: |  |  |
|  |  | Individual Client(s): |
|  |  | Group: |
|  |  | **Sub-Total** |
|  |  | Direct Supervision |
|  |  | Indirect Supervision |

**Key:** Total = **Total hours** completed in this context; **Preparation** = Total hours of preparation (preparation of materials, observation, and case notes/management) in this context; **Individual** = Hours spent with individual clients (i.e., one-on-one meetings); **Group** = Total number of hours spent in a group context (i.e., group presentations); **Direct Supervision** = Number of hours the supervisor spent supervising the intern in action during live consulting interactions with client(s) conducted in person or videotaped, or discussing and observing videotaped consulting sessions conducted by the intern.Audio recordings are not authorized in this category. **Indirect Supervision** = number of hours the supervisor spent discussing consultant skills/approaches during face-to-face or electronic mentorship/supervision meetings (telephone, email, Zoom, TEAMS, etc) or reviewing materials (e.g., workshop plan or presentation).

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|  |  |  |  | Preparation: |  |  |
|  |  | Individual Client(s): |
|  |  | Group: |
|  |  | **Total** |
|  |  | Direct Supervision |
|  |  | Indirect Supervision |
|  |  |  |  | Preparation: |  |  |
|  |  | Individual Client(s): |
|  |  | Group: |
|  |  | **Total** |
|  |  | Direct Supervision |
|  |  | Indirect Supervision |
|  |  |  |  | Preparation: |  |  |
|  |  | Individual Client(s): |
|  |  | Group: |
|  |  | **Sub-Total** |
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I confirm that a minimum of 200 hours were completed in a competitive sport environment.

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| **Total hours per category for all contexts combined** | | **HOURS** |
| **CONSULTING** | Preparation: (max 150) |  |
|  | Individual Client(s): |  |
|  | Group: |  |
|  | **SUB-TOTAL** **CONSULTING (**min 200) |  |
| **SUPERVISION** | Total Direct supervision (min. 20) |  |
|  | Total Indirect Supervision (min. 30) |  |
| Name supervisor 1 |  |  |
| Name supervisor 2 |  |  |
| Name supervisor 3 |  |  |
|  | **SUB-TOTAL SUPERVISION** (min 50) |  |
|  | **TOTAL (**min 400) |  |
|  | Competitive sport **(**min 200) |  |