



# INTERNATIONAL CREDENTIAL EVALUATION SERVICE

3700 Willingdon Avenue, Burnaby, British Columbia, Canada V5G 3H2  
Tel: 604-432-8800 Toll-free: 1-866-434-9197 Fax: 604-435-7033

## BC Ministry for Child and Family Development Post-Employment Child Protection Worker Training Program Evaluation Requirements

The BC Ministry for Child and Family Development (MCFD) requires the following for all evaluations completed by the International Credential Evaluation Service (ICES) in order to meet the Post-Employment Child Protection Worker Training Program educational requirements.

These educational requirements may be fully or partially met with a degree in one of the following areas:

- Bachelor or master level degree in social work
- Bachelor level degree in child and youth care
- Master level degree in clinical psychology, with practicum in child and family services
- Master level degree in education counselling/psychology, with practicum in child and family services

### 1. Evaluation Report Required

- a) The MCFD requires a **Comprehensive Evaluation Report** for all evaluations conducted by ICES. This can be ordered by completing the Credential Order Form section of the ICES Application Form. The cost of a Comprehensive Report is **\$225.00** per credential. Detailed information about ICES fees, reports, and documents required as well as a copy of the ICES Application Package can be found at <http://www.bcit.ca/ices>.
- b) The **MCDF Supplemental Report (\$125)** is required in addition to the Comprehensive Report. This is ordered by completing **Section C** of the ICES application form. In **Section C** please write "MCFD".

### 2. Documents Required by ICES

- a) **Official Documents:** The MCFD requires that ICES base its evaluation report on *Official* documents for each credential that you are paying to be evaluated. For documents to be considered official, they *must be sent directly to ICES by the educational institutions* you attended. The official documents must indicate the name of the credential, the courses or subjects studied, the grades earned, the hours of study or number of credits for each course, and the date of graduation. These documents may be called an academic record, transcript, detailed marks card, relevé de notes, examination report, extract, student's book, index, or other names, depending on the country from which it is issued. If required, we may ask for the original copies of your educational documents after your official documents arrive at our office.

If it is not possible to have an official copy of your academic record sent to ICES, you may submit original documents instead; however, you will also need to request an official letter sent by the institutions you attended to confirm the credentials you have completed. These official degree confirmation letters must be sent directly to ICES and signed by the Registrar (or similar authority) of the institutions you attended.

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ICES understands that it can be difficult and costly for some clients to arrange for official documents to be sent to our office. Official documents are required if you are planning to use your report for MCFD. ICES cannot waive this requirement.

- b) **Program Confirmation Form:** The attached Program Confirmation Form must be sent to the educational institution(s) you attended. The form must be completed and returned ***directly to ICES by the educational institutions*** along with an official transcript of your marks. International students who are unable to get official documents re-issued by your institution may submit original documents that are in your possession instead.
- c) **Translations:** All required documents written in a language other than French or English must be accompanied by an English translation completed by a certified translator. All translated documents must also be submitted with the original in the original language.

**Affiliated Colleges:** ICES only accepts educational documents from the institution that awards the credential. For that reason, ICES does not accept documents from affiliated colleges or institutes. ICES must see documents issued from the awarding institution.

### 3. Number of Credentials

When you apply for a Comprehensive Report, you must indicate the number of credentials you wish to have evaluated. A 'credential' is one partially or fully completed educational program taken at one institution or school leading to a certificate, diploma or degree. Any coursework completed at two or more institutions and applied (or transferred) toward a credential is considered a separate credential. If you wish to have more than one credential evaluated, please include the additional fee with your ICES Application Form and make arrangements to have each institution send the necessary official documents directly to ICES.

### 4. Additional Copy of Report

All Clients receive two copies of the completed report. The first copy is always sent to you; the second copy of your report will be sent directly to the **MCFD**. Please indicate this in **Section D** of the ICES Application Form. If you do not indicate where you want your second copy sent, it will be automatically sent to you. If you require more than two copies of your report, the fee is **\$10.00** per copy.

### 5. Contact Information

If you have not already done so, please contact the MCFD to see if they require any additional information from you. They can be reached at:

BC Ministry for Child and Family Development  
PO Box 9770, Stn Prov Govt  
Victoria, BC V8W 9S5  
Telephone: (250) 387-7027 & Toll Free: 1 (800) 663-7867 (Enquiry BC)  
Website: [www.mcf.gov.bc.ca](http://www.mcf.gov.bc.ca)  
Email: [MCF.CorrespondenceManagement@gov.bc.ca](mailto:MCF.CorrespondenceManagement@gov.bc.ca)

Please contact ICES directly at [icesinfo@bcit.ca](mailto:icesinfo@bcit.ca) if you have any questions about your ICES evaluation.



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## BC Ministry for Child and Family Development

### Program Confirmation Form

**Note to Applicant:** Please send this form to your educational institution, with a covering letter which includes the following: a) your current full name, maiden name, and other names used  
b) your student number c) your date of graduation d) your full address and telephone number

#### To Registrar or Director of Educational Program:

\_\_\_\_\_ has applied for evaluation of his/her education for the purpose of employment or further training in the field of Child Protection in the Province of British Columbia, Canada. In order to determine how his/her educational program meets the requirements, we require the completion of this form, as well as an **official transcript** of his/her education. Your assistance in this matter will greatly assist in the processing of this application. Thank you.

#### PART I – Certification of Studies

To be completed by the Registrar or Director of Educational Programs and **returned directly to ICES by the educational institution (along with an official transcript)**. Additional documentation, such as detailed course descriptions or details of the practicum may be requested at a later date for verification purposes.

This certifies that \_\_\_\_\_ was admitted to

\_\_\_\_\_  
(School) (City) (Province/State/Country)

on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_. The length of the program was \_\_\_\_\_  
(day) (month) (year) (months/years)

He/she successfully completed the \_\_\_\_\_ program on \_\_\_\_\_, 19\_\_\_\_  
(name of program) (month) (year)

and was issued a \_\_\_\_\_ on \_\_\_\_\_, 19\_\_\_\_  
(full name & abbreviation of credential eg. Bachelor of Social Work) (month) (year)

#### PART II – Course Content

*Complete the appropriate Course Content Details according to the closest match to this student's degree:*

**Section A** – degree in the area of Social Work or a related field

**Section B** – degree in the area of Child and Youth Care or a related field

**Section C** – graduate level degree in the area of Clinical Psychology with emphasis in family or child welfare

**Section D** – graduate level degree in area of Educational Counselling with emphasis in the area of family or child welfare

#### PART III – Practicum

*Complete one Practicum Section for each practicum completed as part of the above educational program.*

**PART II – Course Content**

**Section A: Social Work or Related Degree**

*Please list the courses that this student **successfully completed** and indicate all of the course(s) that covered the content in each of the following areas. **Course titles must correspond to the transcript issued by the institution for matching purposes.***

**Statistics Course(s):**

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**Social Work Research Course(s):**

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**Social Policy Course(s):**

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**Policy Analysis Course(s):**

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**The Practice of Social Work Course(s):**

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**Interviewing Skills Course(s):**

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**Theoretical Foundations of Social Work Course(s):**

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**First Nations Issues** (or issues related to the aboriginal peoples in the country where the degree was acquired)

Course(s): \_\_\_\_\_

**Integrative Seminars:**

... compulsory component of a program in which students engage in discussion and analysis of case studies that focus on issues in social policy and social work practice. During these seminars students are required to draw upon their combined knowledge and experience of social work and related disciplines.

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\_\_\_\_\_  
(Print) Name of Registrar or Director

\_\_\_\_\_  
Signature and Stamp of Registrar or Director

*This information is gathered for the purpose of determining competencies obtained in an educational program for the purpose of meeting the requirements for further training and/or employment in the field of child protection with the Ministry of Children and Families of British Columbia.*

## PART II – Course Content

### Section B: Child & Youth Care or Related Degree

Please list the courses that this student **successfully completed** and indicate all of the course(s) that covered the content in each of the following areas. **Course titles must correspond to the transcript issued by the institution for matching purposes.**

#### Child & Youth Care Research Course(s):

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#### Developmental Psychology Course(s):

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#### Introductory Course(s) in Youth Care and Professional Practice: *Check which content is included*

- overview of the field of professional practice
- how theory affects practice grounded in multiculturalist, feminist and normative development
- issues in child, youth and family care
- understanding of family functioning

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#### Professional Practice Course(s): *Check which content is included*

- application of theory into practice
- development of personal style
- awareness of own beliefs, ethics, and life position
- analysis of theories from 4 main orientations – psychodynamic, behavioral, humanistic, and systems
- applications of a model for case management

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## PART II – Course Content

### Section C: Master's Degree in Clinical Psychology with Practicum in the area of Family or Child Welfare

Please list the courses that this student *successfully completed* and indicate all of the course(s) that covered the content in each of the following areas. *Course titles must correspond to the transcript issued by the institution for matching purposes.*

#### Quantitative Analysis Course(s):

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#### Research Methods Course(s):

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#### Advanced Psychology Course(s): *Check off which of the following areas are covered by these courses*

- professional ethical issues in clinical psychology
  - clinical assessment
  - applied behavioral analysis
  - family interventions
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#### Life-Span Development Course(s): *Check off which of the following areas are covered by these courses*

- concepts and theories
  - infancy and childhood
  - adult development and aging
  - adolescence
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**PART II – Course Content**

**SECTION D: Master’s Degree in Educational Counselling with  
Practicum in the area of Family or Child Welfare**

*Please list the courses that this student **successfully completed** and indicate all of the course(s) that covered the content in each of the following areas. **Course titles must correspond to the transcript issued by the institution for matching purposes.***

**Emphasis of the program:**

- counselling children (0-18 years old)                       specify other \_\_\_\_\_  
 community and agency counselling  
 higher education counselling

**Details:**

**Theoretical foundations and research course(s):**

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***Counselling children (0-12 years of age):*** Check off which areas are covered by these courses

- theory  
 practice

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***Counselling Adolescents (12-18 years of age):*** Check off which areas are covered by these courses

- theory  
 practice  
 research

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***Counselling adults (19+ years of age):*** Check off which areas are covered by these courses

- issues & problems in adult development  
 adult counselling interventions

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**Course(s) in gender and sex roles in counselling:**

- theory
  - research
  - practice
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**Course(s) in advanced family counselling:**

- theoretical and therapeutic approaches
  - emphasis on intervention
  - critical research issues
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**Course(s) in cross cultural consultation:**

- critical analysis of cross cultural counselling
  - theory
  - research
  - practice
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\_\_\_\_\_  
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\_\_\_\_\_  
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## PART III – Practicum

*Please provide details of each practicum completed by this student as part of their educational program.  
One copy per practicum, please.*

**Location of Practicum** (name of employer/agency): \_\_\_\_\_

**Duration** (in hours): \_\_\_\_\_

**Practicum Details:** Did this practicum involve direct work with children and families?

Yes  No

**Practicum Supervision:**

- supervised by a designated university field instructor who met regularly with the placement supervisor and the student
- day-to-day supervision of the student was provided by the agency
- agency supervision had at least 5 years of field experience
- agency supervisor held at least the degree level being sought by the student
- agency supervisor was a registered member in good standing of a professional regulating body

**Please check which criteria describe the practicum work environment:**

- government legislated agency providing child protection services to children and families with special needs
- mental health setting providing assessment and counselling services
- contracted agency providing assessment, counselling or family support (these services include activities such as teaching parenting skills, designing and implementing behavioural programs)
- hospital setting providing assessment and counselling services to children, youth and their families
- residential setting for children or youth provided that it also involves direct work with families

**Practicum Outcomes:**

- direct** observation of and direct clinical work with children and families, *or*
- observation of **direct** clinical work with children and families

**Assessment of Practicum:**

- practicum was graded with at least a passing grade
- practicum was not assessed for a grade

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\_\_\_\_\_  
Signature and Stamp of Registrar or Director

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