



CAGC Certification Board Certification Handbook

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Introduction

This handbook is designed to provide the information for individuals interested in applying for the Canadian Association of Genetic Counsellors (CAGC) Certification Board Examination. The Certification Board reserves the right to alter these policies as necessary for future cycles of the examination. Please read this handbook carefully. The specific application forms are contained in individual documents and will be posted on the CAGC website. The forms specific to the exam year must be completed.

Application Pathways

A candidate can certify through the pathway that applies to his/her situation.

- **Pathway A**

Candidates who are graduates of a Masters program in Genetic Counselling accredited by the American Board of Genetic Counseling (ABGC) or its successor organization, the Accreditation Council for Genetic Counseling (ACGC), or candidates who will have graduated from an ABGC/ACGC accredited program by June 1st of the exam year are eligible to Pathway A. Candidates who have not graduated by June 1st but have completed all program requirements may also be eligible.

- **Pathway B**

Candidates who are graduates of a Masters program in Genetic Counselling that is not ABGC/ACGC accredited may apply to Pathway B. This includes students who will have graduated from one of these programs by June 1st of the exam year.

- **Pathway C (Pre-approved Canadian Programs)**

Candidates who are graduates of a Masters program in Genetic Counselling at a Canadian university that is not ABGC/ACGC accredited may apply to Pathway C. The program must have pre-approved status from the Certification Board for their graduates to apply through Pathway C; status will be posted on the CAGC website. This pathway includes students who will have graduated from one of these programs by June 1st of the exam year.

- **Pathway D**

Candidates who are graduates of a Masters program in Genetic Counselling at a university that is not ABGC/ACGC accredited and that is outside of Canada may apply to Pathway D. The candidates must have a current certification either from the GCRB or HGSA, and other certifications may be considered.

- **Re-Examination**

Candidates who were unsuccessful or deferred in the last exam cycle and are applying to re-write the exam.

- **Recertification by examination**

Canadian certified counsellors choosing to recertify by writing the examination instead of collecting Continuing Practice Credits (CPCs) and Continuing Education Credits (CECs) will be required to pass the Certification Board examination before their certification expires. (See Recertification Protocol).

Candidates are responsible for completing the correct application forms in order to be considered.

Detailed information regarding the application requirements for each application pathway can be found below and in the summary table at the end of the document. The application form and documents can be submitted in English or French. The deadline to submit an application is posted on the CAGC website.

Credential Review and Exam Eligibility

Applications to write the CAGC Certification Examination will be completed online; the accompanying documents will be uploaded on the CAGC website at the time of application. Upon receipt of the completed application and the application review fee, all credentials will be reviewed by the Certification Board. Final eligibility cannot be determined until all supporting documents and the fee have been received. Candidates who do not complete the application form accurately or in full will be contacted and will only have two opportunities to provide clarification or corrections. Candidates who have not provided the requested document after these two opportunities will not be able to write the exam for this cycle, will not receive a refund of the application fee, and will have forfeited one examination cycle. The Certification Board will approve candidates for admission to the examination at its discretion. Once applications have been approved, individuals will receive a letter confirming that they are eligible to sit for the examination. Additional information regarding the examination time, date, and location will be provided at that time.

The list of documents to submit for each pathway is different; any extra document that is submitted but not required will not be reviewed.

Pathway A

Pathway A candidates have a Masters degree from an ABGC/ACGC accredited program or will graduate from an ABGC/ACGC accredited program by June 1st of the exam year. Candidates who have not graduated by June 1st but have completed all program requirements may also be eligible. The training program must have been ABGC/ACGC accredited for the entire duration of the candidate's training. Candidates who have completed their training in non-ABGC/ACGC accredited programs must apply through Pathway B, C, or D.

There are five categories of Pathway A applicants:

- A-1 Candidates who graduated after June 1st, 2015 and are applying to write the examination for the first time. Candidates may apply to write either of the first two available examinations following completion of their program requirements.

Examples:

- 1) Candidates who complete their program requirements in 2016 (after June 1, 2015) may apply to write the 2019 exam;
 - 2) Candidates who complete their program requirements in 2018 (after June 1, 2017) may apply to write the 2019 and/or the 2020 exam.
- A-2 Candidates who did not apply for either of the first two examination cycles available following program completion.
 - A-3 Candidates who graduated prior to 2014.
 - A-4 Candidates who were previously certified but have allowed their certification to lapse.
 - A-5 Candidates who previously applied for certification but failed to achieve certification within two examination cycles.

All Pathway A candidates are required to submit the following documentation by the application deadline:

1. Online Application Form
2. Official Transcript (and Program Director Statement for student applicants): An original and official transcript from the University where the Genetic Counselling program was undertaken.

For candidates who are enrolled in a Genetic Counselling program at the time of the application:

- All aspects of the program **MUST** be completed by the examination date.
 - The transcript must be received by July 31st of the examination year.
 - Student applicants must also complete the Program Director Statement (form available on the CAGC website). Please scan the original signed Program Director Statement as a pdf for uploading to the online application form. Please retain the document with the Program Director's original signature as the Certification Board reserves the right to review the original document and signatures.
 - If there is outstanding coursework at the time of application (for example the thesis is not complete), a "*Confirmation of eligibility to graduate letter*" from the graduate studies office must be received by July 31st of the examination year. If the candidate fails to provide the confirmation of eligibility to graduate letter by July 31st, he/she will not be allowed to write the exam for this cycle, will have forfeited one cycle, and will not receive a refund of the application fee.
 - If a candidate has not completed all aspects of the program by the examination date, he/she will not be allowed to write the exam for this cycle, will have forfeited one cycle, and will not receive a refund of the application fee.
3. Letters of Recommendation: Two letters of support from the candidate's clinical supervisors or individuals familiar with the candidate's credentials and abilities in a clinical medical genetics setting, stating their belief that the candidate is a competent genetic counsellor. The referees must be certified by the CAGC, ABMG, CCMG, ABGC, CSPQ (Medical Genetics), RCPC (Genetics), GCRB (UK), or HGSA (Australia).

Original letter should be provided by the referee in a sealed envelope. Applications to write the CAGC Certification Board are made online, however letters of recommendation must be mailed along with the candidate's transcript to the CAGC office prior to the application deadline.

4. Fee
5. Case Logbook (Pathway A-2, A-3, A-4, and A-5 candidates only): A case logbook listing 50 genetic counselling cases and the roles the candidate performed in each case. All cases must have been undertaken in the 4-year period prior to the examination date. For a candidate who is unsuccessful or who has requested a deferral on the first certification examination attempt, their logbook may then be used for ONE subsequent re-examination attempt in the next examination cycle.

The logbook should reflect a breadth of experience and must be signed by the individual directly supervising the candidate for each case. The Masters in Genetic Counselling Program Director's signature on the logbook forms is allowed only if they have been directly involved

in the supervision of the case. The case supervisor must be certified by the CAGC, ABMG, CCMG, ABGC, CSPQ (Medical Genetics), RCPC (Genetics), GCRB (UK), or HGSA (Australia). The logbook form is available online. Please complete as many pages as necessary and scan into a single pdf for uploading to the online application form. Please retain the originals as the Certification Board reserves the right to review the original document and signatures.

For more information, please refer to the Logbook Instruction document on the CAGC website.

Applicants applying for certification through Pathway A-1 do not require a logbook to be submitted to the CAGC Certification Board. However it is expected that a record of the applicants' clinical training be maintained through their training program as per the ABGC/ACGC accreditation requirements. A Pathway A-1 candidate who is unsuccessful or who has requested a deferral on the first certification examination attempt may have ONE subsequent re-examination attempt in the next examination cycle without submission of a logbook. If they fail to achieve certification within two examination cycles and choose to re-apply for certification through pathway A-5, submission of a case logbook will be required.

Pathway B

Pathway B candidates have a Masters degree from a program established for the training of genetic counsellors that is not ABGC/ACGC accredited. For candidates who have graduated or are graduating from non-ABGC/ACGC accredited programs, each application to write the CAGC Certification Board exam will be assessed on an individual basis.

Candidates who are applying through Pathway B are required to submit the following documentation by the application deadline:

1. Online Application Form
2. Request for Special Consideration: Candidates are asked to provide a detailed explanation of their motivations for requesting special consideration to sit for this examination, and why they believe that they should be declared eligible. Requests should be one page or less. There is no dedicated "Request for Special Consideration" form on the CAGC website and candidates have to create their own document and save it as a pdf document for uploading to the online application form.
3. Official Transcript (and Program Director Statement for student applicants): An original and official transcript from the University where the Genetic Counselling program was undertaken. The transcript should document coursework in medical human genetics, human biology and behavioural sciences (i.e. counselling theory, crisis intervention, psychological assessment, grief/bereavement counselling, interviewing and counselling techniques, ethical/cultural issues etc.).

If the candidate is enrolled in a Genetic Counselling program at the time of the application, the transcript must be sent by July 31st of the examination year. Student applicants must also complete the Program Director Statement (form available on the CAGC website). Please scan the original signed Program Director Statement as a pdf for uploading to the online application form. Please retain the document with the Program Director's original signature as the Certification Board reserves the right to review the original document and signatures.

4. Descriptions of Course Content: For each course of the Master's degree listed on the transcript, please provide a one-paragraph description of course content. Links to websites will not be reviewed, but enclosed descriptions from websites and course catalogues are acceptable. Descriptions longer than one paragraph will not be reviewed. Please save as a pdf document for uploading to the online application form.
5. Description of Clinical Training: Using the Description of Clinical Training form (available on the CAGC website), candidates must describe in detail the clinical training and supervision they have received in genetic counselling (other than coursework). Candidates must use one copy of the form per type of clinical training/rotation. Candidates are asked to complete as many copies of the Description of Clinical Training form as necessary and to scan into a single document for uploading to the online application form.
6. Case Logbook: A case logbook listing 50 genetic counselling cases and the roles the candidate performed in each case. All cases must have been undertaken in the 4-year period prior to the examination date. For a candidate who is unsuccessful or who has requested a deferral on the first certification examination attempt, their logbook may then be used for ONE subsequent re-examination attempt in the next examination cycle.

The logbook should reflect a breadth of experience and must be signed by the individual directly supervising the candidate for each case. For candidates in a Masters in Genetic Counselling Program, the Program Director's signature on the logbook forms is allowed only if they have been directly involved in the supervision of the case. The case supervisor must be certified by the CAGC, ABMG, CCMG, ABGC, CSPQ (Medical Genetics), RCPC (Genetics), GCRB (UK), or HGSA (Australia). The logbook form is available online. Please complete as many pages as necessary and scan into a single pdf for uploading to the online application form. Please retain the originals as the Certification Board reserves the right to review the original document and signatures.

For more information, please refer to the Logbook Instruction document on the CAGC website.

7. List of Professional Activities: List professional activities and continuing education (i.e. professional meetings attended in the past 5 years, current professional memberships, etc.) relating to Genetics/Genetic Counselling. There is no dedicated form on the CAGC website and candidates have to create their own document and save it as a pdf document for uploading to the online application form.
8. One page CV/Resume. Please save as a pdf document for uploading to the online application form.
9. Letters of Recommendation: Three letters of support from the candidate's clinical supervisors or individuals familiar with the candidate's credentials and abilities in a clinical medical genetics setting, stating their belief that the candidate is a competent genetic counsellor. The referees must be certified by the CAGC, ABMG, CCMG, ABGC, CSPQ (Medical Genetics), RCPC (Genetics), GCRB (UK), or HGSA (Australia).

Original letter should be provided by the referee in a sealed envelope. Applications to write the CAGC Certification Board are made online, however letters of recommendation must be mailed along with the candidate's transcript to the CAGC office prior to the application deadline.

10. Fee

Pathway C

Pathway C candidates have a Masters degree in Genetic Counselling from a Canadian program that is not ABGC/ACGC accredited. The institution must have received pre-approval from the CAGC Certification Board on the basis of good professional standing and a documented history of candidates that have been deemed eligible through Pathway B and have had at least one candidate that has successfully passed over the previous two exam cycles.

In order for a candidate to apply through Pathway C, their institution's program director must apply for Pathway C status by submitting the following via email to certification@cagc-accg.ca:

Descriptions of Course Content: For each course required of the Master's degree, please provide a one-paragraph description of course content. Links to websites will not be reviewed, but enclosed descriptions from websites and course catalogues are acceptable. Descriptions longer than one paragraph will not be reviewed. Course content should document coursework in medical human genetics, human biology and behavioural sciences (i.e. counselling theory, crisis intervention, psychological assessment, grief/bereavement counselling, interviewing and counselling techniques, ethical/ cultural issues etc.).

The above documentation must be received from the institution by September 30 prior to the examination year. Institutions will be notified of their Pathway C status by December 1. Once approved by the Certification Board, graduates of pre-approved programs may apply through Pathway C. Pre-approval designation will be valid for one examination cycle (e.g.: 2 years) and will only be valid for candidates that graduated within that time period. For example, institutions receiving pre-approval for Pathway C status as of December 1, 2016 allows candidates that graduate in 2016 and 2017 of that institution to apply through Pathway C. Pathway C status will not be applied retroactively to candidates that graduated prior to pre-approval. The programs with pre-approved status will be posted on the CAGC website. Programs with Pathway C approved status are encouraged to inform their eligible students of this option.

All Pathway C candidates are required to submit the following documentation by the application deadline.

1. Online Application Form
2. Official Transcript (and Program Director Statement for student applicants): An original and official transcript from the University where the Genetic Counselling program was undertaken. The transcript should document coursework in medical human genetics, human biology and behavioural sciences (i.e. counselling theory, crisis intervention, psychological assessment, grief/bereavement counselling, interviewing and counselling techniques, ethical/cultural issues etc.).

If the candidate is enrolled in a Genetic Counselling program at the time of the application, the transcript must be received by July 31st of the examination year. Student applicants must also complete the Program Director Statement (form available on the CAGC website). Please scan the original signed Program Director Statement as a pdf for uploading to the online application form. Please retain the document with the Program Director's original signature as the Certification Board reserves the right to review the original document and signatures.

3. Description of Clinical Training: Using the Description of Clinical Training form (available on the CAGC website), candidates must describe in detail the clinical training and supervision they have received in genetic counselling (other than coursework). Candidates must use one copy of the form per type of clinical training/rotation. Candidates are asked to complete as many copies of the Description of Clinical Training form as necessary and to scan into a single document for uploading to the online application form.
4. Case Logbook: A case logbook listing 50 genetic counselling cases and the roles the candidate performed in each case. All cases must have been undertaken in the 4-year period prior to the examination date. For a candidate who is unsuccessful or who has requested a deferral on the first certification examination attempt, their logbook may then be used for ONE subsequent re-examination attempt in the next examination cycle.

The logbook should reflect a breadth of experience and must be signed by the individual directly supervising the candidate for each case. For candidates in a Masters in Genetic Counselling Program, the Program Director's signature on the logbook forms is allowed only if they have been directly involved in the supervision of the case. The case supervisor must be certified by the CAGC, ABMG, CCMG, ABGC, CSPQ (Medical Genetics), RCPC (Genetics), GCRB (UK), or HGSA (Australia). The logbook form is available online. Please complete as many pages as necessary and scan into a single pdf for uploading to the online application form. Please retain the originals as the Certification Board reserves the right to review the original document and signatures.

For more information, please refer to the Logbook Instruction document on the CAGC website.

5. Letters of Recommendation: Three letters of support from the candidate's clinical supervisors or individuals familiar with the candidate's credentials and abilities in a clinical medical genetics setting, stating their belief that the candidate is a competent genetic counsellor. The referees must be certified by the CAGC, ABMG, CCMG, ABGC, CSPQ (Medical Genetics), RCPC (Genetics), GCRB (UK), or HGSA (Australia).

Original letter should be provided by the referee in a sealed envelope. Applications to write the CAGC Certification Board are made online, however letters of recommendation must be mailed along with the candidate's transcript to the CAGC office prior to the application deadline.

6. Fee

Pathway D

Pathway D candidates have a Masters degree from a program established for the training of genetic counsellors which is not ABGC/ACGC accredited and that is outside of Canada. Candidates must have a current and valid certification either from the GCRB or HGSA and be in good standing with the corresponding organization; other certifications may be considered.

Each application to write the CAGC Certification Board exam will be assessed on an individual basis. If the Certification Board declines an application, application fees will be reimbursed, but administration fees (\$75) will be retained. Although clinical experience in a genetic counselling role in Canada is strongly encouraged, it is not a requirement to apply to Pathway D.

Candidates who apply to Pathway D and fail the certification exam can re-apply at the next examination cycle through the “Re-Examination” pathway. Candidates who fail the certification exam on their second attempt and who want to obtain their Canadian certification will no longer be eligible to Pathway D and will be required to follow Pathway B and submit all the required documents specific to this pathway.

Candidates who are applying through Pathway D are required to submit the following documentation by the application deadline:

1. Online Application Form
2. Request for Special Consideration: Candidates are asked to provide a detailed explanation of their motivations for requesting special consideration to sit for this examination, and why they believe that they should be declared eligible. Requests should be one page or less. There is no dedicated “Request for Special Consideration” form on the CAGC website and candidates have to create their own document and save it as a pdf document for uploading to the online application form.
3. Letters of Recommendation: Three letters of support from the candidate’s clinical supervisors or individuals familiar with the candidate’s credentials and abilities in a clinical medical genetics setting, stating their belief that the candidate is a competent genetic counsellor. The referees must be certified by the CAGC, ABMG, CCMG, ABGC, CSPQ (Medical Genetics), RCPC (Genetics), GCRB (UK), or HGSA (Australia).

Original letter should be provided by the referee in a sealed envelope. Applications to write the CAGC Certification Board are made online, however letters of recommendation must be mailed along with the candidate’s transcript to the CAGC office prior to the application deadline.

4. Proof of certification from the GCRB or HGSA, or from another certification body.
5. Fee

Re-Examination

Candidates who were deemed eligible to sit the exam in the previous exam cycle and who did not achieve certification or deferred may write the examination in the next available cycle. Eligibility is therefore valid for a total of 2 attempts. Candidates who do not successfully achieve certification within two consecutive attempts must re-apply for eligibility, submitting a complete new application (including logbook) with supporting documentation and fees.

Candidates who seek re-examination are required to submit the following documentation by the application deadline:

1. Online Application Form
2. Fee: The examination portion of the fee must be submitted with the application.

Recertification by Examination

Certification is valid for 10 years. Those individuals choosing to recertify by writing the

examination instead of collecting Continuing Practice Credits (CPCs) and Continuing Education Credits (CECs) will be required to pass the Certification Board examination before their certification expires. (See Recertification Protocol).

Individuals who allow their certification to expire must apply for certification as a new candidate (Pathway A or B).

Applicants who seek recertification by examination are required to submit the following documentation postmarked by the application deadline:

1. Online Application Form
2. Fee: The examination portion of the fee must be submitted with the application.

Exam information

The CAGC Certification Examination is a computer-based exam hosted and proctored by Yardstick Inc. Both English and French versions of the examination will be available on a single platform and candidates will have the ability to toggle between both languages. It is recommended that candidates plan to write in a single language. Moving between the two languages does take additional time and candidates choosing to do so should plan accordingly. Extra time will not be granted.

The exam will be three hours in length. There is no scheduled break during this time. An approved application is eligible for two exam cycles.

Description

The CAGC Knowledge-Based Competencies is the basis for exam questions for the certification process; this document is available on the CAGC website. A predetermined percentage of examination questions representing factual knowledge, information gathering, interpretation, and counselling within each of the areas in the Knowledge-Based Competencies have been selected. Not all areas will be equally represented but are weighted according to skills required in current genetic counselling practice. Each examination question is linked to a specific knowledge domain and skill domain within the Knowledge-Based Competencies.

The questions have been designed to test the candidate's knowledge, as well as the qualities of discrimination, judgment, and reasoning. Descriptions of laboratory situations or problems presented in narrative, tabular, or graphic formats are followed by questions designed to determine the candidate's knowledge and comprehension of the situation described.

Scoring

The certification examination consists of approximately 150 multiple-choice questions. Each answer is worth one point. Scores will be based on the number of correct answers. There is no penalty for wrong answers. Unanswered questions will be treated as incorrect.

Passing Score

The goal of the examination is the certification of genetic counsellors who have a reasonable base of knowledge and skills in genetic counselling. Candidates will be scored against an independently set score that is considered to be achievable by a competent genetic counsellor. Previous passing scores have ranged from 70-75%.

Reporting of Examination Results

Candidates can expect to receive a copy of their examination results within two months of the examination. Failure to receive results should be reported to the Chairperson of the Certification Board. Please notify the Administrative Office of any address or email change.

If an approved individual defers an exam it will count as one exam attempt. If an individual does not pass the exam after two attempts and they wish to become CAGC certified, they will be required to submit a complete new application and logbook for the next exam cycle.

In order to assist Genetic Counselling Programs evaluate their curriculum and program content, scores will be released to Program Directors under the following guidelines:

- No personal information will EVER be released.
- Individual scores will not be released.
- Data released to Program Directors may include the range, median, and mean scores of program graduates and of all candidates writing the examination. Content specific data may also be provided.
- Program Directors will be provided with cumulative data every second examination cycle.

Appeals

Appeals must be lodged, in writing, to the Administrative Office of the CAGC within 3 months from the date they received their examination results. An appeal should be based on a real or perceived unfairness or problem with the examination. All concerns should be supported by specific details documenting the concern. For example, if a candidate has a concern with a particular question, they should note their concern on the Notes section of the exam platform. Requests for re-marking of the examination are not considered an appeal and these requests will not be granted. The Certification Board will review each appeal and provide a written response within 60 days of receipt. There is a minimum \$75 fee for all appeals.

Examination Schedule

The certification examination has been held every two years; starting in 2019, the Certification Board is planning to offer it every year, but the examination cycle may be altered at the discretion of the Certification Board. Details of the next examination, any change in the examination cycle, as well as other pertinent information, will be published on the CAGC website.

Examination Location

The examination will be made available at a minimum of two Canadian locations. The availability of additional examination locations will be disclosed to approved candidates and details will be posted on the website.

Once a candidate selects an examination site, no changes will be allowed and an applicant must write the exam at the site selected. If the candidate shows up at another site, they will NOT be allowed to sit the exam and will forfeit one exam cycle.

Special Services for Persons with a Disability

A person with a disability may request special accommodations and arrangements to take the examination on the national testing date. Candidates wishing to make such a request are asked to submit a letter along with medical documentation outlining the reason for the special accommodations and the recommended arrangements. **This documentation should be sent with their completed application by the application deadline.**

Candidacy Requirements

The CAGC Certification Board limits eligibility for candidacy to those applicants who meet pre-determined criteria. The Certification Board may, at its sole discretion, declare a candidate ineligible to sit the Certification Board Examination if training, background, or references are deemed inadequate. Any person applying for candidacy found to have submitted fraudulent documents or to have misrepresented their education or experience will be barred from sitting future Canadian certification examination.

Exceptional Circumstances

- **Deferrals:** Individuals who request a deferral after their application is processed will lose one exam attempt. Partial refund of the examination fee may be considered on a case-by-case basis if the Certification Board receives a request at least three months prior to the date of the exam. Deferrals may be requested by email to the Certification Board Chair at certification@cagc-accg.ca.
- **Failure to Attend:** Individuals who do not attend the examination and fail to notify the Certification Board will lose one exam attempt and all of their examination fees.
- **Medical Emergency:** If a medical emergency prevents an individual from writing the exam, an additional exam attempt and partial refund of fees may be considered. The emergency must be substantiated by a physician's note (with clearly written name, address and credentials). The candidate would then be eligible to sit the exam during the next examination cycle.

Examination Day

Reporting Time/Check-in

Candidates are advised to report 15-30 minutes prior to the examination starting time. At the time of check-in, each candidate must present:

1. The letter of confirmation received from the CAGC Certification Board approving their application.
2. A form of government-issued photo identification (e.g. driver's license, passport, age of majority card).

Candidates who arrive late will not be admitted and will lose one exam attempt and forfeit their examination fee.

Supplies Required

A non-programmable calculator will be permitted. Calculators will be checked by the invigilators prior to admission to the examination site. Candidates may wish to bring a pencil to make notes. No other supplies will be allowed and no study materials/papers may be brought into the test site.

Test Security

Examinees who attempt to violate security will not have their examination processed and will fail to achieve certification.

Communication between examinees during the examination is not permitted and will not be tolerated. If a candidate is suspected of cheating, a warning will be given and the candidate will be allowed to finish the exam. A full report of the incident will be made by the site invigilator and presented to the Certification Board after the exam. The report will be reviewed and investigated. A decision as to whether or not to score the exam will be made at that time.

A candidate caught with materials for cheating or found to be giving or receiving assistance will be required to submit their exam and leave the room. In this circumstance, the candidate's exam

will not be scored and the examination will be considered a failure. The candidate may be barred from sitting any future Canadian certification examination.

Any irregularities of conduct or disruptive behaviour in the exam room will be reported and the chief invigilator may ask the candidate to leave.

Additional Comments

To minimize possible distractions during the examination, candidates will not be allowed to bring food into the test site. As an additional courtesy, we also ask that candidates please refrain from wearing perfume or other scented products as they may cause discomfort to those who have allergies or sensitivities.

Questions

Questions regarding the certification process and completed applications should be directed to the Certification Board Chair:

CAGC Certification Board
PO Box 52083
Oakville, ON L6J 7N5
T: 905-847-1363
F: 905-847-3855
certification@cagc-accg.ca

Pathways for application to the CAGC certification exam and the requested documents

Pathway	Application form	Document									
		Transcripts	Letters of recommendations	Fee	Logbook	Request for special consideration	Description of course content	Description of clinical training and supervision	List of professional activities (past 5y)	Resume (1 page)	Proof of certification (GCRB, HGSA, or other)
A-1	✓	✓	✓ (2)	✓							
A-2	✓	✓	✓ (2)	✓	✓						
A-3	✓	✓	✓ (2)	✓	✓						
A-4	✓	✓	✓ (2)	✓	✓						
A-5	✓	✓	✓ (2)	✓	✓						
B	✓	✓	✓ (3)	✓	✓	✓	✓	✓	✓	✓	
C	✓	✓	✓ (3)	✓	✓			✓			
D	✓		✓ (3)	✓		✓					✓
Re-examination	✓			✓							
Certification by examination	✓			✓							