

Quorum

85. In the event that an application is withdrawn from a member, it may be continued as provided in section 51 or 52 of these Rules.

Filing of the original with the secretary

86. The written decision of the tribunal terminating a matter shall be signed and filed with the secretary and constitutes the original of the tribunal's decision.

Decision from the bench

87. Decisions rendered orally during the hearing shall be recorded in the minutes of the hearing.

Reopening of the inquiry

88. A tribunal who takes a matter under advisement may, on its own initiative or at the request of a party, and until it renders its decision, order the inquiry reopened for the purposes and on the conditions it determines.

Filing in the register of decisions and true copy

89. The secretary shall file and keep the original of the decision in the register of decisions and a true copy of the decision in the record. The secretary is also responsible for issuing true copies of the decision, on request.

Transmittal

90. The secretary shall send a true copy of the decision to the parties and advocates and to the intervenors, if any.

Correction

91. A decision of the tribunal containing an error in writing or in calculation or any other clerical error may be corrected by the signatories of the decision, on their own initiative or at the request of a party. A copy of the correction shall immediately be sent to the interested parties.

DIVISION XI

COMING INTO FORCE (s. 92)

Coming into force

92. These Rules of procedure come into force on the fifteenth day following the date of their publication in the *Gazette officielle du Québec*.

6434

Draft Regulation

Professional Code
(R.S.Q., c. C-26)

Guidance counsellors and psychoeducators — Equivalence standards for the issue of permits

Notice is hereby given, in accordance with sections 10 and 11 of the Regulations Act (R.S.Q., c. R-18.1), that the Regulation respecting equivalence standards for the issue of permits by the Ordre des conseillers et conseillères d'orientation et des psychoéducateurs et psychoéducatrices du Québec, made by the Bureau of the Ordre des conseillers et conseillères d'orientation et des psychoéducateurs et psychoéducatrices du Québec, may be submitted to the Government which may approve it, with or without amendment, on the expiry of 45 days following this publication.

The purpose of the Regulation is to specify, pursuant to paragraph *c* of section 93 of the Professional Code, the equivalence standards for diplomas issued by educational institutions located outside Québec for the purposes of the issue of guidance counsellors or psychoeducators permits, as well as the equivalence standards for the training of a person who does not hold a diploma required for such purpose.

The aim of the Regulation is to replace the regulation presently in force in order to take into account the integration of psychoeducators into the Ordre professionnel des conseillers et conseillères d'orientation du Québec, which came into force on 29 September 2000 (Order in Council 1037-2000 dated 30 August 2000).

The Order sees no impact on businesses, including small and medium-sized businesses, following these amendments.

Further information may be obtained by contacting Renée Verville, Director General and Secretary of the Ordre des conseillers et conseillères d'orientation et des psychoéducateurs et psychoéducatrices du Québec, 1600, boulevard Henri-Bourassa Ouest, bureau 520, Montréal (Québec) H3M 3E2, telephone: (514) 737-4717 or 1 800 363-2643; fax: (514) 737-2172.

Any interested person having comments to make is asked to send them in writing, before the expiry of the 45-day period, to the Chairman of the Office des professions du Québec, 800, place D'Youville, 10^e étage, Québec (Québec) G1R 5Z3. The comments will be forwarded by the Office to the Minister responsible for the administration of legislation respecting the professions; they may also be forwarded to the professional order that made the Regulation and to interested persons, departments and bodies.

GAÉTAN LEMOYNE,
*Chairman of the Office des
professions du Québec*

Regulation respecting equivalence standards for the issue of permits by the Ordre des conseillers et conseillères d'orientation et des psychoéducateurs et psychoéducatrices du Québec

Professional Code
(R.S.Q., c. C-26, s. 93, par. c)

DIVISION I GENERAL

1. The secretary of the Ordre des conseillers et conseillères d'orientation et des psychoéducateurs et psychoéducatrices du Québec shall forward a copy of this Regulation to a candidate who, for the purposes of obtaining a guidance counsellor's permit or a psychoeducator's permit from the Order, wishes to have a diploma issued by an educational institution outside Québec or training recognized as equivalent.

In this Regulation,

“diploma equivalence” means recognition by the Bureau of the Order that a diploma issued by an educational institution outside Québec certifies that a candidate's level of knowledge and skills is equivalent to the level attained by the holder of a diploma recognized by a government regulation, made under the first paragraph of section 184 of the Professional Code (R.S.Q., c. C-26), as meeting the requirements for a guidance counsellor's permit or psychoeducator's permit issued by the Order; and

“training equivalence” means recognition by the Bureau of the Order that a candidate's training has enabled him or her to attain a level of knowledge and skills equivalent to the level attained by the holder of a diploma recognized by a government regulation, made under the first paragraph of section 184 of the Professional Code, as meeting the requirements for a guidance counsellor's permit or psychoeducator's permit issued by the Order.

DIVISION II DIPLOMA EQUIVALENCE STANDARDS

§1. Guidance counsellor's permit

2. A candidate who holds a diploma in guidance counselling issued by a university-level educational institution located outside Québec shall be granted a diploma equivalence for the issue of a guidance counsellor's permit if the candidate demonstrates that the diploma was obtained upon completion of programs of university studies at the undergraduate and master's levels comprising a total of 135 credits. A credit represents 45 hours of training or learning activities spent in a classroom, a laboratory or a workshop, serving a training period or doing personal work. A minimum of 96 credits out of those 135 credits must pertain to the following subjects and be divided as follows:

(1) a minimum of 39 credits in situation evaluation, including at least 27 credits divided as follows:

- (a) 9 credits in psychometrics and evaluation;
- (b) 3 credits in human development;
- (c) 3 credits in psychopathology;

(d) 6 credits in the human individual and his or her environment;

(e) 6 credits in vocational development and insertion;

(2) a minimum of 9 credits in the conception of guidance intervention, including the various clientele, contexts and organizations as well as their resources and intervention approaches;

(3) a minimum of 21 credits in direct intervention divided as follows:

- (a) 12 credits in individual and group counselling;
- (b) 6 credits in academic and professional information;

- (c) 3 credits in animation and training;
- (4) a minimum of 3 credits in consultation approaches, supervision models, work team management and conflict management;
- (5) a minimum of 6 credits in practice analysis methods and research methods;
- (6) a minimum of 3 credits in professional organization, ethics, the Québec professions system, the statutes and regulations governing the practice of the profession of guidance counsellor and the standards of practice applicable to the practice of the profession;
- (7) a minimum of 15 credits or 675 hours of internship in guidance counselling, including a minimum of 9 credits or 405 hours under the program of study leading to the master's degree and, under the same program, at least 170 hours of direct contact with the clientele and at least 40 hours of direct supervision. The internship shall consist of activities designed to familiarize the student with the various aspects of the profession of guidance counsellor with a diverse clientele, including evaluation, the conception of guidance intervention, intervention in the environment and management of the student's practice.

§2. *Psychoeducator's permit*

3. A candidate who holds a diploma in psychoeducation issued by a university-level educational institution located outside Québec shall be granted a diploma equivalence for the issue of a psychoeducator's permit if the candidate demonstrates that the diploma was obtained upon completion of programs of university studies at the undergraduate and master's levels comprising a total of 135 credits. A credit represents 45 hours of training or learning activities spent in a classroom, a laboratory or a workshop, serving a training period or doing personal work. A minimum of 99 credits out of those 135 credits must pertain to the following subjects and be divided as follows:

- (1) a minimum of 36 credits in situation evaluation, including
 - (a) 9 credits in normal development and adjustment difficulties;
 - (b) 9 credits in observation and in psychometrics and evaluation;
 - (c) 16 credits in the psychoeducational assessment of persons and environments, clinical diagnosis, case studies and report drafting;

- (2) a minimum of 9 credits in the conception and development of intervention plans and programs;

- (3) a minimum of 21 credits in direct intervention with a person or the person's environment, a group or organization, including organization, continuing evaluation, assistance interviews with a person, a family or group, the leading of activities or meetings, the use of situations in shared educational experiences, intervention in crisis situations and intervention in various environments with the various clientele;

- (4) a minimum of 3 credits in the administration and planning of services, supervision, team work and conflict resolution;

- (5) a minimum of 12 credits in the psychoeducator's professional practice divided as follows:

- (a) 6 credits in scientific methodology and qualitative and quantitative analysis methods;

- (b) 3 credits in program evaluation;

- (c) 3 credits in professional organization, ethics, the Québec professions system, the statutes and regulations governing the practice of the profession of psychoeducator and the standards of practice applicable to the profession;

- (6) a minimum of 18 credits or 810 hours of internship in psychoeducation, including a minimum of 12 credits or 540 hours under the program of study leading to the master's degree. The internship shall consist of activities designed to familiarize the student with the various aspects of the profession of psychoeducator with a diverse clientele and in various environments, including observation and evaluation, planning and organization, animation and utilization, communication, clinical diagnosis and case studies.

4. Despite sections 2 and 3, where the diploma for which an equivalence application is made was obtained five years or more prior to the application, a diploma equivalence shall be denied if the knowledge acquired by the candidate no longer corresponds, taking into account developments in the profession of guidance counsellor or in the profession of psychoeducator, to the knowledge currently being taught.

However, equivalence shall be granted if the candidate's work experience and training acquired since the diploma was awarded have enabled the candidate to reach the required level of knowledge and skills.

DIVISION III TRAINING EQUIVALENCE STANDARDS

§1. *Guidance counsellor's permit and psychoeducator's permit*

5. A candidate shall be granted a training equivalence for the issue of a guidance counsellor's permit or a psychoeducator's permit if the candidate demonstrates having, upon completion of relevant work experience in activities constituting the practice of the profession of guidance counsellor or psychoeducator, a level of knowledge and skills equivalent to the level that may be acquired by the holder of a diploma recognized as giving access to a guidance counsellor's permit or a psychoeducator's permit, as the case may be.

In assessing the training equivalence of a candidate, the Bureau shall take into account all the following factors:

- (1) the nature and duration of the candidate's experience;
- (2) the fact that the candidate holds one or more diplomas awarded in Québec or elsewhere;
- (3) the nature and content of courses taken and the marks obtained; and
- (4) the nature and content of training periods and other training activities.

§2. *Psychoeducator's permit*

6. A candidate shall be granted a training equivalence for the issue of a psychoeducator's permit if the candidate demonstrates that the following conditions are met:

(1) the candidate holds one of the following diplomas issued by the following universities before September 2000, or issued after September 2000 if the candidate was registered for the fall 2000 term or the winter 2001 term in a program of study leading to one of the diplomas:

(a) a bachelor's degree in psychoeducation awarded by Université de Montréal or Université de Sherbrooke;

(b) a bachelor's degree, a certificate of at least 90 credits or a licence in psychoeducation or in education of exceptional children awarded by Université de Montréal or Université de Sherbrooke;

(c) a bachelor's degree in psychoeducation or in education of exceptional children in the psychoeducation program, awarded by Université du Québec en Abitibi-Témiscamingue, Université du Québec à Hull or Université du Québec à Trois-Rivières;

(2) the candidate completed 270 hours of supervised internship in psychoeducation or, if the internship was not completed under the program of study leading to one of the diplomas referred to in paragraph 1, 270 hours of internship in psychoeducation supervised by a person trained in psychoeducation and having five years' relevant work experience in the field of psychoeducation;

(3) the candidate took at least 125 hours of training in ethics, measurement and evaluation as well as intervention planning and clinical management, including a minimum of 57 hours divided as follows:

(a) 15 hours in ethics;

(b) 21 hours in measurement and evaluation; and

(c) 21 hours in intervention planning and clinical management.

DIVISION IV TRAINING EQUIVALENCE RECOGNITION PROCEDURE

7. A candidate who wishes to have an equivalence recognized must provide the secretary with the following documents, which are required to support the candidate's application, together with the fees required under paragraph 8 of section 86.0.1 of the Professional Code:

(1) the candidate's academic record, including a description of courses taken, the number of hours of each course, and an official transcript of the results obtained;

(2) proof that the candidate's diploma was awarded;

(3) proof that the candidate's diploma was officially recognized;

(4) a document from the educational institution at the university level that issued the diploma attesting to the candidate's participation in and successful completion of the training sessions and practical work; and

(5) a document attesting to and describing the candidate's relevant work experience.

8. Documents in a language other than English or French submitted in support of an application for diploma or training equivalence must be accompanied by a translation into English or French.

9. The secretary shall forward the documents prescribed in section 7 to a committee formed by the Bureau to study applications for diploma or training equivalence and make an appropriate recommendation.

In order to make an appropriate recommendation, the committee may require the applicant to pass an examination or to successfully complete a training period, or both.

10. At the first meeting following the date of receipt of that recommendation, the Bureau shall decide, in accordance with this Regulation, whether it will grant a diploma or training equivalence and shall notify the candidate in writing within 30 days of its decision.

11. Within 30 days of its decision not to grant a diploma or training equivalence, the Bureau must so inform the candidate in writing and indicate the programs of study, training sessions or examinations that should be successfully completed within the allotted time, taking into account the candidate's current level of knowledge, for the equivalence to be granted.

12. A candidate who is informed of the Bureau's decision not to recognize the equivalence requested may apply to the Bureau for review, provided that the candidate applies to the secretary in writing within 30 days after the date on which the decision is mailed.

The Bureau shall hear the candidate at the next regular meeting following the date of receipt of the application. It must summon the candidate by a written notice sent by registered mail not less than ten days before the date of the hearing.

The decision of the Bureau is final and must be sent to the candidate in writing by registered mail within 30 days following the date of the hearing.

13. This Regulation replaces the Regulation respecting equivalence standards for the issue of permits by the Ordre des conseillers et conseillères d'orientation et des psychoéducateurs et psychoéducatrices du Québec (R.R.Q., 1981, c. C-26, r.44).

However, an application for equivalence shall be examined on the basis of the replaced Regulation if a recommendation in respect of that application is sent to the Bureau of the Order by the committee referred to in section 2.02 of that Regulation before the date of coming into force of this Regulation.

14. This Regulation comes into force on the fifteenth day following the date of its publication in the *Gazette officielle du Québec*.

6432