



Award for Excellence in Professional Training

Policies and Procedures

(Created 1993-05; Revised in 2000-02, 2007-06, 2018-07, 2021-02)

1. THE AWARD

- 1.1 The Canadian Council of Professional Psychology Programs (CCPPP) Award for Excellence in Professional Training (referred to in this document as the award) is awarded every year in which meritorious candidates are nominated.
 - 1.1.1 A training award shall be available to a candidate from an academic setting, known as the “Excellence in Academic Training” award
 - 1.1.2 A training award shall be available to a candidate from an internship setting, known as the “Excellence in Internship Training” award
- 1.2 The objective of the awards is to acknowledge the importance of professional training in psychology by recognizing a psychologist for their outstanding contributions to the professional training of graduate students/interns.
- 1.3 Nominations for the award may be made for any psychologist involved in professional training from any of the internship sites or university programs that are members of the CCPPP.
 - 1.3.1 Persons who are current members of the CCPPP Executive are not eligible for nomination.
 - 1.3.2 If a nomination is sent from a program where there is a current member of the executive, that member of the executive shall recuse themselves from writing a letter of recommendation and shall not be eligible to participate in deliberations concerning the award (i.e., the awards committee).
- 1.4 The award shall be administered according to the procedures outlined in this document.

2. AWARDS COMMITTEE

- 2.2 Administration of the award and the selection of the recipient will be responsibility of the CCPPP Awards Committee.
- 2.3 The members of the Awards Committee shall be: (a) The past-president of the CCPPP, ex officio, as chair; (b) One of the members-at-large, appointed by self-nomination; and (c) The Student Representative to the CCPPP.
- 2.4 In the event the position of Student Representative to the CCPPP is vacant, a second member-at-large shall be appointed to the Awards Committee by self-nomination.

- 2.5 A secretary shall be elected by and from among the members of the Awards Committee.
- 2.6 The Awards Committee shall make its selection on the basis of the files submitted to the committee.
- 2.7 For the benefit of subsequent years' Awards Committees, the chair of the Awards Committee will submit a brief written report on the activities of the Awards Committee to share with the Executive.

3 SELECTION CRITERIA

- 3.1 It is intended that the award recognize outstanding contributions to the professional psychology training of graduate students/interns. This includes contributions in areas such as the teaching of professional psychology, practicum and internship supervision, development of textbooks on professional training, administrative mentorship, citizenship within the larger training environment, and development of innovative programs for professional training of graduate students/interns.
- 3.2 Outstanding contributions typically take time to amass. Thus, award recipients will *typically* have made multiple contributions over a period of time and in multiple areas. That being said, it is not necessary that the recipient of the award excel in more than one area of professional training listed in 3.1
- 3.3 Only psychologists who are members of internship sites or university programs that are members of the CCPPP are eligible for the award.

4 NOMINATION PROCEDURE

- 4.1 Any graduate student/intern in psychology who has received or is currently receiving training from an eligible psychologist or any psychologist in a CCPPP program can submit a nomination for the award. A nominator (or collection of nominators) may only nominate one person for the award per year.
- 4.2 Nominations must include:
 - 4.2.1 A nomination letter (max 3 pages) that outlines the basis of the experience the nominator has had with the nominee and relevant evidence to document excellence in professional training.
 - 4.2.2 A copy of the nominee's CV.
 - 4.2.3 Letter(s) of support from the nominee's colleagues.*
 - 4.2.4 Letter(s) of support from the nominee's internship director, professional program director, or head of department of the program in which the nominee is employed.*
 - 4.2.5 Letters of support from current and/or former graduate students/interns trained by the nominee.*

4.2.6 The nominator should email the complete nomination package, including copies of all required letters and documents as a single zipped file folder, to the Chair of the Awards Committee.

* Letters of support (4.2.3, 4.2.4, 4.2.5) may be a single letter (max 3 pages), a group of collated cosigned letters (max 4 pages), or individual letters from different writers (max 2 pages/letter and maximum 2 letters). In the event the nomination is made by the nominee's program director/head, a single letter satisfying 4.2.1 and 4.2.4 is sufficient (max 4 pages).

5. TARGET DATES

- 5.1 The Awards Committee should be established following the Annual General Meeting of the CCPPP. Typically, the Awards Committee reviews procedures and selection criteria in light of preceding years' experience and invites nominations (e.g., through listserv announcement; newsletter) in September. Nominations are typically due December 1st.
- 5.2 A reminder about the award, including its objective, eligibility criteria, and nomination procedures is made via the listserv at least once prior to the nomination deadline.
- 5.3 The Awards Committee is to complete its deliberations by the end of February, in order to allow sufficient time for the recipient(s) to be notified well in advance of needing to make travel plans for the CPA convention.
- 5.4 The chair of the Awards Committee shall report to the Executive Council of CCPPP the name of the recipient(s) of the award once decisions are made. The Chair of the Awards Committee should then notify the award recipient(s) and the nominator(s).
- 5.5 A public announcement of the recipient of the award shall be made at the Annual General Meeting of the CCPPP and in the newsletter that is published after the CPA convention.
- 5.6 The Chair of the Awards Committee will inform the nominators of unsuccessful nominations of the outcome following the CPA convention. Each nominator should be informed that when the next call for nominations comes out, they may request that their nomination be carried forward to the following year. Nomination packages may only be carried forward for one year.