

## Application Process for New Service Providers

Thank you for your interest in becoming a service provider with the Employee Assistance and Respectful Workplace Programs (EARWP) Division of the Public Service Commission (PSC).

The EARWP Division accepts applications on a biannual basis for new providers. Applications can be submitted during spring and fall recruitment periods.

Spring Recruitment	March 1 – April 30
Fall Recruitment	September 1 – October 30

Please note, only applications received during the specified recruitment periods will be considered. All applications must include a cover letter, updated resume, and two professional references. Your cover letter should clearly identify the geographic area in which you offer counselling/conflict resolution services as well as any specialization areas within your education and experience.

New applications will be screened to ensure applicants possess the education, clinical experience/training, and proof of registration or certification required to provide clinical counselling services or conflict resolution services. Applications will be reviewed by a selection committee, and applicants will be contacted should an in person interview be recommended. The EARWP Division is not mandated to provide applicant feedback at the screening or interview stage. For more information on qualifications, please refer to **Information and Guidelines for New Service Providers** on the PSC website.

The EARWP Division provides a variety of services to employees, family members, organizations, and teams. If a need is identified within a particular service area, applicants may be contacted outside of the regular recruitment dates.

Applications for spring and fall recruitment can be directed to our Administration Office at [rebeccahedderson@gov.nl.ca](mailto:rebeccahedderson@gov.nl.ca) .