

APPLICATION GUIDELINES

The following are intended to provide guidelines to assist applicants for registration as Psychologist or Psychologists (Candidate Register). They are not intended to limit in any way the discretion of the Board in any of the matters discussed.

To begin, the Association of State and Provincial Psychology Boards (ASPPB) provides some very helpful information about navigating your way through the registration process. You can obtain this information by [clicking here](#).

Degrees in Psychology Acceptable to the Board

1. Applicants for registration as psychologists are required to show they have obtained a master's, doctoral or equivalent degree in psychology from an educational institution acceptable to the Board. The applicant's training must include adequate background in the foundational areas of psychological theory and supervised practicum, internship, field or laboratory training appropriate to psychology.

Procedure:

(1) The degree in psychology obtained by the applicant must meet the following criteria:

i) The program must be an integrated, organized sequence of study, standing as a recognizable, coherent organizational entity within the institution. Wherever it may be administratively housed, the institution's officers must identify it as a psychology program, and the majority of its faculty as psychologists.

ii) The program must have required an undergraduate degree in psychology (or equivalent courses in psychology) as part of the entrance requirement.

iii) The faculty of the program must have clear authority and primary responsibility for the core and specialty areas whether or not the program cuts across administrative lines.

iv) The program should have a body of resident students who are enrolled in that program. Programs that are primarily based on-line are not acceptable to the Board.

v) Curriculum requirements of the program must include adequate theoretical content in psychology and supervised practicum, internship, field or laboratory training appropriate to psychology. In order to meet these requirements, the master's level degree must be at least two years in duration.

vi) In addition to the foregoing, the applicant must demonstrate sufficient foundational knowledge in four general areas: Knowledge of the biological bases of behaviour; Knowledge of the cognitive-affective bases of behaviour; Knowledge of the social bases of behaviour; and Knowledge of the psychology of the individual. This must be demonstrated with at least one full course or two half courses, in each of the four areas. Introductory level courses are not acceptable for meeting this requirement.

vii) In addition to the foregoing, applicants are assessed with respect to competency in five core areas: Assessment and Evaluation; Intervention; Research; Ethics and Standards; and Interpersonal Relationships. Course work and experience in these areas must be listed.

(2) The Board will consider whether the educational institution has recognized standing or accreditation.

(3) Degrees in education, counseling, guidance, family studies, mental health studies, child studies, rehabilitation and other such designations are not normally considered degrees in psychology.

Evaluation of Application

2. Evaluation of the initial application for registration includes checking declared competencies against transcripts, references and any other documentation submitted. If additional education, training or experience is required prior to acceptance on the Register of Candidates, the applicant may be informed of the specific additional requirements.
3. If there are additional requirements that can be met during the candidacy period, the applicant must explain the process for determining satisfactory completion of these requirements in detail, and a time frame for the acquisition of the additional education, training or experience must be established as a condition of acceptance on the Register of Candidates. The Board may require removal from the Register of Candidates for non-compliance with this condition.

Plan for Collegial Consultation

4. In addition to arranging for Board approved supervision, applicants for Candidate Register status will be required to submit a plan for day-to-day consultation pertinent to the work environment. The requirement of a plan is to ensure adequate regular collegial consultation. If the workplace setting does not provide regular psychological services, consultation, the applicant must demonstrate that arrangements have been made for such consultation outside the work setting.

Supervision of Work Experience

5. The Board may consider part-time work as acceptable experience on an appropriately prorated basis.
6. Failure to maintain adequate supervision and timely reporting may lead to removal of the Candidate's name from the Register of Candidates.

Liability Insurance

7. The Board requires that all Registered Psychologists and all Psychologists (Candidate Register) maintain adequate professional liability insurance (minimum coverage: \$1,000,000 each claim, \$3,000,000 aggregate, \$50,000 Disciplinary Hearing). Once registered, proof of liability insurance must be provided to the Board within 30 days of registration.

Examinations

8. Applicants/Candidates are encouraged to complete the EPPP as soon as possible after completing the academic course work for the graduate degree and they must pass the EPPP within two years of acceptance on the Candidate Register.
9. The Board will conduct a special review of candidates who have not passed the EPPP within two years of being accepted on the Register of Candidates. The Board may suspend from the Register of Candidates any candidate who has been on the Register of Candidates for two (or more) years and has not passed the EPPP. Reinstatement at the Board's discretion is permitted following successful completion of the EPPP.
10. The oral examination is the final step in moving from the Register of Candidates to the Register of Psychologists, and this examination can be taken only after all other requirements for full registration have been met.

11. Ethical and professional conduct is required from the beginning, and is specifically assessed at the end of the candidacy period along with the other core competencies as necessary. Failure to demonstrate ethical professional practice during the candidacy period and/or in the oral examination can affect progress to the permanent Register of Psychologists.

**Compliance with the Mutual Recognition Agreement
(under Agreement on Internal Trade)**

12. Applicants for registration as psychologists must be able to document and / or otherwise demonstrate an adequate foundation in Psychology and proficiency in at least five core competencies recognized in the MRA. The initial application is evaluated by comparing the applicant's declared competencies with the other documentation submitted (e.g., transcripts, references, supervised work experience).
13. After being placed on the Candidate Register, the candidate and the supervisor must develop goals for supervision that are specifically designed to enhance the candidate's knowledge and skills in the core competency areas. During the period of supervision the regular reports submitted to the Board should address the goals and be related to the core competencies.
14. When the candidate has provided documentation of the required supervised work experience and the supervisor has evaluated the candidate's progress in addressing the declared goals and the core competencies, the candidate may take the oral examination for placement on the Register of Psychologists. The oral examination may address any issues arising from the supervision process, as well as assess the candidate's overall readiness for ethical professional practice. A candidate may not be moved forward to the Register of Psychologists without passing the oral exam even when all other expectations have been met.