

**October 12, 2011**

**Memorandum**

**To:** Members of the Saskatchewan College of Psychologists  
**From:** Karen Messer-Engel, M.A., R. Psych., Executive Director / Registrar  
**Re:** **2012 License Renewal**

Please note the following with regard to the annual license renewal:

- From this renewal period on, your invoice and the renewal package will be sent to you electronically. A hard copy will only be sent if specifically requested.
- You will need to print off hard copies of the renewal form and the regional directory form (if applicable) – complete these in full including a signature, and send these via the mail with your payment (if paying by cheque or money order) to the SCP office on or before the deadline of December 1, 2011. A late fee of \$10/day will be levied for fees received after December 1, 2011.
- There is a new question on the renewal form regarding the identification of a Professional Executor. Please note that this is a requirement and must be completed for your membership record.
- The College is now set up to accept VISA or Mastercard payments for annual and other fees. There is a \$20.00 administrative fee which will be levied. Please email or phone the SCP office should you wish to pay by credit card – you will need to provide your credit card number.

Thank you.