



Saskatchewan College of Psychologists (SCP) Registration and Authorized Practice Endorsement: Policy and Procedures:

- A. SCP does not require that a psychologist, registered with a regulatory body in another jurisdiction, become registered with SCP when the professional practice of that psychologist, in Saskatchewan, is limited to an appearance as a witness in a federal or provincial court in Saskatchewan.

B. APPLICATION PROCEDURE:

A person wishing to apply for registration with SCP may contact the office to have an application package mailed out. When the registrar has received all documentation necessary to complete an application file, it will be forwarded to the registration committee for review and decision. The applicant will receive written notification of the decision of the registration committee soon afterwards. The registration committee meets monthly or as required.

C. REQUIRED ACADEMIC CREDENTIALS:

For the purpose of administering The Psychologists Act, section 20(a)(i):
“has a master’s or doctoral degree in a program that primarily consisted of psychology classes from an educational institution recognized by the council”;

- (1) a master’s or doctoral degree is established by an official transcript, received directly by the College from the educational institution, that documents the date of conferral of the degree(s);
- (2) a psychology class is defined as a class that:
 - (i) is designated as such in the institution’s calendar (eg. Psychology 401); or
 - (ii) has an official title that clearly indicates it is psychological in nature (e.g. Psychology of Learning, Psychological Aspects of Rehabilitation);
- (3) “primarily” refers to a majority number of classes;
- (4) Council recognizes those educational institutions that:
 - (i) are listed as accredited institutions by the Association of Universities and Colleges of Canada; or
 - (ii) are listed in *Graduate Study in Psychology*, published by the American Psychological Association; or
 - (iii) are listed in *Accredited Institutions of Postsecondary Education*, published by the American Council on Education.
- (5) Council will consider an application supported by transcripts from educational programs outside North America, where an evaluation report by the *International Qualifications Assessment Service* or the *International Credential Evaluation Service* finds that the documented course of studies completed by the applicant was equivalent to successful

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completion of a master's or doctoral degree-granting program in psychology from an approved North American institution.

D. CATEGORIES OF MEMBERSHIP:

The registration committee may decide to grant one of the following categories of membership, in accordance with By-law 38(1):

1. Full-practising membership:

To be considered for full-practising membership, an applicant must submit, or have submitted on their behalf, the following:

- (a) a fully completed application form, signed by the applicant;
- (b) a university transcript, sent directly to the registrar from the university, documenting the degree claimed for registration purposes;
- (c) official notification from Professional Examination Service of the applicant's completion of the Examination for Professional Practice of Psychology (EPPP) with a score of 70% or higher;
- (d) a report, from the interviewing panel, of successful interview completion and acknowledged area(s) of practice competency;
- (e) documentation of successful completion of one year post-masters or post-doctoral degree supervision period and established area(s) of competency, submitted by the supervising psychologist(s) previously identified in submitted supervision plan(s) approved by the registration committee;
- (f) a completed criminal record check establishing, to the satisfaction of the registration committee, no outstanding concerns;
- (g) payment of all prescribed fees.

2. Restricted-practising membership:

- (a) Restricted-practising membership is available to an applicant who has completed a master's or doctoral degree acceptable to the registration committee (see C, above), but who has not completed all requirements to be eligible for full-practising membership.
- (b) An applicant may be granted restricted-practising membership upon the registration committee's approval of the following submitted material:
 - (i) all documentation listed in 1 (a), (b), (f) and (g) above;
 - (ii) a plan for supervision signed by a registered psychologist who is acceptable to the registration committee.

3. Non-practising membership:

An applicant who has been granted full-practising, or restricted-practising membership in the College may apply for non-practising membership by submitting a written request to the registrar, affirming cessation of practice in Saskatchewan for a period of time.

4. Resumption of practice:

1. A member who has been registered with 'non-practising' membership, who wishes to resume practice in Saskatchewan, must notify the registrar, in writing, of intent to resume practice and must fulfill all requirements for 'full-practising' or 'restricted-practising' membership before recommencing practice, including the following:
 - (a) payment of the difference in fees owing, in accordance with By-law 46(8);
 - (b) in the case of a member resuming 'restricted-practising' membership, establishment of supervision approved by the registration committee;
 - (c) submission of information required by the registrar for maintenance of the register.
 - (d) any other outstanding conditions of membership in accordance with the Act and the By-laws.
2. A member who has held 'non-practising' membership for 5 years must, upon a return to practice, practise under supervision, with 'restricted-practice' membership for one year (1500 hours), notwithstanding that the member may have held a 'full-practising' membership prior to requesting 'non-practising' membership.

E. CERTIFICATE OF REGISTRATION

1. The registrar shall inform the applicant, in writing, when his or her membership in the college has been approved provisionally, subject to any outstanding requirements (such as payment of the required membership fee).
2. **Required membership fees must be received by the registrar within 60 days of the date on which the registrar notifies an applicant that one's application has been approved provisionally. A person who does not remit membership fees within this period may be required to re-apply.**
3. The applicant's date of registration will appear on all documents as the latter of:
 - (a) the date of the decision by the registration committee; or
 - (b) the date of receipt of all prescribed fees and documents.
4. The registrar shall send to the applicant a certificate of registration, documenting:
 - (a) permitted title;
 - (b) category of membership;
 - (c) registration number;
 - (d) date of registration.

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5. The new member's name will be entered in the register when all required registration information, listed in E 4, and the applicant's contact information, is available to the registrar.

F. "GRAND-PARENTING" REGISTRATION PROCEDURES

1. Notwithstanding section C, above, for the period from March 1, 2002 to February 29, 2004, a registration process is available, in accordance with By-law 40(2), that is intended to provide membership to those who had been practising psychology in Saskatchewan, while exempted from registration under *The Registered Psychologists Act*.
2. A complete application file for an applicant for full-practising membership under the grand-parenting criteria comprises the items listed in Section D 1. as (a), (b), (f) and (g), plus submitted evidence, acceptable to the registration committee, of the following:
 - (a) having begun practising (post-Master's degree) in Saskatchewan at least one year prior to March 1, 2002;
 - (b) employed within the five years prior to application for membership in a setting recognized by council or in private practice;
 - (c) completion of a course in ethical practice and jurisprudence as approved by Council, prior to registration or an undertaking to complete such a course within one year from the date of registration;
 - (d) in the case of an applicant:
 - (i) with a doctoral degree described in subclause 20(a)(i) of the Act:
 - (A) two years of supervised experience, of which at least one year is postdoctoral, in a setting recognized by Council; or
 - (B) four years of experience in a setting recognized by Council,

OR
 - (ii) with a master's degree described in subclause 20(a)(i) of the Act:
 - (A) two years of postgraduate supervised experience in a setting recognized by Council; or
 - (B) six years of post-graduate experience in a setting recognized by Council.
3. An applicant who produces evidence, acceptable to the registration committee, of (a), (b) and (c), but who has not completed the required experience, stated in (d), may be granted 'restricted-practising' membership while completing all requirements for 'full-practising membership', as listed in **F 2**, above.
4. **All requirements for full-practising membership under 'grand-parenting' provisions must be met before March 1, 2004.**
5. Persons who have been practising psychology in Saskatchewan, under exempt status, are advised to apply for registration with the SCP immediately.

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6. The use of the title ‘psychologist’ and/or the performance of an **authorized practice** by persons who are not registered with and/or authorized by the SCP is a contravention of *The Psychologists Act, 1997*.
7. **Registered psychologists who intend to perform authorized practices, in accordance with the Act, s. 23(1) and the College’s document: “Authorized Practice Endorsement: Regulations and Application Procedural Guidelines”, are required to apply to the SCP for an APE licence before commencing such practices.**

G. AUTHORIZED PRACTICE ENDORSEMENT CREDENTIALING

In accordance with By-law 43(c), an applicant may satisfy the registration committee that he/she meets requirements of (i), (ii) and (iii) by:

1. satisfying a credentialing committee of 3 registered psychologists, in an interview, that the applicant has the knowledge specified in 43(1)(c)(i); and
2. having submitted on the applicant’s behalf an evaluative report by a field supervisor, acceptable to the registration committee, documenting 1 year (1500 hours) of supervised practice in the intended area of practice, and quality of practice that meets the requirements of 43(1)(C)(ii); and
3. having submitted an official transcript, from an institution, approved by council, sent directly to the SCP office, documenting successful completion of relevant coursework.

H. SUPERVISOR CREDENTIALING

1. Supervision of ‘restricted-practising’ members:

To be approved to supervise a ‘restricted-practising’ member, a psychologist must:

- (a) have been registered with a regulatory body as a psychologist with ‘full-practising’ membership, or the equivalent, for at least one year, or, in Saskatchewan, since March 1, 2002;
- (b) be registered in good standing, in Saskatchewan, without outstanding fees or fines;
- (c) have had no substantiated complaint against his/her psychology practice in the past five years; and
- (d) have a declared competency in the area(s) of competency sought by the supervisee.

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2. Supervision of applicants for APE certification:

To be approved to supervise a psychologist seeking APE certification, in accordance with the Act, s. 23, a psychologist must:

- (a) be in possession of an APE licence for at least one year or as of November 1, 2002;
- (b) be registered with SCP in good standing, without outstanding fees or fines;
- (c) be without substantiated complaint or penalty against practice for at least five years prior to commencing supervision;

3. Supervision for the purpose of obtaining APE certification may take place concurrently with supervision required to obtain full-practising membership;

4. Supervision for the purpose of obtaining full-practising membership and supervision for APE credentialing may be provided by the same or different supervisor(s), but each supervisor involved must be qualified to undertake his/her stipulated responsibilities in accordance with C(1) and/or C(2), above.
