



*Saskatchewan College of Psychologists*

# **INFORMATION HANDBOOK<sup>1</sup> FOR APPLICANTS**

**Office of the Registrar  
Saskatchewan College of Psychologists  
1026 Winnipeg Street  
Regina, Saskatchewan, Canada  
S4R 8P8**

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<sup>1</sup> SCP Registration Committee – 2<sup>nd</sup> Edition  
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## **PART I: GENERAL INFORMATION FOR APPLICANTS SEEKING REGISTRATION AS PSYCHOLOGISTS IN SASKATCHEWAN**

*The Psychologists Act, 1997* is a provincial law governing the registration of Psychologists and the regulation of the practice of registered Psychologists in Saskatchewan. Under the authority granted to it, the Executive Council of the Saskatchewan College of Psychologists makes bylaws, approves procedures for registration as a Psychologist or Doctoral Psychologist and regulates the professional practice of its members.

**Section 24 of *The Psychologists Act, 1997*** restricts the use of the terms ‘Psychologist’ and ‘Doctoral Psychologist’. A person contravenes the **Act (Section 24)** if he or she holds himself or herself out to the public as a Psychologist or Doctoral Psychologist without being registered.

**For the purposes of this document, ‘Psychologist’ includes both Master’s level and Doctoral level Psychologists.**

The Registration Committee is a standing committee of the Saskatchewan College of Psychologists. In carrying out the responsibilities delegated to it by Executive Council, it evaluates the academic qualifications of applicants for registration, registers and licenses members of the profession, monitors the practices of those granted *Provisional* licensure, and reviews applications for the *Authorised Practice Endorsement*.

**To become registered as a Psychologist, an applicant must meet the following criteria:**

- have earned a Masters degree in a program that primarily consisted of psychology classes from an educational institution recognised by Executive Council (including meeting the Foundational Knowledge requirements, documented evidence of supervised practica and/or internship, documented evidence of instruction and /or training in ethics);
- have passed the required examinations;
- have one year (1500 hours) of post-Master’s experience under the supervision of a Psychologist recognised by Executive Council in a setting recognised by Executive Council;
- have submitted a Criminal Record and Vulnerable Sector Screening Check completed within one year prior to application;

**OR**

- have earned a Doctoral degree in a program that consisted primarily of psychology classes from an educational institution recognised by Executive Council (including meeting the Foundational Knowledge requirements, documented evidence of supervised practica and/or internship, documented evidence of instruction and /or training in ethics);
- have passed the required examinations;
- have one year (1500 hours) of post-Master’s experience or one year (1500 hours) post-Doctoral experience under the supervision of a Psychologist in a setting recognised by Executive Council;
- have submitted a Criminal Record and Vulnerable Sector Screening Check completed within one year prior to application.

**Provisional Licence:** Applicants who have not met the requirements for full independent practice may be registered as Provisional Practice Members, subject to the approval of the Registration Committee. Those granted a Provisional Licence must follow the monitoring

provisions recommended by the Registration Committee and must complete all required examinations and procedures within the time periods stipulated (see Provisional Practise Membership, below).

### **Approval of Academic Qualifications**

*The Psychologists Act, 1997* provides that applicants, who have completed a program that consisted primarily of psychology classes and who have been granted a Master's level or Doctoral level degree from an educational institution recognised by Executive Council, may be registered. The Executive Council recognises as educational institutions those Canadian universities that are accredited by the Association of Universities and Colleges of Canada and those degree-granting institutions recognised by the University of Saskatchewan and University of Regina.

To be acceptable to the College, after July 1, 2004 all Applicants' degree programs, combining undergraduate and graduate course work, must contain at least one full year of undergraduate third and or fourth year courses or one half a year of graduate course work in each of four areas of *Foundational Knowledge* (see below). Applicants' degree programs must also have documented instruction and/or training in ethics and documented evidence of supervised practica and/or internship(s) consistent with the objectives of the program for the training of professional or academic Psychologists.

Applicants whose credentials have been obtained from institutions outside Canada and the United States are required to obtain an assessment of their academic credentials from **one** of the following services:

- 1.) *International Qualifications Assessment Service (IQAS)*; assessment to include a 'Description of Course Work';
- 2.) *International Credential Evaluation Service (ICES)* - assessment to include a 'Comprehensive Report'.

**The applicant is required to pay for all costs associated with obtaining the assessment. This will include any relevant application fees, transcript fees and any necessary translation services.**

<p>International Qualifications Assessment Service 9<sup>th</sup> Floor, 108 St. Bldg - 9942 - 108 Street Edmonton, AB, Canada T5K 2J5 Phone (780) 427-2655 Fax (780) 422-9734 E-mail: <a href="mailto:iqas@aecd.gov.ab.ca">iqas@aecd.gov.ab.ca</a> Website: <a href="http://www.aecd.gov.ab.ca/iqas">http://www.aecd.gov.ab.ca/iqas</a> <u>Edm:</u>427-2655, <u>AB (outside Edm):</u>310-0000 then ask for 427-2655, <u>SK:</u>1-800-999-3965, <u>Canada &amp; Overseas:</u>1-780-427-2655</p>	<p>International Credential Evaluation Service 3700 Willingdon Avenue Burnaby, BC, Canada V5G 3H2 Phone. (604) 432-8800 Fax (604) 435-7033 E-mail: <a href="mailto:icesinfo@bcit.ca">icesinfo@bcit.ca</a> Website: <a href="http://www.bcit.ca/ices">www.bcit.ca/ices</a> Toll Free (within North America):1-866-434-9197</p>
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## BRIEF SUMMARY OF REGISTRATION STEPS AND FORMS

### New Applicants

All applicants will receive a copy of ***Information Handbook for Applicants***, a handbook containing the details of registration process. This has been revised to include the new focus on national standards for general practice, contained in Appendix B of the Mutual Recognition Agreement between psychology Regulators in Canada. *The first 13 items (see immediately below), acceptably submitted, will allow the Registrar, or, if the Registrar determines appropriate because of complex issues, the Registration Committee, to issue a Provisional Licence in Psychology.*

### The following is required of the applicant for membership in SCP:

1. An Application Form for Initial Registration.
2. Application fee (non-refundable) of \$250.00.
3. Official transcripts of all post-secondary Master's and Doctoral degrees acceptable to the College and meeting the Foundational Knowledge expectations (transcripts must be sent directly to the College by the issuing institution and show that the degree has been conferred).
4. A verified copy of birth certificate. If you changed your name, verified copies of all documents (e.g. marriage certificate, certificate of name change).
5. A Consent for Release of Information form.
6. A Consent for Release of Information to Supervisor(s) form.
7. A Criminal Record and Vulnerable Sector Screening Check.
8. Declared/Intended Areas of Competence and Interventions form.
9. Employment Verification form.
10. Current curriculum vitae.
11. An *Applicant Self-Report of MRA Competencies* form.
12. MRA Competence "Reference Form" x 3 referees – 2 of whom are to be Psychologists, academic or registered; the third may be another professional who can speak to your competence. The three referees selected by the applicant are to be provided by the candidate with the completed *Applicant Self Report of MRA Competencies* form and attest to its accuracy. They should also complete the SCP *MRA Competence Reference Form* to the extent that they are knowledgeable. *It is important that all areas of competence on the form be the subjects of comment by at least one referee.*
13. *Supervision Agreement*: This details the expectations between Supervisor, Applicant, and Employer for receipt of required supervision. Formal documentation of this is required as are the signatures of all supervisors and the applicant.

**Note: For most applicants successfully completing the first thirteen steps will allow the SCP Registrar to issue a Provisional Licence as a Psychologist. If there is uncertainty about the status of the applicant, the Registrar will present the documents regarding these first steps above to the Registration Committee to decide if the applicant is eligible for Provisional Registration.**

14. *Supervision Plan* – An initial statement of the Goals, Objectives, and Skills-to-be-acquired through supervision (documented). The plan is to be based on the SCP document *Applicant Self-Report of MRA Competencies* (see above) presented to the supervisor by the applicant.

**Please Note:** This is the first point at which, for most applicants, their file will be presented to the Registration Committee. Many new applicants presented to the Registration

Committee will already have been declared Provisional Practice Psychologists. To be a Provisional Practice Psychologist requires that the applicant be under direct supervision by a Full Practice Psychologist who shares their intended areas of practice competence and who is acceptable to the College. **However, until the Supervision Plan is approved by the Registration Committee the practice hours logged will not be considered part of the supervised work required under the Psychologists Registration Act –1997.** That 1500-hour work experience will begin to be counted towards the Full Practice Licence requirement on the date the Registration Committee approves the Supervision Plan. The hours of work and supervision are to be provided to the SCP in the form of written supervision/practice logs.

15. Supervisor completed *MRA Rating Forms* and applicant completed *Supervision Logs* are to be submitted after 750 Hours and 1500 Hours of work (See Section 4. below for details on Supervision). The logs must be endorsed by the supervisor.
16. An *Authorised Practice Endorsement (APE)* qualified supervisor will need to document diagnostic competency if the applicant intends to seek this qualification during supervision. The applicant and supervisor will submit an *Application Form for APE* (with applicable application fee submitted by the applicant) and *APE Rating Forms* at the end of the 1500-hour supervision period. The SCP office will retain this application form until the granting of Full Practice status with APE by the Registration Committee. When this occurs the APE will be granted with the Full Practice credential.
16. The *Examination of the Professional Practice of Psychology (EPPP)* is also required. The EPPP has always been required from all applicants except “grandparent” applicants to qualify for a SCP Full Practice Licence. For Provisional Licensees, the EPPP may be taken at any time after the applicant is granted his/her Provisional Practice Licence by SCP.
17. The concluding step prior to achieving “Full Practice” registration is an *Oral Examination Interview* organised by the Oral Examination Committee of the SCP Executive Council. Three Full Practice Psychologists serve as examiners, at least one of whom must claim the same competence claimed by the applicant. An MRA competency focused oral examination interview was adopted in December 2004 by the Registration Committee. The MRA competency (and APE if relevant) focused oral examination interview will check the competence of applicants by sampling the MRA competence areas. Modification of the oral examination interview process was authorised by the Executive Council and was reviewed and revised in March 2004.

### **Application Procedures for Other Applicants Including:**

A) External applicants for membership in SCP applying from another jurisdiction after receiving supervision but without MRA recognition,

B) Applicants registered in Saskatchewan with Full Practice licenses who acquired them after July 1, 2003 without MRA Compliance and want Mutual Recognition Agreement (MRA) recognition from Saskatchewan to promote their Canada wide mobility.

AND

C) Other SCP Full Practice Licensed members who received registration prior to July 1, 2003, but wish to move to another signatory province or territory in Canada before five years has elapsed after their date of Full Practice registration in Saskatchewan.

**The Following Section Describes In Summary the Steps to MRA Recognition. (Refers to Section B of the SCP MRA policy and procedures document)**

**Clarification Note (regarding this section and these applicants):** Applicants registered prior to July 1, 2003 as Full Practice members of SCP may be recognised as grandparented MRA transfers to other Canadian jurisdictions if they have served for five years as Full practice licensed members with no disciplinary finding against them. They will be recognised under the MRA at the level of title provided for their training by other Canadian Jurisdictions without or with only limited qualifications assessment. The five years will begin from the date of Full Practice licence registration. If they transferred previously to Saskatchewan from another signatory jurisdiction where they were licensed as Full practice members they may combine prior and SCP experience on a Full practice register to establish the five-year period.

Some already registered Full Practice licensed SCP members without MRA qualification may wish MRA assessment prior to the passing of five years to support portability to other signatory provinces or territories of Canada. Alternatively, some few SCP members may reach Full Practice after July 1, 2003 without MRA recognition. If they began their application prior to November 29, 2003 this would be possible. These two categories of Full Practice licensed members have the option of applying for assessment and MRA qualified status either in their new jurisdiction or by applying prior to departure in Saskatchewan and completing ours. If they choose Saskatchewan assessment prior to departure, the steps below apply to them.

In addition to the existing application steps for out of province applicants, and as an alternative for in province applicants mentioned immediately above the following must be submitted:

1. Applicant Self-Report for MRA Competencies Form (SCP) submitted by applicant. (see above).
2. EPPP examination.
3. MRA Competence Reference Form.  
3 referees endorse the self-report of the applicant and rate MRA competencies using the SCP Reference Form. (Same reference form and process as above). For these applicants at least 2 of the 3 referees shall be Full Practice Registered Psychologists.  
**Note:** it is expected that practising members will know and be known by Full Practice Licensed Psychologists who are aware of their work, making the criteria for referees slightly different from the criteria for New Applicants above. The former was allowed to submit reference letters from non-registered academic Psychologists from their university programs.
4. Competency Appraisal for MRA by an experienced Psychologist with Full Practice recognition by SCP. Because of the legal changes in effect as of March 2002 in Saskatchewan, experience will refer to Psychologists who have at least five years of professional experience, post professional degree and recognised supervised work experience. Practice includes five years either while on College register, or in an exempted setting prior to March 2002. All appraising Psychologists must be on the SCP Register for five years as a condition of appointment starting March 2007. They will be selected and appointed by the Registration Committee, and they must share the same area of claimed competence as the applicant. They will report to Registration Committee using MRA Rating Form (same form as for Supervision Plan monitoring).

5. *Recommendation of approval for MRA by assessor confirmed by Registration Committee.* The Registration Committee will review all background documents. “*MRA assessment passed successfully*” is the status that may be granted by the Registration Committee.
6. In cases of uncertainty, the Registration Committee may request an oral examination for MRA and APE (if APE is part of the applicant’s application) using the same format as the oral examination for MRA and APE after supervision. The decision by the Registration Committee for imposition of an oral interview is not subject to appeal to the Executive Council. The oral interview will be recorded on tape to allow for Executive Council review of the examination if required. Any feedback provided by the original examination panel and / or the review panel will be provided to the candidate and the supervisor(s).

***There are fast track procedures for:***

***a) Full Practice members from other signatory jurisdictions who are identified by their signatory Canadian regulatory body as having been assessed for MRA eligibility, or who have achieved CPQ from ASPPB or are CRHSPP members; and, b) for Full Practice members of other jurisdictions seeking to practice briefly in Saskatchewan while maintaining their primary affiliation and residence in their jurisdiction of origin.***

## PART II: APPLICATION FOR REGISTRATION AS A PSYCHOLOGIST

### 1. THE APPLICATION PROCESS

#### 1.A Full Practice Registration

To be considered for Full Practice registration, an applicant must submit the following:

- i. completed application form and accompanying documents;
- ii. current criminal record and vulnerable sector screening check (see 2. below);
- iii. current curriculum vitae (career summary);
- iv. transcripts for relevant post-secondary academic course work (to be sent directly from the institution to the SCP Registrar);
- v. outcome notification for the Examination for Professional Practice of Psychology (EPPP), to be sent directly to the SCP Registrar from Professional Examination Services; or by the Regulatory Body of record if taken previously while in another jurisdiction.
- vi. documentation of completion of necessary supervision requirements;
- vii. full, non-refundable, 'application for registration' fee of \$250.00;
- viii. successful completion of oral interview assessing knowledge of practice guidelines in the area(s) of competency claimed by the applicant, jurisprudence and professional ethics (note the oral interview format will change to an MRA compliant format for all new applicants as of January 2005)
- ix. payment of the required registration fee. On July 1<sup>st</sup> of the licensure year, there is a reduced rate for Full (or Provisional Practice) registration.

**It is the applicant's responsibility to ensure that his or her application is complete and that all materials are presented to the SCP office. An applicant's request for registration will be submitted to the Registration Committee and considered only when the Registrar has received all required application materials needed for review of the application.**

#### 1.B Provisional Practice Registration

An applicant who submits documentation and fees listed in A (i), (ii), (iii), (iv), (vii) and (ix) may be granted a 'Provisional Practice' licence after the submission of a *Supervision Agreement*. This form describes the terms and conditions of supervision agreed between the applicant, a supervisor, and the employment setting. Subsequent to the receipt of the Supervision Agreement, a Supervision Plan will be prepared and submitted, jointly prepared and signed by the supervisor and supervisee. These plans will be prepared in accordance with the requirements current and approved by Executive Council at the date of submission. ***Requirements listed in A (v), (vi) and (viii) must be completed within three years of the granting of a 'Provisional Practice' licence, unless extended with written consent by the Registration Committee.***

A Psychologist practising with a Provisional licence may engage in the practice of psychology under the supervision of a Psychologist while completing the process of becoming a Full Practice member of the College.

Provisional Practice Psychologists are subject to *The Psychologists Act, 1997*, and its bylaws, and all policies and standards which may from time to time be passed by the Executive Council of the Saskatchewan College of Psychologists to regulate the practice of registrants under *The Psychologists Act, 1997*.

A Provisional Practice Psychologist is entitled to a special title during the period of supervised practice. He or she may hold themselves out using the title ‘Psychologist (Provisional)’ or ‘Doctoral Psychologist (Provisional)’ in all public statements, whether in written or oral form. They may use the title Psychologist only with the addition of the information regarding their Provisional status.

Provisional Practice Psychologists may not engage in unsupervised (independent) practice. A Registered Psychologist or approved alternate must be identified by name as the responsible supervisor on all reports and other professional work. The practice to be followed for co-signing of reports is to be identified in the *Supervision Agreement*, and be consistent with the supervisor and employer’s standards for protection of client interests.

The role of supervision provides for responsibility by the supervisor for the care and well being of the client. Substitution of judgement by the supervisor is a right and an obligation, and will be carried out in a respectful and helpful spirit with clear and explicit agreement among the responsible parties. Thus, the supervisor, supervisee, and employer must be aware of what documents require co-signature and which may go forward with only an identification of the name of the responsible supervisor but no signature. This requires an exercise of judgement that will track the growth and development of the applicant during the period of supervision, but does not change the ultimate condition of responsibility. Responsibility for practice and all materials involved in professional communications rests with the supervisor as well as the supervisee.

Independent practice of psychology is restricted to Full Practice Registered Psychologists. Thus, after the completion of the required 1500 hours of supervised work (required as a period in which to establish applicant’s competence) an obligation remains to continue under direct supervision until all other obligations for a Full Practice Licence are met and are approved by the Registration Committee and granted by the College.

**The required 1500 hours of supervised practice shall begin with the approval of the Supervision Plan by the Registration Committee, not with the filing of the Supervision Agreement, Supervision Plan, and the approval of Provisional Practice status for the applicant. The submission of the Supervision Plan to the SCP office is expected to occur within a month of receipt of the Supervision Agreement at the SCP office.**

## **2. CRIMINAL RECORD AND VULNERABLE SECTOR SCREENING CHECK**

A completed Criminal Record Check is required for approval of the application to become a licensed Psychologist. As of April 17, 2010, the SCP Executive Council passed a motion requiring that Criminal Records Checks must include Vulnerable Sector Screening for all new applicants for licensure. The Criminal Record and Vulnerable Sector Screening Check can be obtained through the local police force, or the Royal Canadian Mounted Police.

There is a fee for this service, which varies from jurisdiction to jurisdiction. It is the applicant’s responsibility to pay this fee and to submit the completed Criminal Record and Vulnerable

Sector Screening Check to the Registrar.

If a criminal record or other concern is indicated by the vulnerable sector screening, the applicant will be required to submit a legal affidavit to the Registration Committee describing the nature of the concerns, the charges, and the year in which those charges/conviction occurred. The Registration Committee reserves the right to request other information subject to policy guidelines and to make decisions about the application based on a judgement of presumed adverse effects for the general public of the applicant's intended practice.

### **3. SCP POLICY – MUTUAL RECOGNITION AGREEMENT**

*Draft Approved by SCP Executive Council, November 29, 2003, revised and approved by SCP Executive Council in June 2004 for July 1, 2004 inclusion of Foundational Knowledge under the Mutual Recognition Agreement*

#### **3.A Policy Regarding Mutual Recognition Agreement, Foundational Knowledge and MRA Competency - SCP Endorsed Procedures for Assessment of Applicants for MRA Competencies**

##### **3.A.1 MRA Requirements Effective July 1, 2003**

The Mutual Recognition Agreement (MRA) signed by all Canadian regulatory bodies and in effect since July 1, 2003, requires that all applicants for registration be appraised for a group of agreed upon competencies in order to qualify for licensing. This policy has been developed by SCP to meet the appraisal requirement. Successful assessment is necessary for inter-jurisdiction mobility to all signing provincial and territorial regulatory bodies in psychology in Canada.

The MRA is based on general knowledge of psychology and five competency areas. These were anchored in a national study of core competencies for general practice of psychology. The study was conducted on behalf of CPAP which was a Canadian national association of fraternal and regulatory bodies in psychology, of which SCP was a member. The Canadian regulators of psychology have since established under the name Association of Canadian Psychology Regulatory Organizations (ACPRO) and have maintained the MRA Competency requirement for all Psychologists practicing in Canada. The registration process and requirements endorsed by the SCP Executive Council are intended to ensure that every Registered Psychologist in Saskatchewan has obtained MRA Competencies. These competencies must be demonstrated to have been acquired for an applicant to achieve Full Practice (independent licensure) registration in Saskatchewan and nationally in Canada. They make up the necessary minimum body of knowledge, skills and abilities (KSA's) needed by independently practising Psychologists in Saskatchewan and nationally across Canada.

Under the MRA ACPRO has agreed that every applicant for initial registration or licensing will be evaluated on basic general knowledge of psychology. The EPPP examination is accepted for this purpose by nine provinces. Graduation from a training program in Quebec at a university accredited by the CPQ is accepted as the basis for MRA in Quebec. Applicants to Quebec from out of province are required to write the EPPP. All jurisdictions accept the five core competencies, although some add a limited amount in addition to the requirements. The core competencies are listed below, and elaborated on in SCP documents. They appear as Appendix A of the Mutual Recognition Agreement.

### 3.A.2 The Five MRA Core Competence Areas

- (a) Interpersonal Relations,
- (b) Assessment and Evaluation,
- (c) Intervention & Consultation,
- (d) Research, and
- (e) Ethics and Standards.

The text of the *Mutual Recognition Agreement* may be requested from the SCP Office. It may also be found at <http://www.cpa.ca/MRA.pdf> or at [www.cpa.ca](http://www.cpa.ca) followed by clicking on Psychology in Canada and Mutual Recognition Agreement. Psychologist SCP has chosen to track the development of MRA competencies by new applicants. The degree and source of competence will be documented at the point of applying for Provisional Practice registration through applicant's self assessment and reference forms from three referees commenting on MRA, KSA's and confirming the self assessment. MRA competence development will be embedded and assessed within the 1500 hours of supervised practice required of all new applicants. MRA competence accomplishment will be confirmed during the concluding oral interview.

There will be a transition period during which currently approved supervision plans may be sustained. This will allow for changes in the impact of MRA competency requirements on supervision plans and assessment requirements to begin with newly filed plans. Those dealing with existing plans may follow the second set of MRA procedures described below which are not imbedded in the 1500 hours of supervision. During the transition period it will be acceptable to the College that training in addition to the year of supervised experience be added after the graduate degree if such is required to meet the MRA requirements.

After this period, it will be anticipated that competency will be established by the end of the approved supervision plan period by presenting a combination of pre-graduation course work and post graduation MRA content in supervision plan and implemented during the period of supervision. The oral examination interview administered by the College will further assure that this has occurred, by focusing specifically on MRA relevant KSAs including, where chosen, Authorised Practice Endorsement (APE) relevant KSAs developed during supervision.

After July 1, 2003, if another province provides MRA competency assessment in its registration appraisal process and requirements, and incoming applicants have been evaluated for Foundational knowledge of psychology as well as for five competency areas, the applicants' registration in Saskatchewan will be facilitated. They may still be required, at the discretion of the Registration Committee, to complete examinations to demonstrate local knowledge of ethical standards or jurisprudence, which are unique to Saskatchewan.

Applicants approaching SCP for registration from other jurisdictions not evaluated for MRA will be required to meet all existing requirements. Some may meet fast track requirements with CRHSPP,

National Register, or ASPPB portability qualifications. Applicants who were Full Practice in another signatory jurisdiction prior to July 1, 2003 and who practised for five years as full practising members prior to applying to SCP for Registration will be exempt from the MRA requirements. They will be admitted as MRA grandparent members. Those who do not fall within one of these categories will need to submit the documentation required in Section B (below), and to pass the SCP records assessment and oral interview. They may be asked to complete any examination that may be required in MRA areas in addition to the oral examination.

### **3.A.3 Foundational Knowledge in Psychology: A Change in MRA Requirements Effective July 1, 2004**

Subsequent to the signing of the MRA, the SCP signed an agreement to add *Foundational Knowledge* as a requirement to be met by all new applicants prior to issuing a Provisional Licence to practice in psychology. The signing regulatory bodies in psychology agreed to this in April 2004. ACPRO agreed that four areas of *Foundational Knowledge* be added to the MRA. This will become effective after all regulators have signed the agreement. It was further agreed by the Executive Council of SCP that this requirement would come into effect for new applicants on July 1, 2004. SCP Executive Council interpreted this requirement to be that a) one third or fourth year full year undergraduate course or b) one half-year graduate course in psychology in each area would be taken. This was the minimum educational requirement (in addition to those previously identified in section 20 of the Psychologists Act – 1997 and the relevant bylaws). The new applicant must meet the *Foundational Knowledge* requirement in each of **four** (4) areas of *Foundational Knowledge* (listed below).

The application forms for new applicants have been modified, and the modified forms shall be required, as indicated, of all new applicants applying after July 1, 2004. The application forms now allow the applicant to document in detail how the courses on his or her transcripts, undergraduate and graduate, meet the four areas of Foundational Knowledge required.

As it was agreed that graduates with Doctoral degrees from CPA/APA accredited graduate programs would have to meet these requirements as part of the accreditation requirements of their graduate programs; it is sufficient for such graduates to so indicate on their applications. It is also accepted that members from other jurisdictions with MRA successfully completed, those with grandparent eligibility for MRA (e.g., having five years of experience as Full Practice Psychologists with no disciplinary findings and a registration date for Full Practice prior to July 1, 2003), applicants with AASPB CPQ designation, and CRHSPP qualified applicants from other regulatory bodies will be deemed to have met this requirement.

All other applicants shall document the successful completion of one or more year courses in their undergraduate degree programs or one or more ½ year courses in their graduate curriculum for each of the following *Foundational Knowledge* Areas as a portion of their obligation under The Psychologists Act 1997 – Section 20 (a) and related bylaws.

**FK Area 1. Knowledge in the biological bases of behaviour – *examples:***

- 1.1. Physiological psychology
- 1.2. Comparative psychology
- 1.3. Neuropsychology
- 1.4. Sensation and perception
- 1.5. Psychopharmacology

**FK Area 2. Knowledge of the Cognitive-affective Bases of Behaviour – *examples:***

- 2.1. Learning
- 2.2. Cognition
- 2.3. Motivation
- 2.4. Emotion

**FK Area 3. Knowledge of the Social Bases of Behaviour – *examples:***

- 3.1. Social psychology
- 3.2. Group processes
- 3.3. Community psychology
- 3.4. Environmental psychology
- 3.5. Organisational and systems theory
- 3.6. Cultural issues

**FK Area 4. Knowledge of Psychology of the Individual – *examples:***

- 4.1. Personality theory
- 4.2. Human development
- 4.3. Psychopathology
- 4.4. Individual differences

**3.A.4 MRA and Authorised Practice Endorsement (APE)**

APE requirements are subsumed under the MRA Competencies. Because of the requirements of Section 23 of *the Psychologists Act 1997*, achieving recognition for APE requires the assessment, judgement and recommendation of a Psychologist who has APE recognition from the SCP in the area of practice competency in which the applicant is claiming. This Psychologist may also be supervising the applicant. As qualified supervisors assess APE competencies, at both the onset and completion of supervision, they will ensure that the relevant steps are taken during supervision to allow them to complete an application for APE, with and for applicants, at the end of supervision.

**3.A.5 SCP Endorsed Assessment Procedures****3.A.5.a For applicants to complete 1500 hours of supervised work experience in Saskatchewan post first qualifying graduate degree**

*Step 1.* Application is made for Provisional Registration as a Psychologist. Applicants complete a number of documents, including an *Application Form*, which contains among other sources of information, a section for demonstrating that the *Foundational Knowledge Requirement* has been met through various course work. As part of their registration application sequence, applicants must complete an MRA eligibility self-description. This is done using a SCP formatted *Applicant's Self-Report of MRA Competencies* form, which is sent to the College. This form documents their background preparation and source of knowledge, skill and ability for each of the five competency areas. Three letters of reference are needed to support

this. Two must be from registered Psychologists or academics teaching psychology in their graduate programs that know them well and can verify their competency claims. The third referee may be a Psychologist, academic, or other professional who can attest to their claims of MRA competence.

**An assumption made in preparing the *Applicant Self-Report of MRA Competencies* form is that a Psychologist at the beginning of his or her career usually will not have obtained a level of competence above that of a “novice” practitioner. In rare circumstances, Provisional members with previous work experience in the helping professions may have obtained some overlapping skills that would reasonably allow them to claim competence at a slightly higher level than “novice”. The competency levels were developed by a Task Force of Internship Supervisors (see the reference at the bottom of the first page of the *Applicant Self Report of MRA Competencies* form). They were based on Task Force Member observations and opinions regarding expected and reasonable competence of psychology interns at the end of 2 years (3000 hours or more) of richly supervised practice of psychology. Thus, it is viewed as unlikely that after 1 year or 1500 hours of supervised work experience a Provisional member will be rated as “proficient” or higher. The small letters after some competencies are, therefore, provided as an expected entry for external Full Practice candidates. The upper levels, those above even the two year expectation, are provided to allow experience above the two year expectation - a range allowing documentation of career experience, and. The upper levels are not expected or acceptable applicant self ratings rating at the beginning of an initial period of supervised work experience, nor are they the expected rating at the end of the 1500 hours of supervised work experience.**

Attesting by referees is provided to SCP on reference forms provided by the SCP. It attests to and confirms the claimed knowledge, skills and abilities of the applicant, at the point of application, for each competency area. (See SCP *MRA Reference Form* in the application package)

Step 2. Supervisors at supervised work settings will be provided with the applicant’s *Applicant’s Self-Report of MRA Competencies* form and copies of the three reference forms submitted by the applicant or his/her supervisor to the College. If referees have asked that their comments be confidential and not shared with the applicant, the information from the reference forms will be collectively summarised by the Registrar. Otherwise, they will be shared in their entirety. During the year of supervision, new registrants must undertake to acquire knowledge, skills, and abilities enhancements based on those outlined in Appendix A of the MRA (June 2001) The supervisor and applicant will outline a work plan. This will set and track the development of competencies from the initially assessed level to a level sufficient to meet the MRA expectations for entry to independent practice. The work plan will summarise the tasks over the 1500 hours leading to the achievement of the MRA expectations. This will initially be based on supervisor judgement.

To repeat for clarity, the Primary Supervisor will prepare, with the applicant, a yearlong work plan based on a mutual assessment of the initial application and reference material. The mutual task is to prepare, with the applicant, an MRA relevant work plan, summarising the tasks for the year against the MRA Competency areas. This plan will, through two successive reports using the SCP assessment forms, document progress from entry to the completion of MRA eligibility. This will initially be based on supervisor judgement, but this judgement will become increasingly criterion referenced. This will occur as the SCP, supervisors, and applicants gain

experience with applicant background descriptions, and work plan development and assessment in the five MRA competencies. This experience and other regulatory bodies in Canada will become crystallised into criteria for recognising achievement of the competencies.

### 3.B Implementation of MRA Competency Assurance

#### 3.B.1 For Applicants Applying After First Professional Degree is Achieved

Step 1. A *Supervision Agreement*, describing the responsibilities of the Supervisor, Supervisee, and (if different) employing organisation, will be prepared and submitted to the SCP office for the applicant's file. This begins the period of supervision required for issuing a Provisional Practice licence. It is a necessary but not a sufficient step for starting the logging of the 1500 hours of required post-degree supervised work experience. That also requires a *Supervision Plan* approved by the SCP Registration Committee.

Step 2. Preparation of a Supervision Plan may take a month or two after the completion and submission to SCP of the *Supervision Agreement*. It proceeds as follows:

The applicant provides his or her primary supervisor with copies of his or her *Applicant's MRA Self-Report of Competencies* form and the three confirming letters of reference. The supervisor and applicant will then prepare the *Supervision Plan*, which is a statement of the goals, objectives and activities to move the applicant from the base line competence described at point of issue of the SCP Provisional Licence to the stage of readiness for oral examination interview for independent practice.

The MRA based *Supervision Plan* will be prepared on a form provided by the College. All applicants may also seek, during the period of supervised practice or post degree internship, to establish an *Authorised Practice Endorsement* if the relevant expectations for supervisor qualification, and background knowledge and training can be met, and this will also be subsumed under the MRA competency areas. The *Supervision Agreement Form* and the *Supervision Plan* development are listed as Step 3 and plans for Step 4 below.

Step 3. The employing organisation, supervisor and applicant prepare and submit the *Supervision Agreement* to SCP.

Step 4. The applicant and supervisor will jointly identify an individual plan for development of knowledge, skills, and abilities under MRA Competency descriptors.

Step 5. During the year, the KSA's will be achieved through a combination of agreed-upon readings, experience, and scheduled interaction with the primary or additionally designated supervisors. The supervisor and applicant will meet regularly at meetings logged by the applicant and initiated by the supervisor(s). To document progress under the *Supervision Plan*, the primary supervisor agrees to complete an *MRA Rating Form* at the mid-point (750 hours) and end point or at the termination of the supervisory relationship regardless of whether evaluations had previously been submitted. The Provisional Practice applicant will remain under direct supervision after completion of the 1500 hours of supervised practice requirement and until a Full Practice licence is achieved.

Relevant reading and supervised experience which addresses the MRA Competency areas will be identified and logged during the supervision year. This will be done as part of the required supervision log. It will be summarised in the *Supervision Agreement* established at the beginning of the year as an expectation. It will be described as goals and activities in the *Supervision Plan* approved by the SCP Registration Committee. Progress will be documented on the interim and final supervisor's reports. Supervision Logs and other described documents will

be co-signed and initialed by the primary supervisor and the Provisional Practice supervisee when submitted to the SCP.

Step 6. The supervisor will appraise the progress of the applicant and include MRA Competency appraisal as the "interim" and "final" report submitted to the SCP documenting required supervision. An *APE Application Form* may be submitted at conclusion of the year of practice to be held on the applicant's file until Full Practice status is achieved. Payment of the APE application- fee by the applicant may occur at the point of achievement of Full Practice status, as a condition for assessing and granting APE. Those seeking APE will be examined for APE competence during their required oral interview.

Step 7. In the interim and final supervisors' reports, the latter posted at the end of required 1500 hours of supervision, the supervisor will attest to the competence of the applicant in the areas of MRA and the claimed areas of practice competence. At the end, if the supervisor has APE with the College and the applicant is applying for the endorsement, the supervisor will attest to APE competence in a separate final report by completing the *APE Rating Form* and the *APE Application Form* for and with the applicant. The supervisor, must himself or herself be registered with APE competence for the population(s) with which the applicant intends to practice

### **3.B.2 For Applicants Not Supervised in Saskatchewan and Not Eligible for MRA Portability From Their Current Jurisdiction of Practice, or Supervised Prior to the Development of MRA Assessment by SCP But Seeking MRA Portability**

Step 1. Application is made for Provisional Practice registration as a Psychologist. A *Supervision Agreement* is prepared if there will be a period prior to achieving Full Practice during which the applicant will be on a Provisional Licence. The conditions that apply between employer, employed Provisional Practice member, and supervisor will be different from those required of an applicant who has not completed the period of supervised work experience (1500 hours) but are still required to describe the supervision arrangement prior to Full Practice.

As part of their process of application, applicants complete Applicant's *Self-Report of MRA Competencies* form, filed with the College, documenting their background preparation and source of knowledge, skill and ability for each of the five MRA Competency areas. This is supported by three letters of reference from Psychologists who know them well and can verify their competency claims, by attesting on reference forms provided by the SCP. (See *MRA Reference Form*)

Step 2. The MRA eligibility of the applicant will be assessed by a Full Practice Psychologist with at least five years experience, who has the same claimed area(s) of practice competence as applicant or member seeking MRA portability of credentials. The Registration Committee will identify and appoint the assessing Psychologist.

Step 3. Qualification will be recommended, or additional training or supervision for achievement of MRA will be recommended to the Registration Committee, which will confirm or modify the recommendation.

**Note:** disagreement between the applicant and assessor will be resolved by decision of the Registration Committee.

Step 4. If, in the judgement of the Registration Committee, it is not clear that the applicant is fully qualified for MRA eligibility, a special oral may be convened to establish the MRA eligibility of the applicant. The oral interview shall follow the format developed for the Registration Committee and approved by the SCP Executive Council for the conducting of MRA relevant oral interviews. The oral interview shall be tape recorded, and may be subject to review. Executive Council.

Step 5. If the applicant fails to qualify for MRA and has exhausted their avenues of appeal this shall be recorded. The options for alteration of College status in such instance are two. First, the applicant may produce evidence of obtaining a further academic degree in psychology from an institution acceptable to the College and at least 1500 hours of additional supervised experience. Alternatively, the applicant may produce evidence that they have met MRA eligibility requirements while practising in another signatory jurisdiction. Except in these instances, the conclusion regarding MRA eligibility shall not be altered. This decision shall not be subject to further application, but remain part of the member's permanent record on the SCP register or in rejected applicant SCP files.

### **3.C Oral Examination Interview**

The examiners appointed by the Oral Examination Committee will sample MRA Competency areas, and, in doing so, will provide special attention as required to APE performance and to ethics, standards of practice, and jurisprudence relevant to Saskatchewan Psychologists. If the applicant is seeking APE, the *APE Reference Form* will be submitted and the oral interview committee will examine for APE competence as part of the oral interview.

In the event that an applicant is recommended to have failed an oral examination interview by the oral examination interview panel, either a) in its entirety or b) to have failed the questions providing for confirmation of APE competency, the College has policy for how this will be dealt with. The applicant is asked to request this policy from the SCP office (SCP policy on Oral Examinations Incomplete Passes/Failures -). The policy provides that an immediate review of the examination results be carried out by a panel of 3 Registration Committee members or designates. If the failure is confirmed by the Registration Committee, a second oral examination for the competency based portion with a new committee will be scheduled within one year but no sooner than 6 months following the confirmation. In total candidates are allowed three attempts at taking the competency portion of oral examination interview (this includes the initial attempt). If a candidate is unsuccessful on their third attempt at the oral examination interview they will be removed from the Register and the Registration Committee will make a recommendation to the Executive Council that they be permanently removed from the membership. At that point the individual will have the right of appeal to the Executive Council. Should they choose not to appeal or should the appeal be unsuccessful, the individual may reapply after a period of 5 years from the date of their removal or after gaining a higher degree in the field acceptable to the SCP or obtaining additional training in the field acceptable to the SCP.

APE failure as the sole finding is treated differently. If it is confirmed by the Registration Committee, two additional opportunities are provided to re-sit upon evidence of further work by the applicant in the area of diagnostics and with the written endorsement by their supervisor of

their readiness to re-sit the examination. The oral focuses on the APE related issues, and the applicant is identified as a Full Practice member without APE after confirmation of the initial recommendation by the Registration Committee. If the two further examinations for APE are also failed, a three year period is identified prior to any further APE examination. For that, a new oral examination interview panel will be arranged. If one fails the APE-only oral examination interview, they do have the option of appeal to Executive Council. However the appeal cannot be based on the dissatisfaction with the examination result/score rather the argument would have to be made that the decision to deny the APE was made in error in spite of three unsuccessful oral examination interview results.

### **3.D MRA and Authorised Practice Endorsement (APE)**

Other requirements, such as those for APE, are subsumed under the MRA Competencies, and may be incorporated in an MRA relevant path to registration, but will still be separately assessed for the College. APE acquisition still requires the assessment, judgement and recommendation of an APE qualified Full Practice Psychologist (who may be a supervisor). This will continue for applicants because of Saskatchewan legislative requirements. As APE qualified supervisors know what they will have to attest at the beginning of supervision regarding APE, they will ensure that the relevant steps are taken during supervision to allow them to compete an application for APE for applicants at the end.

## **4. SUPERVISED EXPERIENCE**

The purposes of supervision are a) to provide evidence that the applicant is capable of independent practice and b) to establish practice competence in the intended area(s) of practice competency. Competencies required by the MRA for portability of credentials to other jurisdictions in Canada and competencies for those applying for APE are also included. All of these and other competencies may be, in part, acquired, demonstrated and documented through the supervision process and the evidence provided in documentation of it by supervisor report, work samples, and applicant logs. Through the process of reporting the extent of knowledge, skills, and ability will be sampled, and the quality determined for these and other practice expectations (see Section 5. below).

All applicants seeking licensure as Full Practice Psychologists must provide evidence to the Registration Committee of the Saskatchewan College of Psychologists that they have obtained:

- (a) in the case of those applicants holding a Masters degree or a Doctoral degree, one year (1500 hours) of supervised post-Master's/ post-Doctoral degree experience in a setting recognised by Executive Council, or
- (b) those applicants holding a Doctoral degree in addition to an acceptable Masters degree, may present either one year (1500 hours) of supervised post-Master's degree experience or one year (1500 hours) of post-Doctoral degree supervised experience in a setting recognised by Executive Council.

### **4.A Qualifications of the Supervisor**

A supervisor shall be a Psychologist approved by the Registration Committee. He or she shall be a Full Practice registered Psychologist with declared competency in the intended area(s) of practice of the supervised Provisional Practice Psychologist. The supervisor must have a minimum of one year Full Practice licensure. The supervisor must conform in his or her practice to all the expectations of the current ethical and practice guidelines endorsed by SCP in their provision of supervision.

In arrangements for supervision, a Provisional Practice Psychologist may be supervised by more than one supervisor. In such a circumstance, one Psychologist shall assume primary

responsibility for the organisation and documentation of the supervisee's program of supervision. The primary supervisor's task is to ensure consistent overall co-ordination, monitoring, documentation, evaluation, and reporting for and to the applicant, employer, and Saskatchewan College of Psychologists.

#### **4.B Standards for Supervision**

Supervision for registration is expected to include on-site, face-to-face observation of practice, with *a minimum of 1500 hours* of professional practice or work for the applicant and a *minimum of six hours of direct supervision for every 160 hours of supervisee practice*. The face-to-face supervision may be organised into a reasonable number of regularly scheduled longer sessions, as long as the underlying time ratio and predictable access to supervision are maintained – this must be included in detail in the *Supervision Agreement* and approved by the Registration Committee. The supervision shall be provided over a period that does not exceed one year.

Any significant changes in any of the central characteristics of a *Supervision Agreement* or *Supervision Plan* contemplated after an *Agreement* or a *Plan* are approved by the Registration Committee must be immediately submitted to the Registration Committee for their approval. ***They are not authorised as acceptable for meeting supervised practice conditions until approved by the Registration Committee.***

The Registration Committee may consider alternative supervision plans of longer calendar duration in exceptional circumstances. ***Changes to the expected time frame must be approved in advance or, if unanticipated, submitted in writing to the Registration Committee for appraisal and approval.*** It should be clear that client or patient protection and evidence of sufficient intensity of supervision to establish competency is the focal consideration of the Registration Committee in considering alternative plans. ***There is no obligation for the Registration Committee to approve a Supervision Plan on the primary grounds of convenience to the applicant.***

A Provisional Practice Psychologist is expected to acquire knowledge of the issues identified in the "*Supervision Plan*" template and incorporated into the *Supervision Agreement*, as well as MRA Competencies and, if appropriate, APE competencies through a variety of sources. These may include:

- a) Planned, mutually agreed upon and documented reading of professional literature,
- b) Written and verbal information provided during scheduled supervision meetings,
- c) practice under observation with feedback,
- d) formal discussion during scheduled supervision,
- e) informal discussion during practice hours by the supervisee,
- f) observation by the supervisee of office procedures, and of
- g) Colleague's skills and practice during practice observation or shared client care.

It is important to stress that the primary intent of the supervised practice period is that of evaluation of one's readiness for independent practice and ensuring that the Provisional Psychologist has the opportunity to practice and enhance their skills. It is not the intention that this period be used to train one in areas which should have been covered in their formal training, nor is it appropriate for a significant amount of logged time to be spent by the Provisional Psychologist in reading, attending talks/workshops, or observing the work of others. Supervisors

(or alternates acceptable to the Registration Committee) are expected to be available for emergency consultation and intervention in work settings. Supervisors shall also ensure that alternate supervision is available for periods when the usual supervisor is unavailable to the supervisee.

Provisional Practice Psychologists must assure that users of their services are informed of their Provisional status. Clients shall be advised that their case will be discussed with the supervisor and how they may access the supervisor(s) should they wish to do so.

A written *Supervision Agreement* signed by the supervisor(s), (if not the supervisor, a representative of management of the employing organisation), and the applicant shall be filed with the SCP and reviewed by the Registration Committee.

A supervisor's name and signature shall appear, in addition to that of the supervisee, on all client reports and service communication documents prepared by the supervisee. The supervisor or his or her designate is responsible for all supervised reports, case notes, and other documents relating to patient or client services or care. The primary supervisor or his or her designate has the right to substitute judgement for that of the supervisee regarding content and style of all such documents and notes describing care until the applicant achieves Full Practice membership.

The practice of co-signing of reports is to be agreed between the supervisor, supervisee, and, if appropriate, the administration of employing organisations, and to be identified in the *Supervisor Agreement*. Any changes in expectations for co-signing after documenting the initial expectations in the *Supervision Agreement* must be submitted in writing to the SCP and approved by the Registration Committee. These changes should be noted on the supervisee's personnel file, and on the supervisee supervision logs initialled by the supervisor. Changes need to be placed in a location from which they can be readily retrieved if questions arise, such as in the applicant's personnel file, or in a supervision file kept under the applicant's name by the supervisor. They must be available to the Registration Committee or Professional Practice Committee upon request. In the instance of a client complaint to the SCP regarding the services of a supervisee, it should be transparent and clear to the Professional Practice Committee, what expectation existed regarding the supervision and signing of documents presented in evidence.

#### Psychologist

Public announcements of services and fees, and contacts with lay and professional community shall be offered only by, or in the name of, the supervisor or employing agency. The licensure status of the Provisional Psychologist and the supervisory relationship and the implications of this must be made clear to those receiving the service or consultation.

In a fee-for-service agency, the arrangement, setting of fees and receipt of payment shall remain the function of the supervisor or employing agency. It shall accurately reflect the level of service provided and the extent of the supervisee's involvement in the provision of service.

Special attention shall be given, during supervision, to the interpretation of ethical principles and clarification of dilemmas in ethical practice.

Special attention shall be given to balancing the client's right to confidentiality with agency policies and legal constraints upon the right to confidentiality.

Client records or duplicates of those records shall not be removed for off- site supervision without informed client consent. Raw data from test protocols and other client material shall not be shared with training institutions or with the applicant's academic peers for training purposes without specific informed consent of the client or guardian. Recorded audio or video material generated during client services may be used for teaching or supervision purposes only with specific informed client consent.

If a work experience supervisor is not available free of charge, a Full Practice Registered Psychologist who is either in private practice or privately available with the consent of his or her employer and is acceptable to the College may be engaged by the applicant or the employer for supervision.

In this circumstance the following expectations apply:

- Unless other arrangements are agreed by the Provisional Psychologist's employer, the Provisional Psychologist is responsible for procuring a supervisor and for paying all costs related to supervision.
- A Supervision Agreement, Supervision Plan, and all required reports, logs, and supporting documents must be submitted.
- If the supervisor is not employed by the organisation employing the Provisional Psychologist, the supervision agreement will clearly indicate the arrangement made to allow for free exchange of information required for responsible supervision.
- Provision for client informed consent to the supervisor arrangement will be clear in the Supervision Agreement.
- Details will also be provided in the Supervision Agreement for the inclusion by the Provisional Psychologist's employer of the supervisor as part of the "circle of caring" linking the employer, employed Provisional member, and supervisor organised on behalf of the Provisional Psychologist's clients, as the supervisor is legally responsible for the care provided to the clients seen by the Provisional Psychologist until "Full Practice" licensure is granted by SCP.
- Understandings and agreement between the relevant stakeholders about client responsibility and professional liability issues will be elucidated as part of the Provisional Psychologist's submitted "Supervision Agreement: where supervision is provided through compensation from the Provisional Psychologist.

#### **4.C Supervision for Training and Supervision for Client Protection**

A *continuing record* or *log* of supervision and practice shall be maintained by the Provisional Psychologist containing details of the types of activities engaged in, the level of competence demonstrated in each, and a description and outcome observation of the procedures applied. This documentation will continue during the period of 1500 hours required for Full Practice registration. Since maintenance of supervision is necessary until the Provisional Psychologist achieves Full Practice licensure, logging should be continued after completion of the 1500 hours of training supervision, but may not be as detailed after the successful completion of the 1500 hours, and does not need to be submitted to the SCP. The expectations for supervision after the 1500 hours until the applicant obtains "Full Practice" licensure in the SCP must be outlined in

the Supervision Agreement. The Registration Committee or other SCP entities *may* request evidence that direct supervision has been maintained at the required rate after the successful completion of the 1500 hour requirement has been successfully met.

#### 4.D Supervision Reporting to SCP and to Applicant

A *Supervision Plan* will be filed for approval with the Registration Committee of the SCP. Generally, although Provisional Practice licences may be granted upon receipt of the *Supervision Agreement* (and all other required documents) the 1500 hour year of supervision will commence with the date of approval of the *Supervision Plan*.

The *Supervision Plan* shall be presented on a form established by the SCP, and shall indicate, in addition to the required MRA Competencies for general practice of psychology (Appendix B of the Mutual Recognition Agreement), applicant expectations regarding acquisition of Authorised Practice Endorsement (APE) competencies.

A background competency statement and the statement of goals and objectives of supervision document will be completed and filed by the supervisee and supervisor within one month of the commencement of supervision under a *Supervision Plan*. This will be based upon the *Applicant's Self-Report of MRA Competencies* form filed by the applicant for Provisional Practice with the College, and the MRA Competency Reference forms received from three referees provided to the College. Since referees have a right to confidentiality if they give permission, these forms will be shared with the supervisor. The supervisor has an obligation to respect the privacy of source regarding competency comments while dealing with the content in developing a *Supervision Plan* with the applicant/supervisee. The *Applicant's Self-Report of MRA Competencies* form and the references will identify the course work and any other training/experiences of the Provisional Psychologist prior to the beginning of supervision, and acquired prior to supervision. The *Supervision Plan* itself will detail the goals and objectives for completion of MRA and APE competencies during the course of the supervision. The statement of goals and objectives of supervision will be prepared against the template of required MRA and APE competencies identified in the SCP *Supervision Plan*.

Reports of supervision shall be submitted twice during 1500 hours of supervision by the primary supervisor. This should occur at 750 hours and at the end of 1500 hours. These reports will focus on achievement of required, MRA Competencies and APE competencies, with the SCP *MRA Rating Form* used at the 750-hour submission, and *The MRA Rating form, Applicant's Self Report of MRA Competencies* form – is completed on this occasion by the supervisor. He or she uses it to compare progress with the original base line form provided by the Provisional Psychologist. In addition the *APE Rating Form* is submitted at the end of 1500 hours of logged experience. Since the supervisor has been responsible for observing the progress of the Provisional Psychologist, there is no need to complete the source sections of the *Applicant's Self-Report of MRA Competencies* form. The supervisor need only show the progress by moving the circled levels of competency upwards for each competence statement rated. This is only moved if judged appropriate by the supervisor. Another required form at this point is the final summary of competencies to be provided on the *MRA Rating* form. This rating will be based on the perceived achievements accomplished under the *Supervision Plan* i.e., the statement of goals and objectives of supervision. The log of experiences, hours of work, and hours of supervision (signed by both the supervisor and the supervisee; each page initialed by the supervisor) will accompany the 750 and 1500 hours supervisor evaluations. If supervision is ended prior to the scheduled reporting period the supervisor is expected to submit a final evaluation regardless of whether a report had previously been filed. If this is not done the hours logged may not be counted toward the 1500 hour requirement.

Prior to submission of each report, the supervisor shall share with the applicant an opinion regarding his or her assessed level of competence in the areas of psychology being described, and how these compare to those required for independent or private practice. The supervisor shall complete a rating of achievement for each set of competencies listed in the *Supervision Plan*, describing the applicant's skills and limitations and, for the interim report goals and objectives for the remaining supervision, using the *SCP MRA Rating* form. The supervisor shall return this report, co-signed by the supervisee, to the Registration Committee for their consideration. There is no obligation that the supervisor shall consider that the applicant has completed all MRA competencies for independent practice at the end of 1500 hours. If the supervisor's decision is that this has not occurred, a plan will be proposed to the Registration Committee for the necessary steps to completion of the competencies.

#### **4.E Summary: Documentation of Supervision That Will Require Filing**

1. A *Supervision Agreement* and *Supervision Plan* – the acceptance of the latter of which signals the commencement of a period of 1500 hours of required supervised practice for licensure.
2. The *Supervision Plan* will be based on the Provisional Psychologist's prepared *Applicant's Self-Report of MRA Competencies* form supported by three *Reference Forms* and a *goal and objectives statement* for supervision.
3. Two formal supervisor progress reports, using the *SCP MRA Rating* form, will be submitted, after 750 and 1500 hours of supervised practice, paired with *supervision/practice logs* prepared by the Provisional Psychologist. The final report is to address each competency/skill area from the *Supervision Plan*. At the end of the agreed 1500 hours of supervised practice, supervisors are to recommend a) whether the Provisional Psychologist is prepared for Full Practice licensure, that is the hours have been successfully met and b) whether he or she has acquired MRA Competencies, as specified in the *Supervision Plan*. Finally, the supervisor is to recommend, if relevant, c) whether the Provisional Psychologist is qualified for an APE endorsement upon completion of Full Practice registration if this is being sought.

Although these are the only documents required by the SCP, competent supervisors are expected to provide the Provisional Psychologist with regular communication regarding the progress of the Provisional Psychologist, so that the two progress reports present no observations unanticipated by the supervisee.

If supervision is terminated prior to the scheduled reporting period(s) it is incumbent on the supervisor to submit a final evaluation. To fail to do so may mean that the hours logged during the time under their supervision may not be counted toward the 1500 hour requirement.

#### **4.F Practice/Supervision Log**

Provisional Practice Psychologists shall submit a *practice/supervision log*, documenting dates of meeting for supervision and matters discussed. (**Note: Clients' names or identifying information are NOT to appear in this log**).

#### 4.G Previous Supervised Experience

Supervised experience must occur after completion of an acceptable Master's degree, or after the completion of an acceptable Doctoral degree. Experience gained prior to the granting of a graduate degree may provide competence to the applicant, but it can not be presented to meet the legislated requirement for one-year (1500 hours) of supervised experience needed to obtain Full Practice membership.

CPA or APA accredited pre-Doctoral internship hours may be accepted in lieu of the 1500 hour supervised practice requirement for licensure. This is the only condition under which hours earned outside of an approved *Supervision Plan* may be considered. If the applicant wishes to seek Registration Committee approval for supervised experience gained prior to filing a formal SCP *Supervision Plan*, a detailed description must be presented in addition to a letter from the training program verifying the successful completion of the internship. Such a description should include the SCP *Applicant's Self-Report of MRA Competencies* form and (if sought) *APE Rating* forms properly completed. For prior supervised experience to be accepted, the following necessary information must be identified and found acceptable to the SCP:

- Type of practice; a detailed description of supervised activity;
- Number of hours of practice
- Description of institution where practice occurred;
- Amount of individual face-to-face supervision received (hours of supervision) from a Registered Psychologist;
- Name of the supervising Psychologist and his or her area(s) of competence;
- Evidence that the supervising Psychologist is registered with a regulatory body for psychology.
- Any further information relevant to the practice which could assist the Registration Committee in assessing its equivalence to that expected under a filed SCP *Supervision Plan* acceptable for approval by the Committee;
- A detailed letter of confirmation from the supervising Psychologist(s) responsible for the prior claimed experience. This letter should use the SCP *MRA Reference* form, SCP *MRA Rating* form, and the SCP *APE Rating* form (if relevant). The supervisor in the reference letter should either describe in detail the supervision provided, or confirm and attesting as accurate the detail provided by the applicant.

#### 4.H Registration Committee Judgements Regarding Supervision

*The Registration Committee reviews applications on a case-by-case basis.* Therefore, when it deems it appropriate to do so, it may make exceptions to and variations in the general guidelines regarding supervision presented here. The assessments of MRA Competencies are critical to the Provisional Psychologist's eligibility for the general practice of Psychology in Saskatchewan and for recognition by other Psychologist regulatory bodies within Canada. These determinations are clearly dependent on professional past and present appraisals by supervisors and academics that know the applicant well. The focus and detail required by the SCP to authorise prior experience

not targeted in this fashion will be significant and critical. It will therefore frequently be found that prior supervision was irrelevant to current practice assessment requirements.

## 5. EXAMINATIONS - EXAMINATION FOR PROFESSIONAL PRACTICE IN PSYCHOLOGY (EPPP)

The EPPP is a multiple-choice examination designed to establish the Provisional Psychologist's proficiency with the core body of knowledge in psychology. The bylaws provide that the passing score is 70%. It establishes a general knowledge of psychology, which is a condition for competence in general practice and for inter-provincial recognition. A Provisional Practice Psychologist who has not completed the EPPP must write the EPPP within two years of being granted a "Provisional Practice" license.

Provisional Psychologists who obtain a score of less than 70% shall be required to re-take the EPPP. Provisional Psychologists who must re-take the examination are required to pay the examination fee for each sitting. One may take the EPPP up to three times per Provisional license. If a Provisional Psychologist is unsuccessful three times he or she will be withdrawn from the registration process by the Registration Committee, will have his or her name withdrawn from the Register, will be removed from the membership by the Executive Council, and must re-initiate his or her application for registration after a period of 5 years or the earning of a higher degree whichever is shorter. Unsuccessful examination results are not open to appeal to Executive Council.

Details of the application process to write the EPPP are available from the Registrar.

## 6. INTERVIEWS: INTENDED AREA(S) OF PRACTICE, CONTEMPORARY ETHICAL STANDARDS, PROFESSIONAL REGULATION AND JURISPRUDENCE

An oral examination interview panel, appointed by the Registration Committee shall conduct and oral examination interview of eligible examination applicants. The SCP **Oral Examination Interview Handbook for Candidates** will be used to guide the interview. This is a SCP Executive Council approved procedure, and will incorporate MRA Competencies and, if appropriate, APE relevant material. In addition to, or in combination with, MRA and APE material, applicants will be examined with respect to the following: intended area(s) of practice, contemporary ethical standards, professional standards of practice, regulation, and jurisprudence.

The Executive Council of the SCP commissioned a review of the professional literature regarding oral examination interviewing and development of evidence based expectations for the examination process that is available on the website and provides a rationale for the oral examination interview format and procedures adopted by SCP. The oral examination interview is conducted subsequent to the successful writing of the EPPP and after all other expectations for of the Provisional licensure period have been met. The purpose of this interview is to evaluate the Provisional Psychologist's competency to practice independently in his or her area of professional focus, and to assess his (or her) knowledge of legal and ethical issues.

An oral examination interview panel of three Full Practice Psychologists, one at least of whom must claim the same area of professional competency aspired to by the applicant, is appointed by the Oral Examination Committee. The oral examination interview panel is given the task of confirming that the applicant meets the minimum general practice level of competence necessary

to engage in independent practice.

## **6.A Content of the Oral Examination Interview**

The oral examination interview deals with the area(s) of psychology in which the applicant feels competent to offer independent service. In the *Oral Examination Interview Handbook for Candidates*, special attention is paid to the nature of preparation, actual practice activities, awareness of limits of competence, plans for upgrading skills and preparation plans for new areas of practice. This is contained within the MRA Competencies identified in Section 3 of this handbook for applicants, above.

A series of standard questions deals with the applicant's knowledge of relevant provincial and federal laws as well as professional codes of ethics, professional practice guidelines that guide the practice of psychology. The applicant is required to demonstrate an ethical decision-making process in dealing with dilemmas, deal with diagnoses in clinical scenarios, and cope with MRA relevant content in practice descriptions.

The applicant is expected to provide work samples (see description, below) for review and evaluation by the Registration Committee's appointed panel.

## **6.B Length of the Interview**

The length of the interview is typically approximately 90 minutes but may be lengthened or shortened at the discretion of the panel should the need exist.

### **6.B.1 Committee Decision**

The Registration Committee and the Registrar have been delegated decision-making responsibility, with respect to an applicant's suitability for registration, by the Executive Council.

## **6.C The Professional Work Samples**

Oral examination interview applicants must present an assessment and an intervention work sample which demonstrates their typical practice as a professional Psychologist. The samples will include first-hand observation of a core aspects of the applicant's professional interactions. The samples usually consists of a verbatim or summarized in-depth process account of interactions between the applicant and a patient or client, demonstrating an assessment, interview or therapy process. Video- or audiotaped sessions are acceptable, when accompanied by the written consent of all persons participating in the taped sessions. The samples should be de-identified and not contain identifying information. The samples must reflect actual work which has been carried out, must be current (within 6 months of application for examination), must be regarding two separate and distinct clients/cases, must be co-signed by the supervisor, and should represent an example of the applicant's best work.

The work samples should contain 'supplementary and contextual information' that places the sample in an appropriate perspective. The 'supplementary and contextual information' identifies

what went before and what came after the sample, describing the recipient of service, why the psychological service was necessary, and what happened as a result of this service. In providing psychology services, the Psychologist is expected to display an acceptable level of technical, ethical and professional skill that is expected to be reflected in the work sample and accompanying information.

The work samples are used as a springboard for discussion of the applicant's professional practice. The Oral Examination Committee has the right to request more extensive work samples whenever they are needed to evaluate effectively the applicant's competence. The work samples are screened once by the Oral Examination Committee prior to being sent to the examination panel. Significant problems/concerns noted with a sample will be identified for the applicant and they will be given the opportunity to resubmit the sample once. The resubmitted sample **will not** be screened before being sent to the examination panel.

## 7. FINAL REGISTRATION REVIEW

When the applicant has completed the oral examination interview in the declared area(s) of competency, contemporary ethical standards, professional regulation and jurisprudence, his or her application will be reviewed by the Registration Committee, which will make a decision to approve, reject or defer Full Practice registration.

When the application is approved, and all required fees have been paid in full, the Registrar will enter the applicant's name in the Register as a Full Practicing Psychologist and will notify the individual of this in writing. Once notified in writing, the applicant is then entitled to use the title 'Registered Psychologist' or 'Registered Doctoral Psychologist' without the "Provisional" disclaimer, and to enjoy all the rights and privileges of Full Practice membership in the Saskatchewan College of Psychologists. However, in the instance of a Psychologist who is the subject of a complaint, the Registrar may delay entering the applicant's name in the Register pending the outcome of the complaint, and any subsequent investigations and disciplinary actions. Finally, if the applicant has achieved APE qualification the applicant will be granted APE coincident with acquisition of Full Practice status.

## 8. APPEALS

Section 22 of *The Psychologists Act, 1997* provides as follows:

“22(1) the Executive Council may delegate to the registrar or a committee established pursuant to section 13 the power to do all or any of the following:

- (a) register persons as members;
- (b) issue licenses or Provisional licenses to members;
- (c) grant the right to a member to perform an authorized practice;
- (d) specify the terms and conditions of licenses.

(2) Where a power has been delegated, the exercise of that power by the registrar or committee is deemed to be an exercise of that power by the Executive Council.

(3) The Executive Council may impose any terms and conditions that it considers appropriate on a delegation pursuant to subsection (1).

(4) A person who is aggrieved by a decision of the registrar or committee made pursuant to a delegated power may apply to the Executive Council to review that

decision.

(5) On a review pursuant to subsection (4), the Executive Council shall hear the review and may:

- (a) direct the registrar or committee to exercise the power in the manner that the Executive Council considers appropriate; or
- (b) confirm the registrar’s or committee’s decision.

(6) The Executive Council shall inform the applicant, in writing, of its decision respecting the review.

(7) On a review pursuant to subsection (4), the person aggrieved by the decision of the registrar or committee has the right to appear in person before the Executive Council in support of the application.”

**As a matter of Executive Council policy, only decisions regarding the those issues outlined in Section 22(1) of the Act will be heard at appeal, that is unsuccessful oral examination interview or EPPP examination results are not open to an appeal to Executive Council. Issues relating to denial of a license or the APE endorsement, or other licensure conditions are eligible for appeal. As a matter of Executive Council policy only one appeal will be heard on the same matter from a member or applicant.**

## 9. CONDUCT

Becoming a member of a legally recognized profession carries special responsibilities. Psychologists are expected to be competent, honest and ethical in carrying out their professional duties. Failing to do so may lead to disciplinary action for the individual Psychologist and a tarnished reputation for the profession. The Saskatchewan College of Psychologists is committed to the enforcement of the highest standards of professional practice.

Psychologists are required to be familiar with, and to adhere to, all the requirements for practice set out in *the Psychologists Act, 1997*, the bylaws, the Canadian Code of Ethics for Psychologists (Canadian Psychological Association), the SCP Professional Practice Guidelines and all other ethical standards and practice guidelines that the SCP has endorsed.

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