



# Saskatchewan College of Psychologists

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## *POLICY*

### **Registration and Authorized Practice Endorsement**

#### **A. REQUIRED ACADEMIC CREDENTIALS:**

For the purpose of administering *The Psychologists Act 1997 (amended 2004)*, section 20(a)(i) identifies the acceptable academic credentials for licensure with the Saskatchewan College of Psychologists (SCP):

**“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; currently this is defined as at least 51% of the 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 completion of a Master’s or Doctoral degree-granting program in psychology from an approved North American institution.

## **B. APPLICATION PROCEDURE:**

A person wishing to apply for registration with SCP will find the registration materials on the College website at [www.skcp.ca](http://www.skcp.ca) or may contact the office to have an application package mailed out. When all documentation necessary to complete an application file has been received, it will be reviewed by the Registrar, and at her/his discretion the applicant may be admitted to the Register as a Provisional member of the SCP. Where there is some question about the suitability of the application, it will be forwarded to the Registration Committee for review and decision. The applicant will receive written notification from the Registrar or designate of the decision regarding admission. The Registration Committee meets monthly or as required

## **C. CATEGORIES OF MEMBERSHIP:**

The registration committee may decide to grant one of the following categories of membership, in accordance with By-law 8(1):

### **1. Full Practicing Membership:**

To be considered for Full Practicing 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 oral examination panel, of successful examination 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; or a successfully completed CPA or APA accredited pre-Doctoral internship (not required to be taken after the first professional degree).
- (f) a completed criminal record check establishing, to the satisfaction of the registration committee, no outstanding concerns;
- (g) evidence of the Foundational Knowledge (FK) requirements as outlined in the Mutual Recognition Agreement (MRA) as demonstrated by :
  - i. graduate or two undergraduate courses at the 300 or 400 level in each of the following subject areas:
    - biological bases of behavior
    - cognitive-affective bases of behavior
    - social bases of behavior
    - psychology of the individual
  - OR
  - ii. official evidence of the successful completion of a CPA or APA accredited Doctoral program.
- (h) payment of all prescribed fees.

## **2. Provisional Practicing Membership:**

- (a) Provisional Practicing membership is available to an applicant who has completed a Master's or Doctoral degree acceptable to the registration committee or Registrar (see C, above), but who has not completed all requirements to be eligible for Full Practicing membership.
- (b) An applicant may be granted Provisional Practicing membership upon the registration committee's approval of the following submitted material:
  - (i) all documentation listed in 1 (a), (b), (f), (g) and (h) above;
  - (ii) a Supervision Plan approved by the Registration Committee and overseen by a Registered Psychologist acceptable to the Committee.

## **3. Non-Practicing Membership:**

An applicant who has been granted Full Practicing, membership in the College may apply for non-practicing 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-practicing' membership, who wishes to resume practice in Saskatchewan, must notify the Registrar, in writing, of their intent to resume practice and must fulfill all requirements for 'Full Practicing' membership before recommencing practice, including the following:
  - (a) payment of the difference in fees owing, in accordance with By-law 33(8);
  - (b) submission of information required by the Registrar for maintenance of the Register.
  - (c) any other outstanding conditions of membership in accordance with the Act and the By-laws.
- 2. A member who has held 'Non-practicing' membership for 5 years must, upon a return to practice, practice under supervision, with 'Provisional Practice' membership status for one year (1500 hours), notwithstanding that the member may have held a 'Full Practicing' membership prior to requesting 'Non-practicing' membership.

## **D. 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 of their eligibility for licensure. An applicant who does not remit their membership fees within the 60 day 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/Registrar; 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.
  5. The new member's name will be entered in the Register when all required registration information, listed in E4, and the applicant's contact information, is available to the Registrar.

#### **E. AUTHORIZED PRACTICE ENDORSEMENT CREDENTIALING**

The conveyance/issuing of diagnoses without the Authorized Practice Endorsement (APE) on one's Full Practicing license is a direct contravention of *The Psychologists Act, 1997 (amended 2004)*. Registered psychologists who intend to perform authorized practices, in accordance with the Act, s. 23(1) are required to apply to the SCP for an APE license before commencing such practices.

In accordance with By-law 12(1), an applicant may satisfy the Registration Committee that he/she meets requirements of (i), (ii) and (iii) by:

1. satisfying a examination panel of 3 Registered Psychologists, that the applicant has the knowledge specified in 12(1)(i); and
2. a supervisor's evaluation of the applicant's competence and training in the area of diagnostics,
3. for Provisional Practicing members documentation of 1 year (1500 hours) of supervised practice in the intended area of practice, and quality of practice that meets the requirements of 12(1)(i)(ii)(iii) OR documented evidence of successful completion of a CPA or APA accredited pre-Doctoral internship; and
4. having submitted an official transcript, from an institution, approved by Council, sent directly to the SCP office, documenting successful completion of relevant coursework.

#### **F. SUPERVISOR CREDENTIALING**

1. Supervision of 'Provisional Practicing' members:

To be approved to supervise a 'Provisional Practicing' member, a Psychologist must:

- (a) have been registered with a regulatory body as a Psychologist with 'Full Practicing' membership, or the equivalent, for at least one year,
- (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.
- 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 license for at least one year;
  - (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 Practicing membership;
- 4. Supervision for the purpose of obtaining Full Practicing 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 F(1) and/or F(2), above.

**G. EXEMPTIONS**

SCP does not require that a Psychologist registered as a Psychologist in another jurisdiction become registered with the 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.

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