

# **SCHOOL PSYCHOLOGIST APPLICANT FAQs**

## **GENERAL**

### **Who is required to register as a licensed school psychologist?**

Any person who wishes to use the title "school psychologist" must be registered with the College. Regardless of title used, only registrants of the College may engage in the restricted activity of making a "school psychology diagnosis" as defined by the *Psychologists Regulation*.

### **I am studying to be a school psychologist. Will the academic program I am enrolled in still make me eligible for registration?**

Requirements for program of study are included in Schedule H of the bylaws. The College has and will continue to engage with Canadian school psychology masters training programs to ensure that programs meet the requirements or that their graduates' knowledge, skills and abilities are substantially equivalent to the established standards of academic or technical achievement and competencies set out in the bylaws.

### **I want to become a school psychologist. Will you accept graduates of \_\_\_\_\_ program? Are my internship plans ok? Can you look at my training and tell me what the likelihood is that I will be accepted?**

The College does not pre-approve degrees, programs, internships, or applications. Education, training and experience are carefully reviewed once a completed formal application has been received. We receive many queries asking questions like those above. These are good questions and the answers can be found by a careful review of the bylaws (including Schedule H) which list the registration requirements.

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### **I am (or was) a member of the British Columbia Association of School Psychologists (BCASP). Is there a special registration stream for me?**

There was a special expedited registration stream to “grandparent” the existing BCASP certified school psychologists on May 1, 2024 (the date of the regulation change). This stream is now closed.

### **What will my limitations be as a licensed school psychologist?**

Registrants in this class are restricted to the practice area of school psychology. In the course of practising school psychology within a learning environment, licensed school psychologists are authorized by the *Psychologists Regulation* to make a “school psychology diagnosis”. The “school psychology diagnosis practice standard” articulates further what a school psychologist can and cannot diagnose.

A school psychologist registrant may use the titles “school psychologist” and “licensed school psychologist” and the abbreviation “L.Sch.Psych.”

### **APPLICANTS**

#### **I cannot identify a registered psychologist to serve as a referee. What do you need from me?**

You should include a letter explaining your particular circumstance and provide rationale as to how the referees identified are able to speak to your competence to practice in the area of school psychology. It will be reviewed.

#### **How many examinations do school psychologist applicants have to take?**

All applicants are required to take three examinations: the Praxis Exam, Written Jurisprudence Examination and the Readiness for Practice Examination. Please see the applicant’s section for more information.

#### **When will the orientation workshops be held?**

The orientation workshops were previously scheduled live virtual presentations. Workshop content was originally designed for the grandparenting of existing BCASP members. It is currently being revised to better reflect the process all (non-grandparented) applicants now follow. The College has converted much of the workshop to online content and will provide notice to applicants when the revised workshop is available.

#### **Do I have to be supervised as an applicant? Can I work while I am an applicant?**

All applicants who wish to practice while going through the registration process require a supervision plan as described in the applicant section.

This requirement is in place to ensure that services provided during the application period are supervised by either a Registered Psychologist or Licensed School Psychologist. Note that for those in need of a supervision plan there is not a set number of hours required for either direct contact or supervision. The onus is on the supervisor to determine the appropriate amount and type of supervision required in order to ensure that services are provided in accordance with the standards of the *Code of Conduct*.

The plan does not require approval by the College but the required supervision plan form, signed by both applicant and supervisor, will be reviewed for completeness when it is submitted along with the application.

### **How are the Written Jurisprudence Examination delivered (WJE) and Readiness for Practice Examination (RPE) delivered?**

The examinations are delivered online. Once you are approved to take the examination and have paid the fees, you will be given access credentials. Applicants may take exams at any time of day and any time before their application expiry date. Note that applicants must pass the WJE prior to being granted permission to take the RPE.

### **How do I pay application and examination fees?**

Applicants who are making application through the portal may use their applicant number to pay the application fee using their online banking system. Please see Online Payment For Applicants for more info.

If you are not making application through the portal (or you do not wish to make an online payment), you will need to submit your application fee by cheque or money order. The College does not accept credit cards. After you apply you will be assigned an applicant number and you will then be able to make examination and registration fee payments using your online banking system if you wish.

### **My referee has questions about their role as referee and the type of questions they'll be asked to complete as part of making a reference. What should I tell them?**

Referees must be able to provide an objective, neutral opinion about the applicant's current professional competence. These referees must be familiar with the applicant's work within the last 10 years.

Referees will be asked to complete a series of "effective / ineffective" and "yes / no" questions regarding various competencies in the practice area of

school psychology as well as various questions regarding an applicant's character and fitness to practice.

Referees will be asked to declare that they are sufficiently knowledgeable of the applicant's professional work to assess their competence in the practice area of school psychology; that they have no dual relationships or conflicts of interest with the applicant; and that they have noted any condition or event which would bring into question the applicant's fitness to practice as a psychology practitioner, of which the referee is aware.

**The police won't send the College my check, what do I do? My transcript can only be sent electronically, how can my university do that?**

Required transcripts, verifications, certifications, police checks and other third-party documentation must be sent directly to the College by the third party. In circumstances where the third party does not provide paper records, the College will accept required documentation in an electronic format directly from third parties via email. This email address may only be used by third parties for the purpose of submitting required documentation: [registration@chcpbc.org](mailto:registration@chcpbc.org) The FBI and some police detachments will mail paper record checks directly to the College when the applicant requests that the check is sent to them "c/o CPBC" and uses the College mailing address. In circumstances where the police will only send paper copies to the applicant, applicants should forward the unopened envelope to the College when they receive it.

**I submitted my form, does the College now have everything? When will I know? What happens next?**

The application process for school psychologists is outlined here on our website under [school psychologist](#).

Please note that the College receives hundreds of pieces of application related information and documentation each week. It is not possible for us to personally confirm each item with applicants as documentation comes in.

As outlined in our process, once an applicant submits an application form, required enclosures and fee, the College does an initial review of the documentation to determine whether any immediate clarification is needed or if there is anything missing. All applicants will receive an initial letter to acknowledge their application, any clarification required, outstanding items and the expiry date of their application.

The College will advise applicants of outstanding information where possible however, the onus is on applicants to ensure that all required documentation is sent to the College.

**When will I receive a receipt for my application / examination / registration fee?**

Receipts will be emailed within 5 to 10 business days of receipt of funds. If you have not received your receipt in that time frame, please contact the College office at [info@chcpbc.org](mailto:info@chcpbc.org).