



Policy Title: Transcript and Credential Assessment	Replaces former policy: <input checked="" type="checkbox"/> Title: CPBC Transcript and Credential Evaluation Policy <input type="checkbox"/> N/A
	Date Effective: 2024-06-28 Last Update: Select date
Applies to: Psychology	
Contact: Name of Policy Owner	

Policy Statement:

An Applicant to the Designated Health Profession of Psychology in the registration class of Registered Psychologist or School Psychologist (an “Applicant”) who is not registered or licensed in another Canadian or U.S. jurisdiction must request that hard-copy original and final transcripts for all of their undergraduate and graduate training to be sent directly to the College from the educational institution(s) they attended.

For an Applicant who has completed all the requirements of their degree program but not convocated by the date of their application, the Registration Committee will accept a letter from the Senate of the university, from the program’s Director of Clinical Training, or from another designated official from the Department of Psychology, attesting that the Applicant has fulfilled all the requirements of the degree.

An original transcript indicating that the degree has been awarded must still be received by the College before the Applicant’s registration can be processed and their name added to the College’s public register.

For an Applicant applying on the basis of registration elsewhere in Canada or licensure in the U.S., an official transcript for the highest degree upon which registration/licensure is based in the home jurisdiction(s) is required. Photocopied transcripts are acceptable.

Translations

Applicants whose transcripts are not in English must submit translated and notarized copies of their transcripts, in addition to the original transcripts.

Credential evaluation

An Applicant whose psychology education was not completed in Canada or the U.S. must provide documentation of their degrees having been reviewed by a credential assessment agency approved by the Registration Committee, indicating the agency’s evaluation of the equivalency between the Applicant’s training and a Canadian degree.



The College will accept an educational credential assessment from any credential assessment agency designated by Immigration, Refugees and Citizenship Canada for educational credential assessment.

1. Policy Rationale and Purpose:

This policy provides further guidance to Schedule 7, 2.1.3 of the CHCPBC Bylaws.

2. Policy Scope:

This policy applies to Applicants to the Designated Health Profession of Psychology in the registration class of School Psychologist or Registered Psychologist.

3. Legal Authority:

- CHCPBC Bylaws, Schedule 7, 2.1.3

4. Key Partnerships:

N/A

5. Definitions:

N/A

6. Process Check:

- Board Policy Framework
- Safe Spaces Playbook
- Other:

7. Resources/References:

- [Immigration, Refugees and Citizenship Canada: Educational credential assessment](#)



Reviewed by the Board on:		Select date	<input checked="" type="checkbox"/> N/A
Reviewed by the Registrar/Deputy Registrar on:		Select date	<input type="checkbox"/> N/A
Date Approved Select date	Approved By <input type="checkbox"/> Board <input type="checkbox"/> Committee (<i>Name of Committee</i>) OR Name <i>Full Name</i> Title <i>Title</i>		
Date Effective Select date	Revision history	Last Updated:	Select date
Next Review Select date		Previous Update:	Select date
Drafted by:		Name <i>Name</i>	Title <i>Title</i>