

EDUCATED IN CANADA/USA

All documents referenced in this form can be found in the [Applicantion Documents Section on the website](#).

If you have completed a Canadian Psychological Association (CPA) or American Psychological Association (APA) accredited doctoral degree in psychology completed in residence and a CPA or APA accredited 12-month pre-doctoral internship, or the equivalent, you must complete the written application process outlined here before you can be granted permission to take the oral and written exams and can establish eligibility for registration and licensure. If your program of study or internship was not CPA or APA accredited and completed in residence, your application will require more information and may take more time to complete.

You can find more information about doctoral program and internship requirements in the College Bylaws **Schedule H** and detailed coursework information below. You can find more information about **CPA and APA accreditation** in the documents section.

Third Party Documentation

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 or where paper records are on hold due to the pandemic, 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

Please note: 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.

1) Request Applicant Portal access:

Follow this [link](#) to request access to the applicant portal and to complete the online application form and upload other required items.

2) Log into Applicant Portal to complete your application:

[CLICK HERE](#) to log into the Applicant Portal after you've received your username and password.

If you have already started to complete or completed a paper application this is not a problem. You will not be required to resubmit or use the online form if you've already begun to complete the paper version. We will accept a paper form as we transition to this new platform.

Please note that the following items are required in order to process your application for registration:

The steps outlined below will guide your application if you are a graduate of a CPA/APA accredited program or a graduate of a non-accredited program. Please read and follow the appropriate section.

GRADUATES OF A CPA/APA ACCREDITED PROGRAM

1. Application form

Complete the Registered Psychologist Registration Application Form found on the [Applicant Portal](#)

2. Coursework requirements

Applicants who have graduated from CPA- or APA-accredited programs, completed in residence, will be deemed to have met coursework requirements. However, CPA- or APA-accredited program graduates are still required to document coursework on the application form.

3. Resident Study and Training description

All applicants are required to submit a description of how their program meets each of the criteria outlined in **Schedule H** for resident study and training and attach this description to the application form.

4. Pre-doctoral internship

If your internship was not CPA/APA accredited, please refer to the Pre-Doctoral Internship Criteria set out in Part I, section F of Schedule H of the College bylaws. These are the criteria by which the Registration Committee evaluates all non-accredited internships. Please describe in a separate written submission how your internship meets each of the criteria listed in **Schedule H**.

5. Declaration of Area of Practice

For the purposes of registration **one** Area of Practice must be selected by applicants. A declaration of competence in an area of practice is a declaration by the applicant that he or she has the appropriate training, education, and experience (i.e., the tripartite requirement) in that area of psychology to be able to offer the wide range of activities and services within that area. Definitions of the recognized Areas of Practice are found in **Bylaw Schedule H.1**.

. The Registration Committee expects that a declaration in an area of practice will be consistent with the graduate program completed and subsequent internship. If the declared area of practice is different from either what is documented on the transcript or the attestation provided by the program training director, the applicant may be required to document competence in that area to the Registration Committee. Consistent with other psychology regulatory bodies in North America, the College does not offer specialty licenses to Registered Psychologists in any practice area.

6. References

Applicants should identify three referees who are registered/licensed psychologists in good standing for the past two years, and who have supervised the applicant's work, one of whom is the internship director. All three referees should have supervised the applicant's current clinical work, i.e., work within the five year period immediately preceding the application.

N.B.:For reference purposes, a retired referee will be considered registered or licensed for a given application if he or she retired within five years of the applicant's date of application for registration, and was registered or licensed for at least two years, in good standing, immediately prior to the date of his or her retirement.

7. Criminal Records Check

All applicants must undergo a criminal record review through the provincial government's [Criminal Records Review Program \(CRRP\)](#) For many applicants, this can be completed online. Please review the "**CRC Applicant Guide**" and "**CRC FAQ**" document. You will need the College specific access code (GDM74JX5TR) to complete the process.

Applicants without a BC Services Card who haven't lived in B.C. for at least six months or who live outside the province should download the consent to a criminal record request form found in the portal. You will need to complete the form and upload it to the portal along with copies of two **acceptable forms of ID (see in application document section)**.

N.B. The College does not accept shared results of a criminal record check previously completed with the Criminal Records Review Program for another organization.

8. National Police Check(s)

Applicants must submit original documentation providing the results of a national police check or the equivalent for every jurisdiction in which the applicant resided during the five-year period immediately before the date of application, if it is not reasonably practicable to obtain such documentation for the applicable Jurisdiction, a letter of explanation is required and will go before the Registration Committee. For Canadian jurisdictions, the check must be completed by the police or RCMP. For US jurisdictions, the check must be completed by the FBI. For all other jurisdictions, a national check must be completed by the police or an equivalent authority. Each check must be the most comprehensive check available in terms of coverage of records checked. Applicants must arrange for completed police check(s) to be sent directly to the College.

Please note: 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.

9. Certificates of Standing

The College requires verification of licensure and registration status from all jurisdictions in which an applicant has a previous or current application for psychology licensure or license to practice another health profession or is currently, or was previously, licensed or registered as a psychologist or other health professional. The **Verification of Licensure and Registration Status form** must be sent directly to the College from other licensing boards. Applicants are also expected to request that verification of status be sent directly to the College for any Certificate of Professional Qualification issued by the Association of State and Provincial Psychology Boards (ASPPB), any present listing with the Canadian Register of Health Service Providers (CRHSPP), and/or any present listing with the National Register of Health Service Psychologists (NRHSP).

10. Supervision Plan

Applicants currently providing, or planning to provide, psychological services in BC during the application period, are asked to submit a **supervision plan form**, cosigned by the Registered Psychologist supervisor, including the name of the supervisor who has agreed to provide supervision and a description of proposed arrangements. The supervisor will complete a short form at the time the applicant completes their last exam to confirm that the supervision took place according to the plan submitted.

11. Transcripts

Request original and final transcripts for all undergraduate and graduate training to be sent directly from the university to the College. For applicants who have completed all the requirements for their degree but who have not convoked by the date of the application, the Registration Committee will accept a letter from the Senate of the university, Director of Clinical Training of the program or other designated official from the Department of Psychology, attesting that the applicant has completed all the requirements of the degree. *An original transcript indicating that the degree has been awarded is required prior to registration and placement on the College Register.* The specific program completed (e.g., Clinical Psychology, Counselling Psychology) must be listed on the transcript or a letter must be sent directly from the department chair or training director to the College attesting that a specific program was completed by the applicant.

12. Fee

The fee for making a Registered Psychologist application can be found in the **Fee Schedule (see in application document section)** See online payment for Applicants to see how to make online payments through your bank.

GRADUATES OF A NON-CPA/APA ACCREDITED PROGRAM

1. Application form

Complete the Registered Psychologist Registration Application Form found on the [Applicant Portal](#)

2. Coursework requirements

Please note that 13 classroom contact hours = 1 semester credit hour. Colloquia and practica hours do not count towards the coursework requirements as set out below. First, the applicant must complete three (3) or more graduate level credits (13 classroom contact hours = 1 semester hour) in *each* of the 10 areas below. Secondly, the applicant must obtain six (6) or more graduate level credits in at least four (4) of the areas below. Coursework areas are as follows:

- Biological Bases of Behaviour (physiological psychology, comparative psychology, neuropsychology, sensation and perception, or psychopharmacology);
- Cognitive/Affective Bases of Behaviour (learning, cognition, motivation, or emotion);
- Social Bases of Behaviour (social psychology, group processes, community psychology, environmental psychology, or organizational and systems theory);
- Individual differences (personality theory, human development, abnormal, psychopathology);
- Ethics and standards in professional psychology;
- Research design and methodology (research design, experimental procedures, laboratory methods);
- Statistics (statistics, multivariate analysis);
- Psychometrics (measurement, test construction and validation);
- Professional practice: assessment (application of assessment techniques);
- Professional practice: intervention (application and theory of psychotherapy, counselling, behaviour modification).

Applicants not meeting the coursework requirements are encouraged to demonstrate equivalent competence, particularly in the areas of Biological Bases of Behaviour, Cognitive/Affective Bases of Behaviour, and/or Social Bases of Behaviour. The Registration Committee will review senior undergraduate courses in these areas, on a case-by-case basis, if requested by an applicant in response to a letter from the Registration Committee identifying deficits in required coursework. A maximum of two undergraduate courses may receive credit towards the coursework requirement. For unmet coursework requirements, the College may require completion of additional coursework or a demonstration of equivalent competence

3. Criteria for Evaluating Programs of Study

Applicants from non-accredited programs must provide a point by point detailed description, in their own words, of how the program they completed meets each of the criteria outlined for registered psychologist registration in **Schedule H** of the College bylaws.

4. Declaration of Area of Practice

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5. Pre-doctoral internship

If your internship was not accredited, please refer to the “Pre-Doctoral Internship Criteria” set out in Part I, section F of Schedule H of the College bylaws. These are the criteria by which the Registration Committee evaluates all non-accredited internships. Please describe in a separate written submission how your internship meets each of the criteria listed in **Schedule H**.

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