

## **EDUCATED OUTSIDE CANADA/USA**

Applicants who completed their training outside of Canada or the United States will complete a comprehensive application form asking for coursework, program and internship details.

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

You can find more information about program and internship requirements in the College Bylaws **Schedule H** and detailed coursework information below.

### **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](mailto: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.

**The steps outlined below will guide your application.**

#### **1. Application form**

Completed the School Psychologist Application Form found in the Application Documents Section on the website.

#### **2. Coursework requirements**

Applicants must complete three (3) or more graduate level credits (13 classroom contact hours = 1 semester hour) in each of the 8 course categories. School and clinic based practica and internship hours do not count towards the coursework requirements as set out below as those are separate requirements. Applicants who currently hold certification by the National Association of School Psychologists (NASP) are deemed to have met the coursework requirements. Applicants who are NASP certified should

request verification of their certificate to be sent directly from NASP to the College.

- 1. Cognitive Assessment (Level C tests\*)**
- 2. Professional Ethics (for Psychology or School Psychology)**
- 3. Academic Assessment and Intervention**
- 4. Typical and Atypical Child Development**
- 5. Psychometric Principles**
- 6. Consultation**
- 7. Social Emotional, Behavioural Assessment and Intervention**
- 8. Psychopathology and Diagnosis of Intellectual Disability and Learning Disorders**

\*Psychoeducational assessment instruments are classified by publishers and test developers into one of three levels (A, B, or C), differentiating tests according to their complexity of administration, scoring and interpretation as well as training requirements. Tests with a C qualification require the highest level of expertise in test interpretation and include tests of cognitive abilities such as intelligence tests

### **3. Criteria for Evaluating Programs of Study**

Applicants must submit a description of how their program meets each of the criteria outlined in **Schedule H**, Section II.A to E (School Psychologist Registration criteria) of the College bylaws and attach this description to the application form.

### **4. Internship**

Applicants must submit a description of how their internship meets each of the criteria outlined in **Schedule H**, Section II.F (School Psychology Internship Criteria) and attach this description to the application form.

### **5. Declaration of Area of Practice**

All applicants for this registration class will be required to declare School Psychology as their area of practice. A declaration of competence in an area of practice is a declaration by the applicant that they have 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. The definition of School Psychology and other recognized Areas of Practice are found in **Bylaw Schedule H.1**.

## **6. References**

School Psychologist applicants are required to identify referees who are either registered as a psychologist or certified as a school psychologist and have provided clinical supervision to the applicant within the last 10 years (e.g., had clinical responsibility for the clinical practice of the applicant). The referee must be in good standing for two years prior to the date of reference.

If applicants are unable to name three referees as described above they should select referees who can 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 and, **in order of preference**, can be:

- 1) A registered psychologist in good standing for two years who served as a consultant to the applicant (e.g., provided suggestions on their clinical practice).
- 2) A registered psychologist in good standing for two years who is a colleague.
- 3) A BCASP certified school psychologist in good standing for two years who served as a consultant to the applicant (e.g., provided suggestions on their clinical practice).
- 4) A BCASP certified school psychologist in good standing for two years who is a colleague.

One of the referees must be a registered psychologist. If an applicant is unable to name a registered psychologist familiar with their work in the last 10 years, they are invited to provide an explanation and it will be reviewed.

Referees may be from any jurisdiction provided they meet all criteria listed for serving as a referee. They do not need to be from British Columbia.

Applicants should only put forth a BCASP colleague if they are unable to identify other referees meeting the criteria.

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**

Applicants who are certified by the British Columbia Association of School Psychologists (BCASP) and/or the National Association of School Psychologists (NASP) should request that verification of certification be sent directly from the organization to the College.

For applicants who hold or held registration to practice psychology or another health profession ONLY:

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 must be sent directly to the College from other licensing boards. Applicants should request each verifying authority complete the **Verification of Licensure and Registration Status form**.

## **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**, cosigned by the Registered Psychologist / School 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, 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., School 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. Verification and Translation of Credentials**

Applicants trained outside Canada and the United States must provide documentation showing their degrees have been reviewed by an international credentialing agency acceptable to the Registration Committee and indicating the agency's evaluation of the equivalency between the applicant's foreign training and a Canadian degree. CPBC will accept education credential assessments from an educational credential assessor designated by Immigration, Refugees and Citizenship Canada for [Education Credential Assessment](#).

## **13. Fee**

**See Fee Schedule (see in application document section).**