



School Psychologist Applicants

Educated in Canada/USA

All referenced documents can be found in the [Application Documents](#) (School Psychologist Documents) section on the CHCPBC website or in the Applicant Portal.

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

You can find more information about program and internship requirements in the [CHCPBC Bylaws](#), Schedule 7, Table 1.

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. The College will accept required documentation in an electronic format directly from third parties via email to 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 CHCPBC” 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 following items are required to process your application for registration:

1. Application Form

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

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 detailed description, in their own words, of how their program meets each of the criteria outlined in Schedule 7, Table 1, Part II, Sections A-E. This must be submitted via *FORM C-SP Program* found in 'Forms' section of the Applicant Portal.

4. Internship

Applicants must submit a detailed description, in their own words, of how their internship meets each of the criteria outlined in Schedule 7, Table 1, Part II, Section F. This must be submitted via the *FORM D-SP Internship* found in the 'Forms' section of the Applicant Portal.

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 [CHCPBC Bylaws](#), Schedule 7, Table 2: Areas of Psychology Practice.

6. References

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 (ex. 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.



7. Criminal Record Check

All applicants must undergo an [online criminal record check](#) through the provincial government's Criminal Record Review Program (CRRP) using the access code GDM74JX5TR.

If you live in another Canadian province or territory and do not have a physical BC Services Card, you can still set up the [BC Services Card Login](#) and submit an [online criminal record check](#) using the access code GDM74JX5TR. You will need two pieces of [government-issued ID](#) to verify your identity.

Applicants who are unable to use the BC Services Card Login can still submit their request to conduct their [criminal record check](#) online using the access code GDM74JX5TR. Click [here](#) to learn more about the process launched by the CRRP. For this option, you must upload two pieces of [notarized](#) government-issued ID to your CHCPBC Applicant Portal; see option 3 [here](#) for a list of CRRP accepted ID.

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 CHCPBC” 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. Certificate of Standing

Applicants who are certified by 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 of Licensure and Registration Status form must be sent directly to the College from other licensing boards. The required Verification of Licensure



and Registration Status form is available in the Application Documents section of the website.

10. Supervision Plan

Applicants currently providing, or planning to provide, psychological services in BC during the application period, must submit the Supervision Plan form found in the Application Documents section of the website, 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 that your original and final transcripts for all undergraduate and graduate studies be sent directly from your university to CHCPBC. The transcripts should be electronically sent directly from the degree-granting institution to: registration@chcpbc.org. 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., 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. Fees

Refer to [CHCPBC Bylaws](#), Schedule 1: Fees.