

## Explanatory Notes

### *Application for General or Special Purpose Registration as a Psychologist*

The following is provided to assist in completing an Application for General Registration or an Application for Special Purpose Registration as a Psychologist in Queensland.

#### **Certified Copies of Documents**

All copies of documents required to be submitted with the application must be **certified copies**, that is, copies certified by a Justice of the Peace, Commissioner for Declarations or other authorised person as true copies of the original documents.

#### **Proof of Qualifications**

**The Board requires the following proof of your qualifications:**

1. To be submitted with your Application Form. A **certified copy of the degree, diploma or certificate** ('Testamur') awarded for each qualification (undergraduate and, if applicable, post graduate) you nominate in your application and upon which your application is based. This Testamur is awarded to you personally at a graduation ceremony or, if you do not attend a graduation ceremony, is posted to you by your academic institution following a graduation ceremony. The date of the graduation ceremony is the date of conferral of the qualification.
  - If you have completed an approved qualification in psychology, **but your qualification has not yet been conferred**, you must include with your application a letter or statement from your academic institution (original or certified copy) confirming that you have completed all requirements for the approved qualification and that you are eligible for the qualification to be conferred at a future graduation ceremony.
  - If your qualifications were obtained **outside Australia or New Zealand** you must include with your application: a **letter or statement from the APS**, (original or certified copy), outlining the results of the assessment of your qualifications (refer to Registration Kit section 3.6); **Form PSY-APS attached**; and a **detailed course description** of the tertiary course/s you have completed and on which you are basing your application for registration, providing details of all subjects you completed.
  - If your qualification documents are not in English, you must include with your application an English translation by a certified translator.

**AND**

2. An **original Academic Transcript** for each qualification (undergraduate and, if applicable, post graduate) you nominate in your application and upon which your application is based, **must be sent directly to the Board** from the academic institution where the qualification/s was obtained, even if the academic institution is located outside Australia or New Zealand. **You are required to contact the relevant academic institution/s and arrange for your original Academic Transcript/s to be sent directly to the Board.** The Board will not accept photocopies of Academic Transcripts (including certified copies) or copies downloaded from the internet or original Academic Transcript/s submitted by the applicant.

**Overseas qualified applicants** - As it may take several weeks for an overseas academic institution to send an original Academic Transcript to the Board, you are advised to request your Academic Transcripts as early as possible, for example at the same time that you apply to the APS for assessment of your qualifications. Please contact the Board if you are experiencing difficulty in arranging for your original Academic Transcript/s to be sent to the Board.

## Fitness/Suitability to Practise

In deciding whether an applicant for general registration is fit to practise the profession, the Board, pursuant to section 45(1) of the Act, may have regard to the applicant's:

- physical and mental health  
*You must advise the Board of any physical or mental health problem which may affect your ability to competently and safely practise the profession.*
- command of the English language  
*Note: Applicants for registration, for whom **English is not the first or native language**, need to submit evidence to the Board of competency in both oral and written communication in English, as demonstrated by having completed the International English Language Testing System (IELTS) examination, achieving a **minimum score of 7 in each of the four components of the Test**. Please refer to section 3.8 of the **Registration Kit** and to the Board's English Language Proficiency, available from the Board's office or on the Board's website (under "Publications"), for further information including: contact details for the IELTS; acceptable alternative English language tests; and grounds for exemption from the requirements of the policy.*
- criminal history  
*Refer to notes below.*
- previous registration as a Psychologist or other health practitioner in Australia or elsewhere  
*Refer to the section below, "Proof of Registration Status and Standing Elsewhere."*
- recency of practice in the profession and recency of qualification for registration.  
*Note: If your **qualification for registration was conferred more than three years before your date of application**, you should attach a Curriculum Vitae and Form PSY-S45 (attached to Registration Kit) to your application detailing any professional practice and/or professional development of a psychological nature you have undertaken since gaining your qualification for general registration.*
- any other issue relevant to the applicant's ability to competently and safely practise the profession.

### Criminal history:

#### What is a Criminal History?

Criminal history means any charge or conviction for an offence, in Australia or anywhere else. The *Criminal Law (Rehabilitation of Offenders) Act 1986* does not apply, so you must disclose all history no matter how long ago it happened (see policy *Criminal History Checking: Applicant policy*).

Criminal history does *not* include minor traffic offences, e.g. parking, speeding, red light, mobile phone.

The existence of a criminal history does not lead to automatic refusal of registration. Each case will be assessed on its merits using the information provided to, and gathered by, the Board.

**Note:** Policies relating to criminal history screening are available at [www.psychologyboard.qld.gov.au/publications.htm](http://www.psychologyboard.qld.gov.au/publications.htm).

#### If you have a criminal history from ...

- Any jurisdiction (Australia or overseas) — You must attach to your application a full explanation (on a separate sheet) of the circumstances and details of your criminal history. This should include any documents or correspondence you received from the courts or law enforcement authorities relating to the charge(s) and / or conviction(s). This will be used in conjunction with an official Police Certificate to assess your case.
- Any other country — You must **ALSO** attach to your application a Police Certificate from the law enforcement authority of the relevant jurisdiction (see policy *Criminal History Checking: Applicant policy*).

Your criminal history will be verified with the Australia police authorities once the Board has received a complete

application. This may cause a delay in processing your application (see policy *Criminal History Checking: Applicant policy*).

## Referees

On the Application Form you are required to give the name, address, occupation and telephone number of two persons practising in the profession who have known you for at least the past twelve months, (relatives excluded). The Board may contact these persons to obtain references about you.

## Proof of Identity

The following **must be presented with the application** as proof of identity:

- Certified copy of Driver's Licence, or Passport, or other official identification that includes a photograph.
- Two recent passport-type photographs of the applicant certified on the back by a Justice of the Peace, Commissioner for Declarations or Notary as follows:  
"I (*name of Justice of the Peace/ Commissioner for Declarations/ Notary*) certify this photograph to be a true likeness of (*applicant's name*)" and signed and dated on the back by the Justice of the Peace / Commissioner for Declarations / Notary and the applicant.
- You must provide all names by which you are currently, or have ever been, known.
- You must attach to your application a certified copy of evidence of the name change if:
  - you have ever been formally known by another name(s); or
  - any of the documentation you are providing in support of your application is in another name(s).Evidence could include a marriage certificate, decree nisi, deed poll of Statutory Declaration (which must explain the reason for the discrepancy).

Registrants must advise the Board of any name change within 21 days.

## Proof of Registration Status and Standing Elsewhere

If you hold registration that gives you legal authority to currently practise as a Psychologist elsewhere, you must present the following as proof of registration status and standing elsewhere:

- A copy of your current annual practising certificate from each registration body elsewhere with whom you currently hold registration – *to be provided with the application form*; AND
- A Certificate of Good Standing from each registration body with whom you hold such registration authority – applicant must arrange for Certificate to be forwarded directly from the registration body to the Board. The date of issue of a Certificate of Good Standing must not pre-date your application by more than 3 months.

If you recently held registration to practice as a Psychologist elsewhere, but such authority is no longer current, OR if you continue to hold registration elsewhere but not the authority to currently practice in that jurisdiction, you must present the following as proof of standing:

- A Certificate of Good Standing from each registration body with whom you recently held such registration authority – applicant to arrange for Certificate to be forwarded directly from the registration body to the Board. The date of issue of a Certificate of Good Standing must not pre-date your application by more than 3 months.

## Relevant Practical Experience in the Profession

Applicants for general registration with probationary conditions, (for example, applicants who have recently completed the minimum requirements for an approved qualification for registration), **will not have obtained 'relevant practical experience in the profession'** since completing their qualification for registration and should answer **NO** to this question on the Application Form.

An applicant has 'relevant practical experience in the profession' if the applicant has experience in the practice of the profession that is, in the opinion of the Board, substantially equivalent to the nature and extent of practice of the profession provided under the Board's Supervised Practice Program. **For further information refer to section**

#### **2.5.4 of the Registration Kit and the Board's policy on Assessment of Relevant Practical Experience in the Profession on the Board's website, under "Publications".**

If you claim on the Application Form to have 'relevant practical experience in the profession' you should attach to your Application Form documentary evidence supporting your claim. This evidence should include:

- a certified copy of the degree/diploma certificate ('Testamur') for any qualifications in the profession that you have obtained in addition to the qualification/s required for general registration (eg: an approved coursework Masters, professional Doctorate or coursework PhD qualification in psychology)
- details of the nature and extent of any practise in the profession you have undertaken and evidence of professional competencies you have achieved since obtaining the qualification/s required for general registration, (submit **Form PSY-S58, attached to Registration Kit**). The Board will not recognise practice of the profession claimed by an applicant for registration, if that practice of the profession was conducted in Queensland after the introduction of the Supervised Practice Program on 1 May 2002.
- reports from persons who have supervised you in the practice of the profession.

The Board will consider the documentary evidence provided with your application, and any other documentary evidence the Board requests that you provide to determine if, in the opinion of the Board, you have 'relevant practical experience in the profession'. If the Board determines that you do not have relevant practical experience in the profession, the Board will impose probationary conditions on your general registration and advise you of the terms of these conditions, (for example, you may be required to undertake part of the Supervised Practice Program, a 'partial program').

**Note:** In deciding whether an applicant has relevant practical experience in the profession, the Board may have regard only to practice undertaken after completing the approved qualification for registration.

#### **Supervision Proposal**

In order to consider an application for registration from a person who has not obtained 'relevant practical experience in the profession' as defined above, (that is, an application for general registration with probationary conditions), the Board requires information on how the applicant intends to meet the requirements of the Supervised Practice Program. Therefore, an applicant for general registration with probationary conditions must include a Supervision Proposal with their Application Form and other required application documentation and fees.

*Guidelines for a Supervision Proposal* are attached and in Part 2 of the Registration Kit. Prospective registrants should note that the Board will not approve a Supervision Proposal for a probationary registrant to practise the profession in a private practice setting unless the registrant's approved supervisor is also practising at this venue at the same time and the registrant will be under the supervisor's direct supervision. For further information on approved supervision and practice arrangements for the Supervised Practice Program, please refer to the *Supervision Guidelines* and the policy document, *Approved Workplace Settings for the Supervised Practice Program*, in the *Guidelines* and on the Board's website under "Publications".

#### **Prescribed Application and Registration Fees**

All fees are prescribed under the Psychologists *Registration Regulation 2002* (the Regulation) and are GST exempt. The current fees (in Australian dollars) to be submitted with an application for **General Registration** are as follows:

- \$480.00 (if registering between 1 July and 31 December); or
- \$318.00 (if registering between 1 January and 31 March); or
- \$236.00 (if registering between 1 April and 30 June).

The current fees (in Australian dollars) to be submitted with an application for **Special Purpose Registration** are as follows:

- \$480.00 (if registering between 1 July and 31 December); or
- \$318.00 (if registering between 1 January and 31 March); or
- \$236.00 (if registering between 1 April and 30 June).

**All Fees quoted are as at 30 April 2009.** Please check with the Board for current fees. Failure to pay the correct fee may delay the processing of your application.

**As registration is for a financial year or part thereof,** the prescribed fees comprise a non-refundable Application Fee of \$155.00 plus a pro-rata portion of the Annual Registration Fee (currently \$325.00) and only cover registration until 30 June. Renewal of registration beyond 30 June is subject to you applying between 1 May and 30 June each year for registration renewal and paying the associated annual registration fee.

**The following refund entitlements** are prescribed by law under the Regulation. (In all cases the application fee component of the total fees payable is not refundable)

- Should your application for registration be refused, or you withdraw your application before it is decided, you are entitled to a refund of the pro-rata registration fee you paid.
  - If you are granted registration but decide to surrender it within 3 months of it being granted, you are entitled to a proportional refund (comprising the pro-rata registration fee paid less an amount equal to the prescribed fee for registration of not more than 3 months).
  - If you choose to surrender registration more than 3 months after it is granted, you are not entitled to any refund.
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# GUIDELINES FOR A SUPERVISION PROPOSAL

## Applicants for General Registration with Probationary Conditions

A Supervision Proposal provides the Board with basic essential information about a probationary registrant's Supervised Practice Program. It is used by an applicant for general registration with probationary conditions (refer to the Board's *Registration Kit*) to advise the Board how the applicant intends to meet the requirements of the Supervised Practice Program. A Supervision Proposal is also the Board's approved form for probationary registrants to use when nominating a new supervisor to the Board, and/or when advising the Board of a change in Pathways or an additional Pathway for undertaking the Supervised Practice Program.

### Who should submit Supervision Proposal 1?

- New applicants for probationary registration who intend to meet the requirements of the Supervised Practice Program through undertaking **Pathway 1**.  
**Note:** This includes applicants undertaking research postgraduate programs in psychology).
- Probationary registrants undertaking **Pathway 1** and nominating a new supervisor to the Board.
- Student probationary registrants undertaking Pathway 2, who intend to undertake practice of the profession external to and independent of their approved university program, must submit Supervision Proposal 1 for approval prior to commencing this practice. These probationary registrants are considered by the Board to be following **both Pathways**.

**Note:** the Board will provide credit for any elements of the Supervised Practice Program completed as part of the probationary registrant's coursework postgraduate program as well as under Pathway 1. Probationary registrants following both Pathways must have a Supervised Practice Plan with each supervisor.

- Probationary registrants undertaking Pathway 2 who cease their enrolment in their approved course, and wish to continue their Supervised Practice Program under Pathway 1.

### Who should submit Supervision Proposal 2?

- New applicants for probationary registration who intend to meet the requirements of the Supervised Practice Program through undertaking **Pathway 2**.  
i.e. by enrolling in a coursework postgraduate program in psychology approved by the Board as a pathway for undertaking the Supervised Practice Program
- Probationary registrants undertaking Pathway 1 who cease practice under this Pathway and enrol in a Board approved coursework postgraduate program in psychology are considered to have **changed to Pathway 2** and must submit Supervision Proposal 2.

**Note:** the Board will retain a record of, and provide credit for, any elements of the Supervised Practice Program completed by the probationary registrant under the previous Pathway.

The minimum requirements for a Supervision Proposal are provided below. Applicants for registration and probationary registrants should always submit the **original** of their Supervision Proposal, and keep a copy for their own records, and to assist them in drawing up their Supervised Practice Plan.

**Supervision Proposal 1** must be signed by the applicant / probationary registrant and the proposed supervisor.

**Supervision Proposal 2** must be signed by the applicant / probationary registrant only.

# Supervision Proposal 1

## 1. Name of applicant / probationary registrant.

## 2. Name of Supervisor.

**Note:** the supervisor must be chosen from the *List of Approved Supervisors* published on the Board's website.

## 3. Location/s of supervised practice.

Ensure that the location/s for your proposed practice of the profession comply with the requirements of section 3 of the *Supervision Guidelines* and the Board's policy on *Approved Workplace Practice Settings for the Supervised Practice Program* available at Appendix B of the *Supervision Guidelines* and on the Board's website under "Publications".

## 4. Content of proposed supervised practice at each location.

- Attach a position description for each location, as required in the Board's policy on *Approved Workplace Practice Settings for Supervised Practice Program*.
- Give details of the nature of the work (paid or voluntary) you will be undertaking including the client group/s targeted and the nature of anticipated client contact.

## 5. Hours of supervised practice to be undertaken at each location.

e.g. full-time professional psychological practice, 38 hours per week;  
part-time professional psychological practice, 15 hours per week.

## 6. Location/s of supervision.

- Provide address and contact details for these location/s.
- Provide details on how your proposed supervision arrangements and the location/s where you will be undertaking supervision (eg onsite or offsite) comply with the requirements of section 4 of the *Supervision Guidelines* and the Board's policy on *Approved Workplace Practice Settings*, available at Appendix B.
- In order for your proposed workplace to be approved you may need to appoint an on-site assistant supervisor and/or give the name and contact details of your line manager for this position if this person is not going to be an assistant supervisor. Refer to section 8.2 and Form A(i) for information on appointing an assistant supervisor.

## 7. Proposed methods of supervision and proposed hours to be undertaken by each method.

- e.g. meet with supervisor for two hours of individual face-to-face supervision per fortnight, plus two hours per month of group supervision with assistant supervisor.
- Refer to section 4.4 for the required frequency with which you must have supervision.
- Refer to section 4.2 for the approved methods of supervision and for the information you must provide in order to request approval for supervision via an alternative means.

## 8. Competencies of the Supervised Practice Program.

Under each of the Competency headings below, provide information on how you intend to address the tasks of each Competency through your professional psychological practice at the location/s stated above, formal supervision consultations and participation in professional development activities. To complete this section you must refer to **section 5** of the *Supervision Guidelines* for the requirements for:

- training in the Competency;
- skills and knowledge required to have 'sufficient competence' in the Competency; and
- assessments to be completed by the probationary registrant in order to demonstrate competence.

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It is useful to present this information for each of the Competencies in a table or columns.

1. Knowledge of the Discipline
2. Psychological Assessment
3. Intervention Strategies
4. Research and Evaluation
5. Communication
6. Ethical, Legal and Professional Matters

**Note:** When completing this section do not simply copy the information presented under each Competency in **section 5**. You should think through how the activities you will be undertaking in your practice at the locations above, the client groups targeted etc, will allow you to address the requirements of each Competency. You may state in your Proposal that certain tasks may need to be met through the appointment of an assistant supervisor or changing your location of practice (or adding another location) later in your Program.

**9. Date of commencement of Supervised Practice Program.**

may be no earlier than date of registration / date of commencement with this supervisor.

**10. Acknowledgement by probationary registrant:**

*I agree to have in place, within 28 days of being registered or of changing my nominated supervisor, a Supervised Practice Plan drawn up in accordance with the requirements of the Act and the Regulation and with the policies of the Board (as described in the "Supervision Guidelines"). I will practise the profession only in accordance with the requirements of the Board's Supervised Practice Program as prescribed by the Act and the Regulation and outlined in the "Supervision Guidelines".*

*I will not contravene the probationary conditions imposed on my general registration under the Act.*

Signature of applicant / probationary registrant

Date of signature

**11. Acknowledgement by supervisor:**

*I have been granted approval by the Board to supervise probationary registrants undertaking the Supervised Practice Program. In my role as a supervisor I will abide by the requirements of the Australian Psychological Society (APS) Code of Ethics. (The Code may be accessed through the Board's website under "Publications").*

*I agree to be the supervisor for \_\_\_\_\_ (name of applicant) for the Board's Supervised Practice Program. I have read section 8 of the "Supervision Guidelines" and agree to abide by the requirements for supervisors as prescribed by the Act and the Regulation and outlined in section 8 of the "Supervision Guidelines".*

Signature of supervisor

Date of signature

## Supervision Proposal 2

Applicants for general registration with probationary conditions who are enrolled in a two year minimum full-time (or equivalent part-time) coursework Masters, coursework professional Doctorate, or coursework PhD program in psychology approved by the Board as a pathway for undertaking the Supervised Practice Program, should provide the following information:

1. Name of applicant / probationary registrant.
2. University where enrolled.
3. Name of course.
4. Status of enrolment (full time or part time).
5. Date of commencement of enrolment.
6. Nominated supervisor for course (if known).

The university will nominate a supervisor for the course (*e.g. the Coordinator / Director of the postgraduate program; the Practicum Coordinator for the program, etc*), who meets the Board's requirements for an approved supervisor.

7. Acknowledgement by probationary registrant.

*I agree to have in place, within 28 days of being registered or of changing my nominated supervisor, a Supervised Practice Plan drawn up in accordance with the requirements of the Act and the Regulation and with the policies of the Board, (as described in the "Supervision Guidelines").*

*I will practise the profession only in accordance with the requirements of the Board's Supervised Practice Program as prescribed in the Act and the Regulation and described in the 'Supervision Guidelines'. I will not contravene the probationary conditions imposed on my general registration under the Act.*

*I acknowledge that my practice of the profession is limited only to practice undertaken as part of the Course nominated in 3. above, (coursework, practicums and research), for which the university takes responsibility for my supervision. I acknowledge that I must submit Supervision Proposal 1, with a Board approved supervisor, to the Board for approval prior to undertaking any practice of the profession external to and independent of the Course nominated in 3. above.*

Signature of applicant / probationary registrant

Date of signature

8. Attachment

### **Confirmation of enrolment or offer of a place in a postgraduate coursework program**

The applicant must attach to this Supervision Proposal a statement from the university (original or certified copy) confirming that the student is enrolled in the nominated course, or confirming that the student will be admitted to the nominated course subject to approval of registration by the Board.