

PSYCHOLOGISTS BOARD OF QLD

REGISTRATION KIT

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1.0 Introduction to the Psychologists Board of Queensland

The Psychologists Board of Queensland is pleased to welcome you as a prospective registrant. Outlined for your information is a brief description of the goals and functions of the Board. If you have any questions relating to this information we will be pleased to advise and assist.

1.1 Goals and Functions of the Board

The Psychologists Board of Queensland is constituted under the provisions of the *Psychologists Registration Act 2001* (the Act) to regulate the practice of psychology in this State. The Act may be accessed under “Links” on the Board’s website. The objectives of the Act are:

- to protect the public by ensuring health care is delivered by registrants in a professional, safe and competent way
- to uphold the standards of practice within the profession
- to maintain public confidence in the profession.

The primary goal of the Board is the promotion and maintenance of the highest possible standards of the practice of psychology in Queensland through:

- registering suitably qualified persons and maintaining a register of, and records relating to, Psychologists in Queensland;
- assessing qualifications for registration;
- encouraging registrants’ participation in continuing professional education programs;
- developing or adopting training programs in the practice of the profession, relevant to a person’s eligibility for registration;
- conferring and cooperating with interstate regulatory authorities and with entities involved in the education and training of psychologists and the accreditation of courses in psychology;
- providing a mechanism whereby complaints in relation to the practice of psychology in Queensland are investigated, in accordance with the *Health Practitioners (Professional Standards) Act 1999*;
- monitoring and assessing compliance with any conditions of registration;
- monitoring and enforcing compliance with the Act, including preventing unauthorised persons from using the title "Psychologist".

1.2 Enquiries and Access to Information

All correspondence should be directed to:
Executive Officer
Psychologists Board of Queensland
GPO Box 2438
BRISBANE QLD 4001

Address:
8th Floor, Forestry House
160 Mary Street
Brisbane

Telephone: (07) 3234 1164
Facsimile: (07) 3225 2527

Office Hours: 9.00 am to 4.00 pm Monday to Friday
E-Mail: psychology@healthregboards.qld.gov.au
Website: www.psychologyboard.qld.gov.au

Disclaimer: Please note that this *Registration Kit* provides broad guidelines only regarding eligibility for registration as a Psychologist in Queensland and the legislative and policy requirements of registrants and applicants for registration. Applicants for registration and, in particular applicants with qualifications and experience in the profession which appear to fall outside these broad guidelines, are advised to refer directly to the relevant legislation for psychologists in Queensland, the *Psychologists Registration Act 2001* (the Act) and the *Psychologists Registration Regulation 2002* (the Regulation). This legislation can be accessed from the Board’s website www.psychologyboard.qld.gov.au or at www.legislation.qld.gov.au. Information contained in the Registration Kit should not be taken in substitution of, or as a complete representation of, the requirements of the Act and Regulation.

2.0 Eligibility for Registration

Any person wishing to practise in Queensland using the restricted title “Psychologist” is required by the Act to be registered with the Psychologists Board of Queensland.

2.1 General Registration

To be eligible for general registration an applicant must either:

- A**
1. Hold an ‘approved qualification’ (refer to Note 2.6.1) or a qualification (for example, a qualification gained outside Australia or New Zealand), that is, in the opinion of the Board, substantially equivalent to, or based on similar competencies to that required for a current approved qualification; **and**
 2. Be ‘fit to practise the profession’ (refer to Note 2.6.2); **and**
 3. Have completed, to the Board’s satisfaction, the ‘Supervised Practice Program’ for the profession (refer to Note 2.6.3); **or**
Have gained, in the opinion of the Board, ‘relevant practical experience in the profession’ (refer to Note 2.6.4).

OR

- B** Hold **current registration** (and a current licence to practice) in another State or Territory of Australia or in New Zealand, registration which enables the registrant to practise independently (autonomously) as a Psychologist (that is, without any requirement for supervision of this practice) in that State or Territory of Australia or in New Zealand. (Please refer to 3.3, **General Registration under Mutual Recognition**).

2.2 General Registration with Probationary Conditions (Probationary Registration)

The Act requires the Board to impose the following **probationary conditions** on the general registration of an applicant for registration who has an approved qualification for registration (refer to Note 2.6.1) and is ‘fit to practice the profession’ (refer to Note 2.6.2), but who **has not completed two years of approved supervised practice in the profession** (or gained, in the opinion of the Board, ‘relevant practical experience in the profession’):

1. The probationary registrant may practise the profession only in accordance with the Board’s Supervised Practice Program; and
2. The probationary registrant must complete, to the Board’s satisfaction, the Supervised Practice Program within the period prescribed by the Regulation, (five years from date of registration).

The requirements of the Supervised Practice Program can be met by the registrant undertaking two years of approved supervised professional psychological practice (or a minimum two year approved tertiary coursework postgraduate program in psychology) and meeting the core professional competencies of the Program (refer Note 2.6.3). The requirements of the Program are prescribed by the Act and the Regulation and outlined in the *Supervision Guidelines* available on the Board’s website or from the Board.

2.2.1. Use of Title by Probationary Registrants

The Board has approved the title “**Psychologist-in-training**” for probationary registrants. In accordance with the Act (section 141), a probationary registrant must not claim to be, represent him or herself to be, or allow him or herself to be represented as being registered without probationary conditions. Probationary registrants may use another qualifier if they wish (eg Intern Psychologist, Probationary Psychologist), providing the qualifier indicates that the registration is subject to supervisory or probationary conditions. The qualifier must be used whenever the title is used, (eg letterhead; advertisements, business cards; identity badges; and under the registrant’s signature on reports or letters).

2.3 General Registration with other Conditions

The Board may decide to register an applicant for general registration on conditions the Board considers necessary or desirable for the applicant to competently and safely practise the profession. Please refer to Section 59 of the Act for more information. In accordance with the Act (section 141), a person who holds general registration with conditions must not claim to be, represent him or herself to be, or allow him or herself to be represented as being registered without the conditions. These registrants must add a qualifier to the title “Psychologist” to indicate that their registration is subject to conditions, (eg Psychologist (Conditional)).

2.4 Special Purpose Registration

Special Purpose Registration is a limited form of registration designed to extend the privileges and obligations of registration to persons undertaking a limited range of ‘special activities’ where, in the course of undertaking the special activity or activities, the person would otherwise contravene the Act, for example, by using the restricted title “Psychologist”. The ‘special activities’ are specified under the Act and include:

- training or study requiring practise of the profession;
- teaching; research; and/or
- giving clinical demonstrations in the profession.

Applicants for Special Purpose Registration must apply using Form PSY 301, available under “Registration” on the Board’s website. Details of the special activity for which registration is granted are specified on the registrant’s Certificate of Special Purpose Registration. The Board may cancel a Special Purpose Registration if the registrant practises the profession outside the special activity for which the registrant is registered.

This category of registration will be sought by persons who, although **eligible for general registration as a Psychologist in Queensland**, intend to practise the profession in this State only for a limited period and a specific purpose. Persons likely to require Special Purpose Registration would include Psychologists temporarily visiting Queensland from other parts of Australia or from overseas for the purpose of study, training or research or for practising the profession for a special event (for example, a Psychologist accompanying a sporting team for a competition in Queensland).

Note that applicants for Special Purpose Registration must have ‘relevant practical experience in the profession’. **The Board cannot grant Special Purpose Registration on probationary conditions.** However, the Board may decide to register an applicant as a special purpose registrant on conditions, other than probationary conditions, the Board considers necessary or desirable for the applicant to competently and safely undertake the special activity specified in the application. Please refer to the Act (Part 3, Division 9) for detailed information on the provisions for Special Purpose Registration.

2.5 Short-Term Registration

Short term registration applies to persons applying for general or special purpose registration for a period of **no more than 5 weeks** to undertake activities including:

General registration

- urgent locum
- continuing professional development programs
- conference attendance
- conference presenter
- sporting team responsibilities
- Declared Event
- any other circumstance which the Board deems warrants ‘short term registration’.

Special Purpose Registration

- studying or training at postgraduate level
- teaching
- engaging in research
- giving clinical demonstrations.

Applicants for Short-Term Registration must apply using the Form, “*Application for Short-Term Registration in Queensland*”, available under “Registration” on the Board’s website.

2.6 Notes on Eligibility for Registration

2.6.1 Approved Qualification for Registration

As prescribed under section 5 of the Regulation, the minimum requirements for an approved qualification are:

- a four year full time undergraduate course (or its equivalent part time) for which a bachelor degree in psychology, or its equivalent, is awarded or conferred;
- OR**
- a three year full time undergraduate course (or its equivalent part time) for which a bachelor degree in psychology, or its equivalent, is awarded or conferred **and** a one year postgraduate course for which a postgraduate diploma in psychology or honours degree in psychology, or its equivalent, is awarded or conferred. The one year postgraduate course must be completed within 10 years of the completion of the undergraduate course.

Please note: Section 5 of the Regulation provides details of the required content of an approved qualification including the “core subjects” and research components which must be completed and the required percentage of psychology subjects in each year of the course. **Applicants for registration are strongly advised to access this section of the Regulation**, which may be accessed from the Board’s website www.psychologyboard.qld.gov.au or at www.legislation.qld.gov.au, to ensure that they hold an “approved qualification for registration”.

2.6.2 Fitness to Practise the Profession

In deciding whether an applicant for general registration is fit to practise the profession, the Board may have regard to the applicant’s:

- physical and mental health
- 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 3.7 below and to the Board’s English Language Proficiency Policy, 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 the *Explanatory Notes for the Application Form* in Part 2 of the Registration Kit.
- previous registration as a Psychologist or other health practitioner in Australia or 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 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.

2.6.3 Supervised Practice Program

Under the Act, a person who holds general registration with probationary conditions may practise the profession only in accordance with the Supervised Practice Program. The detailed requirements for the Supervised Practice Program are prescribed under the Act and the Regulation and are outlined in the *Supervision Guidelines*, accessible on the Board's website. The Program provides a minimum two year period of experience in the practice of the profession for probationary registrants.

The Board approves two pathways for undertaking the Supervised Practice Program. Probationary registrants undertaking Pathway 1 engage in a two year period of approved supervised practice in the profession in a paid or voluntary capacity. 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, 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". Applicants for probationary registration via Pathway 1 **must submit Supervision Proposal 1 (refer to Part 2 of the Kit) with their application.**

Probationary registrants undertaking Pathway 2 ('students') 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. A student probationary registrant's practice of the profession is limited only to coursework, research and practicum placements undertaken as part of the program, for which the university takes responsibility for the probationary registrant's supervision. Student probationary registrants should access the *Student Guidelines* (an adjunct to the *Supervision Guidelines*), on the Board's website. Applicants for probationary registration via Pathway 2 **must submit Supervision Proposal 2 (refer to part 2 of the Registration Kit) with their application.**

With the prior approval of the Board, probationary registrants may follow both Pathways and complete the requirements of the Supervised Practice Program through a combination of practice and supervision under both Pathway 1 and Pathway 2. On completion of the Supervised Practice Program a probationary registrant must notify the Board and apply for a review of the probationary conditions of their general registration. Once the Board is satisfied that a registrant has successfully completed the Program, the Board will remove the probationary conditions from the registrant's general registration.

Request for a Reduction in the Requirements of the Supervised Practice Program.

The Board may, **in special circumstances**, approve a reduction in the requirements of the Program for an individual applicant, and require the applicant to complete a **partial** Supervised Practice Program.

If you wish the Board to consider a reduction in the requirements of the Supervised Practice Program, you should submit this request, and any documentary evidence supporting your request, with your application for registration. The Board will notify you in writing if any exception to the standard requirements of the Supervised Practice Program has been approved and, if so, the details of the partial Supervised Practice Program you are required to undertake.

Examples of circumstances where the Board **may** reduce the requirements of the Supervised Practice Program for an applicant for registration include:

- an applicant who has completed an approved tertiary course recognised by the Board as equivalent to a **fifth year of study in psychology**
- an applicant who has completed a **research Masters or research PhD** Degree in psychology from a recognised academic institution

- an applicant who has **practised the profession under supervision following completion of an approved qualification for registration**, (for example, an applicant who has completed a period of supervised practice in the profession while registered in another State or Territory of Australia or in another country), but whose supervised practice is not considered by the Board to be equivalent to the nature and extent of supervised practice required by the Program.

Documentary evidence to support a request for a reduction in the requirements of the Supervised Practice Program could include any of the following:

- any qualifications in the profession the applicant has in addition to the qualification/s required for general registration;
- details of the nature and extent of any practice in the profession by the applicant since the applicant obtained the approved qualification/s for general registration (refer to Form PSY-S58 attached); and/or
- reports from persons who have supervised the applicant in this practice of the profession.

Note. For the purposes of considering an applicant’s request for a reduction in the requirements of the Supervised Practice Program, the Board may give consideration only to practice in the profession that has occurred **following the completion of an approved qualification for registration**.

2.6.4 Relevant Practical Experience in the Profession

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**.

In deciding whether an applicant has relevant practical experience in the profession, the Board **may have regard to the following matters:**

- any qualifications in the profession the applicant has in addition to the qualification/s required for general registration (for example: an approved coursework Masters, professional Doctorate or coursework PhD qualification in psychology)
- the nature and extent of any practice in the profession by the applicant and evidence of professional competencies achieved since the applicant obtained the qualification/s required for general registration, (note that a minimum two year period of supervised experience in the practice of the profession is required). 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 the applicant in the practice of the profession
- advice and recommendations about the applicant from an entity recognised by the Board as competent to assess the applicant’s ability to meet the competencies stated for the Supervised Practice Program.

Request for Recognition of Relevant Practical Experience in the Profession

If you claim to have relevant practical experience in the profession you should state this on the *Application Form for General Registration* and attach to your Application Form documentary evidence supporting your claim. This evidence should address the matters considered by the Board, as described above, and should include **Form PSY-S58** (attached). For further information, please refer to the Board’s policy on *Assessment of Relevant Practical Experience in the Profession*, on the website under “Publications”.

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

3.0 Registration Process

3.1 Application for General Registration

Form PSY 101, *Application Form for General Registration*, is not included in the Registration Kit. All Application Forms for Registration are available on the Board's website, (under "Registration"), or you may apply to the Board for an Application Form. Explanatory Notes for completing an application for registration are provided on Page 15. On submission of your Application Form and all other required application documentation, and payment of the required fees, the Board will assess your eligibility for general registration.

3.2 Application for Probationary Registration

If general registration with probationary conditions is sought, you are required to submit a **Supervision Proposal**, (refer to Part 2), with your *Application Form for General Registration* (Form PSY 101) and other required documentation and fees and the Board will assess your eligibility for general registration with probationary conditions. Please apply to the Board for the *Supervision Guidelines* (and the *Student Guidelines* if required) or access these documents on the Board's website.

3.3 Application for General Registration through Mutual Recognition

If you hold **current registration** (and a **current licence to practice**) in another State or Territory of **Australia**, registration which enables you to practise autonomously as a Psychologist (that is, without any requirement for supervision of this practice) in that State or Territory you should apply for general registration in Queensland under the *Mutual Recognition Act 1992* (Commonwealth), using Form PSY 111- *Application for Registration Under Mutual Recognition as a Psychologist*.

If you have a **current Annual Practising Certificate** issued by the Psychologists Board in **New Zealand** you should apply for registration in Queensland under the *Trans-Tasman Mutual Recognition Act 1997* (Commonwealth) using Form PSY 311 - *Application for Registration Under Trans-Tasman Mutual Recognition as a Psychologist*.

These Application Forms are not included in the Registration Kit. Please apply to the Board for the appropriate Application Form or access the Application Form on the Board's website.

3.4 Application for Probationary Registration through Mutual Recognition

If the registration you currently hold in another State or Territory of Australia is subject to probationary supervision conditions, (for example, you hold conditional/provisional registration, or are an 'Intern Psychologist' / 'Psychologist-in-training' etc.), you are required to submit a Supervision Proposal, (see Page 20), with Form PSY 111, *Application Form for Registration under Mutual Recognition*. In addition, please apply to the Board for the *Supervision Guidelines* (and the *Student Guidelines* if required) or access these documents on the Board's website.

The Board will provide credit for any supervision, professional practice and professional development hours that you may have completed under the supervised practice program of another State or Territory of Australia. You will need to submit confirmation of these hours to the Board in the form of: Records of Supervision, Practice and Professional Development and a Progress Report signed by your previous supervisor; **or** a letter from your current registration authority confirming hours completed to date and satisfactory progress on the supervised practice program. On the Queensland Assessment of Competence Forms H(i)to(vi), (refer to the *Supervision Guidelines*), you should fill in details of tasks that you have completed under previous supervision, send these forms to your previous supervisor for signing and return signed copies to the Board.

3.5 Application for Special Purpose Registration

Applicants for Special Purpose Registration must apply using Form PSY 301 *Application Form for Special Purpose Registration*. Please apply to the Board for this Application Form or download the Application Form from the Board's website.

3.6 Application for Short-Term Registration

Applicants for Short-Term Registration must apply using the Form, *Application for Short-Term Registration in Queensland*. Please apply to the Board for this Application Form or download the Application Form from the Board's website.

3.7 Applicants with Qualifications obtained outside Australia or New Zealand

It is a requirement of the Board that applicants whose qualifications were obtained outside Australia or New Zealand must have their qualifications assessed **prior to applying for registration** with the Board. This assessment assists the Board in determining whether an applicant's qualifications are equivalent to an 'approved qualification for registration' as prescribed by the Regulation. The Australian Psychological Society (APS) provides this assessment service. If your qualifications were obtained **outside Australia or New Zealand** please contact the Society for advice on documentation and fees that you will be required to submit. The Society's address is:

The Australian Psychological Society Ltd
PO Box 38
Flinders Lane Post Office
MELBOURNE VIC 8009

Phone: 1800 333 497
EMail: contactus@psychsociety.com.au
Website: www.psychology.org.au

In order for the APS to provide information to the Board on request about your assessment, the Board seeks your authorisation to do this. **Please complete Form PSY-APS** attached to the Registration Kit. Upon completion of your assessment by the APS, submit to the Board:

1. The *Application Form for General Registration*, attaching all required documentation and fees
2. A Letter from the APS, (original or certified copy), outlining the results of your assessment
3. Form PSY-APS authorising the APS to provide further information to the Board if requested
4. 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.

You are required to contact the tertiary institution/s where you gained your qualification/s for registration and request that each institution send your original Academic Transcript **directly to the Board**. (This is required in addition to any transcripts or other documents you have submitted to APS for assessment). Note that applications from overseas qualified applicants can take longer for the Board to process due to the complexity of determining equivalence of overseas qualifications to an 'approved qualification for registration' and assessing 'relevant practical experience in the profession' (if claimed).

3.7 Applicants with Qualifications obtained in New Zealand

To assist the Board in determining if you have an approved qualification for registration please include with your application a detailed course description of the tertiary course/s you have completed and on which you are basing your application for registration. This Board requires the official course description issued by your university at the time you were enrolled in the course, providing details of all subjects you completed. Alternatively, if you are unable to provide an official course description, you should apply to APS for an assessment of your qualifications, (refer to section 3.7 above).

3.8 Applicants born in a country where English is not the first or official language

Applicants born in a country where English is not the official language **need to submit evidence to the Board of competency in both oral and written communication in English**, as demonstrated by having completed the IELTS examination (Academic module) to the following standard:

- The Board requires the applicant to have achieved a minimum score of seven (7) in each of the four components (Listening, Reading, Writing and Speaking) of the IELTS examination.

The contact for IELTS Australia is:

Tel: + 612 6285 8222

Website: www.ielts.org Email: ielts@idp.edu.au.

- Results must have been obtained within two (2) years prior to applying for registration. At the discretion of the Board, an IELTS Test Report Form more than two years old will be accepted as evidence of present level of ability if accompanied by proof (eg a Curriculum Vitae and/or references) that, since the date of the IELTS Report, the applicant has actively maintained employment in professional practice of a psychological nature in English in a country where English is an official language.
- Alternative English proficiency tests that will be accepted by the Board are:
 - (a) Completed and obtained an overall pass in the Occupational English Test (OET) administered by the Centre for Adult Education with grades A or B only in each of the four components; or
 - (b) A pass in the Professional Linguistic Assessment Board (PLAB) in the United Kingdom.

An exemption may apply when:

1. the applicant can provide evidence (eg reference/s) of at least three years practice of the profession as a registered Psychologist (or equivalent) using English as the primary means of communication. This practice must be undertaken in a country where English is an official language; **OR**
2. all components of the applicant's academic qualification for registration were completed in a country where English is an official language at a tertiary institution where programs and assessments are conducted in English **and** the applicant can provide evidence of completion of secondary education in English in a country where English is the official language. Applicants requesting this exemption must provide a certified copy of their Year 12 secondary (high) school certificate, demonstrating a satisfactory pass in English.

Please refer to the *English Language Proficiency Policy* (under "Publications" on the Board's website) for further information.

3.9 Decisions on Applications for Registration

The Board meets monthly, usually on the third Thursday of each month. Please check with the Board for the date of the next meeting. For your application for registration to be considered at the next Board meeting you must ensure that all required documentation and fees are received by the Board **at least two weeks prior** to the date of the meeting. Refer to the *Explanatory Notes - Application for General or Special Purpose Registration as a Psychologist* in Part 2 for the required documentation and the current fees to be submitted with an application.

Before deciding an application, the Board is empowered under the Act to do any of the following:

- investigate the applicant
- require the applicant to give the Board further information or documentation
- require the applicant to undergo a written, oral or practical examination
- require the applicant to undergo a health assessment.

If your application for registration is endorsed by the Board, a letter stating confirmation of registration and a Certificate of Registration will be forwarded to you approximately three weeks after registration is granted. (However, you may contact the Board to receive verbal confirmation of your registration status). Any conditions, to which your registration is subject, including probationary conditions, will be listed on your Certificate of Registration. If you are not successful in your application, the Board will refund the registration fee and advise you about avenues to attain the minimum standards required for registration. (Note that the application fee is non-refundable).

4.0 Maintenance of Registration

4.1 Renewal of General (including Probationary) Registration

The general registration period is a financial year. If you hold current general registration, the Board will send you a notice, (to your last postal address as recorded by the Board), at least 60 days before the expiry of registration, advising of the imminent expiry of your registration and enclosing a Renewal of General Registration Form. **Prior to June 30 each year** you must apply to the Board to renew your registration. The application must be made on the approved form, *Renewal of General Registration as a Psychologist*, and must be accompanied by the registration fee and any other documentation requested by the Board.

When the Board approves the renewal of your general registration, a new certificate of general registration will be issued to you. Your renewed general registration will be subject to any conditions, for example probationary conditions, which were attached to your general registration immediately prior to renewal.

Your application for Renewal of General Registration must be received by the Board by June 30 otherwise your name will be removed from the Register of Psychologists in Queensland. Under the Act (section 137), a person who is not a registrant is liable to a penalty of up to \$100,000 for taking or using the restricted title “Psychologist”.

Although a Renewal of Registration Form and Notice will be forwarded to your last known postal address prior to the expiry of your registration, **please note that it is the registrant’s responsibility** to ensure your application for Renewal of General Registration is received by the Board by the due date. If you do not renew your general registration and subsequently wish to restore your registration, you must do so **within three months** from the expiry date of your registration. **The Board has no discretion to restore registrations at a later date.** If you do not restore your registration and wish to resume practise in Queensland using the restricted title “Psychologist”, you will need to complete a new *Application for General Registration* form, provide all requested documentation and pay an application fee as well as the registration fee. In such circumstances, if you do not have an ‘approved qualification’, you may no longer be qualified for general registration in Queensland.

4.2 Restoration of General Registration

If you wish to restore your existing general registration, you must do so **within three months** from the expiry date of your registration, that is by no later than 30 September. The Board has no discretion to restore registrations at a later date. Restorations are effective from the date the Board makes the decision and cannot be backdated.

The application for restoration must be made on the approved form, *Application for Restoration of General Registration as a Psychologist*, and must be accompanied by the restoration fee and any other documentation requested by the Board. Please check with the Board for the current fee.

4.3 Renewal of Special Purpose Registration

Special purpose registrants may apply to the Board for renewal of their Special Purpose Registration. Please apply to the Board for the approved form, *Renewal of Special Purpose Registration as a Psychologist*.

5.0 Notification of Changes in Circumstances

5.1 Changes to be notified to the Board under the Act and the Regulation

You are required under the *Psychologists Registration Act 2001* and the *Psychologists Registration Regulation 2002* to advise the Board of each of the following changes in your circumstances **within 21 days** of the change occurring.

5.1.1 *Change of Address*

You are required to advise the Board, (by telephone, post, facsimile or Email), of any change of postal address. Please ensure the Board has recorded your **current postal address**. When advising the Board of your postal address please note that the Register of Psychologists is a **public** document and you may not wish to have your residential address listed in a public document. If your postal address is also your residential address you will need to advise the Board if you wish this postal address to be available for inspection on the public Register. Otherwise, unless your postal address is a Post Office Box, your postal address will NOT appear against your name in the Register.

5.1.2 *Change of Name*

You must submit to the Board certified documentary evidence of any change of name, (eg a certified copy of a marriage certificate; decree nisi and previous marriage certificate etc).

5.1.3 *Changes for Special Purpose Registrants*

You are required to notify the Board of any change in the way you undertake the special activity for which you are registered, (for example, undertaking the activity at a different place, changing the amount of time spent doing the activity, and/or ceasing to do the activity).

5.1.4 *Qualification for Registration*

You must notify the Board of the withdrawal or cancellation of your qualification for registration.

5.2 Changes to be notified to the Board under the Professional Standards Act

Under the *Health Practitioners (Professional Standards) Act 1999*, you are required to notify the Board of the following circumstances **within 30 days** of the circumstance occurring.

5.2.1 *Conviction for an Indictable Offence*

If you have been convicted of an indictable offence in Queensland or under a corresponding law, you must notify the Board on the approved form within 30 days after the conviction. Please apply to the Board for the approved form, PHPPS385A.

5.2.2 *Alleged Negligence*

If you are party to proceedings in court claiming damages or compensation for alleged negligence by you in the practice of your profession and in which either a judgement has been delivered or in respect of which there has been a settlement of the proceedings or part of the proceedings, you must notify the Board on the approved form within 30 days after the judgement or settlement. Please apply to the Board for the approved form, PHPPS385B.

5.2.3 Changes to Registration under a Corresponding Law

If you are registered under a corresponding law and your registration, licence or certification under that law is affected by disciplinary action or otherwise cancelled, suspended or made subject to a condition or undertaking, you must notify the Board on the approved form within 30 days after this change occurs. Please apply to the Board for the approved form, PHPPS385C.

6.0 Advertising and Referrals

Your attention is drawn to sections 144 and 145 of the Act for provisions on advertising, including the obligations of advertisers and the information to appear in advertisements. The Act prohibits payment, or acceptance of payment, for referrals. Please refer to section 152 of the Act for further information on referrals.

7.0 Certificates of Registration

7.1 Replacement of Certificate of Registration

If the original Certificate has been lost or destroyed a Statutory Declaration (available from a Post Office) stating same is required. Your signature is required to be witnessed by a Justice of the Peace or Commissioner for Declarations. In addition, it will be necessary for you to submit the prescribed fee. In the case of a damaged Certificate (eg water) it should be returned to the Board's office enclosing the prescribed fee. Please contact the Board for the current prescribed fee.

If you require a change of name to be noted on the Original Certificate, return this Certificate with the prescribed fee and documentary evidence of change of name, (see **Change of Name**). Note that a Certificate of Registration is issued each year, on renewal of registration. It is not necessary for you to request a replacement Certificate upon change of name.

7.2 Certified Copy of Certificate of Registration

You may obtain a certified copy of your Certificate of Registration by applying to the Board and submitting the prescribed fee. Please contact the Board for the current prescribed fee.

8.0 Professional Indemnity Insurance

In an increasingly litigious professional environment the Board strongly recommends that all practising Psychologists, including those with general registration with probationary conditions and those with special purpose registration, arrange adequate professional indemnity insurance cover. It is wise to ensure that your professional indemnity insurance policy covers legal costs associated with defending a complaint made by a client against a Psychologist. By including the word 'complaint' rather than 'claim' the policy can contribute to expenses incurred by the registrant in obtaining legal advice to defend a complaint and not only to costs imposed by a claimant.

9.0 Ethical and Legal Responsibilities

The Board expects Psychologists to act ethically at all times. The Board endorses the Code of Ethics and Ethical Guidelines of the Australian Psychological Society (APS). The Board is guided by, though not limited to, the APS Code of Ethics and Ethical Guidelines when assessing the professional conduct of registrants.

It is the responsibility of all Psychologists practising in Queensland to obtain a copy of the current APS Code of Ethics and to be aware of the provisions of the Code and of the Ethical Guidelines. The Code of Ethics may be accessed under “Publications” on the Board’s website. Alternatively, please contact the Society for a copy of the APS Code of Ethics and Ethical Guidelines. The Society’s address is:

The Australian Psychological Society Ltd
PO Box 38
Flinders Lane Post Office
MELBOURNE VIC 8009

Phone: 1800 333 497
EMail: contactus@psychsociety.com.au
Website: www.psychology.org.au

In conjunction with other Health Practitioner Registration Boards in Queensland and the Queensland Nursing Council, a *Position Statement of Health Professional Boards on Sexual Relationships between Health Practitioners and their Patients* has been developed. Your attention is drawn to this Position Statement which can be accessed under “Publications” on the Board’s website. Alternatively, copies are available from the Board.

In their practice of the profession Psychologists must be sensitive to the cultural and linguistic diversity of the population of this State and deliver culturally competent psychological services. They must demonstrate knowledge of and respect for other cultures' value systems and authority structures. Psychologists must be aware of their own cultural beliefs and values, including prejudices they might hold about clients from other cultural backgrounds, and ensure that they do not act in a discriminatory manner nor condone discriminatory practices against clients on the basis of their own cultural beliefs, values or prejudices.

The Board expects Psychologists to act lawfully and draws your attention to the **relevant legislation in Queensland**: the *Psychologists Registration Act 2001*; the *Psychologists Registration Regulation 2002*; and the *Health Practitioners (Professional Standards) Act 1999*. Each Psychologist has a responsibility to be aware of the provisions of these Acts and abide by their requirements. These statutes can be accessed under “Links” on the Board’s website, or at (www.legislation.qld.gov.au) and copies are available for purchase from the Queensland Government Printing Office (GOPRINT), PO Box 364, Woolloongabba QLD 4102.

PART TWO – APPLICATION PROCESS

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:

In the section of the General Registration Application Form titled *Fitness to Practise*, and in the section of the Special Purpose Registration Application Form titled *Suitability to be a Special Purpose Registrant*, the term "Criminal history" means:

- every conviction for an offence, in Queensland or elsewhere;
- every charge made against the applicant for an offence in Queensland or elsewhere.

Nonetheless, you can exclude consideration of parking or minor traffic infringements when answering on the Application Form, the question titled: *Do you have a criminal history?*

For an applicant for **General Registration**, where the Board has regard to an applicant's criminal history in deciding upon an applicant's fitness to practise the profession, the Board, pursuant to section 45(2) of the *Psychologists Registration Act 2001*, must have particular regard to any conviction that an applicant has:

- for an indictable offence;
- for an offence against:
 - ◆ the *Psychologists Act 1977* (repealed);
 - ◆ the *Psychologists Registration Act 2001*;
 - ◆ the *Health Practitioners (Professional Standards) Act 1999*; or
 - ◆ a law providing for the same matter in another State, the Commonwealth or another country.
- for an offence, relating to the practice of the profession, against:
 - ◆ the *Health Act 1937*;
 - ◆ the *Fair Trading Act 1989*;
 - ◆ another law in Queensland, the Commonwealth, another State or another country.

For an applicant for **Special Purpose Registration**, in deciding whether the applicant is suitable to be a special purpose registrant, the Board, pursuant to section 119 of the *Psychologists Registration Act 2001*, may have regard to:

- whether the applicant has been convicted of an indictable offence;
- whether the applicant has been convicted of an offence against:
 - ◆ the *Psychologists Act 1977* (repealed);
 - ◆ the *Psychologists Registration Act 2001*;
 - ◆ the *Health Practitioners (Professional Standards) Act 1999*; or
 - ◆ a law providing for the same matter in another State, the Commonwealth or another country.
- whether the applicant holds/has held registration that is/was affected by the imposition of a condition, suspension, or cancellation, or in some other way;
- any other issue relevant to the applicant's ability to undertake the special activity for which the special purpose registration is sought

If you answer YES to questions on the application form pertaining to fitness or suitability to practise, you must provide a full explanation of the circumstances with the application.

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.
- If a name change is applicable, a certified copy of either: marriage certificate; decree nisi with previous marriage certificate; or a statutory declaration to verify the present name against the name under which the applicant qualified.

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

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

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.

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.

continued over ➡

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.

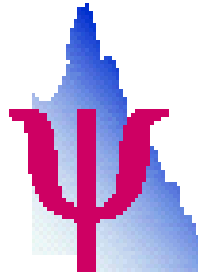
Signature of applicant / probationary registrant

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.



PSYCHOLOGISTS BOARD OF QLD

REGISTRATION KIT

PART 3 - ADDITIONAL FORMS

Updated May 2009

CONTENTS

PART 3 – Additional Forms

Form PSY-APS: *Authorisation for APS to Release Information to Board*

(Submit with application **only if your qualifications for registration were obtained outside Australia or New Zealand** and you have applied to APS for assessment of your qualifications)

Form PSY-S45: *Guidelines for Documenting Practice of the Profession since Gaining Qualification for Registration.*

(Submit with application **only if your qualification for registration was gained more than three years prior** to your date of application)

Form PSY-S58: *Guidelines for Documenting a Claim of "Relevant Practical Experience in the Profession".*

(Submit with application **only if you are claiming "relevant practical experience in the profession"**)

Australian Psychological Society
PO Box 38 Flinders Lane PO
MELBOURNE VIC 8009

Dear Sir/Madam

**RE: CONTRACT FOR PROVISION OF REPORT
TO THE PSYCHOLOGISTS BOARD OF QUEENSLAND**

I request that you provide a report on the assessment of my academic qualifications to the Psychologists Board of Queensland. I have enclosed herewith the appropriate payment for the provision of such a report. Your client in respect of this contract for the provision of the service is the Psychologists Board of Queensland, although I will remain solely responsible for all payments in respect to same and I contract with you for the making of such payments.

Part of your obligations under this contract for provision of this service is to release such further information regarding the assessment of my academic qualification/s to the Psychologists Board of Queensland (or any member thereof) on the request of the Psychologists Board of Queensland. Such information is to be provided orally or in writing or a combination of both, as requested by the Psychologists Board of Queensland. The request/s by the Psychologists Board of Queensland can be made orally, in writing or a combination of same. The information sought by the Psychologists Board may include, but is not limited to:

- The reasons for the decision made by APS with regard to the equivalence of my qualification/s to an accredited sequence of study in Psychology completed in Australia
- Comments on and/or a copy of the Course Outline/s for the academic qualification/s considered by APS in determining the equivalence of my qualifications to an accredited sequence of study in Psychology completed in Australia
- Information about the tertiary institution/s where I obtained the academic qualification/s considered by APS in determining the equivalence of my qualifications to an accredited sequence of study in Psychology completed in Australia.

Yours faithfully

(Signature of applicant)

(Printed name of applicant)

(Date of signature)

Cc: Psychologists Board of Queensland
GPO Box 2438
BRISBANE QLD 4001

GUIDELINE FOR DOCUMENTING PRACTICE OF THE PROFESSION SINCE GAINING QUALIFICATION FOR REGISTRATION.

ATTENTION: APPLICANTS WHOSE QUALIFICATIONS FOR REGISTRATION WERE GAINED MORE THAN THREE YEARS AGO.

Under Section 45(1)(e) of the Act, if your qualification for registration was conferred or awarded more than three years prior to your application for registration, the Board must consider the nature, extent and period of any practice of the profession you have undertaken since gaining your qualification in order to assess your Fitness to Practice the profession.

Please submit the information requested in the table below with your Application for Registration. You may request a Word version of Form PSY-S45 by emailing the Board at: psychology@healthregboards.qld.gov.au. Please also attach any additional information that would assist the Board in assessing your fitness to practice the profession, (for example a Curriculum Vitae showing additional any educational qualifications gained; publications etc).

Please complete a separate row of this table for each location/period of practice. Only include practice since gaining your qualification for registration.

Note: If you have not practiced the profession since gaining your qualification for registration, but have engaged in professional development activities of a psychological nature, please document these activities under “Nature of practice”.

Location of practice	Period of Practice	Nature of practice & professional development activities	Competencies addressed ¹ (if applicable)	Details of any supervision of this practice (if applicable)
Address where practice was undertaken. Name of employer / organisation. Title/s applicant worked under at this location.	Dates of practice at this location. Was practice full-time or part-time and, if part-time, approximate number of hours worked per week.	Key focus of practice. (eg individual clients; group work; organisational - management consultancy, educational; clinical; counselling.) Client groups targeted. Nature of interventions conducted, if applicable. Include techniques / methodology / frameworks used in interventions. Nature of psychological assessments conducted, if applicable. <u>Professional development activities</u> attended, (include dates, presenter and title of activity).	If applicable, describe how your practice and/or professional development activities during this period addressed any or all of the following six core professional competencies: 1. Knowledge of the discipline 2. Psychological assessment 3. Intervention strategies 4. Research and evaluation 5. Communication 6. Ethical, legal and professional matters. Refer to note ¹ over.	Was this practice supervised by a senior staff member or by a supervisor external to your employment? If so, please give name and position title of any person who supervised your practice at this location.

NOTE¹

Competencies addressed

1. Knowledge of the discipline. Which of the following core subject areas were addressed by this practice of the profession and/or professional development activities?
**1. Social and organisational psychology; 2. Lifespan and developmental psychology;
3. Basic psychological processes (cognitive; perceptual; psychophysical and/or neuropsychological processes);
4. Intercultural and indigenous psychology; 5. History of psychology and its theories; 6. Abnormal psychology.**
2. Psychological assessment. Names of assessment tools used.
3. Intervention strategies. Techniques / methodology / frameworks used in interventions.
4. Research and evaluation. Activities conducted; reports/papers produced etc.
5. Communication. Oral communication – opportunities provided by this practice for communication with: individual clients; two or more clients; other professionals; organisations / agencies/ employer etc; and with an audience or small group. Written communication skills developed during this practice.
6. Ethical, legal and professional matters. Opportunities provided by this practice to develop competence in ethical, legal and professional matters pertaining to the practice of psychology.

GUIDELINES FOR DOCUMENTING A CLAIM OF RELEVANT PRACTICAL EXPERIENCE IN THE PROFESSION

In accordance with section 58 of the Act an applicant has 'relevant practical experience in the profession' if the applicant has experience 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, please refer to the Board's policy on *Assessment of Relevant Practical Experience in the Profession*, (under "Publications" on the website. www.psychologyboard.qld.gov.au.)

If you claim to have 'relevant practical experience in the profession', please submit the following with your Application for Registration:

- the information requested in the table below. You may request a Word version of Form PSY-S58 by emailing the Board at: psychology@healthregboards.qld.gov.au.
- a Curriculum Vitae showing additional educational qualifications gained, publications, conference presentations etc.
- records / log books of supervision, supervised practice of the profession and professional development signed by your supervisor/s.
- Reports / references from your supervisor/s confirming the supervised practice of the profession.

Note: In deciding whether an applicant has obtained 'relevant practical experience in the profession', the Board may have regard only to professional practice of a psychological nature undertaken after completing an approved qualification for registration.

Please complete a separate row of this table for each location/period of practice. Only include practice since gaining your qualification for registration.

Location of practice	Period of Practice	Nature of practice & professional development activities	Competencies addressed ¹	Details of any supervision of this practice
Address where practice was undertaken. Name of employer / organisation. Title/s applicant worked under at this location.	Dates of practice at this location. Was practice full-time or part-time and, if part-time, approximate number of hours worked per week.	Key focus of practice. (eg individual clients; group work; organisational – management consultancy; educational; clinical; counselling). Client groups targeted. Nature of interventions conducted, if applicable. Include techniques / methodology / frameworks used in interventions. Nature of psychological assessments conducted, if applicable. <u>Professional development activities</u> attended, (include dates, presenter and title of activity).	Describe how your practice and/or professional development activities during this period addressed each of the following six core professional competencies (if applicable): 1. Knowledge of the discipline 2. Psychological assessment 3. Intervention strategies 4. Research and evaluation 5. Communication 6. Ethical, legal and professional matters. Refer to note ¹ over.	Was this practice supervised by a senior staff member or by a supervisor external to your employment? If so, please give name and position title of any person who supervised your practice at this location.

NOTE¹

Competencies addressed

Refer to Assessment of Competence Forms 1-6 (Form H(i)to(vi)) in the *Supervision Guidelines*. This document can be accessed under “Supervision Program” on the Board’s website: www.psychologyboard.qld.gov.au.

1. Knowledge of the discipline. Which of the following core subject areas were addressed by this practice of the profession and/or professional development activities?
 1. **Social and organisational psychology;**
 2. **Lifespan and developmental psychology;**
 3. **Basic psychological processes (cognitive; perceptual; psychophysical and/or neuropsychological processes);**
 4. **Intercultural and indigenous psychology;**
 5. **History of psychology and its theories;**
 6. **Abnormal psychology.**
2. Psychological assessment. Names of assessment tools used.
3. Intervention strategies. Techniques / methodology / frameworks used in interventions.
4. Research and evaluation. Activities conducted; reports/papers produced etc.
5. Communication. Oral communication – opportunities provided by this practice for communication with: individual clients; two or more clients; other professionals; organisations / agencies/ employer etc; and with an audience or small group. Written communication skills developed during this practice.
6. Ethical, legal and professional matters. Opportunities provided by this practice to develop competence in ethical, legal and professional matters pertaining to the practice of psychology. Refer to Assessment of Competence Form 6.