



# HPCAA REGISTRATION

## Application to be Registered as a Psychologist in New Zealand

Under the Health Practitioners Competence Assurance Act 2003

### PERSONAL AND CONTACT DETAILS

(Please print clearly and complete each number below)

1. Title: Mr  Mrs  Ms  Miss  Dr  \_\_\_\_\_ 2. Gender: Male  Female  3. Date of Birth: \_\_\_\_\_  
Other Title

4. Full Name: \_\_\_\_\_  
Given/First Names Family/Surname (Please underline your Surname)

5. Previous Name(s): \_\_\_\_\_  
(If applicable enclose relevant documents)

6. Date of Name Change: \_\_\_\_\_ 7. Nationality: \_\_\_\_\_

8. Ethnicity: (Optional: Tick the ethnic category most appropriate for you. This data will help the Board monitor psychology workforce trends)

- Maori\* Iwi / Waka \_\_\_\_\_ Rohe (Iwi area) \_\_\_\_\_
- New Zealand European  Other European (Specify) \_\_\_\_\_
- Pacific (Specify) \_\_\_\_\_  Other Ethnic Group (Specify) \_\_\_\_\_

9. Postal (Mail) Address: \_\_\_\_\_

10. Residential (Street) Address: \_\_\_\_\_

11. Work Address: \_\_\_\_\_

12. Contact Details: (Include country/area codes) Telephone (Home) \_\_\_\_\_ Mobile \_\_\_\_\_

Telephone (Work) \_\_\_\_\_ Facsimile \_\_\_\_\_

Email Address(s) (Print clearly) \_\_\_\_\_

### SCOPES OF PRACTICE AND QUALIFICATIONS FOR REGISTRATION

13. Scopes of Practice Sought for Registration: (Tick relevant box. Refer to back page for definitions of scopes of practice and qualifications)

- "Intern Psychologist" / "Trainee Psychologist" Scope of Practice (Delete one)
- "Psychologist" Scope of Practice
- Vocational Scope of Practice - "Educational Psychologist"
- Vocational Scope of Practice - "Clinical Psychologist"

14. Qualifications for Registration: (Enter the most senior qualification first. The Board reserves the right to contact the granting institutions to check information provided)

(1) Qualification: \_\_\_\_\_

Granting Institution \_\_\_\_\_

Country \_\_\_\_\_ Date Awarded/Conferred \_\_\_\_\_

Title of Master's or PhD Thesis (if applicable) \_\_\_\_\_

Contact details of Granting Institution (include name) \_\_\_\_\_

(2) Qualification: \_\_\_\_\_  
Granting Institution \_\_\_\_\_  
Country \_\_\_\_\_ Date Awarded/Conferred \_\_\_\_\_  
Contact details of Granting Institution (include name) \_\_\_\_\_  
\_\_\_\_\_

(3) Qualification: \_\_\_\_\_  
Granting Institution \_\_\_\_\_  
Country \_\_\_\_\_ Date Awarded/Conferred \_\_\_\_\_  
Contact details of Granting Institution (include name) \_\_\_\_\_  
\_\_\_\_\_

## PREVIOUS APPLICATION(S) FOR REGISTRATION

15. Have you previously made an application for registration with the New Zealand Psychologists Board? No  Yes
16. Have you sought an Initial Non-Binding Assessment of Qualification? No  Yes  (if yes, write date) \_\_\_\_\_

## CHARACTER REFERENCES

17. Three (3) confidential character references dated no more than three (3) months old (from the date you signed the application form). The references may be included with the completed application form documentation or can be sent directly to the Board. **At least one (1) reference must be from a New Zealand Registered Psychologist.**

Referees should comment on the applicant's character, work experience and professional standing. The references should be signed, dated and on official letterhead (where applicable) and not be more than three (3) months old from the date the application form is signed.

**Overseas Applicants Only:**  Tick the box if you do not know of a New Zealand Registered Psychologist who could provide you with a reference. You may supply a reference from a senior psychologist who is registered, chartered or licensed with a regulatory body overseas as an acceptable alternative. A copy of the referee's registration certificate/licence must be included with this reference.

## CURRICULUM VITAE (CV) OR RESUME

18. A copy of your up to date Curriculum Vitae must be included with this application form. This must account for all your time and work experience since graduating and include relevant dates.

## CERTIFICATE OF GOOD STANDING

**NOTE:** Applies ONLY for applicants who have worked and have been registered/licensed or chartered overseas)

19. Enclose any Certificate(s) of Good Standing from any organisation/professional association or regulatory body with which you are currently or have been registered, licensed or chartered within the past 5 years. Certificate(s) should not be more than three (3) months old.

## RECORD OF CRIMINAL CONVICTIONS

A conviction will not necessarily preclude the granting of registration. The Board will consider any conviction(s) on a case-by-case basis. If you have a conviction, please write a letter about the conviction to the Board to accompany the record.

20. **New Zealand Applicants:** The Board requires every New Zealand applicant to obtain from the Ministry of Justice a Record of Criminal Convictions. This lists only convictions and sentencing from court appearances and does not include Youth Court charges. An application form for your Record of Criminal Convictions can be obtained from your local District Court. Alternatively, download a copy of the application form from the Ministry of Justice website: <http://www.courts.govt.nz/privacy/> or contact the Privacy Unit, Ministry of Justice, National Office, PO Box 2750, Wellington, telephone (04) 918-8800. **Do not send your Record of Criminal Convictions directly to the Board. You should view it before sending it to the Board with your application.**

21. **Overseas Applicants:** The Board requires every overseas applicant to provide a Police Clearance Certificate - such as FBI Criminal Conviction Information/Fingerprint Information in the USA, or an equivalent form detailing any convictions you may have had in any country you have lived in within the past five (5) years.

## COMMUNICATION SKILLS

22. If English is not your first language, or if your university studies were not taught and examined in the English language, you will need to provide a notarised copy of your results of an IELTS English language test. An overall result of 7.5 is required with a minimum of 7 in each test. The Board may also require you to meet a person in order that further evidence of your English communication abilities can be obtained.

**STATUTORY DECLARATION (UNDER THE OATHS AND DECLARATIONS ACT 1957)**

(Consider this Declaration carefully before you sign)

**23. I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING THE SAME TO BE TRUE AND BY VIRTUE OF THE OATHS AND DECLARATIONS ACT 1957. I SOLEMNLY AND SINCERELY DECLARE THAT:**

1. All of the information provided with this application is true and correct in every particular and detail;
2. I will provide the Psychologists Board with any such further information as it may require;
3. I am fit for registration as defined under Section 16 of the Health Practitioners Competence Assurance Act 2003 and I know of no information that could cause the Psychologists Board not to be satisfied that I am of good character and reputation and am a fit and proper person to be registered;
4. I do not have a mental or physical condition that precludes me functioning as a safe and competent practitioner;
5. I have the qualifications that are prescribed for the scope of practice that I seek to be registered with, and that I am competent to practice within the scope of practice that I have applied for.

**Full Name** \_\_\_\_\_ **Signature** \_\_\_\_\_  
(Full Name of Applicant) (Signature of Applicant)

**Declared at** \_\_\_\_\_ **this** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_

**Before me** \_\_\_\_\_ **Signature** \_\_\_\_\_  
(Full Name and Signature of person authorised to take a Statutory Declaration)

**Address** \_\_\_\_\_  
 \_\_\_\_\_

**Occupation** \_\_\_\_\_

**NOTE FOR APPLICANTS:** If the Statutory Declaration is made in New Zealand, it must be made before a person entitled under the Oaths and Declarations Act 1957 to take statutory declarations, e.g. Justice of the Peace, solicitor, notary public, Registrar or Deputy Registrar of the High Court or any District Court, authorised officer in the service of the Crown, any member of Parliament. Overseas applicants should make the declaration before a person authorised to take statutory declarations in that country.

**APPLICATION FEE**

The application fee must be enclosed with this completed application form. This fee is non refundable whatever the outcome of the application. Cheques and Bank Drafts must be in New Zealand dollars and made out to "Psychologists Board". The Board's GST number is 73-081-238.

24.  Application for Registration by a New Zealand trained psychologist .....\$NZ432.00 including GST  
**NOTE:** New Zealand applicants may send a personal cheque, a bank cheque, or pay by MasterCard or Visa.

25.  Application for Registration by an overseas trained psychologist.....\$NZ748.00 including GST  
**NOTE:** Overseas applicants must send payment by Bank Draft, provide MasterCard or Visa credit card details.

26. **Payment by credit card:** Please debit my  Visa  MasterCard - the amount of (NZ\$) \_\_\_\_\_ ( including GST)

Credit Card account number                  
(Enter your credit card account number in the boxes provided)

Cardholder's name \_\_\_\_\_

Cardholder's signature \_\_\_\_\_ Card Expiry Date \_\_\_\_\_

SEND YOUR COMPLETED FORM AND FEE TO	ENQUIRIES TO
New Zealand Psychologists Board (Post) PO Box 10626 Wellington 6143 New Zealand (Courier) Level 9 Tourism & Travel House 79 Boulcott Street Wellington 6011	Deputy Registrar (Registration) New Zealand Psychologists Board Telephone (64 4) 471-4588 Facsimile (64 4) 471-4581 Email: <a href="mailto:info@nzpb.org.nz">info@nzpb.org.nz</a>

# HPCAA REGISTRATION APPLICATION CHECKLIST

All documents supporting your application for registration must be the original or certified copies of originals. A certified copy is a direct copy (photocopy) of an original document that is certified as a true copy of the original by an official with the necessary legal power, such as a Justice of the Peace, Solicitor or Notary Public. Certification requires that the official signs with his or her name, position and official seal (where applicable) clearly visible by the signature.

Failure to provide the correct specified documentation will cause processing delays. The processing of your registration application will take approximately 7 weeks from receipt of a complete application by the Board.

## CHECK LIST

**ALL APPLICANTS MUST INCLUDE THE FOLLOWING DOCUMENTATION** (Tick the box as you check your documents for enclosure with this form)

- A certified colour passport sized photograph
- (Item 5): Evidence of any name change (e.g. Deed Poll, Marriage Certificate) if applicable
- (Item 13): "Intern Psychologist" applicants must include confirmation of your acceptance to the diploma course
- (Item 14): A current and complete official university student academic record or transcript which records: Papers passed and grades obtained for pre and post graduate diploma and/or degree programmes; completion of requirements for degrees and/or diplomas; and date degree conferred or awarded

NOTE: The Board cannot grant registration until degrees/diplomas have been conferred or awarded by the granting institution. If your transcript does not show that your degree has been conferred or your diploma awarded enclose a certified copy of the certificate

- (Item 17) Three (3) character references marked 'confidential' and signed and dated not more than three (3) months old from the date the application form is received). References from overseas registered psychologists must be accompanied by official evidence that at least one of the referees is currently registered
- (Item 18) Full and detailed curriculum vitae
- (Item 19) A Letter or Certificate(s) of Good Standing dated not more than three (3) months old from each registration body you have been registered with in the past five (5) years (if you are registered overseas)
- (Items 20 and 21) A record of criminal convictions (New Zealand applicants) or a Police Clearance Certificate or its equivalent (overseas applicants) with an explanatory letter if applicable
- (Item 23) Signed and witnessed statutory declaration
- (Items 24 and 25) Application fee (credit card details). Please note that the Board does not issue invoices for the registration fee. The application fee is not refundable whatever the outcome of the application. (The Board's GST number is 73-081-238)

### OVERSEAS APPLICANTS MUST ALSO INCLUDE:

- University records of any internship completed as part of your post graduate qualification
- Certified copies of the relevant pages of your passport
- Evidence of proficiency in occupational oral / written English Language (if English is not your first language)

**NOTE FOR ALL APPLICANTS:** An incomplete application will not be processed by the Psychologists Board until it is declared completed by the Registrar

# SCOPES OF PRACTICE AND QUALIFICATIONS

For psychologists registered in New Zealand under the HPCA Act 2003

## SCOPES OF PRACTICE AND PRESCRIBED QUALIFICATIONS

1. **“Psychologist”** - A psychologist within a general scope is defined as rendering or offering to render to individuals, groups, organisations or the public any psychological service involving the application of psychological knowledge, principles, methods and procedures of understanding, predicting, ameliorating or influencing behaviour, affect or cognition. Such practice is undertaken within an individual’s area and level of expertise and with due regard to ethical, legal, and Board-prescribed standards.

The following qualifications are prescribed for registration as a psychologist in the general scope of practice;

A minimum of a Masters degree in Psychology from an accredited<sup>1</sup> educational organisation, or an equivalent qualification. Eligibility for a general scope of practice requires a Board approved practicum or internship involving 1500 hours of supervised practice.

2. **“Trainee Psychologist” or “Intern Psychologist”** - A psychologist within a general scope is defined as rendering or offering to render to individuals, groups, organisations or the public any psychological service involving the application of psychological knowledge, principles, methods and procedures of understanding, predicting, ameliorating or influencing behaviour, affect or cognition. Such practice is undertaken within an individual’s area and level of expertise and with due regard to ethical, legal, and Board-prescribed standards.

A Trainee or Intern Psychologist scope of practice may be granted to applicants:

- who have completed formal academic qualifications that have provided the trainee psychologist with the foundation competencies required for safe practice in the approved supervised setting, and
- who are entering Board approved<sup>2</sup> supervised practice for the purpose of achieving full registration.

## VOCATIONAL SCOPES OF PRACTICE AND PRESCRIBED QUALIFICATIONS

3. **“Clinical Psychologist”** - Clinical Psychologists apply psychological knowledge and theory derived from research to the area of mental health and development, to assist children, young persons, adults and their families with emotional, mental, developmental or behavioural problems by using psychological assessment, formulation and diagnosis based on biological, social and psychological factors, and applying therapeutic interventions using a scientist-practitioner approach. Such practice is undertaken within an individual’s area and level of expertise and with due regard to ethical, legal, and Board-prescribed standards.

The following qualifications have been prescribed for registration as a psychologist in the clinical scope of practice;

A minimum of a Masters degree in Psychology from an accredited educational organisation and an accredited Postgraduate Diploma in Clinical Psychology, or equivalent qualification. Eligibility for a clinical psychology scope of practice shall require a Board approved practicum or internship involving 1500 hours of supervised practice.

4. **“Educational Psychologist”** - Educational Psychologists apply psychological knowledge and theory derived from research to the area of learning and development, to assist children, young persons, adults and their families regarding their learning, academic performance, behavioural, social and emotional development, by using psychological and educational assessments and applying interventions using systemic, ecological and developmental approaches. Such practice is undertaken within an individual’s area and level of expertise and with due regard to ethical, legal, and Board-prescribed standards.

The following qualifications have been prescribed for registration as a psychologist in the educational scope of practice;

A minimum of a Masters degree in psychology<sup>3</sup> from an accredited educational organisation and an accredited Postgraduate Diploma in Educational Psychology, or equivalent qualification. Eligibility for an educational scope of practice shall require a Board approved practicum or internship involving 1500 hours of supervised practice.

<sup>1</sup> “Accredited” here and in subsequent references means accreditation of the educational organisation, or an educational course, by the New Zealand Psychologists Board for the purpose of registering psychologists.

<sup>2</sup> includes Supervision 2000 and Board accredited training programmes, e.g. students of Post Graduate Diploma programmes whilst enrolled in their final year.

<sup>3</sup> A Masters degree in Education may be considered equivalent to a Masters degree in psychology where its content is sufficiently educational psychology in nature.