

## **FREQUENTLY ASKED QUESTIONS – REGISTRATION PROCESS**

### **Step 1 - Evaluation of Academic Credentials**

- Q Do official transcripts/letters have to be sent directly from the academic institution or can I submit them with my application form in a sealed envelope?*
- A As of July 28, 2009, the College requires that all official transcripts/letters be submitted to the College directly from the academic institution. **Faxes are not acceptable.** We do not accept transcripts provided in sealed envelopes directly from the applicant.
- Q Do my official transcripts need to arrive by the deadline date?*
- A Yes. If any official transcripts are missing by the deadline date, your application will not be reviewed at that meeting. The onus is on the applicant to ensure that official transcripts have been requested in enough time to meet the College's posted deadline dates. The College is not responsible for slow mail or delayed transcripts.
- Q My university gave me transfer credit for coursework completed at an other institution. Do I need to submit official transcripts for all institutions in which I completed coursework or just from the university that issued the transfer credit?*
- A You need to request official transcripts from all institutions in which you completed coursework, regardless of whether or not you received transfer credit.
- Q Can I apply to the College before I Convocate from my graduate program?*
- A Yes. However, you will need to have your academic institution send an **official original letter** along with your most up-to-date official transcripts confirming that you have completed all of the degree requirements in your graduate program (this includes the completion of the thesis/dissertation and all other project requirements). This letter needs to be an original (faxes/copies are not accepted) and should come from the Chair of the Department or Head of the Faculty.
- Q I have completed all the requirements for my degree except my thesis defence. Can I apply for an evaluation of my academic credentials?*
- A No. You cannot apply for an evaluation of your academic credentials until you have completed all of the requirements of your graduate degree program (this includes the thesis defence).
- Q I just had my academic credentials approved and I don't plan on applying for Provisional status right away. How long is my approval valid for?*
- A The approval of your academic credentials is valid for a period of 5 years. If at that time you still have not applied for registration as a Provisional Psychologist and there have

been changes to the criteria for evaluating academic credentials, you would be required to have your academic credentials re-evaluated to meet the current requirements.

*Q How long does it take to receive results of my evaluation of my academic credentials?*

A You should expect to hear within 1-3 weeks of the meeting date. Your letter will be emailed to you and the original letter along with your receipt will follow by regular mail.

*Q My academic credentials were denied, what is the process to have them re-evaluated? Do I need to pay the application fee?*

A If your academic credentials were denied, you are required to submit a new application, fee and updated official transcript(s) for review once you have obtained the appropriate academic credentials. Your official transcript(s) must be sent directly from the academic institution. We do not accept official transcripts in sealed envelopes directly from the applicant.

*Q Do I need to include supporting documentation (course syllabi, etc) for each course listed on my application?*

A You only need to submit supporting documentation for those courses that do not state "psychology" in the title or do not appear to be from a program of psychology. It is up to the applicant to determine how much information about the coursework they should include with their application form.

*Q How can I tell if my graduate degree is/will be acceptable?*

A You need to ensure you have obtained a graduate degree with a major in psychology or a graduate degree with content substantially equivalent to a graduate degree with a major in psychology (as per the Credential Criteria which can be downloaded from this website under "Register as a Psychologist").

Your degree must have been obtained from a:

- Government-approved or authorized degree-granting institution of higher education in Canada, **OR**

- Regionally accredited institution of higher education in the United States, which is a member of one of the following associations:

1. Middle States Association of Colleges & Schools,
2. New England Assoc. of Schools & Colleges,
3. North Central Assoc. of Colleges & Schools,
4. Northwest Assoc. of Schools & Colleges,
5. Southern Assoc. of Colleges & Schools,
6. Western Assoc. of Schools & Colleges; **OR**

- University in another country that has been recognized or authorized by an appropriate authority of that jurisdiction.

*Q My graduate degree was obtained through distance learning. Will I be eligible for registration?*

A Yes, as long as your degree was obtained from a:

- government-approved or authorized degree-granting institution of higher education in Canada, or
- regionally accredited institution of higher education in the United States, or
- university in another country that has been recognized or authorized by an appropriate authority of that jurisdiction.

*Q Does the College have a list of acceptable degrees/programs?*

A No. The College does not approve programs. Each applicant is reviewed according to the criteria established by the College.

*Q I have taken "Psychology 501 Family Studies," would this course fit into the category of Social Bases of Behaviour?*

A The College staff cannot provide specific direction on whether courses are acceptable. The Credentials Evaluation Sub-Committee is responsible for the review of academic credentials. The Credentials Evaluation Sub-Committee will apply the Criteria for Evaluation of Academic Credentials when evaluating your credentials. The criteria is available on this website under "Register as a Psychologist" and includes specific information on the coursework required.

*Q If I have a degree that is not acceptable, can I make it acceptable by taking further coursework?*

A No. An acceptable degree (i.e. a graduate degree with a major in psychology) must be obtained. Coursework taken outside of the graduate degree can be counted towards making up the required coursework, but an acceptable graduate degree must have been earned.

*Q Is there an appeal process if my application for evaluation of my academic credentials is not approved?*

A Yes. An applicant whose application for evaluation of academic credentials is refused may, within 30 days of receiving notice of refusal, request the Council to review the application by serving on the Registrar a written request for a review by the Council setting out the reasons why, in his/her opinion, his/her application should be approved. There is a **\$125.00** fee for the review. The Council will review the decision made by the committee and will review the documentation that was made available to the committee at the time of the evaluation. No new information can be provided for this review. If you have further information to provide, you may provide that to the CESC committee for review. There is no fee to appeal back to the CESC committee if you are providing new documentation that was not first made available.

*Q My academic credentials have been approved; am I automatically registered as a Provisional Psychologist?*

A No. Once academic approval has been granted you must complete an application for registration as a provisional psychologist and submit the required fees, documentation, supervision plan and/or waiver request form which will be reviewed by the Registration Approvals Sub-Committee.

*Q Can I send my application for registration as a Provisional Psychologist at the same time as my application for a review of my academic credentials?*

A No. You must receive in writing that your academic credentials have been approved before you are eligible to apply for registration as a Provisional Psychologist. The College does not retain any applications that have been submitted before receiving academic approval.

## **Step 2 - Application for Registration as a Provisional Psychologist**

*Q Can I be supervised by a family member (e.g. husband/wife/father)?*

A No. Such supervision would be considered a prohibited dual relationship as outlined in the Standards of Practice.

*Q Can I use the hours I have obtained prior to registering as a Provisional Psychologist towards my 1600 hours of supervision?*

A No. Policy states that the Registration Approvals Sub-Committee will only waive previous practice hours under to special circumstances. These two circumstances are:

- Candidates registered with a psychology regulatory body in another jurisdiction(s); **OR**
- Candidates who have completed Ph.D. internships.

In such circumstances, an applicant wishing to have previous practice experience considered as part or all of the supervision requirement must make specific application for such consideration to the Registration Approvals Sub-Committee.

*Q Do I have to complete my supervised practice in Alberta?*

A The College of Alberta Psychologists (CAP) Psychologists Profession Regulation Section 7(2) states that a regulated member on the provisional register must practice under the supervision of a regulated member on the CAP general register. The Standards of Practice state that you must use the title of "provisional psychologist" while registered with CAP. CAP would require a letter from the jurisdiction in which you wish to practice confirming that they allow you to use this title while practicing in their jurisdiction and that your supervisor would also be allowed to use title while supervising you in their jurisdiction. Each province and territory (with the exception of the Yukon Territory) in

Canada has its own legislation governing the practice of psychology and/or use of the title "psychologist." A psychologist registered in Alberta cannot practice in another province without first registering with this province. Some jurisdictions may offer a temporary license.

If you are able to meet the above requirements and the current Standards for Supervision of Provisional Psychologists for Alberta, within the context of a supervision plan approved by the College, you may be able complete your supervised practice in another jurisdiction.

*Q Do I need an original criminal record check or can I send in a copy?*

A The College requires an original criminal records check from the local police services, dated within 1 year.

*Q What if my original criminal record check is not ready by the application deadline?*

A Due to high volume at local police stations, your application will still be reviewed without it. Please make a note on your application form that you have requested a criminal record check and that it will be mailed as soon as it is ready.

*Q Do I still need proof of liability insurance if I am not practicing as a Psychologist?*

A Yes. Regulated members must show proof of 1 million in Professional Liability Insurance when renewing their practice permit.

*Q Does the College have a list of insurance companies that provide the \$1,000,000 liability insurance?*

A No. The College does not retain a list of insurance companies. The onus is on the applicant to find an insurance company that will provide them with the required professional liability insurance.

*Q If I am covered by my employer, do I need to purchase my own insurance?*

A The College requires \$1,000,000 in professional liability insurance. Employer coverage will suffice. Not all employers may be able to provide a copy/policy number/expiry date; therefore, please indicate that you are covered by your employer on your application form and provide your employer's company name.

*Q Does the College have a list of supervisors that will supervise Provisional Psychologists?*

A No. You must approach potential supervisors yourself.

*Q How long do I have to complete an application before it expires?*

- A Under the *Health Professions Act*, an applicant has 5 years to complete the registration process from the date they are approved as a Provisional Psychologist. If at this time an applicant has not completed the process, they will be required to reapply for registration as a Provisional Psychologist and meet the current registration requirements in place at the time.
- Q *I am planning on changing jobs to a new agency and will have a new supervisor, how do I transfer the hours already completed?*
- A As per the Standards for Supervision Form A # 4, it states that a supervisor's final evaluation report must be completed upon termination of supervision. In the comment section, your supervisor should indicate how many hours of supervision and practice were completed under their supervision. You would then submit a supervision plan with your new supervisor for the remaining hours required for committee approval.
- Q *I am planning on changing jobs to a new agency but my supervisor will remain the same, what documentation do I submit?*
- A This change will require approval from the Registration Approvals Sub-Committee. If your supervisor is not an employee of the new agency, a written letter from the agency is required confirming agreement of the supervision arrangement, that the supervisor will have access to the clients records, and can provide the required onsite face-to-face supervision. If nothing else is changing on your supervision plan other than the location, then you can submit a letter co-signed by your supervisor stating this amendment. If changes are made to the client population and professional activities, an amended supervision plan will need to be submitted for review by the Registration Approvals Sub-Committee.
- Q *I have completed a degree in Counselling Psychology but wish to do my required supervised hours in Forensic Psychology - can I do so?*
- A Yes, as long as you are following a Supervision Plan approved by the Registration Approvals Sub-Committee.
- Q *When can I start to count my supervised hours?*
- A You can begin counting hours once your application for registration as a Provisional Psychologist and supervision plan have been approved by the Registration Approvals Sub-Committee and a practice permit has been issued to you.
- Q *Will hours completed under supervision in a Master's practicum be counted towards fulfilling the supervised practice requirements for registration?*
- A No. Only supervised hours completed under an approved supervision plan following the completion of your master's degree, which meet the Standards for Supervision of Provisional Psychologists in Alberta, are supervised hours which are acceptable.

*Q Will hours completed under supervision in a Ph.D. Internship be counted towards fulfilling the supervised practice requirements for registration?*

A Hours completed during a Ph.D. internship may be acceptable if they meet with the Standards for Supervision of Provisional Psychologists.

*Q When can I move to the Standards for Supervision Form B?*

A You will then receive a letter from the College granting you permission to follow the *Standards for Supervision Form B* once you have passed the oral examination and your supervisor's final evaluation has been approved by the College.

*Q Is there an appeal process to access if the Registration Approvals Sub-Committee denies my registration as a psychologist?*

A Yes. An applicant whose application for registration is refused may, within 30 days of receiving notice of refusal, request the Council to review the application by serving on the Registrar a written request for a review by the Council setting out the reasons why, in his/her opinion, his/her application for registration as a registered psychologist should be approved. **There is a \$125.00 fee for the review.**

*Q Is my future practice as a Registered Psychologist restricted by what area(s) of practice I declare on my supervision plan?*

A Not indefinitely. In accordance with the Standards of Practice, a psychologist may only practice in the area(s) he/she is competent in. It is up to the psychologist to ensure he/she is competent when venturing into a new area of practice.

*Q Once I'm registered as a Psychologist in Alberta, can I practice anywhere in Canada?*

A No. Each province and territory (with the exception of the Yukon Territory) in Canada has its own legislation governing the practice of psychology and/or use of the title "psychologist." Registration in one jurisdiction does not allow a regulated member to practice outside of that jurisdiction under the title psychologist--i.e. a psychologist registered in Alberta cannot practice in Saskatchewan without registering there neither can a Saskatchewan psychologist practice in Alberta without first obtaining licensure in Alberta. Many jurisdictions have "courtesy" registers and "fast-track" registration procedures available to psychologists already registered elsewhere. To obtain contact information for other Canadian jurisdictions visit the Canadian Psychological Association website at [www.cpa.ca](http://www.cpa.ca).

*Q I have recently completed my Ph.D. but was registered on the basis of my master's degree, do I need to go through the whole credentials review process to have my doctoral degree approved?*

A No. You may submit an "Application for Review of Ph.D./Doctoral Credentials." If you are a current member of the College (Provisional or a Registered Psychologist) you can download the application from our website under the "Member's Only" section. Contact

the College for the user name and password if you do not already have it. If you are not a current member of the College, contact the Credentials Evaluation and Examinations Coordinator for an application form. Once the application is reviewed and approved by the Credentials Evaluation Sub-Committee or the Registrar, you will be authorized to use the title Ph.D., or Dr. in connection with the practice of psychology and the College database will be updated to reflect the Ph.D./Doctoral credential.

### Step 3 – EPPP and Oral Examinations

*Q When can I apply for the EPPP exam?*

A Applicants may apply for the Examination for Professional Practice in Psychology (EPPP) Any time after their academic credentials have been approved **AND** they have been issued a practice permit as a Provisional Psychologist by the College of Alberta Psychologists (CAP). "Registered Elsewhere" fast-tracking applicants may apply for the EPPP exam once their academic credentials have been approved **AND** they have received written confirmation from CAP that their fast-tracking application has been approved.

*Q What is the process of applying for the EPPP exam?*

A Candidates are required to submit the CAP administration application form and the administrative fee of \$170.00 to the College. Once the application is received and processed, the College will send the candidate an email with instructions on how to apply for the EPPP examination online. The receipt for the exam will follow by regular mail.

*Q What is the passing score of the EPPP exam?*

A The passing score for the EPPP examination is a scaled score of 500/800 or 70%.

*Q Where do I write the EPPP?*

A The EPPP exam is taken at a Prometric Testing Centre nearest to the applicant. Professional Examination Service will provide all applicants with information on the location of Prometric Centres offering this exam.

*Q How should I study for the EPPP? Where can I get study materials?*

A The College does not endorse any particular method of preparation for the examination. Some candidates find materials published by commercial examination study companies to be helpful but these materials are not endorsed by the College. There is a computerized Practice Examination available to candidates. You may find information about study materials and the practice exam from the Association of State and Provincial Psychology Boards (ASPPB) at [www.asppb.org](http://www.asppb.org).

*Q I applied for the EPPP exam and need to cancel. What is the process for this? Will I be charged a fee?*

- A To cancel your exam, you will need to send in writing a cancellation request to the College of Alberta Psychologists. The College will refund you all but a \$70 cancellation fee. You will need to contact Professional Examination Service to cancel your exam. They will refund you all but a \$75 cancellation fee.
- Q *I did not pass the EPPP exam on the first attempt. What is the process for retaking the exam?*
- A The process for re-taking the EPPP exam is the same as if you first applied. You will need to download the EPPP Administrative application from the College website and follow the instructions in the application for applying.
- Q *How many times can I write the EPPP?*
- A You may write the EPPP exam no more than 4 times in a 12-month period.
- Q *Can I take my oral examination prior to completing my supervised practice?*
- A Yes. You are not required to complete your supervised hours before taking the oral examination. You can apply for the oral examination as soon as you have an approved supervision plan and/or waiver request and have been issued a practice permit. However, you cannot move to the *Standards for Supervision Form B* until you pass the oral examination in jurisprudence and ethics.
- Q *How can I prepare for the Oral Examination in Psychology?*
- A The questions that will be asked and the suggested responses are provided in the application form. It is up to the examinee to review and become familiar with all documents referenced in the suggested responses and tailor them to their own experience. All referenced documents can be found on the College website.