

The Psychologists Board of Western Australia

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GUIDELINES FOR REGISTRATION

1. INTRODUCTION

To practise as a psychologist in Western Australia, registration with the Psychologists Registration Board of Western Australia is required. Applications must be approved *prior* to a person commencing practice.

2. PSYCHOLOGISTS ACT 2005

The prerequisites for registration are defined in Section 26 of the Act which require a person to:

- (a) be a fit and proper person to be registered as a psychologist;
- (b) have not been convicted of an offence the nature of which renders the person unfit to practise as a psychologist;
- (c) have adequate knowledge of the English language both written and oral;
- (d) have sufficient physical capacity, mental capacity and skill to practise psychology;
- (e) have acquired such knowledge and have such practical experience in psychology as in the opinion of the Board is sufficient to enable that person to perform efficiently the duties of a psychologist; and
- (f) hold a qualification prescribed by the rules as a qualification for registration as a psychologist or a qualification that in the opinion of the Board is equivalent to such a qualification.

3. PRESCRIBED QUALIFICATIONS

For the purposes of registration in Western Australia an applicant must hold:

- (a)
 - i) 4 years of approved sequential academic training in psychology at a recognised tertiary training institute*; and
 - ii) at least 2 years subsequent experience in the practice of psychology under conditions adjudged to be satisfactory by the Board;

or

- (b) i) 4 years of approved sequential academic training in psychology at a recognised tertiary training institute*; and
- ii) completion of all the coursework and all the practicums of an accredited Masters degree in Psychology.

Please note: Four (4) year graduates should refer to the conditional registration requirements and guidelines requiring approval of employment and supervision prior to undertaking practice.

An application for general registration based on a four year degree presupposes employment and supervision occurred outside the state. Such applicants will be required to provide evidence of the supervised practice undertaken in the form of a report from the supervisor outlining details of the supervision and their recommendation as to the applicant's ability to practice independently (Forms 19 and 20).

* A full list of accredited courses can be obtained from the APAC website at www.apac.psychology.org.au.

4. APPLICATIONS FOR REGISTRATION

An applicant for registration is required to produce the following documentation, together with a duly completed application form and prescribed fee:

- a) The original or certified copies of any degrees, diplomas, or certificates as evidence of having obtained a prescribed qualification.
- b) The original or certified copy of your evidence of identification, eg drivers licence or current passport.
- c) Two character references (on Form 10) from persons who have known the applicant for greater than 2 years and who are not a friend or relative of the applicant.
- d) The original or a certified copy of a National Police Clearance Report dated within one month of the application.
- e) A recent passport size photograph of the applicant.
- f) A Certificate of Good Standing and evidence of current registration from the Registration/Licensing Authority in the Country or State where the applicant last practised. This certificate must be dated within 3 months of the date of the application. This must be requested by the applicant and forwarded *directly* to this Board by the authority.
- g) An original or certified copy of a marriage certificate or other authorised document if there has been a change in the applicant's name.

Please be aware that you are not eligible to practice psychology in Western Australia until your application has been approved by the Board.

Any application for registration will only be considered at a Board meeting and meetings are held on the first Tuesday of every month with the agenda closing 10 days before the date of the meeting.

Every psychologist must inform the Registrar in writing of any change in either their postal, professional or private address.

Failure to notify the Board of a change of address within 30 days could result in a fine of \$1,000 (Section 42(2) of the Act).

A change of name under which a person practices must also be notified to the Registrar, together with a certified copy of the marriage certificate or other authorised document.

5. FEES

Each application for registration must be tendered with the following fees:

Application Fee (non-refundable) for applicants holding accredited degrees from an Australian University	\$150.00
Application Fee (non-refundable) for applicants who hold overseas qualifications	\$250.00
Registration fee if registered in the month of July, August, September, October, November or December	\$300.00
Registration fee if registered in the month of January, February, March, April, May or June	\$150.00

The following fee is payable before 30 June each year:

Annual registration fee	\$300.00
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6. LICENCE TO PRACTICE PSYCHOLOGY

Section 34 of the Psychologists Act provides for registration to be renewed annually.

The period of registration expires on 30 June of each year. Notices of renewal will be forwarded to the last known postal address of all psychologists within 42 days of the fee becoming due. Reminder notices are not usually sent.

Upon receipt of the completed renewal form and prescribed fee of \$300.00, the Board will renew the registration. Once the fee is paid confirmation of renewal will be sent.

If renewal of registration is not effected by 30 June each year, the psychologist will cease to be registered and their name will be removed from the Register and the HIC will be advised accordingly.

Section 34(1) of the Psychologists Act states:

“A psychologist must pay to the Board a fee prescribed by the regulations for the renewal of registration, and if the fee is not paid on or before the day on which it falls due under the regulations —

(a) the person ceases to be registered; and

(b) the person’s name must be removed from the register.”

A person who’s name is removed from the Register due to non-payment of the fees may at any time pay to the Board all fees that are in arrears (and all fees that would be in arrears if the person had continued to be registered), together with the restoration fee of \$75.00 to have his or her registration renewed and their name restored to the Register.

7. PROFESSIONAL INDEMNITY INSURANCE

In accordance with Section 46, it is a requirement of registration that a registered psychologist must hold professional indemnity insurance.

The services provided by the psychologist must be covered by professional indemnity insurance; **or** the psychologist must be specified or referred to in professional indemnity insurance as someone to whom the professional indemnity insurance extends even though they are not a party to the professional indemnity insurance.

Full details of the requirements can be found in the Board’s Guidelines on Professional Indemnity Insurance.

If you do not hold Professional Indemnity Insurance at the time of your registration, you will be required to arrange the insurance within 30 days of registration and provide evidence to the Board.

8. Act, Regulations and Code of Ethics

It is the duty of all registered psychologists to be conversant with the provisions of the Act and the Regulations of the Board. (Copies of the Act and Regulations can be obtained from the State Law Publisher, 10 William Street, Perth).

In addition, the Board uses the APS Code of Ethics as a guide, but is not bound by it.

DO ALL PSYCHOLOGISTS HAVE TO REGISTER?

YES: As long as they hold themselves out to be psychologists and/or profess expertise in the delivery of psychological services or practice psychology.

INDEX OF FORMS RELEVANT TO CONDITIONAL REGISTRATION

FORM NO. SUBJECT

- 2 Application Form (3 pages)
- 3 Application for Conditional Registration (1 page)
- 4 Certificate of Intention to Employ (1 page)
- 10 Certificate of Character (1 page) x 2
- 17 Supervised Practice Plan (3 pages)
- 18 Consent to Distance Supervision (1 Page)