

# **Application for a Statement of Eligibility for Full Membership of the DCP, HKPS**

(Revised December, 2024)

## **Introduction**

The Hong Kong Psychological Society (HKPS) is both a learned society and a professional association. It is the only organization of psychologists in Hong Kong which represents all specialties of psychology. Its Division of Clinical Psychology (DCP) consists of the large majority of practicing clinical psychologists in Hong Kong and has been actively promoting the development of clinical psychology with regard to service, training, research and professional conditions, to the highest standards in Hong Kong ever since the establishment in 1982. Members of the DCP are bound by the Society's Code of Professional Conduct in carrying out their professional activities.

Since there is as yet no statutory registration of clinical psychologists practicing in Hong Kong, it is the responsibility of the profession in collaboration with the training institutions and the potential employers to ensure that the public are adequately protected and that only suitably qualified people are appointed to the posts of clinical psychologist. In this regard, the DCP has developed the mechanism for reviewing the training criteria for local clinical psychology programmes and for assessing individual clinical qualifications especially of those with overseas training. Moreover, consistent with the recommendation of the DCP, many potential employers may require that only those eligible for Full Membership of the DCP will be employed as a clinical psychologist in their agencies. In connection with the required professional training in the use of standardized assessment tools, such as the Wechsler Intelligence Scale for Children-Fourth Edition (Hong Kong), the eligibility for the membership of DCP has become increasingly important to the right in the use of restrictive assessment tools.

It should be reminded that this application for a Statement of Eligibility is *not* an application for the membership of the HKPS or the DCP. Application for joining the HKPS and the DCP should be made under separate cover. While it is a choice for the applicant to apply for a statement of eligibility, we highly recommend the applicant to consider applying to be a member of the HKPS and DCP.

## **Application and Vetting Procedures**

The procedure for applying a Statement of Eligibility for Full Membership is similar to the procedure for applying Full Membership of the DCP. When an individual who has completed a

postgraduate training in clinical psychology wishes to establish eligibility for Full Membership of the DCP, they may apply to the DCP for a Statement of Eligibility for Full Membership of the DCP. They have to complete specific application form in which they are asked to provide detailed information regarding their undergraduate and postgraduate qualifications and their training and experience in clinical psychology. The application together with the necessary document is then referred to DCP Membership Subcommittee.

The DCP Membership Subcommittee is made up of clinical psychologists who are Full Members of the DCP and appointed by the Division Committee to serve on the Subcommittee. The Subcommittee consists of one representative from either of the two local clinical psychology training programmes and experienced clinical psychologist colleagues from the various organizations that provide clinical psychological services in Hong Kong. According to the Rules of the DCP (revised in September,2005), in order to be eligible for Full Membership of the DCP, an individual must be eligible for the Graduate Membership of the HKPS and also has satisfactorily completed a course of postgraduate training in clinical psychology which covers coursework, dissertation and supervised clinical practice (or supervised training according to the Supervision Scheme) as recognized by the Division.

The DCP Membership Subcommittee meets about four times a year. Provided that sufficient information is available, the average processing time for an application is about three months.

While the DCP Membership Subcommittee will make their effort to ensure a speedy processing of the application, such processing may be delayed because of insufficient information. Therefore providing detailed information in the application form will certainly help speed up the process. It is important to note that their applications will *not* be processed if they failed to submit all the supporting documents listed in the checklist enclosed in the application form together with their application.

When the DCP Membership Subcommittee reaches a decision concerning an application, this decision will be communicated to the applicant by letter. Provided that the applicant has given written consent, the potential employing agency/agencies will also be informed of the progress and result of the application.

### **The DCP Membership Subcommittee's Decision**

The DCP Membership Subcommittee will usually come up with one of the following decisions for an application:

1. The applicant does not hold clinical psychology qualifications as required by the DCP. The DCP Membership Subcommittee will therefore reject the application.

2. The applicant holds qualifications which are considered equivalent to those required to register as a Full Member of the DCP. The DCP Membership Subcommittee will issue a letter to the applicant confirming the applicant's eligibility for Full Membership of the DCP.
3. The applicant is invited to provide further information to prove his/her eligibility for Full Membership of the DCP as suggested by the DCP Membership Subcommittee. The applicant will be informed with a deadline for submitting such information. The applicant will be expected to respond to the invitation before the deadline, or otherwise, he/she will be considered no longer interested in the application.

### **Application Fee**

The current application fee is HK\$1,000. It is non-refundable and must be paid in full before the application can be processed.

### **Enquiries**

Further enquiries about the application and vetting procedures for the Statement of Eligibility for Full Membership of the DCP can be made via email to [membership.dcp.hkps@gmail.com](mailto:membership.dcp.hkps@gmail.com). (Note: Application with supporting documents and cheque should be sent via post to the Honorary Membership Secretary, Division of Clinical Psychology, Hong Kong Psychological Society, Unit 1211, The Metropolis Tower 10 Metropolis Drive Hung Hom Kowloon, Hong Kong.)

DCP, HKPS

December 2024

Dear applicant,

Please make sure ALL the following documents are attached to the application form. Otherwise, your application will not be processed.

- A certified copy of certificate of undergraduate training in psychology, or equivalent
- A certified copy of certificate, or equivalent, and transcript of postgraduate training in clinical psychology
- Information on the accreditation status of postgraduate training in clinical psychology (if any)
- Valid information about your coursework in postgraduate training in clinical psychology, e.g. course handbooks or syllabi
- Valid reference for the supervised clinical practice experience during professional training, e.g. placement contract, log book which includes the number of working days (8 hrs = 1 working day) in each setting, the details of each clinical supervisor and the nature of clients
- A copy of dissertation abstract

Please send the completed application form and supporting documents to:

The Honorary Membership Secretary  
Division of Clinical Psychology  
The Hong Kong Psychological Society Unit  
1211, The Metropolis Tower  
10 Metropolis Drive  
Hung Hom Kowloon,  
Hong Kong

Yours sincerely,

Membership Subcommittee  
Division of Clinical Psychology  
The Hong Kong Psychological Society

# Statement of Eligibility for Full Membership of the DCP, HKPS

## Application Form

Title: Dr./Ms/Miss/Mrs./Mr. \_\_\_\_\_

Family Name: \_\_\_\_\_

Given Name(s): \_\_\_\_\_

Name in Chinese (if applicable): \_\_\_\_\_

Correspondence Address \_\_\_\_\_

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Telephone No(s) \_\_\_\_\_

Fax No(s) \_\_\_\_\_

Email \_\_\_\_\_

1 Are you a member of the Hong Kong Psychological Society?

1.1 No (please note that HKPS membership is a prerequisite for DCP membership)

1.2 Yes (please indicate your membership category)

Fellow

Associate Fellow

Graduate

Affiliate

2 Have you ever applied for DCP membership or Statement of Eligibility for Full Membership of DCP?

No (please go to item 4)

Yes (please fill in details)

Year of Application:

\_\_\_\_\_

\*Successful?

Yes / No

\*Category (if applicable):

Full / Affiliate

\* Please delete as appropriate

3 Academic Qualifications (Undergraduate training)

Please enclose valid proof of the qualifications obtained.

Institution	Subjects	Degree & Classification	Date awarded	Title of thesis or dissertation

Professional postgraduate training in clinical psychology

Dates of training: From \_\_\_\_\_ to

Institute of training: \_\_\_\_\_

Qualifications awarded:

Please send us information on the accreditation status of this clinical psychology training programme you had attended (if applicable)

3.1 Academic Training in Clinical Psychology (You may enclose additional information if necessary)

Please write here what courses you attended and how much teaching received in each. If you have academic transcripts, course handbooks or syllabi which explained the courses you took, please send us certified copies. You must also enclose a certified copy of your degree certificate.

Name of course taken	Amount of teaching received

Name of course taken (Cont'd)	Amount of teaching received (Cont'd)

3.2 Practical experience during professional training (You may enclose additional information if necessary)

Please enclose valid reference for the practical experience acquired.

Name and location of Organization	Dates: From / to	Name and official position of supervisor	Description of client groups	Description of work done, assessment and therapy techniques learned	No. of working days (8 hrs = 1 working day)

### 3.3 Research Work

Please provide here a brief summary of any dissertation or thesis you wrote on any empirical clinical research you undertook as part of your training. You must enclose a copy of your dissertation abstract.



4 Post-qualification training and experience

Please provide a summary of the post-qualification training and experience that you wish the DCP Membership Board to be aware of. Please provide supporting document for the information given below.

Name of institution	Job title	Nature of post / work / training	Nature of supervision received (if any)	Dates (from - to)

5 Membership of profession association(s) / Professional registration

Please enclose valid proof of membership and / or registration.

Name of institution	Type of membership / Registration	Dates (from - to)

6 Referees

Please give the names of two referees who will be able to comment on your professional training and post-qualification training and experience.

1. Name

Affiliation

Address

2. Name

Affiliation

Address

7 Declaration and consent

I apply to the DCP, HKPS for an assessment of my eligibility for Full Membership of the DCP, and I understand that the information given in this application is used for the purpose of this assessment only. I certify that the information given above is true and correct to the best of my knowledge. I have enclosed valid copies of documents for all qualifications, post-qualification training and experience, and professional membership. I give consent for the DCP Membership Subcommittee, if necessary, to confirm with the referees and any one of the institutions stated in this application form about the information on my qualifications, experience, and professional membership.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Note:**

1 The completed application form and supporting documents, together with a crossed cheque of HK\$1,000, payable to the “The Hong Kong Psychological Society Limited, Division of Clinical Psychology”, should be sent to: The Honorary Membership Secretary, Division of Clinical Psychology, The Hong Kong Psychological Society, Unit 1211, The Metropolis Tower 10 Metropolis Drive Hung Hom Kowloon, Hong Kong.

## Personal Information Collection Statement (PICS)

### **Purpose of Collection**

1. Personal data collected will be used by The Hong Kong Psychological Society Limited (“Society”) for the purposes of:
  - i. processing and vetting your application and related returns and notifications;
  - ii. verifying identity and information you provided on your qualifications, experience, and professional membership;
  - iii. proving of consent and agreement, upon which we will inform your potential employer(s) of the progress and the final result of the assessment; and
  - iv. issuing the Statement of Eligibility for Full Membership of the Division of Clinical Psychology, the Hong Kong Psychological Society.
2. It is obligatory for you to supply the Society with the data requested in this form. A failure to provide the requested personal data, or the provision of inaccurate or incomplete information may result in the Society not being able to process the application, or for the Society to perform its functions or powers.

### **Transfer of Personal Data**

3. The Society may provide necessary information to staff of the Society and to the members of the Council and its relevant Committees and Divisions, and any third party lawfully required and/or holding a court order for the disclosure of the information.

### **Access and Correction**

4. You have the right to request access to and to request the correction of your personal data. Data access requests should be made using the form specified by the Privacy Commissioner for Personal Data which is accessible from the following link “Data Access Request Form”  
(<https://www.pcpd.org.hk/english/publications/files/Dforme.pdf>).

### **Enquiries**

5. Enquiries concerning your personal data provided in your enquiry, including making access and correction, should be addressed to:

General Secretary, The Hong Kong Psychological Society Limited, Unit 1211, The Metropolis Tower, 10 Metropolis Drive, Hung Hom, Kowloon, Hong Kong  
Email: [admin@hkps.org.hk](mailto:admin@hkps.org.hk)

### **Privacy Policy Statement**

6. You may click [here](#) for the Privacy Policy Statement of the Society.

I have read and understand the above Personal Information Collection Statement (PICS).

Signed \_\_\_\_\_  
(e-signature is not accepted)

Date \_\_\_\_\_