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	Membership Registration and Handling Policy of HKICP	Issue Date	nn/nn/2018
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Membership Registration and Handling Policy of the Hong Kong Institute of Clinical Psychologists

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(Distribution list: This Policy shall be read by all staff and members of HKICP, Professional Council and its committees, and the general public.)

1. Objectives

- 1.1 To prescribe the policy, standards and arrangements for the registration and handling of membership of HKICP.
- 1.2 To ensure that only clinical psychologists with appropriate standards of training and education, scope and body of knowledge, ethics and behaviors are registered.

2. Scope

This policy covers all the pathways to obtain membership registration, including the long-term arrangement for qualified clinical psychologists and the transitional arrangement for individuals with specified qualifications that fall short of the standard required for registration.

3. Definitions

- 3.1 HKICP is the accredited healthcare professional body under the Accredited Registers (AR) Scheme of the Department of Health, HKSAR.
- 3.2 HKICP is authorized to issue Certificates of Registration to our registrants for easy identification by the public.
- 3.3 Registrant can use the title "Member of Register of Clinical Psychologists accredited by Department of Health" to signify that they have met the registration standards, and will comply with the Code of Ethics and the disciplinary mechanism of HKICP.

4. Principles of Registration Standards

4.1 Protection of the public

To ensure that practicing clinical psychologists on the Register of HKICP possess adequate professional competence so as to protect the well-being and safety of service users, especially people who may be in vulnerable condition (e.g. in emotional distress, with mental health difficulties or developmental problems).

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4.2 Upholding a professional standard

- 4.2.1 To set the minimum training and education standard in both academic knowledge and clinical skills required by practicing clinical psychologists in Hong Kong.
- 4.2.2 To ensure the minimum standard of training comprise broad clinical exposure and body of knowledge necessary for providing suitable services to various types of service users.
- 4.2.3 The standard was set with reference to the professional training programmes and qualifications conferred by local universities (i.e., the professional master and doctoral degrees in clinical psychology conferred by The University of Hong Kong and The Chinese University of Hong Kong, where majority of the practicing CPs in Hong Kong received their basic training), as well as the criteria for accreditation of training programmes adopted by the Health and Care Professional Council (UK), the American Psychological Association, the Australian Psychology Accreditation Council, and the Canadian Psychological Association.

4.3 Fair access and inclusiveness

To make available mechanism and pathways as transitional arrangement for practicing professionals with academic and/or clinical training standard in clinical psychology which fall short of the AR standard.

5. Standards, Arrangements and Pathways of Membership Registration (refer to the flow chart of section 20)

5.1 Preamble

5.1.1 The AR for clinical psychologists is standard-based. Applicant is required to meet the education and training standard to be qualified to become a registrant of HKICP (i.e., member of Register of Clinical Psychologists accredited by Department of Health).

5.1.2 The qualification and standard are:

5.1.2.1 Master or doctoral Clinical Psychology training programme accredited or endorsed by HKICP, which is competency-based and meets the requirement of clinical training (refer to the requirements under Long-term Arrangement (L1) in section 5.2.1), or

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5.1.2.2 Another qualification that, in the opinion of HKICP, is equivalent to that of section 5.1.2.1 [refer to Long-term Arrangements (L2 and L3) as guidelines for case-by-case assessment of such qualification].

5.1.3 Transitional arrangements (T1, T2, and T3) are provided to make available mechanism and pathways for practicing professionals with academic and/or clinical training standard in clinical psychology which falls short of the requirements on education and training standard.

5.1.4 *Significant clinical psychology experience after completing a clinical psychology training programme (which may not be accredited by recognized professional body) may be considered on a case-by-case basis which may require a make up for shortfalls in training under the Transitional Arrangement condition. Application will be processed based on all the information provided. Applicants are strongly advised to supply as much relevant details in their applications as possible. However, qualifications or degrees in clinical psychology obtained via online programme will not be considered.*

5.2 Long-term Arrangement

Applicants must fulfill one of the following requirements (L1, L2 or L3) in order to be qualified for registration.

5.2.1 Long-term arrangement (L1)

Applicants with qualification conferred by local universities must:

5.2.1.1 Hold a Bachelor degree with major in psychology or equivalent pre-requisite of study in psychology, and

5.2.1.2 Hold a Master or Doctoral degree in clinical psychology conferred by a local university that meets one of the following conditions:

5.2.1.2.1 The Master or Doctoral clinical psychology programme is endorsed by the Council of HKICP (i.e., full-time Master or Doctoral Degree in Clinical Psychology conferred by the Chinese University of Hong Kong or the University of Hong Kong). The endorsement status is subject to review by 31st January 2021.

5.2.1.2.2 The Master or Doctoral clinical psychology programme is endorsed by HKICP via an accreditation process; the accredited programme should meet the education and competency standards set by HKICP (refer to the HKICP document on education standard of clinical psychology, HKICP-CPD-PO-002-R0, which contains details of the criteria for accredited clinical psychology programme). The criteria include the following areas:

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5.2.1.2.2.1 Academic components

5.2.1.2.2.2 Clinical supervised practice / placement / internship

5.2.1.2.2.3 Thesis or dissertation

5.2.2 Long-term arrangement (L2)

Applicants with qualification conferred by universities in the United Kingdom (UK), United States of America (USA), Australia and Canada who have fulfilled all the education and training requirements for registration / licensing to practice clinical psychology in the country where the qualification is conferred are normally considered as able to meet the standard of registration. The following requirements are guidelines for case-by-case assessment of overseas qualifications:

5.2.2.1 Hold a Bachelor degree with major in psychology or equivalent pre-requisite of study in psychology;

5.2.2.2 Hold a Master or Doctoral degree in clinical psychology accredited by one of the following bodies: Australia Psychology Accreditation Council (Australia), Canadian Psychological Association (Canada), Health and Care Professional Council (UK), or American Psychological Association (USA); and the accredited programme should meet the education and competency standards of local accreditation standard set by HKICP (refer to section 5.2.1.2.2); and

5.2.2.3 Have proof of fulfillment of all the requirements for registration/licensing to practice clinical psychology in the country of the body which accredited the programme and where the degree is conferred. As the entry requirement and training standard of different countries may vary, this requirement aims at ensuring the applicant has completed all the necessary education and training requirements based on the standard of a particular country where the degree is conferred.

5.2.3 Long-term arrangement (L3)

Applicants with qualification that, according to the assessment of HKICP, is equivalent to the qualification and standard required for entry into the register (refer to 5.1.2.1) but who may not be eligible for L2 (e.g., the qualification is accredited in a country not included in section 5.2.2.2). The following requirements are guidelines for case-by-case assessment:

5.2.3.1 Hold a Bachelor degree with major in psychology or equivalent pre-requisite of study in psychology;

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5.2.3.2 Hold a Master or Doctoral degree in clinical psychology accredited by the recognized professional/ regulatory body of the country where the degree is conferred; and the standard of the qualification, in HKICP's opinion, meets the education and competency standards of local accreditation standard set by HKICP (refer to section 5.2.1.2.2); and

5.2.3.3 Have proof of fulfillment of all the requirements for registration/ licensing to practice clinical psychology in the country of the body which accredited the programme and where the degree is conferred. As the entry requirement and training standard of different countries may vary, this requirement aims at ensuring the applicant has completed all the necessary education and training requirements based on the standard of a particular country where the degree is conferred.

5.3 Transitional Arrangement

5.3.1 Applicants with *qualification not deemed acceptable to become registered* under Long-term Arrangement can be qualified for registration by fulfillment of requirements under Transitional Arrangement (refer to Transitional Arrangement T1, T2 and T3 as guidelines for case-by-case assessment of eligibility and requirements for Transitional Arrangement).

5.3.2 Conditions may apply for registrants who become registered via Transitional Arrangement T2. These conditions are determined on a case-by-case basis which may include: 1) remedial training for use of tests, and 2) monitoring of clinical competency and good standing for a maximum of 2 years (refer to Appendix 1).

5.3.3 Transitional Arrangement (T1)

T1 is a grandfathering clause for applicants with qualification from a post-graduate clinical psychology training programme accredited by the recognized professional/ regulatory body of the country where the degree is conferred; with adequate clinical training but *could not provide proof of fulfillment of all the requirements for registration/ licensing to practice clinical psychology in the country of the body which accredited the programme and where the degree is conferred*. Applicants who could fulfill all the following requirements are normally considered as eligible for T1.

5.3.3.1 Hold a Bachelor degree with major in psychology or equivalent pre-requisite of study in psychology; and

5.3.3.2 Hold a recognized qualification (i.e., Master or Doctoral degree) in clinical psychology accredited by one of the following bodies: Health

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and Care Professional Council (UK), American Psychological Association (USA), Australia Psychology Accreditation Council (Australia), Canadian Psychological Association (Canada) and the recognized programme should meet the education and competency standards of local accreditation standard set by HKICP (refer to section 5.2.1.2.2); or

5.3.3.3 Hold a qualification that, according to the assessment of HKICP, is equivalent to 5.2.1.

5.3.4 Transitional Arrangement (T2)

T2 is an experience-based grandfathering clause for applicants with qualification from a post-graduate clinical psychology training programme not accredited by the recognized regulatory body of the country where the degree is conferred. Applicants must fulfill all of the following requirements:

5.3.4.1 Hold a Bachelor degree with major in psychology or equivalent pre-requisite of study in psychology.

5.3.4.2 Hold a post-graduate clinical psychology qualification that must meet the minimum education standard for eligibility to pursue registration/licensing for the practice of clinical psychology in the country where the degree is conferred (refer to sections 5.3.4.2.1 and 5.3.4.2.2 as the guidelines for case-by-case assessment for eligibility requirements).

5.3.4.2.1 A Master degree or above in clinical psychology conferred by a university in Australia or New Zealand, or a Doctoral degree in clinical psychology conferred by a university in UK, USA or Canada are normally considered as able to fulfill the eligibility requirement of section 5.3.4.2), or

5.3.4.2.2 Hold qualification that, according to the assessment of HKICP, is equivalent to section 5.3.4.2.1.

5.3.4.3 Proof of practice as a clinical psychologist in recognized local work setting(s) for at least <5> years full-time or equivalent before 1st July 2018 (refer to Appendix 2 for Proof of Practice).

5.3.4.4 Applicants who are able to fulfill all of the above requirements by submission of documents must pass an Admission Interview (refer to Appendix 3 for Admission Interview).

5.3.5 Transitional Arrangement (T3)

T3 is a Transitional Arrangement to become registered for individuals with

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qualification which could not meet the eligibility requirements of T1 or T2 (e.g. holding qualifications that are not able to fulfill all the requirements set in T1, such as, hold qualification from a post-graduate clinical psychology training programme that is not accredited by the recognized regulatory body of the country where the degree is conferred, *or not able to provide adequate proof of practice* required for experienced-based grandfathering clause in T2).

Individuals can apply to become registered via Remedial Training (prescription of training required to be assessed on a case-by-case basis). Applicants must fulfill all of the following requirements:

- 5.3.5.1 Hold a Bachelor degree with major in psychology or equivalent pre-requisite of study in psychology.
 - 5.3.5.2 Hold a post-graduate clinical psychology qualification that must meet the minimum education standard for eligibility to pursue registration/licensing for the practice of clinical psychology in the country where the degree is conferred (refer to sections 5.3.5.2.1 and 5.3.5.2.2 as the guidelines for case-by-case assessment for eligibility requirements).
 - 5.3.5.2.1 A Master degree or above in clinical psychology conferred by a university in Australia or New Zealand, or a Doctoral degree in clinical psychology conferred by a university in UK, USA or Canada are normally considered as able to fulfill the eligibility requirement of section 5.3.5.2), or
 - 5.3.5.2.2 Hold a qualification that, according to the assessment of HKICP, is equivalent to section 5.3.5.2.1.
 - 5.3.5.3 Proof of practice as a clinical psychologist in recognized local work setting on or before 1st July 2018 (refer to Appendix 2).
 - 5.3.5.4 Complete all the remedial training within the time frame prescribed according to the results of the Clinical Competency Assessment (refer to Appendix 4 on Clinical Competency Assessment).
 - 5.3.5.5 Remedial training includes the followings:
 - 5.3.5.5.1 Supervised Clinical Practice
 - 5.3.5.5.2 Course
- (refer to the HKICP Guidelines on Remedial Training: Supervised Clinical Practice, HKICP- CPD-GL-006-R0, and Commissioned Remedial Training in Clinical Psychology, HKICP-CPD-GL-005-R0).

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5.3.6 Application for registration via transitional arrangement must be submitted within <1 year> of the implementation of the AR scheme (i.e. from 1st March 2019 to 28th February 2020).

6. Means of Application

Application can be submitted online through the HKICP website or by mail (if application is submitted by mail, the applicant has to ensure items bear sufficient postage before posting).

7. Document Requirements

- 7.1 All applicants shall upload softcopies or submit hard copies via mail of the following documents:
- 7.1.1 Graduation certificate(s) in relation to the qualification(s) in clinical psychology entered in the application form.
- 7.1.2 Proof of individual professional indemnity insurance cover. The indemnity cover should take into consideration the risks associated with clinical psychology practice, individual scope of practice (where relevant), and whether or not registrants are already covered by employers' indemnity schemes or insurance.
- 7.1.3 Declaration of no criminal conviction record in all jurisdictions.
- 7.1.4 Declaration of affiliation in another register of healthcare profession. This includes license to practice in healthcare professions that are under statutory regulation, or accredited registration in Hong Kong or other regions. Applicant must also declare if there has been history of rejection of application for admission to or being struck off from other registers. The application for registration or renewal of registration by an individual who is struck off from another professional register will be reported to RC for review and decide if any action is needed to be taken accordingly.
- 7.2 Applicants who apply for registration with HKICP based on transitional arrangements should provide certified copies of relevant documents as proof of practicing experience as a clinical psychologist in recognized local settings (refer to Appendix 2). The application will be processed based on all the information provided. Applicants are strongly advised to give as much details in their application as possible.
- 7.3 Soft copies of required documents for application should be of .pdf or .jpg format.

8. Warning against False Representation

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A person who willfully produces any false or fraudulent representation or declaration, whether in writing or otherwise, may face legal consequences according to the laws of Hong Kong. Please note that HKICP may verify information and documents submitted by applicants with appropriate organizations.

9. Fee and Payment Method

9.1 Fee

Application fee of <HKD500> is payable at the time of application. The collection of application fee does not constitute any assurance that the application will be approved. All paid fees are non-refundable.

9.2 Payment Method

Application fee should be paid by a crossed cheque payable to “HONG KONG INSTITUTE OF CLINICAL PSYCHOLOGISTS LIMITED”. The applicant has to write his/her full name and contact number on the back of the cheque and mail it to the office of HKICP at <insert address>. Post-dated cheques will not be accepted.

10. Processing Time

Processing of an application normally takes <16 calendar weeks> after all necessary documents and application fee have been received. Whether this pledge can be met will also depend on the circumstances of individual applications and the number of applications received during a particular period. Please note that an application without relevant supporting documents or payment will not be processed.

11. Renewal of Registration and Certificate of Registration

11.1 Issuance of Certificate of Registration and Listing in the Accredited Register

A demand note for the annual registration fee of <HKD1500> will be sent to successful applicant. The registration fee has to be paid within <60 days> counting from the issuing date of the demand note. All paid fees are non-refundable. The annual registration fee covers the following:

11.1.1 Issuance of an HKICP Certificate of Registration which will be valid for a period of <12 months>.

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11.1.2 Listing of the full name (English and Chinese) of the successful applicant with a registration number on the Register on the website of HKICP.

11.2 Successful applicant will be issued a Certificate of Registration bearing the Accreditation Mark of The Accredited Registers Scheme for Healthcare Professions. The Certificate of Registration will be sent to registrant by registered post. Registrant can use the title “**Member of Register of Clinical Psychologists accredited by Department of Health**”, or its Chinese equivalent “**衛生署認可臨床心理學家名冊會員**” on business cards or any stationery and displays used in the practice as a clinical psychologist.

11.3 Validity of Certificate of Registration

A Certificate of Registration is normally valid for a period of 12 months ending on 31st March, or 30th June, or 30th September, or 31st December depending on the date of application. A registrant shall apply for renewal of the Certificate of Registration if he/she intends to stay on the Register of Clinical Psychologists beyond the expiry date of the Certificate. In view of the necessary processing time for renewal, registrant is advised to apply for annual renewal two to three months before the expiry date of the Certificate. HKICP is not liable for failure of renewal of individual registrant. Applicants for renewal must fulfill CPD requirement set by HKICP (refer to section 13 and the HKICP Guideline on Continuing Professional Development in Clinical Psychology, HKICP-CPD-GL-008-R0, for details).

11.4 Renewal of Registration

Registrant is required to renew the registration on an annual basis with the following requirements:

11.4.1 Payment of an annual registration fee of <HKD1500> which has to be paid within <60 days> counting from the issuing date of the demand note. An additional processing fee of <HKD300> will be required for payment made after <60 days> counting from the issuing date of the demand note; and

11.4.2 Completion of CPD requirement.

11.5 Failure to Renew Registration

HKICP may order the removal from the Register of Clinical Psychologists of the name of any person who has not renewed the Registration. If a person's name is removed from the Register of Clinical Psychologists, he/she must cease to use the title of “Member of Register of Clinical Psychologists accredited by Department of Health”, or its Chinese equivalent “衛生署認可臨床

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心理學家名冊會員” on business cards or any stationery and displays used in the practice as a clinical psychologist.

11.6 Replacement Copy of Certificate of Registration

A registrant holding a current Certificate of Registration may apply in writing to HKICP for a replacement copy if the original Certificate is lost, destroyed or defaced. The fee for a replacement copy of a Certificate of Registration is <HKD200>.

12. Use of Accreditation Mark

HKICP, the only accredited professional body for clinical psychologists under The Accredited Registers Scheme for Healthcare Professions, is permitted by the Department of Health to use the Accreditation Mark. However, since the Department of Health does not hold any register of healthcare professionals or approve individual clinical psychologist under the Scheme, individual registrant of the Register of Clinical Psychologists is thus not granted the right to use the Accreditation Mark. Individual registrant is also prohibited from making any statement, whether in writing or otherwise, expressing or implying accreditation, endorsement, or approval of individual by the Department of Health or the Hong Kong Special Administrative Region Government.

13. Continuing Professional Development

Registrants are required to participate in Continuing Professional Development (CPD) approved by HKICP to keep abreast of knowledge and development in the profession. A registrant must accumulate a minimum of <20 hours> CPD-CP points per year to be eligible to renew the registration with HKICP. HKICP grants CPD-CP points to a wide range of CPD activities, including, but not limited to, seminar attendance, conference presentations, public education activities, independent study, or research activities. Registrant is responsible for keeping a CPD log and may be requested to provide evidence of relevant CPD-CP points upon annual Certificate of Registration renewal or such other time specified by HKICP (refer to the HKICP Guideline on CPD for details).

Note: Registrants without post-qualification practice experience entering the register need to provide proof of supervised clinical practice upon annual renewal of the Registered status for 2 years (refer to the HKICP Guideline on CPD for details).

14. Personal Data Collection

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14.1 Purpose of Collection

14.1.1 The personal data provided by applicant to HKICP are to be used for the following purposes in relation to the Register of Clinical Psychologists:

14.1.1.1 Process application for registration.

14.1.1.2 Compile statistics.

14.1.1.3 Prepare, maintain and publish the register.

14.1.1.4 Process complaints or enquiries.

14.1.1.5 Send materials issued by HKICP.

14.1.1.6 Other legitimate purposes.

14.1.2 The provision of personal data is voluntary. However, HKICP may be unable to process the application if sufficient information has not been provided.

14.2 Disclosure of Personal Data to the Public

14.2.1 The names and registration numbers of registrants may be posted on HKICP website.

14.2.2 The main purpose of publishing such information is to protect the public by creating a public record of persons who are Members of Register of Clinical Psychologists and are signified to provide clinical psychological services according to the prescribed standards in Hong Kong.

14.3 Transfer of Personal Data

The personal data provided by applicant to HKICP are mainly for use within HKICP, but, if required, they may also be disclosed to government departments, agencies and authorities for the purposes specified in section 14.1.1 above. Apart from such disclosure, the personal data may only be disclosed to other parties where the applicant has consented to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

14.4 Access to Personal Data

Applicants have the right of access and correction with respect to personal data as stipulated in the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of the applicant's personal data. A fee may be charged for data access request at the rate prevailing at the time of request.

14.5 Enquiries Concerning Personal Data

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Enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to: Secretariat, Hong Kong Institute of Clinical Psychologists Limited <insert address>.

15. Roles and Responsibilities of the Secretariat and Registration Committee

- 15.1 Acknowledgement of receipt for application form and other registration requirements will be sent via email by the secretariat officer.
- 15.2 Initial vetting by the secretarial officer for the following:
 - 15.2.1 Entry eligibilities as stipulated in section 5, where applicable, and
 - 15.2.2 Fulfill all registration procedures stipulated in sections 6,7, 8 and 9.
- 15.3 The secretariat officer will communicate with the applicants for any incomplete or missing information, where applicable.
- 15.4 The officer will then forward all information of the applicant to the Registration Committee for handling and vetting.
- 15.5 The Registration Committee will designate its member(s) to conduct preliminary check on documents submitted and inform the applicants if additional information is required under the guidance of the Registration Committee.
- 15.6 After vetting incoming applications, the Registration Committee will prepare a report on the recommended outcome for the Professional Council (the Council). HKICP will inform the applicant on the decision made by the Council within <16 weeks> after all necessary documents are received for vetting by the Council.
- 15.7 The Registration Committee shall seek advice from the Council members for any ineligible/ debatable applications within <8 weeks> from the date the applications were received. HKICP will inform the applicant on the decision made by the Council within <16 weeks> after all necessary documents are received for vetting by the Council.
- 15.8 In the event of an appeal on the decision made by the Registration Committee being received, actions will be taken as follows:
 - 15.8.1 Representative(s) from the Council to conduct an initial examination to ascertain facts, determine the nature of appeal and report initial findings to the Council.

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15.8.2 Council to advise on a course of actions (including setting up a special committee to make decision, where necessary).

15.8.3 Decision of the Council is final.

15.9 All decision made by the Registration Committee and Council related to the applications shall be recorded in meeting minutes.

15.10 The Registration Committee shall update the Webmaster regularly on any approved or renewed applicants. Webmaster shall place the applicants' necessary information (i.e. English and Chinese name and membership number) onto the search engine for the public to access.

15.11 The Registration Committee should hold a meeting at least every <2 months> for vetting of applications and making recommended outcome to the Council.

16. Conflict of Interest

16.1 In case of any conflict of interest, committee members shall take actions according to the Code of Conduct for the Personnel of HKICP, HKICP-ECI-PO-002-R0.

16.2 Registration Committee member(s) shall declare conflict of interest if the applicant is working in the same organization / institution as the Registration Committee member(s).

16.3 Registration Committee member(s) with collaboration with the applicant, including in a mentor-mentee or supervisor-supervisee relationship, in the <past 3 years> at the time of application shall not participate in reviewing or vetting the application.

16.4 Registration Committee member(s) who is a former colleague or collaborator of the applicant, and has not been in the same organization or institution in the <past 3 years> prior to the time of application, is allowed to review/vet the application, unless conflict of interest is identified.

16.5 A Registration Committee member in attendance will be appointed to moderate the discussion of an application in case the Chairperson of the meeting has a conflict of interest.

16.6 Secretarial staff shall record the decisions and comments in the Registration Committee meeting in the minutes of meeting.

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17. Audit Procedure

- 17.1 In order to maintain accuracy of the register, <5%> of all registrants will be selected randomly annually, for audit of compliance to all registration requirements by the Registration Committee.
- 17.2 In order to improve the transparency of the registration decisions regarding the registrants, regular internal audit is in place to review the registration decisions, including admission to and removal from the register. <5%> of the registration decisions on admission of registrants and at least one disciplinary case (if any) and one case of removal from register (if any) will be reviewed every year by an audit group which consists of randomly selected registrants who are not members of the Registration Committee or Preliminary Investigation Committee.

18. Registration Application / Renewal Form

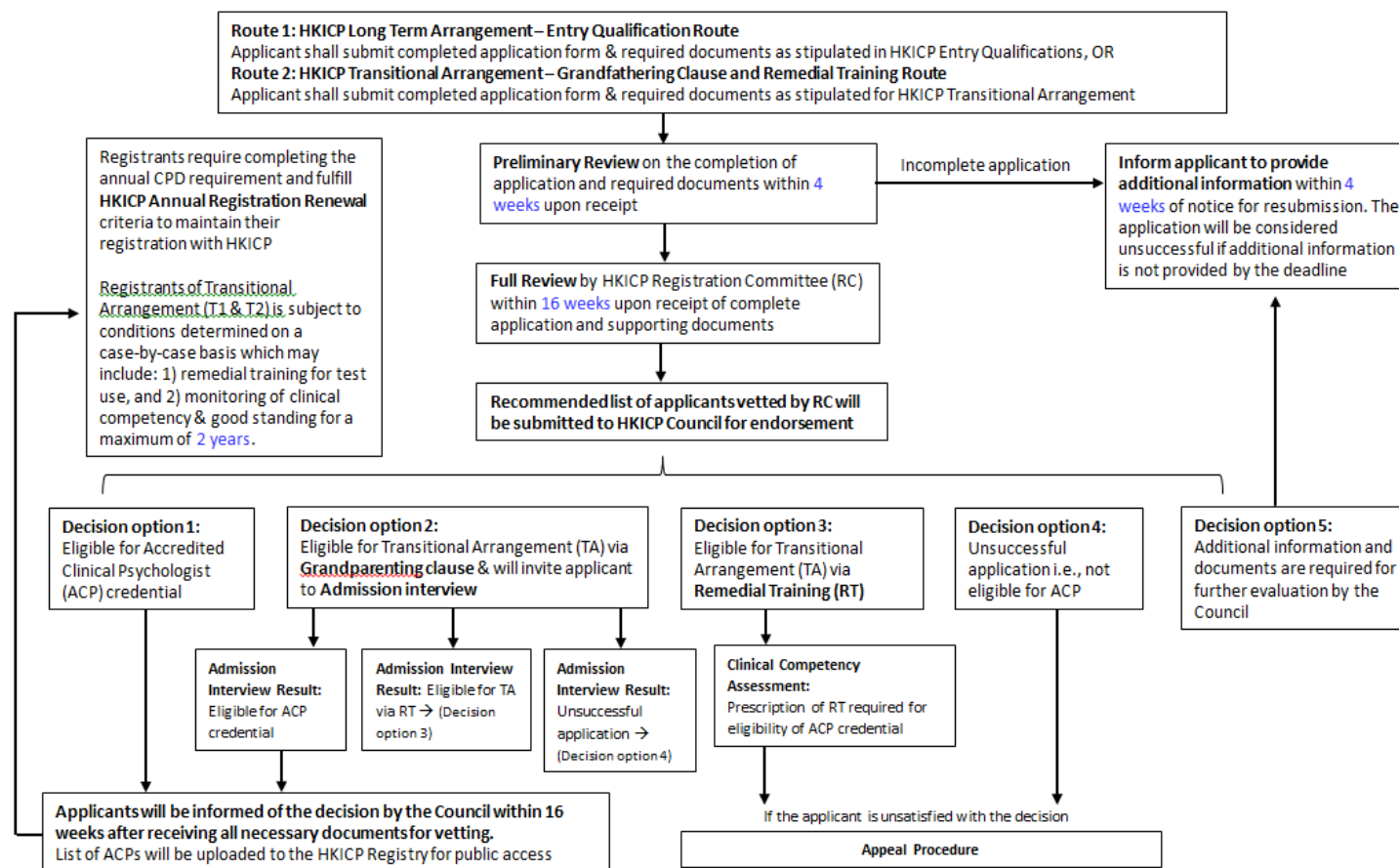
Registration Application / Renewal Form can be accessed online on the HKICP website (refer to Appendix 5 for the form)

19. Review

- 19.1 Standards for registrants outlined in this document are subject to review by the Registration Committee (RC) from time to time with stakeholder consultation, and at least every 3 years, in accordance with relevant research and evidence as well as development of the clinical psychology profession in Hong Kong.
- 19.2 Updates will be disseminated to registrants by e-mail within <4 weeks> and made available on the HKICP website within <3 months> of effective date.

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20. Flowchart for Membership Registration Procedures via Routes of Long Term or Transitional Arrangements



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- 21.4 Association of Psychology Postdoctoral and Internship Centers. APPIC Membership Criteria: Doctoral Psychology Internship Programs. Available at: <https://www.appic.org/Joining-APPIC/Members/Internship-Membership-Criteria>. Accessed on 2 Aug, 2017.
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22. Attachments

22.1 Appendix 1

Conditions that may apply on a case-by-case basis for Registrants of Transitional Arrangement (T2)

22.2 Appendix 2

Requirements of Proof of Practice for Application of Transitional Arrangement (T2): Experience-based grandfathering clause and Transitional Arrangement (T3): Remedial Training

22.3 Appendix 3

Admission Interview

22.4 Appendix 4

Clinical Competency Assessment

22.5 Appendix 5

Application / Renewal Form

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Appendix 1

Conditions that may apply on a case-by-case basis for Registrants of Transitional Arrangement (T2)

1. Remedial Training for Test Use

Who will be required to complete Remedial Training for Test Use

Applicants who have met all the requirements and are eligible for Transitional Arrangement via Grandparenting clause (T2) will be required on a case-by-case basis to complete remedial training for test use for eligibility to become a registered user of various intelligence, cognitive and psychological tests that normally required full membership or eligibility of membership for Division of Clinical Psychology, Hong Kong Psychological Society to become registered.

Programme on Remedial Training for Test Use

(Refer to the Guideline on Commissioned Remedial Training in Clinical Psychology, HKICP- CPD-GL-005-R0)

Module 2 of Remedial Training is for use of tests for child and adolescent population in Hong Kong.

Module 3 of Remedial Training is for use of tests for adult population in Hong Kong.

2. Monitoring of Clinical Competency and Good Standing for a maximum of 2 years

This may include the followings for renewal of registration:

- i. A letter from the employer or supervisor attesting to their competent practice and good standing as a clinical psychologist who can be contacted by the office of HKICP.
- ii. Provide CPD log showing that CPD requirement has been fulfilled.

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Appendix 2

Requirements of Proof of Practice for Application of Transitional Arrangement (T2): Experience-based grandfathering clause and Transitional Arrangement (T3): Remedial Training

Requirements of Proof of Practice for Application of - Transitional Arrangement (T2): Experience-based grandfathering clause, or Transitional Arrangement (T3): Remedial Training

Documents specified in Parts 1 to 3 must be submitted together with the application:

1. Documentary evidence of years of practice in clinical psychology in local university, public sector or established NGOs before <1st July 2018>

Documents certified by the employer with descriptions of position, nature of qualifications, duties performed and duration of employment on a full-time or part-time basis (the number of working hours per week has to be specified for part-time post) (refer to Part 4 for criteria of “Established NGOs”).

2. At least <2> referees attesting to their competent practice as a clinical psychologist who can be contacted by the RC. At least <1> of them must be their supervisor at the workplace who is a recognized health or allied health professional or head of the organization.
3. Clinical evidence of years of practice in clinical psychology

Without breaching obligations of confidentiality and privacy or employer policy, <eight> de-identified, copies of real client records or case report per year of practice, which illustrate clinical psychology practice. These records or reports have to be certified as true copy by the person in charge of the clinical psychology service, who must be the clinical or administrative supervisor of the applicant.

Each client record / report MUST contain at least the following information:

- 3.1 Dates of consultation
- 3.2 First name of client only (or other non-identifying record of client name such as initial)

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3.3 An account of the client's case history and rationale for clinical psychology services; a summary of the initial assessment undertaken including the rationale for any assessment measures used; interpretation of assessment results; presenting condition including signs and symptoms; goals set; clinical psychology intervention; use of clinical psychology knowledge, skills, theory; and evidence in planning and conducting intervention, methods used to evaluate the intervention and the clinical outcome achieved.

4. "Established NGOs" include organization that fulfills all the conditions defined in either 4.2.1 or 4.2.2.

4.2.1 NGOs subvented by the Social Welfare Department of the HKSAR (refer to the list of subvented NGOs in the website of Social Welfare Department).

4.2.2 Non-subvented NGOs in Hong Kong must fulfill all the following criteria 4.2.2.1 to 4.2.2.6: Social / health / educational organizations whose aims and objects are providing as their primary function bona fide direct social / health / educational services and they must have been in operation providing regular social / health / educational services for at least <five> years before <1st July 2018>.

4.2.2.1 They should be an independent legal entity or trust corporation or registered society in Hong Kong;

4.2.2.2 They must be recognized as being a non-profit-making body;

4.2.2.3 They must possess a Constitution or similar document of registration;

4.2.2.4 They must make available their Annual Report and Audited Accounts or certified accounts with regards to annual income and expenditure;

4.2.2.5 The organization has at least <one> properly operated office and at least <ten> full-time regular employees at any one time in Hong Kong for a period of at least <five> years before <1st July 2018>.

4.2.2.6 The terms of employment / contract for the applicant to provide service in the capacity of a clinical psychologist should include periodic review and mechanism for termination of employment / contract should performance (i.e., professional ethics and service quality) be unsatisfactory.

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4.2.3 Practice of clinical psychology in 'Established NGOs' not able to fulfill all the criteria stipulated in 4.2.1.1 to 4.2.2.6 will be assessed on a case-by-case basis.

4.2.4 Practice of clinical psychology in 'Established NGOs' refers to an experience in the practice of clinical psychology acquired by the applicant other than in the course of practicing clinical psychology – as a sole proprietor.

Significant clinical psychology experience after completing a clinical psychology training programme (which may not be accredited by recognized professional body) may be considered on a case-by-case basis which may require a make up for shortfalls in training under the Transitional Arrangement condition.

The application will be processed based on all the information provided. Applicants are strongly advised to give as much relevant detail in their application as possible. However, qualifications or degrees in clinical psychology obtained via online programme would not be considered.

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Appendix 3: Admission Interview

Admission Interview

Who will be invited for the Admission Interview?

Applicants who meet all the requirements and are found to be eligible for Transitional Arrangement via Grandparenting clause (T2) will be invited for Admission Interview.

Purpose of Admission Interview

The purpose of the interview is to verify information submitted for the application (e.g., documents, proof of practice and training/clinical experience) via a face-to-face interview.

Composition of the Interview Board

- The Interview Board is appointed by and accountable to the RC.
- All Interview Board members are accredited registrants of HKICP and bound by the HKICP's Code of Ethics and all protocols in the public arena.
- Each Board shall consist of no less than <three> members, one of them being a RC member who shall also become the convenor of the interview board. The other members are invited and appointed by RC. All members have to be registrants of HKICP with at least 10 years of post-qualification experience.
- All members should declare all relevant interests which may or may be seen to conflict with their duties in the Admission Interview Board (see the Policy on Declaration & Handling of Conflict of Interest of HKICP, HKICP-ECI-PO-003-R0).

Arrangement

The secretary of RC shall arrange with the applicant the date and venue of the Admission Interview no less than <four weeks> prior to the interview.

The Interviewee shall:

- Prepare all necessary documentations in compliance with the appropriate registration criteria for verification by the Interview Board.

Interview board members shall:

- Conduct interview with the applicant for verification of proof of practice and related documents submitted for the application of the Accredited Register

Interview Board Report

The Interview Board shall submit a report to RC no later than <two weeks> after the interview. The report shall include the list of documents verified in the interview and the

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result of the interview.

Result of Admission Interview:

A decision will be made based on the verification result which will fall into one of the following categories.

- Eligible for registration
Applicant is able to meet all the requirements set out for Transitional Arrangement via Grandparenting clause.

- Eligible for Transitional Arrangement via Remedial Training
Applicant is not able to meet all the requirements set out for Transitional Arrangement via the Grandparenting clause (T2), but eligible for Transitional Arrangement via the route of Remedial Training (T3) (refer to the Document on Remedial Training).

- Unsuccessful Application
Applicant is not able to meet all the requirements set out for Transitional Arrangement via Grandparenting clause, nor eligible for Transition Arrangement via the route of Remedial Training.

Registrants of Transitional Arrangement (T2) is subject to conditions determined on a case-by-case basis which may include: 1) remedial training for test use, and 2) monitoring of clinical competency and good standing for a maximum of 2 years (refer to Appendix 1).

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Appendix 4

Clinical Competency Assessment

Who will be eligible for the Clinical Competency Assessment?

Applicants who meet all the requirements for Transitional Arrangement via Remedial Training clause (T3) will be invited for Clinical Competency Assessment.

Purpose of Clinical Competency Assessment

- The purpose of Clinical Competency Assessment is to decide the Remedial Training required for eligibility of ACP credential

Composition of the Assessment Board

- The CCA Board is appointed by and accountable to the RC.
- All CCA Board members are accredited registrants of HKICP and bound by the HKICP's Code of Ethics and all protocols in the public arena.
- Each Board shall consist of no less than three members, one of them being a RC member who shall also become the convenor of the interview board. The other members are invited and appointed by RC. All members have to be an ACP (i.e., member of Register of Clinical Psychologists accredited by Department of Health) with at least 10 years of post-qualification experience.

All members should declare all relevant interests which may or may be seen to conflict with their duties in the CCA Board (see the document on Declaration and Handling of Conflict of Interest).

Arrangement

The secretary of RC shall arrange with the applicant the date and venue of the CCA no less than <five weeks> prior to the interview.

The Interviewee shall:

- Prepare all necessary documentations in compliance with the appropriate registration criteria for verification by the Interview Board.

Board member shall:

- Conduct Clinical Competency Assessment
 - The CCA may contain:
 - Vignette or scenario
 - Role-play
 - Patient examination
 - Duration: 45 min

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- Domains:
 - Demonstrate broad knowledge
 - Demonstrate comprehension of knowledge
 - Employ critical thinking by analyzing, interpreting and apply knowledge. And demonstrate the ability to apply these in a clinical and problem-solving context
 - Clinical and communication skills
 - Safety of practice
 - Self-critique

CCA Board Report

The CCA Board shall submit a report to RC no later than <four weeks> after the interview. The report shall include the result of the CCA.

Result of CCA:

Prescription of Remedial Training required to be completed within <three years> counted from the starting time point where AR for clinical psychologist opens for application <from 1st April 2019 to 31st March 2021> for eligibility of ACP credential.

Decision will be made based on the CCA result. Remedial Training may include the followings.

- Supervised Practice (refer to the Guideline on Remedial Training: Supervised Clinical Practice, HKICP-CPD-GL-006-R0)
- Specific Modules covered by the Certificate in Commissioned Training in Clinical Psychology for Voluntary Accredited Register Scheme for Clinical Psychologists (refer to the Guideline on Commissioned Remedial Training in Clinical Psychology, HKICP-CPD-GL-005-R0)
- Certificate in Commissioned Training in Clinical Psychology for Voluntary Accredited Register Scheme for Clinical Psychologists (refer to the Guideline on Commissioned Remedial Training in Clinical Psychology, HKICP-CPD-GL-005-R0)

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Appendix 5: Application / Renewal Form

Application / Renewal Form (electronic on website)

Application

PERSONAL CORRESPONDENCE:

Mr. / Ms / Mrs. / Dr. (check box)

*Surname: _____ *First Name: _____ (In Chinese): _____

(name must be same as HKID or passport)

*HKID / Passport No. (check box) _____

*Mailing Address _____ Tel: _____

_____ Fax: _____

*E-mail Address _____ Mobile: _____

NEW APPLICATION

*ACADEMIC QUALIFICATIONS

University / College	Degree & Major Course	Year Completed	*Upload Certificate

PROFESSIONAL REGISTRATION / LICENCE:

Note: This includes license to practice in healthcare professions that are under statutory regulation in Hong Kong or other regions, or accredited registration in healthcare professions that are under the voluntary AR scheme for health professionals under the Department of Health of HKSAR. Applicant is required to declare if there has been history of rejection of application for admission to or, being struck off from other registers.

Organization	Status / Title / Rank	Expiry Date	*Upload Certificate	Any history of rejection, or being struck off

* compulsory field

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Applicants for Transitional Arrangement: Experience-based Grandfathering Clause (T2) or Remedial Training (T3) MUST provide –

PROOF OF PRACTICE / EMPLOYMENT:

Organization	Job Title & Duties	Years of Employment	*Upload Supporting Document

Note: Applicants who have completed CP training programme with a degree conferred by a non-local university will be assessed on a case-by-case basis for eligibility to become registered via various arrangements and pathways, these include: Long-term Arrangement (L2 and L3); Transitional arrangements (T1, T2, and T3).

Significant clinical psychology experience after completing a CP training programme (which may not be accredited by recognized professional body) may be considered on a case-by-case basis which may require a make up for shortfalls in training via Transitional Arrangement.

The application will be processed based on all the information provided. Applicants are strongly advised to give as much relevant detail in their application as possible.

RENEWAL

CONTINUING PROFESSIONAL DEVELOPMENT (CPD):

CPD provider	CPD points	*Upload Supporting Document

A registrant must accumulate a minimum of < 20 hours> CPD-CP points per year to be eligible to renew the registration with HKICP. If total CPD points ≥20, please proceed to payment for renewal of registration.

Registrant is responsible for keeping an updated CPD log and may be requested to provide evidence of relevant CPD-CP points upon annual Certificate of Registration renewal or such other time specified by HKICP (refer

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to the Document on CPD for details).

SELF DECLARATION:

- I understand and will comply with the Code of Ethics, Scope of Practice and Competency Requirement of HKICP upon successful application as a registrant of HKICP (i.e. a Member of Register of Clinical Psychologists accredited by Department of Health).
- I understand that my name (in English and Chinese) and my registration number will be accessible by public upon successful application as a registrant of HKICP.
- I understand and accept that the personal information I have provided to HKICP will be used for the purpose of registration approval only.
- I have duly provided all relevant information regarding the registration status in other medical / health professional organizations, in particular if there has been a history of admission rejection or removal from register(s).
- I have duly provided a Declaration of No Criminal Conviction (DNCC).
- I have duly provided all relevant information and supporting documents for any professional indemnity insurance cover that I hold - <insert field to upload supporting documents>

Signature _____
Name _____
Date _____

Note: Submission of application documents for registration does not imply the application has been successful. Processing of an application normally takes <16> calendar weeks after all necessary documents and application fee have been received. Whether this pledge can be met will also depend on the circumstances of individual applications and the number of applications received during a particular period. Please note that an application without relevant supporting documents or payment will not be processed.

Applicant may write to HKICP for enquiry of application status via email <insert email address>.