



Te Poari Kaimātai Hinengaro o Aotearoa

NEW ZEALAND PSYCHOLOGISTS BOARD

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Guidance Notes

Completing an application to be registered
as an Intern Psychologist or Trainee Psychologist in
New Zealand under the Health Practitioners
Competence Assurance (HPCA) Act 2003.

Please read the following notes carefully before applying to register, to ensure your application is correctly completed, and all supporting documentation is provided.

If documentation does not meet the Board's requirements or is incomplete, your application will not be processed. You will be advised via email and required to submit an updated application.

All Applications are to be made online using the following link
<https://apc.psychologistsboard.org.nz/Account/NewRegLogin>

Under section 7 of the HPCA Act it is unlawful to call yourself an Intern Psychologist or Trainee Psychologist and/or to practise as a psychologist in New Zealand in any capacity including voluntary work, without being registered and holding a current Practising Certificate issued by the Board.

		ACTION REQUIRED
Certification requirements	The Board will only accept documentation that has been correctly certified (as detailed in the following paragraph) by a Justice of the Peace, Solicitor, New Zealand Court Registrar or Notary Public. We recommend you ask one official to certify all documentation and ensure the following requirements are all complied with: - the certified copy includes the statement “Certified true copy of original document sighted”, and - the certifier signs each page, and - prints their name beneath their signature, and - states their position/designation, and - endorses the copy with their official stamp/seal and provides their full postal address.	
Translations	Certified copies of all documents not in English must be submitted with official English translations. These must be on an official translation service letterhead and bear the translator’s signature, stamp and full address details. The translator must also provide a written statement on a copy of each foreign language document, confirming they have sighted the original document and translated that. Certified copies of the foreign language documents, the translations, and the translator’s written statements must be uploaded.	
Privacy Statement	What information is collected? Under the HPCA Act we collect personal information from and about you including: - information to establish your identity - contact information - details of your qualifications - information on your competence and fitness to practise, including health information. We may also collect information from other sources, including educational, regulatory, and law enforcement agencies. Why we collect personal information The information we collect helps us to establish your identity and determine if you are eligible to be registered as a psychologist in New Zealand. We use the information to assess your qualifications, competence, and fitness to practise as a psychologist in New Zealand. We may also use the information to perform our functions under the HPCA Act and for other lawful purposes. If the information we require is not provided, we may be unable to process your application. How is your privacy protected? All relevant information about you is collected and held by the New Zealand Psychologists Board. You have the right to access any personal information we hold about you, and to request it be corrected if you think it is wrong. <i>If you’d like to access your personal information or have it corrected, please email registration@nzpb.org.nz</i>	

		ACTION REQUIRED
Personal identification and contact details	This section includes questions on your name, gender, date of birth, ethnicity, addresses (postal, electronic, and work) and employer (where applicable) to enable the Board to establish your identity, and to fulfil its functions under the HPCA Act.	
Evidence of name change	A certified copy of the name change evidence (eg Name Change Certificate / Marriage Certificate / Dissolution of Marriage / Birth Certificate) must clearly state the date the name change took effect and is to be uploaded .	
Proof of identity	A certified copy of the pages of your current passport that show your photo, name, date of birth, nationality and signature, is to be uploaded . If no current passport is held, a certified copy of your full New Zealand Birth Certificate is to be uploaded .	  OR 
Scope of practice	An Intern Psychologist is defined as rendering or offering to render to individuals, groups, organisations or the public any psychological service involving the application of psychological knowledge, principles, methods and procedures of understanding, predicting, ameliorating or influencing behaviour, affect or cognition. Such practice is undertaken within an individual's area and level of expertise and with due regard to ethical, legal, and Board-prescribed standards. An Intern Psychologist scope of practice may be granted to applicants who have completed formal academic studies that have provided them with the foundation competencies required for safe practice in a supervised internship setting and who are enrolled in a Board-accredited post graduate diploma or doctoral course of studies. A Trainee Psychologist is defined as rendering or offering to render to individuals, groups, organisations or the public any psychological service involving the application of psychological knowledge, principles, methods and procedures of understanding, predicting, ameliorating or influencing behaviour, affect or cognition. Such practice is undertaken within an individual's area and level of expertise and with due regard to ethical, legal, and Board-prescribed standards. A Trainee Psychologist scope of practice may be granted to applicants who have completed formal academic qualifications that have provided the foundation competencies required for safe practice in a supervised setting and who are entering Board-approved supervised practice for the purpose of achieving full registration.	 or 
Enrolment confirmation	You must select the programme and provider of the Board-accredited programme you are enrolled in from the dropdown options. Accredited means accreditation of the educational organisation, or an educational programme, by the New Zealand Psychologists Board for the purpose of registering psychologists.	

Section One continued		ACTION REQUIRED
Psychology qualifications	Only psychology qualifications are recorded, based on the date awarded/conferred. Up to 3 awarded/conferred qualifications and the country each was obtained in, are to be listed in date order (oldest first). Please provide copies of the awarded degree and transcript. New Zealand trained applicants must upload their My eEquals link. <i>Please ensure the link does not require a PIN or have restricted access.</i> Overseas trained applicants must upload <u>certified copies</u> of qualifications including official translations where applicable. Please note we are unable to Register applicants in the Intern or Trainee Psychologist scopes if they do not hold an awarded/ conferred qualification.	 UPLOAD  UPLOAD
NZ Police Vetting Service Request and Consent Form	If you are New Zealand trained or have resided in New Zealand for 3 months or more, <u>you can download the Form from this link</u>, which authorises the Board as an Approved Agency to submit a Vetting Service Request and is a Consent for the New Zealand Police to release information as detailed on page 3 of the Form. Please complete sections 2 & 3 of the Form and save this for uploading. New Zealand Police process Vetting Service Requests in the order of receipt. The time taken is volume dependent and can be up to 6 weeks. You must upload the completed Vetting Service Request and Consent Form, and <u>certified copies</u> of one form of primary and one form of secondary identification from the following lists: Primary identification: Current Passport / New Zealand Full Birth Certificate (issued or after 1 January 1998 and carrying a unique identification number) / New Zealand Citizenship Certificate / New Zealand Refugee Travel Document / New Zealand Emergency Travel Document/ New Zealand Certificate of Identity / New Zealand Firearms Licence. Secondary identification: New Zealand Driver Licence (both sides) / International Driving Permit / New Zealand Student Photo Identification Card / New Zealand Employee Photo Identification Card / New Zealand Electoral Roll Record / New Zealand Full Birth Certificate (Issued before 1998) / 18+ Card / Inland Revenue Number / New Zealand utility bill issued in last 6 months / New Zealand Teachers Registration Certificate / Community Services Card / SuperGold Card / Steps to Freedom Form.	  UPLOAD  UPLOAD
Police Certificates <i>— for overseas trained applicants and</i> <i>— for NZ trained applicants that have resided overseas for more than 3 months in the last 5 years</i>	A Police Certificate is required from all countries you have resided in for more than 3 months in the last 5 years. This includes time spent overseas during a gap year/OE. For the USA we require a FBI Identity History Summary and a Criminal Conviction Record issued by the relevant State Police Department. Certificates must be dated within 6 months of your application being received by the Board. If not based on fingerprints, Certificates must include your full legal name and all previous names. Please either provide <u>certified copies</u> or post original certificates to the Board.	 UPLOAD 

Section Two: Fitness for Registration	ACTION REQUIRED
Fitness for Registration	 Yes or No
<i>Communication</i>	
<i>Physical and mental fitness</i>	
<i>Risk</i>	
<i>Professional misconduct, Police investigation, and/or Conduct</i>	
<i>Registration, certification, or licensing outside New Zealand</i>	
<i>Convictions</i>	

Section Two continued		ACTION REQUIRED
IELTS (Academic) Test Report Form	This only applies to overseas trained applicants. If you completed your psychology training in English in Australia, Canada, South Africa, the United Kingdom, Ireland, or the United States of America you do not need to provide further information. If your psychology training was not completed in English in one of the above countries, you are required to upload your IELTS (Academic) Test Report Form. An overall result of 7.5 obtained in one sitting is required (with a minimum of 7 in each band) and the Test Report Form must be dated within 2 years of your application being received by the Board.	
Letter of Good Standing	This is only required if you have worked as a psychologist and been registered, licensed, or chartered overseas. The Letter is required from any organisation or professional association or regulatory body you are currently enrolled with or have been in the past 5 years and must be dated within 3 months of your application being received by the Board. A certified copy of the Letter of Good Standing is to be uploaded.	
CV	Please use the template to provide your current CV in chronological order by month and year covering the last 10 years. Explaining any gaps of 3 months or more.	
Character references	The Board requires 3 references from referees (including 1 from a New Zealand registered psychologist) that have known you for at least 12 months and been in regular contact with. Family members and friends are not suitable referees. If you do not know a New Zealand registered psychologist you should request references from your programme Director and a psychology academic (who has known you for at least a year), plus 2 other references. Please forward the template to each referee, requesting they complete it, quote your application reference (which you get from the Completion Summary) in the subject line. They will then need to email their reference directly to registration@nzpb.org.nz. The Board will not accept references forward to us by the applicant. References must be current and need to be received before your application can be processed the Board.	
Application fee	The fee of \$225 is non-refundable (whatever the outcome of the application) and must be paid online (either account to account or by credit card) via the payment screen section of the application.	
Timeframe	Once your application is complete in all respects (ie all supporting documentation including police check(s) and references have been received) the Board aims to process the application within 5 working days. <i>The decision will be conveyed via email.</i>	
Tracking your application	You can use the online Application Process Tracker to check which documents have been received and verified, and what remains outstanding.	