



Application for Registration - Document requirements

Certification requirements:

As part of your application, you will be asked to provide a certified copy of certain documents. A certified document is a photocopy of the original document that has been verified as a true, authentic, and complete copy by an authorised person. It bears a stamp or signature from the authorised person confirming they have sighted the original, and includes the certifier's information and details.

Certified Copies must:

- Be stamped on the front of the copied document
- Be signed by an authorised individual, NOT a firm, company, or business
- Include the full signature of the individual
- Include the full name of the individual in print under the signature
- Include the individual's position of designation
- Includes a statement like "Certified true copy of original document sighted"

The person certifying your documents cannot be:

- Related to you,
- Living at the same address
- In a relationship with you

How do I certify a copy of a document?

1. **Photocopy the document.**
*Ensure all text and photographs are clear and identifiable.
For double sided documents (e.g. Driver's Licence) ensure you copy the front and back.*
2. **Take the photocopy and original document to an authorised person for them to sight the original and certify it as a true copy of the original.**

Passport requirements:

- Must be a certified copy that is clear and legible
- Must completely show your passport's information page (showing your photo, full name, date of birth, nationality, and passport number)
- Your passport must be current (it cannot be expired or cancelled)

Evidence of Name Change requirements:

If you have previously been known by another name you need to provide evidence of your name change so that the Board can confirm your identity and link your past records to your current self. If the name(s) on your passport, supporting documents, or application do not match we will not be able to process your application without legal proof of name change.

The provided evidence must be a legal document issued by a government registry, court, or vital statistics agency. The copy of this document you provide to the Board must be certified.

Examples of accepted evidence of name change:

- Deed Poll / Statutory Declaration
- Change of Name Certificate
- Marriage Certificate: used to show a change of surname due to marriage.
- Divorce Order: Used to show a return to a maiden or previous surname after a marriage ends.
- Amended Birth Certificate

Academic Transcript Requirements:

An academic transcript/record is an official, certified document issued by your educational institution that details your complete academic history. You are required to provide your academic transcripts for all your psychology qualifications (both undergraduate and postgraduate).

Your academic transcript must include:

- Student details: Full name, student ID, and date of birth
- Courses taken
- Grades obtained
- Qualification awarded

Your academic transcript(s) must be provided as certified copies, or your educational institution can email your documents directly to the Board at registration@nzpb.org.nz.

Course Curriculum requirements:

If you completed your psychology training in Canada, Ireland, South Africa, the United Kingdom, or the United States, you are not required to provide your course curriculum.

A course curriculum is a summary of the courses and papers completed in a degree programme, issued by the institution that awarded the qualification. This is used to evaluate if your psychologist training is equivalent to a New Zealand accredited Psychologist training programme.

The provided course curriculum must match the papers recorded on your academic transcript and align with your study dates.

A curriculum should include the following for each paper:

- A summary of the course objectives.
- The expected learning outcomes.
- The total completed learning hours.
- The core content to be taught.
- The assessment methods used to measure student success.

Your course curricula must be provided as certified copies, or your educational institution can email your documents directly to the Board at registration@nzpb.org.nz.

Verification of Internship Document requirements:

The details of your internship, completed as part of your professional psychologist training, need to be independently verified.

Accepted independent verification includes:

- A statement issued by your training university
- An official certificate of internship
- Your internship evaluations
- A letter from one or more of your intern supervisors (on letterhead)

Verification evidence must be provided as certified copies, or the issuing authority can email your documents directly to the Board at registration@nzpb.org.nz.

IELTS (Academic) Results requirements:

You are not required to provide IELTS results if you completed your psychology training in English in Australia, Canada, Ireland, South Africa, the UK, or the USA.

If you completed your psychology training in any other country, you will be required to provide your IELTS (Academic) English language test results.

Your results must meet the following specifications:

- An overall score of 7.5
- A minimum score of 7 in each band (reading, writing, listening, and speaking)

Results must be dated within two years of the date your application was submitted.

Results must be provided as certified copies, or shared with the Board through the IELTS Results Service.

Curriculum Vitae (CV) requirements:

A Curriculum Vitae (CV) is a summary of your employment history, education history and, for registration purposes, any psychology-related professional development courses you have completed.

Your CV must:

- Be on the [Board's CV template](#)
- Cover the previous 10 years
- Be in reverse chronological order by month and year (start with your most recent role and move backwards).
- Explain any gaps of 3 months or more in your employment history

References requirements:

References from 3 different referees must be emailed directly by your referees to the Board at registration@nzpb.nz.

References must be dated within 3 months of your application date and be on the [Board's reference template](#).

Your selected referees must:

- Be known to you in a professional capacity and be able speak to your clinical experience, skills, professional conduct, and competence as a practitioner
- Be a registered psychologist, a supervisor, or a manager of yours
- Have known you for at least 12 months.

At least one of your references must be from your current supervisor or manager.

If your referee is a registered psychologist, they will be required to submit a certified copy of their certificate of registration in addition to their reference form.

Letters of Good Standing requirements:

You are required to provide a letter or certificate of good standing for each regulatory body with which you are or have been registered as a psychologist. They must be provided as certified copies or emailed directly from the regulatory body to the Board at registration@nzpb.org.nz.

Letters of Good standing must:

- Issued by the regulatory body
- Include your dates of registration, your current practising status, and a formal statement about your professional standing
- Be dated within 3 months of your application date

Police Clearance Certificates requirements:

You must provide police clearance certificates for all countries/jurisdictions you have lived in for 3 months or longer in the last 5 years.

Police Clearance Certificates must:

- Include your full name and any previous names you have legally been known by
- Be dated within 3 months of the date your application was submitted
- Be issued by the national police organisation of a country - The Board does not accept third party-generated criminal record checks as Police Clearance Certificates.
- Be a certified copy or be sent directly by the issuing authority to registration@nzpb.org.nz

If you are providing police certificates for the USA:

You will be required to provide both federal and state level police certificates.

If you have lived in New Zealand for 3 months or more in the last 5 years:

You must submit a [NZ Police Vetting Request and Consent Form](#) (filling out only pages 3 & 4) and certified copies of 2 different pieces of ID (see the '[Guide to PVS Request and Consent Form](#)' for list of accepted ID documents)

For information on where you can apply for Police Certificates in a specific country, please see the filter tool at the bottom of the '[New Zealand Immigration – How to get a Police Certificate](#)' page.

Translations requirements:

For any documents that are not in English, you must provide a certified copy of the original document (the document that is not in English) and a certified translation of this document into English.

Translations must be done through a certified translation service. Certified translation services are officially recognised organisations (accepted by government departments, courts, and universities) with qualified translators (professionals who hold credentials) that translate official documents and provide a signed statement of accuracy.

Each certified translation must be:

- on the translation service's official letterhead
- certified as a correct translation by the translator
- stamped or signed by the translator

You must provide certified copies of your translated documents.