


The Department of Health announced on 31<sup>st</sup> October 2019 that HKICP was granted full accreditation status under the Pilot Accredited Registers Scheme for Healthcare Professions.


	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	1 of 52

# Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited


Version	Effective Date
1.0	31/07/2019

Document Number	HKICP-RSD-PO-002-R0
Author	Registration Committee
Custodian	Registration Committee
Approved / Endorsed By	Board of Directors
Approval Date	31/07/2019

This document is only current as at the date of printing. Please refer to HKICP website for current version.


	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	2 of 52

<b>Document History</b>				
<b>Date of Issue</b>	<b>Version No.</b>	<b>Date Approved/ Effective</b>	<b>Summary of Change</b>	<b>Approved by</b>
31/07/2019	1.0	31/07/2019		Board of Directors


	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	3 of 52

## Contents

	<b>Page No.</b>
1. Objectives	5
2. Scope	5
3. Definitions	5
4. Principles of Registration Standards	5
5. Standards and Pathways of Membership Registration - Long Term Arrangement	6
6. Alternative Qualifying Requirements - Transitional Arrangement	9
7. Means of Application	10
8. Document Requirements	10
9. False Representation	12
10. Fee and Payment Method	12
11. Processing Time	12
12. Renewal of Registration and Certification Registration	12
13. Use of Accreditation Mark or HKICP Logo	14
14. Continuing Professional Development	14
15. Personal Data Collection	15
16. Roles and Responsibilities of the Secretariat Officer and Registration Committee	16
17. Termination of Membership	17
18. Restoration of Name to the Register of HKICP	18
19. Reinstatement of Name to the Register of HKICP	19
20. Appeal against the Decision of the Registration Committee	19
21. Conflict of Interest	20

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	4 of 52

22.	Audit Procedure	21
23.	Registration Application / Renewal Form	21
24.	Review	21
25.	Flowchart for Membership Registration Procedures via Routes of Long Term Arrangement or Transitional Arrangements	23
26.	References	24
27.	Attachments	
27.1	Appendix 1: Qualifications and Accreditation Bodies Recognized by HKICP	28
27.2	Appendix 2: Conditions that apply for Registrants of Transitional Arrangement – Alternative Qualifying Assessment 6.1	30
27.3	Appendix 3: Requirements of Proof of Practice for Application of Transitional Arrangement – Alternative Qualifying Assessment	31
27.4	Appendix 4: Interview for Alternative Qualifying Assessment 6.1	34
27.5	Appendix 5: Clinical Competency Assessment for Alternative Qualifying Assessment 6.2 or 6.3	36
27.6	Appendix 6: Application / Renewal / Reinstatement Form	38
27.7	Appendix 7: Application for Restoration to the Register	49
27.8	Appendix 8: Guide for Preparation of Proof of Practice	51

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	5 of 52

**(Distribution list: This Policy should 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 Hong Kong Institute of Clinical Psychologists Limited (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

The scope of this document is to spell out the standards required for registration as a clinical psychologist under the Accredited Registers (AR) Scheme of the Department of Health, HKSAR, and the pathways and processes for such registration. These include the long-term arrangement for qualified clinical psychologists and the transitional arrangement of alternative qualifying assessment 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 its 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 subject to the disciplinary mechanism of HKICP.

## 4. Principles of Registration Standards

### 4.1 Protection of the public

To ensure that 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).

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	6 of 52

## 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 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), 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 ensure competent and qualified clinical psychologists can gain fair access to the register, the standards have to be reasonable and inclusive. HKICP keeps a list of recognized qualifications for entry into the register (Appendix 1), which will be reviewed regularly. Applicants possessing other qualifications deemed comparable will be assessed according to the set standard. Given that this is the first accreditation standard ever set for clinical psychologists in Hong Kong, an alternative qualifying assessment is made available for a limited period of time for clinical psychologists practicing in Hong Kong, who do not meet those requirements.

## 5. Standards and Pathways of Membership Registration – Long Term Arrangement (refer to the flow chart of section 24)

### 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).

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	7 of 52

### 5.1.2 The qualifications and standard are:

5.1.2.1 Possess a Bachelor's degree major in psychology or an equivalent pre-requisite qualification for post-graduate study in clinical psychology (Appendix 1), and

5.1.2.2 A Master (at least 2-year full-time study) or Doctoral (at least 3-year full-time study) degree in Clinical Psychology recognized by HKICP, which is conferred by local universities fulfilling the requirements of Education Standard for Registrants (refer to the document on Education Standards <HKICP-CPD-PO-002-R0>). Applicants possessing other qualifications deemed comparable will be assessed according to the set standard.

5.1.3 Qualifications or degrees in clinical psychology obtained via online programmes will not be considered.

### 5.1.4 Language Proficiency

5.1.4.1 Applicants for the AR are required to have reached Level 6.5 in the Academic Module of the International English Language Testing System (IELTS) with no score below 6 in each of the 4 tests in reading, listening, writing and speaking; or equivalent. The standard was set with reference to language proficiency requirement adopted by other health professionals in Hong Kong<sup>1</sup>.


5.1.4.2 Applicants may apply for exemption from taking IELTS if there is proof that their English proficiency is comparable to the requisite IELTS level. Please refer to the conversion table provided by Hong Kong Examination and Assessment Authority for equivalent DSE level at <http://www.hkeaa.edu.hk/en/recognition>, and the Government of the Hong Kong Special Administrative Region Civil Service Bureau Common Recruitment Examination (CRE) in Use of English at <https://www.csb.gov.hk/english/recruit/cre/949.html>.

## 5.2 Registration Requirements

5.2.1 The education and training requirements for accredited clinical psychologists are stipulated in the document on Education Standards (HKICP-CPD-PO-002-R0). These include: (i) academic components, (ii) clinical placement with adequate coverage and onsite supervision by


<sup>1</sup> (e.g., occupational therapists).



	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	8 of 52

qualified clinical psychologist who works in the placement setting, and (iii) thesis or dissertation.

- 5.2.1.1 For local qualifications, applicants who have fulfilled the undergraduate requirement and with a Master (at least 2-year full-time) or Doctoral degree in Clinical Psychology (at least 3-year full-time) recognized by HKICP, which is conferred by local universities fulfilling the requirements under Education Standard for Registrants can apply to be registered directly (refer to the list of local programmes recognized by HKICP at Appendix 1).
- 5.2.1.2 For overseas qualifications, applicants who have fulfilled the undergraduate requirement and graduated from a post-graduate clinical psychology training programme (at least 2-year full-time for a Master degree, or at least 3-year full-time for a Doctoral degree) accredited in the country where the degree is conferred and fulfilling the requirements under Education Standard for Registrants can apply to be registered directly. The list of accreditation bodies recognized by HKICP for post-graduate clinical psychology degrees conferred in Australia, Canada, UK, or USA is at Appendix 1.
- 5.2.1.3 With effect from <the date 18 months after the announcement of the AR CP Scheme by the HKG>, applicants with overseas qualifications or trained in overseas countries under 5.2.1.2 must hold a license/ registration of the country of training. Under exceptional circumstances, applicants trained overseas or with overseas qualifications who have fulfilled all the educational requirements stipulated in the document on Education Standards (HKICP-CPD-PO-002-R0) may apply for waiving of this requirement if s/he is deemed eligible to hold the relevant overseas registration/ license (proof of fulfillment of all the requirements for eligibility to hold the relevant overseas license/ registration is required).
- 5.2.1.4 Applicants trained outside the country which confers the post-graduate clinical psychology degree may not apply for the waiver, or if the education is not a full-time training programme, or if the training is by distance learning.

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	9 of 52

## 6. Alternative Qualifying Requirements - Transitional Arrangement (refer to the flow chart of Section 24)

As a transitional arrangement, HKICP will conduct an alternative qualifying assessment for applicants who have a post-graduate clinical psychology qualification that do not meet the educational standard for direct registration. The qualification must meet the minimum education level generally accepted for pursuing registration for the practice of clinical psychology in the country where the degree is conferred (e.g. doctoral degree from USA, UK, Canada; master degree from Australia). Application for alternative qualifying assessment must be submitted within <the first 18 months after the announcement of the AR CP Scheme by the HKG>. Application submitted after <the specified date> will not be accepted.

6.1 Applicants, who have been practicing as clinical psychologists in **public sectors, universities, established NGOs or other settings** in Hong Kong (Appendix 3) **continuously for at least 5 years full-time** immediately before <the date of announcement of the AR CP Scheme>, have to fulfill the following:


- 6.1.1 attend an interview (Appendix 4);
- 6.1.2 declare that they would not use the cognitive/ intelligence tests listed in Appendix 2 unless they have completed the remedial training on use of these tests; and
- 6.1.3 provide documents to fulfill the monitoring requirement of clinical competency and good standing for a maximum of 2 years (Appendix 2).

Eligibility for registration will be confirmed after the interview if stated qualifications and proof of practice are in order.

6.2 Applicants, who have been practicing as clinical psychologists in **public sectors, universities, established NGOs or other settings** in Hong Kong (Appendix 3) **continuously for less than 5 years but at least 2 years full-time** immediately before <the date of announcement of the AR CP Scheme>, have to fulfill the following:

- 6.2.1 attend a Clinical Competency Assessment (Appendix 5); and
- 6.2.2 complete a local Remedial Training Programme which includes a Certificate course (HKICP-CPD-GL-005-R0) and supervised practice for a maximum of 2 years) (HKICP-CPD-GL-006-R0).

6.3 Applicants, who have been practicing as clinical psychologists in **public sectors, universities, established NGOs or other settings** in Hong

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	10 of 52

Kong (Appendix 3) **continuously for less than 2 years full-time** immediately before <the date of announcement of the AR CP Scheme>, have to fulfill the following:


- 6.3.1 attend a Clinical Competency Assessment (Appendix 5); and
- 6.3.2 complete a local Top-up Training Programme in clinical psychology with at least 1-year of full-time study.
  - 6.3.2.1 The specified Top-up Training Programme is required to provide at least 1-year full-time training that allows applicants to address identified gaps in the educational standard required for registrants, which include but not limited to coverage of the following in clinical psychology:
    - a) basic knowledge;
    - b) core competency; and
    - c) clinical training for at least 3 core population in recognized/ accredited placement settings with on-site supervision provided by qualified clinical psychologists who have at least 3-year post-qualification experience and work in the placement settings.
  - 6.3.2.2 The programme should be under the governance of the department of psychology in a local university in terms of standards, qualifications and quality assurance.
  - 6.3.2.3 The programme should have a residence period requirement of at least 8 months for students (refer to the document on Education Standards: HKICP-CPD-PO-002-R0).
  - 6.3.2.4 Proof of supervised clinical practice upon renewal of membership for 2 consecutive years after completion of the Top-up Training Programme and become registered are required (refer to the document on CPD: HKICP- CPD-GL-008-R0).

## 7. Means of Application

Application can be submitted online through the HKICP website and by mail.


## 8. Document Requirements

- 8.1 All applicants shall upload softcopies and submit hard copies via mail of the following documents:
  - 8.1.1 Graduation certificate(s) and transcript(s) in relation to the qualification(s) in psychology and clinical psychology entered in the application form.
  - 8.1.2 Proof of individual professional indemnity insurance cover. The indemnity cover should take into consideration the risks associated with

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	11 of 52

clinical psychology practice, individual scope of practice (where relevant).

- 8.1.3 Statutory declaration before a Commissioner for Oaths, Solicitor or Barrister in Hong Kong to confirm the truth of all information provided and the genuineness of the documents submitted.
- 8.1.4 Declaration of no criminal conviction record in all jurisdictions.
- 8.1.5 Declaration or proof of affiliation in another register of healthcare profession. This includes license, local and overseas, to practice in healthcare professions that are under statutory regulation or accredited registration. 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 has been struck off from another professional register will be reported to Registration Committee (RC) for review and decision for any action accordingly.
- 8.2 Applicants who apply for registration with HKICP based on transitional arrangements should provide certified or declared true copies of all relevant documents as proof of practice as a clinical psychologist in recognized local settings (Appendix 3 and 8).
- 8.3 Proof of proficiency in English and application for exemption, where applicable.
- 8.4 All non-English documents sent to the HKICP must be accompanied by a certified English translation. Translation costs are to be borne by the applicant [**Note 1**]. All translations must comply with the following requirements:
  - 8.4.1 The translation must be prepared by a notary office, a law firm, the relevant granting body/bodies, or the appropriate consulate.
  - 8.4.2 The translated documents must bear official letterhead, and the stamp or signature of the translator or translation service.
  - 8.4.3 The translator must certify that the translation is a correct translation.
  - 8.4.4 The translation must not be prepared by the applicant, any member of his/her family, or any person interested in the outcome of the application.
- 8.5 Soft copies of required documents for application should be of .pdf or .jpg format.

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	12 of 52

## 9. False Representation

Applicants who willfully produce false or fraudulent representation, or declaration, whether in writing or otherwise, may face legal consequences according to the laws of Hong Kong. HKICP may, at its discretion, seek to verify information and documents submitted by applicants with the relevant organizations.

## 10. Fee and Payment Method

### 10.1 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.

### 10.2 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. Post-dated cheques will not be accepted.


## 11. Processing Time

Processing of an application normally takes 16 calendar weeks after all necessary documents and application fee have been received. Variations may be subject to circumstances of individual applications and the number of applications received during a particular period. Application without relevant supporting documents or payment will not be processed.

## 12. Renewal of Registration and Certificate of Registration

### 12.1 Issuance of Certificate of Registration and Listing in the Accredited Register

A demand note for the annual registration fee of HKD1,500 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:

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	13 of 52

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

12.1.2 Listing of the full name (English and Chinese), and work / clinic address (optional) of the successful applicant with a registration number on the Register, which will be displayed on the website of HKICP.

12.2 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.

### 12.3 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 issuance. Applicants for renewal must fulfill CPD requirement set by HKICP (refer to the section on Continuing Professional Development of this document and the HKICP Guideline on Continuing Professional Development in Clinical Psychology, HKICP-CPD-GL-008-R0).

### 12.4 Renewal of Registration

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


12.4.1 Payment of an annual registration fee of HKD1500 has to be made 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

12.4.2 Completion of CPD requirement; and

12.4.3 Provide proof of individual professional indemnity insurance cover.

### 12.5 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

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	14 of 52

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

## 12.6 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.

## 13. Use of Accreditation Mark or HKICP Logo


13.1 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. Apart from saying/ claiming that s/he is a “**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” as stated in <12.2>, a registrant should make no other reference to the Department of Health or the Hong Kong Government.

13.2 HKICP reserves all copyrights of HKICP logo. No person including registrant of HKICP is allowed to use or reproduce HKICP logo on any website, publication, or other material without expressed approval from HKICP.

## 14. 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. HKICP grants Continuing Education in Clinical Psychology (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.

14.1 A registrant must accumulate a minimum of 20 CPD-CP points per year to be eligible to renew the registration with HKICP. Registrant is responsible for keeping a CPD log and may be requested to provide evidence of relevant CPD-CP points upon annual Certificate of

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	15 of 52

Registration renewal or such other time specified by HKICP (refer to the HKICP Guideline on CPD for details, HKICP-CPD-GL-008-R0).

- 14.2 Registrants without post-qualification practice experience entering the Register need to provide proof of supervised clinical practice upon annual renewal of registration for 2 years (refer to the HKICP Guideline on CPD, HKICP-CPD-GL-008-R0).

## 15. Personal Data Collection

### 15.1 Purpose of Collection

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

- 15.1.1.1 Process application for registration.
- 15.1.1.2 Compile statistics.
- 15.1.1.3 Prepare, maintain and publish the register.
- 15.1.1.4 Process complaints or enquiries.
- 15.1.1.5 Send materials issued by HKICP.
- 15.1.1.6 Other legitimate purposes.

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

### 15.2 Disclosure of Personal Data to the Public

15.2.1 The names (English and Chinese), registration numbers, and work/clinic address (optional) of registrants are posted on HKICP website.

15.2.2 The main purpose of publishing such information on the Register is to protect the public who, through the Register, are informed of clinical psychologists meeting prescribed standards in training and practice in Hong Kong.

### 15.3 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 15.1.1 above. Apart from such disclosure, the personal data may only be disclosed to other parties where the applicant has consented to such



	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	16 of 52

disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

#### 15.4 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.

#### 15.5 Enquiries Concerning Personal Data

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

15.6 Details of personal data handling by HKICP can be found in the Guideline on Information Management and Information Security of HKICP (HKICP-ADM-GL-006-R0).

### 16. Roles and Responsibilities of the Secretariat Officer and Registration Committee

16.1 Acknowledgement of receipt for application form and other registration requirements will be sent via email by the secretariat officer.

16.2 Initial vetting by the secretarial officer for the following:

16.2.1 Entry eligibilities as stipulated in section 5, where applicable, and


16.2.2 Fulfilment of all registration procedures stipulated in sections 6, 7, 8 and 9.

16.3 The secretariat officer will communicate with the applicants for any incomplete or missing information, where applicable.

16.4 The officer will then forward all information of the applicant to the Registration Committee for handling and vetting.

16.5 The Registration Committee shall vet all applications for registration or restoration of name to the Register.


16.6 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.

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	17 of 52

- 16.7 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.
- 16.8 The Registration Committee shall seek advice from the Council members for any ineligible/ debatable application within 8 weeks from the date the application was 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.
- 16.9 All decisions made by the Registration Committee and Council related to the applications shall be recorded in meeting minutes.
- 16.10 The Registration Committee shall instruct the secretariat officer to update the Webmaster regularly on any approved or renewed registrants. Webmaster shall place the registrants' necessary information (i.e. English and Chinese name, membership number and/or address) onto the search engine for the public to access.
- 16.11 The Registration Committee should hold regular meetings, at least 4 times a year, for vetting of applications for registration or restoration of name to the Register and making recommended outcome to the Council within the set timeline.

## **17. Termination of Membership**

- 17.1 A registrant may withdraw from registration in HKICP by giving 60 days' notice to HKICP in writing.
- 17.2 A person's registration or membership in HKICP terminates under the following conditions:
- 17.2.1 when he/she dies or ceases to exist;
- 17.2.2 when he/she is in arrears with annual membership fee for 90 days; or
- 17.2.3 when he/she applies for renewal of membership:
- 17.2.3.1 fails to provide proof of individual professional indemnity insurance cover; or
- 17.2.3.2 fails to comply with the requirements of Continuous Professional Development; or

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	18 of 52

17.2.3.3 fails to provide proof of supervised clinical practice for registrants without post-qualification practice experience when entering the Register.

## 18. Restoration of Name to the Register of HKICP

18.1 Any applicant whose name was removed from the Register for 3 years or less from the date of removal due to the following reason(s), may apply for the restoration of his/her name to the Register by filing in the relevant form (Appendix 7):

18.1.1 failure to make a payment of annual registration fee beyond the grace period of 90 days (refer to the Articles of Association of HKICP);

18.1.2 failure to provide proof of individual professional indemnity insurance cover;

18.1.3 failure to comply with the requirements of Continuous Professional Development; or

18.1.4 failure to provide proof of supervised clinical practice for registrants without post-qualification practice experience entering the Register.

18.2 The Registration Committee shall prepare a report to the Council to recommend restoring a person's name on the Register if the Registration Committee is satisfied that:


18.2.1 the applicant has fulfilled the condition(s) for registration pertaining to the reason(s) for removal from the Register; and

18.2.2 the applicant has never been convicted of a criminal offence punishable with imprisonment (irrespective of whether actually sentenced to imprisonment) in Hong Kong or elsewhere, and never been found guilty of professional misconduct by any professional body in Hong Kong or elsewhere.

18.3 In case where the Registration Committee is not satisfied that the person has complied either 18.2.1 or 18.2.2 above, the Registration Committee shall prepare a report to the Council to recommend refusing the person's application.

18.4 HKICP shall inform the applicant on the decision made by the Council within 10 working days after endorsing the report.

18.5 If a name is allowed to restore to the Register, the name shall be restored pursuant to 16.10 upon payment by the applicant of the prescribed fee, if any.

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	19 of 52

18.6 Any applicant, whose name has been removed from the Register for over 3 years, intends to register with HKICP may apply for reinstatement of name in the Register in accordance with section 18 of this document.

## 19. Reinstatement of Name to the Register of HKICP

19.1 Any applicant whose name was removed from the Register due to one of the following reasons, may apply for reinstatement of name in the register by filling in the relevant form (Appendix 6):

19.1.1 His/her name being removed for over 3 years due to the reasons stipulated in Section 18.1; or

19.1.2 His/her name being removed in accordance with Section 8.1 of the **Procedures for Handling of Complaints against Registrants of Hong Kong Institute of Clinical Psychologists Limited (HKICP-ECI-PD-006-R0)**. In this case, the application for reinstatement shall not be processed before the expiry of the specified period of removal.


19.2 Application for reinstatement shall be considered as a new application for registration, pursuant to Section 5 of this document, which mandates fulfillment by applicant of prevailing entry requirements at the material time and any other conditions pertaining to the reason(s) for removal or decision(s), if any, made by the Inquiry Panel of HKICP in case of breach of professional conduct.

## 20. Appeal against the Decision of the Registration Committee

20.1 If an applicant for registration or reinstatement of name to the Register is aggrieved by a decision of the Registration Committee, the applicant may write to HKICP within 15 working days to appeal against the decision after the date of notification on the outcome of application under 16.7 or 16.8.

20.2 The secretariat officer shall issue an acknowledgement of receipt of appeal application to the applicant and forward the appeal application to the Board of Directors within 5 working days after receiving the appeal application.

20.3 Upon receipt of the appeal application, the Board of Directors shall appoint the membership of the Appeal Panel and then direct the secretariat officer to organize a meeting of the Appeal Panel and coordinate any matters concerning the appeal within 20 working days.

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	20 of 52

20.4 The Appeal Panel comprises 2 Registrants of HKICP drawn up from a standing roster of adjudicating HKICP members<sup>2</sup> and one lay member drawn up from a standing roster of adjudicating lay members<sup>3</sup>. All members of the Appeal Panel shall not be members of the Board of Directors, the Professional Council or PIC.

20.5 The Appeal Panel shall meet and review the decision on the application for registration made by the Registration Committee within 30 working days after the Appeal Panel was set up. Every member of the Panel is required to declare conflict of interest before the Appeal Panel convenes its meeting. The Appeal Panel may affirm, reverse, or vary the decision on the registration made by the Registration Committee by simple majority.

20.6 The Appeal Panel shall forward a report, signed by all panel members, to the Board of Directors, stating its conclusion with dissenting view, if any, and its decision for the Board's endorsement within 20 working days after the panel meeting.

20.7 The Board shall inform the applicant of the decision of the Appeal Panel by registered mail within 20 working days after receiving and endorsing the report from the Appeal Panel.

20.8 The Board shall dissolve the Appeal Panel if the Board thinks appropriate after receiving the report from the Appeal Panel.

## 21. Conflict of Interest


21.1 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 and Policy on Declaration of Conflict of Interest HKICP-ECI-PO-003-R0.

21.2 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).

21.3 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.

<sup>2</sup> Please refer to section 12 of "Procedures for Handling of Complaints against Registrants of Hong Kong Institute of Clinical Psychologists Limited"

<sup>3</sup> Please refer to section 13 of "Procedures for Handling of Complaints against Registrants of Hong Kong Institute of Clinical Psychologists Limited"

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	21 of 52

21.4 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.

21.5 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.

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

## 22. Audit Procedure

22.1 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.

22.2 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.

## 23. Registration Application / Renewal Form

23.1 Registration Application / Renewal Form can be accessed online on the HKICP website (Appendix 6).

23.2 The Registration Committee reserves all rights to revise, amend, or modify the Registration Application / Renewal Form where and when appropriate.

## 24. Review


24.1 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.

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	22 of 52

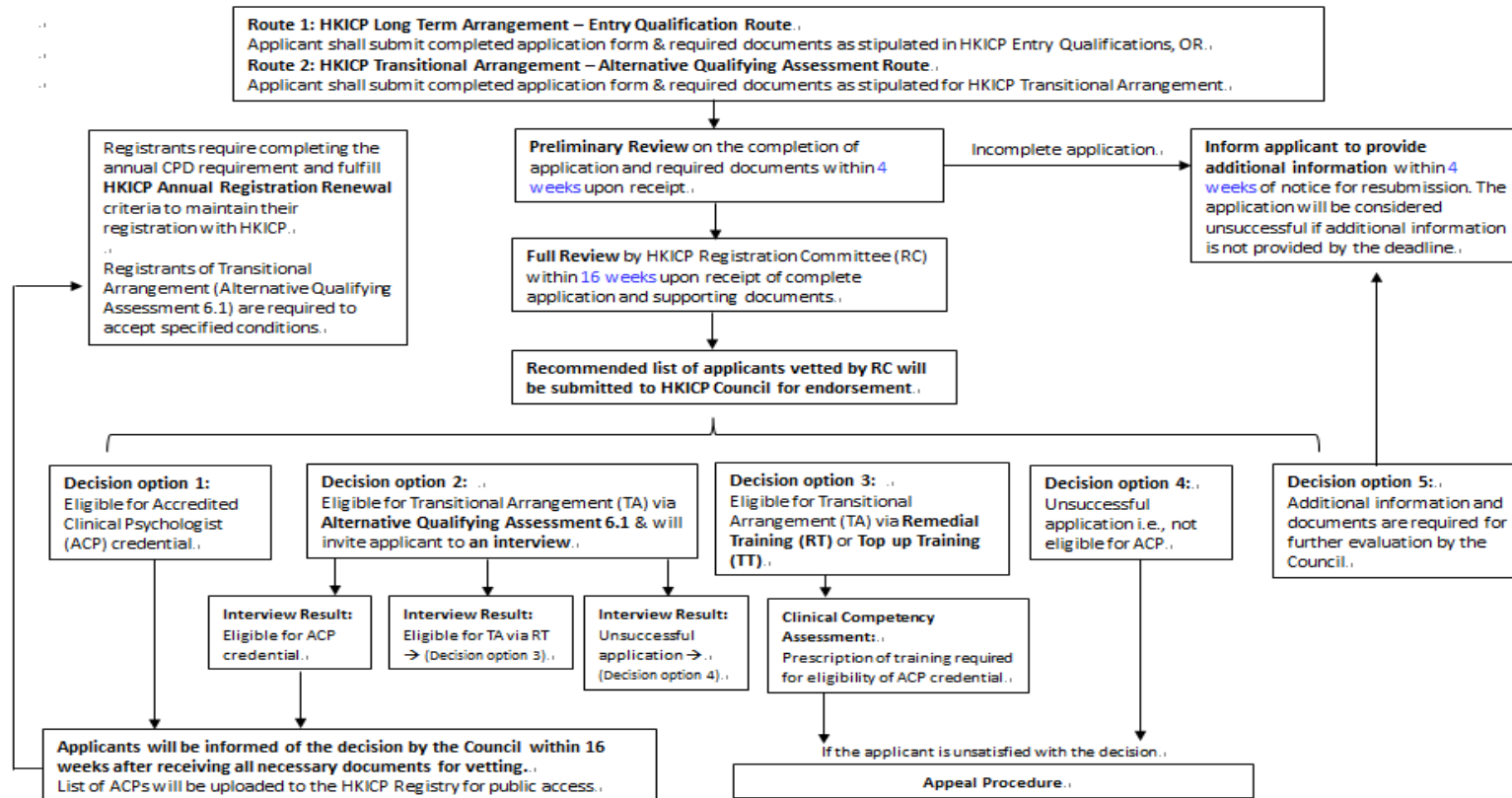
24.2 Updates will be disseminated to registrants by e-mail within 4 weeks and made available on the HKICP website within 3 months of effective date.

**[Note 1]**


The language used for operation and communication with applicants and registrants by HKICP is English. The applicant or registrant has to bear all the cost required for translation and interpretation, if such services are required by HKICP to perform its roles and functions including the processing of any procedure or requirement related to the applicant or registrant.

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	23 of 52

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







	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	24 of 52

## 26. References

- 26.1 American Psychological Association - Commission on Accreditation. 2016. Standards of Accreditation for Health Service Psychology. Periodical 2016.
- 26.2 American Psychological Association - Commission on Accreditation. 2016. Section C: IRs Related to the Standards of Accreditation. Available at <https://www.apa.org/ed/accreditation/section-c-soa.pdf>. Accessed on 17 Aug, 2017.
- 26.3 American Psychological Association. State Requirement for Continuing Education. Available at: <http://www.apa.org/ed/ce/resources/state-requirements.pdf>. Accessed on 15 Aug, 2017.
- 26.4 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.
- 26.5 Australian Psychological Society. 2013. College Course Approval Guidelines for Postgraduate Professional Courses. Periodical, 2013;2017.
- 26.6 Australian Psychological Society. 2015. Guidelines and Procedures – Assessment of Skilled Employment History. Available at: <https://www.psychology.org.au/getmedia/492c9178-7091-4103-a551-13e3117c439d/Guidelines-Procedures-Skilled-Employment-History.pdf>. Accessed on 26 Oct, 2017.
- 26.7 Australian Psychology Accreditation Council. Rules for Accreditation and Accreditation Standards for Psychology Courses (version 10). Available at: <http://www.psychologyboard.gov.au/Accreditation.aspx>. Accessed on 2 Aug, 2017.
- 26.8 British Psychological Society. 2014. Example Clinical Practice Portfolio. Available at: [https://www1.bps.org.uk/system/files/Public%20files/PaCT/dclinpsy\\_appendix\\_approved\\_may\\_2014.docx](https://www1.bps.org.uk/system/files/Public%20files/PaCT/dclinpsy_appendix_approved_may_2014.docx). Accessed on 26 Oct, 2018.
- 26.9 California Board of Psychology. Qualifications for Licensure as a Psychologist. Available at: <http://www.psychology.ca.gov/applicants/license.shtml>. Accessed on 2 Aug, 2017.

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	25 of 52

- 26.10 Clearing House for Postgraduate Courses in Clinical Psychology. Courses in Clinical Psychology. Available at: <http://www.leeds.ac.uk/chpccp/courses.html#fulltime>. Accessed on 15 Aug, 2017.
- 26.11 Division of Clinical Psychology- Hong Kong Psychological Society. Guidelines for Accreditation of Clinical Placement Setting for Clinical Psychology Training. Available at: [http://www.dcp.hkps.org.hk/downloads/Guidelines for Accreditation of CP placement.pdf](http://www.dcp.hkps.org.hk/downloads/Guidelines%20for%20Accreditation%20of%20CP%20placement.pdf). Accessed on 2 Aug, 2017.
- 26.12 Division of Clinical Psychology- Hong Kong Psychological Society. Guidelines for Recognition of Clinical Psychology Training Programme Available at: [http://www.dcp.hkps.org.hk/downloads/Guidelines for Recognition of CP program.pdf](http://www.dcp.hkps.org.hk/downloads/Guidelines%20for%20Recognition%20of%20CP%20program.pdf). Accessed on 2 Aug, 2017.
- 26.13 Health and Care Professions Council. Approved education and training programmes. Available at: <http://www.hcpc-uk.org/education/programmes/>. Accessed on 2 Aug, 2017.
- 26.14 Health and Care Professions Council. Your guide to our standards for continuing professional development. Available at: <http://www.hcpc-uk.org/assets/documents/10003B70Yourguidetoourstandardsforcontinuingprofessionaldevelopment.pdf>. Accessed on 3 Aug, 2017.
- 26.15 Hong Kong Council for Accreditation of Academic and Vocational Qualifications. Qualifications Assessment – Guidance Notes for Application. Available at: <https://portal.hkcaavq.edu.hk/documents/20182/0/Guidance+Note+%2816+July+2018%29/65c1332c-7425-4175-bc06-f48afda9ca0a>. Accessed on 26 Oct, 2018.
- 26.16 National Register for Health Service Psychologists. Guidelines for Defining an Internship or Organized Health Service Training Program in Psychology. Available at: <https://www.nationalregister.org/sitemap-2/guidelines-for-defining-an-internship-or-organized-health-service-training-program-in-psychology/>. Accessed on 15 Aug, 2017.
- 26.17 Psychology Board of Australia. Guidelines on Area of Practice Endorsements. Available at: <http://www.psychologyboard.gov.au/documents/default.aspx?record=WD16%2F19377&dbid=AP&chksum=7oPP4R4XcJh72QEYkTBhwQ%3D%3D>. Accessed on 2 Aug, 2017.

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	26 of 52

26.18 Psychology Board of Australia. Registration standard: continuing professional development. Available at: <http://www.psychologyboard.gov.au/documents/default.aspx?record=WD15%2f18517&dbid=AP&chksum=YgBfRLolyJvwRt0cAHZaFA%3d%3d>. Accessed on 15 Aug, 2017.

26.19 Psychological Board of Australia. Training Pathway to General Registration. Available at: <http://www.psychologyboard.gov.au/Registration/General.aspx>. Accessed on 2 Aug, 2017.

26.20 The Association of State and Provincial Psychology Boards. APA Accredited Programs. Available at: <http://www.asppb.net/?page=APAAccreditation>. Accessed on 2 Aug, 2017.

26.21 The Association of State and Provincial Psychology Boards. The EPPP Candidate Handbook: Examination for Professional Practice in Psychology (EPPP). Available at: [http://c.ymcdn.com/sites/www.asppb.net/resource/resmgr/eppp/EPPP\\_Cand-Handbook-August\\_1..pdf](http://c.ymcdn.com/sites/www.asppb.net/resource/resmgr/eppp/EPPP_Cand-Handbook-August_1..pdf). Accessed on 3 Aug, 2017.

26.22 The British Psychological Society. Standards for the Accreditation of Doctoral programmes in clinical psychology. Available at: [www.bps.org.uk/partnership](http://www.bps.org.uk/partnership). Accessed on 2 Aug, 2017.

## 27. Attachments

### 27.1 Appendix 1:

Qualifications and Accreditation Bodies Recognized by HKICP

### 27.2 Appendix 2:


Conditions that apply for Registrants of Transitional Arrangement – Alternative Qualifying Assessment 6.1

### 27.3 Appendix 3

Requirements of Proof of Practice for Transitional Arrangement – Alternative Qualifying Assessment

### 27.4 Appendix 4

Interview for Alternative Qualifying Assessment 6.1

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	27 of 52

### 27.5 Appendix 5

Clinical Competency Assessment for Alternative Qualifying Assessment 6.2 or 6.3

### 27.6 Appendix 6


Application / Renewal Form

### 27.7 Appendix 7

Application for Restoration to the Register

### 27.8 Appendix 8

Guide for Preparation of Proof of Practice

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	28 of 52

## Appendix 1: Qualifications and Accreditation Bodies Recognized by HKICP

### 1. Qualifications conferred by local universities recognized by HKICP as equivalent pre-requisite qualifications for post-graduate study in clinical psychology

The Chinese University of Hong Kong  
Master of Arts in Psychology

<https://www.psy.cuhk.edu.hk/index.php/en/graduate/ma-in-psychology>

The City University of Hong Kong  
Master of Social Sciences in Psychology

<https://www.cityu.edu.hk/pg/programme/p76>

The Education University of Hong Kong  
Master of Social Sciences in Psychology (School and Community Settings)

<http://www.eduhk.hk/fehd/en/programmes.php?id=826>

Hong Kong Shue Yan University  
Master of Social Sciences in Psychology

<http://www.hksyu.edu/counpsy/graduateprogrammes/msspsy.html>

The University of Hong Kong  
Master of Social Sciences in the field of Psychology

[https://www.psychology.hku.hk/?page\\_id=1686](https://www.psychology.hku.hk/?page_id=1686)


### 2. Local clinical psychology qualifications recognized by HKICP as fulfilling the education standards for registrants

2.1 Master or Doctoral clinical psychology programmes endorsed by the Council of HKICP. The endorsement status is subject to review by 31<sup>st</sup> January 2021.

The Chinese University of Hong Kong  
Master of Social Sciences in Clinical Psychology <sup>4</sup>

<https://www.psy.cuhk.edu.hk/index.php/en/graduate/m-s-sc-in-clinical-psychology>

<sup>4</sup> The endorsement status is subject to review by 31<sup>st</sup> January 2021.

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	29 of 52

Post-qualification advanced training programme in clinical psychology for clinical psychologists:

Doctor of Psychology in Clinical Psychology <sup>5</sup>

<https://www.psy.cuhk.edu.hk/index.php/en/graduate/doctor-of-psychology-in-clinical-psychology>

Ph.D. in Clinical Psychology <sup>5</sup>

<https://www.psy.cuhk.edu.hk/index.php/en/graduate/ph-d-in-clinical-psychology>

The University of Hong Kong

Master of Social Sciences in Clinical Psychology <sup>5</sup>

<https://aal.hku.hk/tpg/programme/master-social-sciences-clinical-psychology>

Ph.D. with a specialization in Clinical Psychology <sup>5</sup>

[https://www.psychology.hku.hk/?page\\_id=1573](https://www.psychology.hku.hk/?page_id=1573)

Post-qualification advanced training programme in clinical psychology for clinical psychologists:

Doctor of Psychology (Clinical Psychology) <sup>5</sup>

<https://aal.hku.hk/tpg/programme/doctor-psychology-clinical-psychology>

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 standards of clinical psychology, HKICP-CPD-PO-002-R0).

### 3. Accreditation bodies recognized by HKICP for post-graduate clinical psychology degrees conferred in Australia, Canada, UK, or USA


Australia - Australia Psychology Accreditation Council

Canada - Canadian Psychological Association

UK - Health and Care Professional Council

USA - American Psychological Association

<sup>5</sup> The endorsement status is subject to review by 31<sup>st</sup> January 2021.

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	30 of 52

## Appendix 2: Conditions that apply for Registrants of Transitional Arrangement – Alternative Qualifying Assessment 6.1

### 1. Remedial training for test use

#### List of tests that require remedial training for test use

Applicants who have met all the requirements and are eligible for Transitional Arrangement via Alternative Qualifying Assessment (6.1) are required to declare that they would not use the following cognitive/ intelligence tests, or their subsequent editions in Hong Kong, unless they have completed the specified remedial training:

- a. Wechsler Preschool and Primary Scale of Intelligence – Fourth Edition (Hong Kong)
- b. Wechsler Intelligence Scale for Children – Fourth Edition (Hong Kong)
- c. Hong Kong Test of Specific Learning Difficulties in Reading and Writing for Primary School Students – Third Edition
- d. Hong Kong Test of Specific Learning Difficulties in Reading and Writing for Junior Secondary School Students – Second Edition
- e. Wechsler Adult Intelligence Scale – Fourth Edition (Hong Kong)

#### Programme on remedial training for use of cognitive/ intelligence tests specified in 1a, 1b, 1c and 1d

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


Module 2 of Remedial Training includes use of tests for child and adolescent population in Hong Kong and is required for use of test specified in 1a, 1b, 1c and 1d.

Module 3 of Remedial Training includes use of tests for adult population in Hong Kong and is required for use of test specified in 1e.

### 2. **Monitoring of clinical competency and good standing for a maximum of 2 years**

The followings are required 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.

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	31 of 52

## Appendix 3: Requirements of Proof of Practice for Application of Transitional Arrangement: Alternative Qualifying Assessment

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

### 1. Documentary evidence of proof of practice

1.1 Documentary evidence of years of practice as a clinical psychologist in local universities, public sectors, or established NGOs. Full-time practice means engaging in at least 10 half-day sessions per week. Part-time practice will be counted on a pro-rata basis.

1.1.1 Letter(s) from prior and current employers employing the applicant as a clinical psychologist.

1.1.2 If the letter in 1.1.1 does not include the official position, title, or job description, the applicant should provide a detailed summary of the role(s) undertaken in the position(s) with statutory declaration.

1.1.3 Full address of the work / clinic setting which is available for visit by representative(s) of HKICP for verification of the practice, when required.

(refer to Part 4 of this appendix for criteria of “Established NGOs” and Appendix 8: Guide for Preparation of Proof of Practice).

1.2 Documentary evidence of the years of practice as a clinical psychologist in local settings other than those specified in 1.1. Full-time practice means engaging in at least 10 half-day sessions per week. Part-time practice will be counted on a pro-rata basis.

1.2.1 Letter(s) from prior and current employers employing the applicant as a clinical psychologist.


1.2.2 Where official position description as stated in 1.2.1 cannot be made available, the applicant should provide a detailed summary, with statutory declaration of the followings: a) role(s) undertaken in the position(s), and b) the number of half-day working sessions per week for the applicant to operate a clinical psychology practice.

1.2.3 For private practice, the following evidence is required for duration of practice claimed:

1.2.3.1 Business registration that identifies the occupation as a clinical psychologist.

1.2.3.2 Documents showing the expense, income, and duration of practice as a clinical psychologist (e.g., agreement / contract with the affiliated agency showing the dates, hours or sessions for the practice; record of bills / receipts for clients (with de-identified



	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	32 of 52

information only) showing dates, hours or sessions of service offered).

1.2.3.3 Proof of continuous professional development activities including reception of at least 10 hours of supervised practice or clinical supervision sessions conducted by qualified clinical psychologist(s) for each year claimed.

1.2.3.4 Full address of the work / clinic setting which is available for visit by representative(s) of HKICP for verification of the practice, when required.

**2. At least 2 referees** attesting to the applicant's competent practice as a clinical psychologist, who can be contacted by the office of HKICP. At least 1 of them must be the applicant's supervisor at the workplace, and a recognized health / 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, the following clinical proof of practice in clinical psychology has to be provided under statutory declaration.

3.1 A case log of eight de-identified clients served per year of practice prior to the recent two years, which illustrate clinical psychology practice.

3.2 For the recent two years of practice as a clinical psychologist, eight de-identified clients report per year (each report with word count of around 1000 words).


*Applicants may apply for exemption from providing the full list of the above clinical proof of work with appropriate reasons. Applications for exemptions would be considered by the Registration Committee based on reasons submitted.*

**4. "Established NGOs"** include organizations that fulfill all the conditions defined in either 4.2.1, 4.2.2, or 4.2.3.

4.2.1 NGOs subvented by the Social Welfare Department of the HKSAR (refer to the website of Social Welfare Department <https://www.swd.gov.hk>).


4.2.2 Schools listed by the Educational Bureau of the HKSAR (refer to the website of Educational Bureau for schools listed by district <https://www.edb.gov.hk/index.html>).

4.2.3 NGOs other than those listed in 4.2.1 and 4.2.2 in Hong Kong must fulfill all

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	33 of 52

the following criteria (4.2.3.1 to 4.2.3.7):

- 4.2.3.1 Social / health / educational organizations whose aims and objectives 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 in Hong Kong for at least five years before 1<sup>st</sup> July 2018.
  - 4.2.3.2 They should be an independent legal entity or trust corporation or registered society in Hong Kong.
  - 4.2.3.3 They must be recognized as being a non-profit-making body.
  - 4.2.3.4 They must possess a Constitution or similar document of registration.
  - 4.2.3.5 They must make available their Annual Report and Audited Accounts or certified accounts with regards to annual income and expenditure.
  - 4.2.3.6 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 1<sup>st</sup> July 2018.
  - 4.2.3.7 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.
- 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.

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	34 of 52

## Appendix 4: Interview for Alternative Qualifying Assessment 6.1

### Who will be invited for an Interview?

Applicants who meet all the requirements and are found to be eligible for Transitional Arrangement via Alternative Qualifying Assessment 6.1 will be invited for attending an interview.

### Purpose of the 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 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 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 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:

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	35 of 52

- 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 result of the interview.

### Result of the Interview:

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

- Eligible for registration;
- Eligible for Transitional Arrangement via Alternative Qualifying Assessment <6.2> or <6.3>, if applicable; or
- Unsuccessful Application.

Applicants who are eligible for registration via Alternative Qualifying Assessment <6.1> are required to: 1) declare that they would not use the cognitive/ intelligence tests listed in Appendix 2 unless they have completed the remedial training on use of these tests, and 2) provide documents to fulfill the monitoring requirement of clinical competency and good standing for a maximum of 2 years (Appendix 2).

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	36 of 52

## **Appendix 5: Clinical Competency Assessment (CCA) for Alternative Qualifying Assessment 6.2 or 6.3**

### Who will be eligible for the Clinical Competency Assessment?

Applicants who meet all the requirements and found to be eligible for Alternative Qualifying Assessment 6.2 or 6.3 will be invited for Clinical Competency Assessment.

### Purpose of Clinical Competency Assessment

- The purpose of Clinical Competency Assessment is to decide on the Remedial Training required for eligibility for registration.

### Composition of the Assessment Board

- The CCA Board is appointed by and accountable to the RC.
- All CCA Board members are 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. Being a member of the RC, the convenor shall not vote in the RC meeting when discussing the Report of the CCA. 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 CCA Board (see the document on Declaration and Handling of Conflict of Interest, HKICP-ECI-PO-003-R0).

### 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.

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	37 of 52

Board member shall:

- Conduct Clinical Competency Assessment
  - The CCA may contain:
    - Vignette or scenario
    - Role-play
    - Patient examination
  - Duration: 45 min
  - 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 Panel 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 when AR for clinical psychologist opens for application. Registration would be granted upon satisfactory completion of the prescribed requirements.

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 Remedial Training Course as a transitional arrangement for the registration of HKICP (refer to the Guideline on Remedial Training <HKICP- CPD-GL-005-R0>)
- Remedial Training Course as a transitional arrangement for the registration of HKICP (refer to the Guideline on Remedial Training <HKICP- CPD-GL-005-R0>)

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	38 of 52

## Appendix 6: Application / Renewal / Reinstatement Form (electronic on website)

### Application for Registration with HKICP

#### PERSONAL PARTICULARS

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/> Prof. (Please check as appropriate)		
*Name in English (same as that shown on you HKID card/Passport)		
Family name		
Given name		
*Name in Chinese (if applicable) (same as that shown on your HKID card/Passport)		
<input type="checkbox"/> HKID <input type="checkbox"/> Passport No. <sup>1</sup> (Please check as appropriate)		
Identity no.		
*Mailing address		
*Email address	Mobile	Day-time Contact No.


<sup>1</sup> Passport number should be given only if you do not possess HK permanent ID card.

\*Compulsory field

#### ACADEMIC QUALIFICATIONS

##### Qualifications obtained prior to the qualification(s) in Clinical Psychology

Awarding University / College	Degree and Major Subject	Year Completed	Place of Study	*Upload Certificate & Transcript

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	39 of 52

### Professional qualification(s) in Clinical Psychology

University / College	Degree Obtained	Year Completed	Study Mode (Full-time / Part-time)	Place of Study	Programme Accreditation	*Upload Certificate & Transcript

### PROFESSIONAL REGISTRATION / LICENCE:

*Note: This includes license to practice in healthcare professions that are under statutory regulation in Hong Kong or elsewhere, 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 / Authority	Country	Specialty (if any)	Expiry Date	*Upload Certificate	Ever been rejected or struck off? (Y/N)

### Proof of Language Proficiency


--

### RESEARCH

\*Please upload an abstract of the thesis/dissertation

Topic of Thesis/Dissertation leading to the Qualification in Clinical Psychology



	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	40 of 52

## EXPERIENCE OF CLINICAL TRAINING

\*Please upload supporting documents for verification

\*One page is for one placement/internship only. Please add extra sheet(s) if needed.

Total No. of Placement/Internship before being awarded the professional qualification(s) in Clinical Psychology: \_\_\_\_\_

Placement / Internship (No.: _____ )	
Organization	Name: Address:
Period	From (DD/MM/YYYY): _____ To (DD/MM/YYYY): _____ No. of working hours/ days (8 hrs = 1 working day): _____
Clinical Supervisor	Name: Profession: Official Position: Work Organization:
Clinical Population	Categories of clientele at the placement: (Please tick all that apply and indicate clinical hours)  <input type="checkbox"/> Adults with psychological problems (which should include a substantial component of DSM or ICD diagnosable mental disorders, such as common mental disorders and severe mental illness) (No. of Days / Hours: _____ ) <input type="checkbox"/> Children or adolescents with psychological problems (No. of Days / Hours: _____ ) <input type="checkbox"/> Individuals with medical or mental condition(s) requiring multidisciplinary rehabilitation services (No. of Days / Hours: _____ ) <input type="checkbox"/> Others, please specify and indicate amount of time serving the client group (No. of Days / Hours: _____ )
Work description	Description of work done, assessment and therapy techniques learned



	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	42 of 52

**Applicants for meeting alternative qualifying requirements MUST provide administrative and clinical proof of practice in clinical psychology:**


**PROOF OF PRACTICE / EMPLOYMENT**

Name of institution and Address	Job Title	Job Duties	Nature of supervision received (if any)	Dates (DD/MM/YYYY) (From - To)	*Upload Supporting Document

*Note: Applicants who have completed clinical psychologist training programme with a degree conferred by a non-local university will be assessed for eligibility to become registered via various arrangements and pathways*

*Significant clinical psychology experience after completing clinical psychologist training programme (which may not be accredited by recognized professional body) may be considered. The applicant may be required to 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 details in their application as possible.*

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	43 of 52

## REINSTATEMENT OF NAME TO THE REGISTER

\* This section has to be filled in by applicant whose name has been removed from the Register either (1) for over 3 years due to one of the following reasons, namely: (i) failure to make a payment of annual registration fee beyond the grace period of 90 days; (ii) failure to provide proof of individual professional indemnity insurance cover; (iii) failure to comply with the requirements of Continuous Professional Development; and (iv) failure to provide proof of supervised clinical practice for registrants without post-qualification practice experience entering the Register, or (2) in accordance with section 8.1 of Procedures for Handling of Complaints against Registrants of HKICP.

PREVIOUS HKICP REGISTRATION ID: \_\_\_\_\_


## DATE OF REMOVAL FROM THE REGISTER

Date of Removal	Day	Month	Year
-----------------	-----	-------	------

## REASON FOR REMOVAL FROM THE REGISTER

Please check appropriate box(es)

- Failure to make a payment of annual registration fee since (MM/YYYY) \_\_\_\_\_
- Failure to provide proof of individual professional indemnity insurance cover
- Failure to comply with the requirements of Continuous Professional Development
- Failure to provide proof of supervised clinical practice for registrants without post-qualification practice experience entering the Register
- As a sanction after being found guilty of breaching the code of professional conduct

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	44 of 52

DECLARATION (Please check the box(es) as appropriate)

- 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 all relevant information and supporting documents for any professional indemnity insurance cover that I hold<sup>#</sup>.
- I have made a statutory declaration to confirm the following\*: (1) not be convicted of an offence punishable with imprisonment; (2) not be found guilty of unprofessional conduct; (3) not be rejected from admission to professional register; and (4) all information provided in this form and the documents submitted are true and accurate.


<sup>#</sup>Please provide both softcopy and hardcopy of the professional indemnity insurance cover

\*Please delete as appropriate

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	45 of 52

## RENEWAL APPLICATION FOR REGISTRATION WITH HKICP

### PERSONAL PARTICULARS

\* Compulsory fields

Mr.  Ms  Mrs.  Dr.  Prof. (Please check as appropriate)

\*Name in English

Family name

Given name

\*Name in Chinese (if applicable)

HKICP Registration ID:

### CONTINUING PROFESSIONAL DEVELOPMENT (CPD):

CPD provider	CPD points	*Upload Supporting Document

### PROFESSIONAL INDEMNITY INSURANCE

Insurance Company	Period of Coverage	*Upload Documentary Proof

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	46 of 52


Registrant must accumulate a minimum of < 20 hours> CPD-CP points per year and provide a documentary proof of individual professional indemnity insurance cover before the registrant is considered eligible to renew the registration with HKICP. If total CPD points  $\geq 20$  and the documentary proof of individual professional indemnity insurance cover has been uploaded, 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 to the Document on CPD for details).

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	47 of 52

**Declaration Form**

**Application for Registration with HKICP**

I \_\_\_\_\_ (Name in English) holder of Hong Kong ID No. \_\_\_\_\_

of \_\_\_\_\_

\_\_\_\_\_ (Address in English)

apply for registration with Hong Kong Institute of Clinical Psychologists. I solemnly and sincerely declare that\*:

I have not been convicted in Hong Kong or elsewhere of an offence punishable with imprisonment.

I have not been found guilty in Hong Kong or elsewhere of unprofessional conduct.

I have not been rejected from admission to professional register in Hong Kong or elsewhere.

All information provided for this application is true and accurate.

All documents provided for this application are true copies of the originals.

(\*Please remove any declaration as appropriate before print it out)

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance.

Declared at \_\_\_\_\_ (Venue)

in the Hong Kong Special Administrative Region on \_\_\_\_\_ (Date).

\_\_\_\_\_  
Signature of Declarant


Before me,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature  
#Commissioner for Oaths / Solicitor / Barrister

#Please delete where inappropriate




	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	48 of 52

*Note:*

- 1. Submission of application documents for registration does not imply the application has been successful.*
- 2. 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.*
- 3. An application without relevant supporting documents or payment will not be processed.*
- 4. Appropriate postage needs to be paid for application made by post.*
- 5. A statutory declaration can be made before a Commissioner for Oaths, Solicitor or Barrister in Hong Kong. Declaration service is also available free of charge at the Central Registration Office.*

*Applicant may write to HKICP for enquiry of application status via email [icp@icphk.org.hk](mailto:icp@icphk.org.hk).*

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	49 of 52

## Appendix 7: Application for Restoration to the Register (electronic on website)

### PERSONAL PARTICULARS

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/> Prof. (Please check as appropriate)		
*Name in English (same as that shown on you HKID card/Passport) Family name  Given name		
*Name in Chinese (if applicable) (same as that shown on your HKID card/Passport)		
* <input type="checkbox"/> HKID <input type="checkbox"/> Passport No. <sup>1</sup> (Please check as appropriate)  Identity no.		
*Mailing address		
*Email address	Mobile	Day-time Contact No.

<sup>1</sup> Passport number should be given only if you do not possess HK permanent ID card.


### DATE OF REMOVAL FROM THE REGISTER

Date of Removal	<div style="display: flex; justify-content: space-around; align-items: center;"> <span>Day</span> <span>Month</span> <span>Year</span> </div>
-----------------	---

### REASON FOR REMOVAL FROM THE REGISTER

Please check appropriate box(es)

- Failure to make a payment of annual registration fee since (MM/YYYY) \_\_\_\_\_
- Failure to provide proof of individual professional indemnity insurance cover
- Failure to comply with the requirements of Continuous Professional Development
- Failure to provide proof of supervised clinical practice for registrants without post-qualification practice experience entering the Register

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-002-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	50 of 52

DECLARATION (Please check the box(es) as appropriate)

- 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 all relevant information and supporting documents for any professional indemnity insurance cover that I hold<sup>#</sup>.
- I have made a statutory declaration to confirm the following\*: (1) not be convicted of an offence punishable with imprisonment; (2) not be found guilty of unprofessional conduct; (3) not be rejected from admission to professional register; (4) all information provided in this form is true and accurate, and (5) all documents submitted are true copies of the originals.


<sup>#</sup>Please provide both softcopy and hardcopy of the professional indemnity insurance cover

\*Please delete as appropriate

Signature \_\_\_\_\_


Name \_\_\_\_\_

Date \_\_\_\_\_

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	51 of 52

## Appendix 8: Guide for Preparation of Proof of Practice

1.	Administrative Proof of employment as from Prior and Current Employers	
	Goal	Proof of the Applicant's experience in the practice of Clinical Psychology
	Number required	<ul style="list-style-type: none"> <li>One from each employer</li> </ul>
	Format required	<ul style="list-style-type: none"> <li>Letter / certification with letterhead of the employer organization</li> </ul>
	Content required	<ul style="list-style-type: none"> <li>Date on which the letter/certification was prepared</li> <li>Name, signature and position of the person preparing the letter/certification</li> <li>Name of the employer</li> <li>Full address of the work setting in the organization where the applicant worked</li> <li>Position / title and job description of the applicant during his/her employment in the organization</li> <li>Start and finish dates of the employment of the applicant in the organization</li> <li>Number of half-day working sessions per week for the applicant while working in the organization</li> </ul>
2	Case Log for Clinical Proof of Practice in Clinical Psychology prior to the recent 2 years	
	Goal	<ul style="list-style-type: none"> <li>Proof of Applicant's actual clinical practice as a Clinical Psychologist</li> </ul>
	Number required	<ul style="list-style-type: none"> <li>8 for each year of practice</li> </ul>
	Format	<ul style="list-style-type: none"> <li>Each case should be around 300 words</li> <li>The log may be made in point form</li> </ul>
	Content required	<ul style="list-style-type: none"> <li>Date at which the client was first seen / contacted.</li> <li>Information about the Client: Initials or other de-identifiable code, Gender &amp; Age.</li> <li>Reasons for referral.</li> <li>Presentation identified or addressed, not necessarily identical with those stated at referral.</li> <li>Assessment: Brief summary of assessment methods (e.g., family interview, psychological tests used).</li> </ul>

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-RSD-PO-002-R0
	Membership Registration and Handling Policy of Hong Kong Institute of Clinical Psychologists Limited	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	52 of 52

		<ul style="list-style-type: none"> <li>• Intervention: Brief summary of interventions undertaken with the client, family, carers, other professionals etc (e.g., CBT, consultancy, indirect work with staff etc).</li> <li>• Contact Hours: Number of hours in face-to-face contact (including that with family members). Each client should have only one entry with the number of hours totaled at the end (e.g., 15 hours).</li> <li>• Consultation Hours: Number of hours spent consulting with staff, school etc.</li> </ul>
3	Case reports in the most recent 2 years of practice as a clinical psychologist	
	Format required	<ul style="list-style-type: none"> <li>• Word count of around 1000 words</li> </ul>
	Number required	<ul style="list-style-type: none"> <li>• 8 per year of practice</li> </ul>
	Content required	<ul style="list-style-type: none"> <li>• Dates of consultation.</li> <li>• Client initials or other de-identifiable code.</li> <li>• 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.</li> </ul>

Reference for applicants:

Code of Ethics of HKICP <HKICP-ECI-PO-001-R0>

Guidance Regarding Methods for De-identification of Protected Health Information in Accordance with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule

<https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html> (accessed on 17<sup>th</sup> Dec 2018).

Guidance on Confidentiality – Health Care and Professional Council (HCPC), UK

<https://www.hcpc-uk.org/registration/meeting-our-standards/guidance-on-confidentiality/> (accessed on 17<sup>th</sup> Dec 2018).