



Singapore Psychological Society Singapore Register of Psychologists

Application to become a Registered Psychologist in Singapore

Background Information

(I) Objectives

The objectives of the Singapore Register of Psychologists (SRP) are

- (A) to protect the welfare of the users of psychological services and
- (B) to maintain and advance the professional standards of psychological service providers.

The SRP seeks to ensure the service quality of Registered Psychologists through this regulatory system that promotes transparency, accountability and professionalism for the services provided.

(II) Process of Registration

Qualified psychologists who wish to register for the first time must submit the relevant application documents. The completed Application Forms must be submitted with the supporting documents (i.e., one copy of NRIC or passport with personal particulars, one passport sized photo, one copy of transcripts and credentials and two Character References) and total application fees of S\$100 for the current calendar year. The subsequent annual renewal fees are S\$60. These fees are separate from SPS Membership fees and are payable to the **Singapore Psychological Society**. Certified true copies of all transcripts and credentials are required, and the original copies may also be required for further verification.

Prior to obtaining an official approval from the SPS, applicants must refrain from using the title of a 'Registered Psychologist (Singapore)'.

Notifications of registrations are sent to the successful applicants by post and include the Certificate of Registration (suitable for framing and display at the place of professional practice), registration numbers and effective periods of the registrations. This title (along with the Registration number) may be printed on name cards and other means of professional identification.

(III) Requirements for Registration

(A) Eligibility Criteria

Qualified SPS Members who deliver human services (excluding research and teaching) using their knowledge and skills in psychology are encouraged to apply for registration.

(1) Academic Credentials

Applicants for registration must have earned Master's or Doctoral degrees in any area of **applied psychology** from recognised institutions. The degrees earned must be accredited by the relevant accreditation bodies in the country or region in which the institution operates.

(2) Practical Training and Experience

Applicants must have obtained at least 400 hours of supervised practical training approved by the SPS if the **course commenced pre 2006**. These **400 hours** could have been obtained as part of the academic program (in partial fulfillment of the requirements for the academic degree), or as formal postgraduate practical training or a combination of both. These 400 hours must include 80 direct (face-to-face) supervision hours, of which 40 hours must be Individual (one-to-one). Supervision hours (the other 40 hours can be Group Supervision). There must be at least 240 hours of direct client contact work and 80 hours are allowed for documentation activities such as the writing of psychological reports and case notes.

For those who commenced their course between **January 2006 and January 2008**, registration will require **600 hours** of appropriate supervised experience. The 600 hours must include 300 hours of client contact, 120 hours of supervision and 180 hours of documentation activities.

For those who commence their course from **January 2008 onwards**, registration will require **800hrs** of appropriate supervised practice. These 800hrs must include 360 direct client contact hours, 160 hours of supervision and 280 hours of documentation activities.

For supervision completed before 1 January 2003, the supervisors should preferably have been registered psychologists but could have been members of related professions who had an adequate grounding in psychological practice. From January 2003 until December 2005, supervisors should have been eligible for registration with the SRP. From January 2006 it is now a general requirement that all people who wish to supervise in Singapore must themselves be Registered Psychologists in Singapore (any exceptions will be considered on an individual basis by the SRP committee).

(3) Professional Membership

Applicants must be Full Members of the SPS.

(B) Code of Professional Ethics

Registered Psychologists must uphold and maintain the Code of Professional Ethics for all SPS Members. In particular, they will provide services only in their respective areas of competence to best serve the interests of their clients. Disciplinary measures are activated by the SPS Council towards any Members who violate the Code of Professional Ethics.

(C) Special Provision

An exemption from the requirements of either A (Academic Credentials) or B (Practical Training and Experience) may be granted to Full Members of the SPS who, up till the closing date of this Special Provision (October 31st 2003), had been providing psychological services in good standing for an aggregate of at least six (6) years. The documentary evidence required includes

Two character references

Letters from relevant employers or, for private/ independent practitioners, copies of income tax records to verify the periods of profession practice. These particular Full Members are eligible for registration upon satisfying all the other requirements for registration.

(IV) Renewal of Registration

Registered Psychologists must renew registration annually based on the calendar year. **Failure to renew registration for more than two consecutive years will result in automatic de-registration.** Except in cases of a breach of the Code of Professional Ethics or court judgment related to malpractice or criminal offense, reinstatement of registration will be allowed upon payments for all arrears in fees and other administrative charges. Registered Psychologists, who have lived outside of Singapore for more than one calendar year continually and failed to renew their registrations, can be reinstated with arrears in renewal fees waived. However, they must provide documentary proofs of the absence and are required to pay any related administrative charges (apart from the arrears in renewal fees).

(V) Professional Development (PD) for Registered Psychologists

Continued Registration as a Psychologist requires 60 hours of PD activity per cycle (a cycle is 2 years so this means 30 hours per year average). See the Professional Development section of the web page for details.

(VI) Professional Specialties and Areas of Competence

The SRP does not categorize the Registered Psychologists' respective specialties in psychology. The Code of Professional Ethics requires Registered Psychologists (as it does all SPS Members) to practice psychology within their areas of competence. For the purpose of evaluating the applicants' credentials and also for the interests of service users, some major specialties in psychology in which Registered Psychologists are trained and provide services are as follows:

(A) Clinical Psychology, (B) Counselling Psychology, (C) Educational or School Psychology (D) Forensic Psychology, (E) Health Psychology, (F) Occupational or Industrial / Organisational Psychology, (G) Sports Psychology.

(VII) Professional Liability

Registered Psychologists are solely responsible for their own professional liability arising from any litigation related to their psychological practice. The SPS (including the Council) shall not be held liable for any litigation brought against any of the Registered Psychologists or SPS Members arising from professional negligence or malpractice.

(VIII) Personal Particulars in SRP

The SRP, a public document, contains the following information on the Registered Psychologists: their names, registration numbers, academic credentials, institutions that granted the credentials, mailing addresses, telephone contacts and e-mail addresses.

(IX) Benefits of 'Registered Psychologist (Singapore)' Status

(A) Official Recognition

The status of a **Registered Psychologist (Singapore)** affirms that the psychologist is recognised as having achieved a professional standard of practice by the SPS, the only society for the advancement of psychology in Singapore.

(B) Certificate of Registration

Each Registered Psychologist receives a 'Certificate of Registration' that is suitable for framing and display at the place of professional practice.

(C) Public Access to the SRP

When service users request the SPS for providers of relevant services, the SPS will direct them to the SRP. As a published document with regular updates that is also accessible on the SPS website, the SRP serves as a basis of referrals for various professionals and service users.

(D) Reduced Rates for Professional Development Activities

Registered Psychologists are entitled to reduced registration fees for the Professional Development activities organised by the SPS.



**Singapore Psychological Society
Singapore Register of Psychologists**

Registered Psychologist - Application Form

A. Personal Particulars (Print Clearly)

Family Name:	Given Names:	
Preferred Name on SRP Certificate:		
Sex: Male / Female	Date of Birth:	
Citizenship:	NRIC / Passport #:	
Permanent Resident #:	Date Granted:	
Employment Pass #:	Effective Period:	
If you are able to provide psychology services to the public, please specify which languages you are able to provide such services in: Languages: English / Malay / Mandarin / Tamil / Others:		
Mailing Address (for listing on the web site. Note this address will be available to members of the public including potential clients):		
Residential Address (<i>not to be published unless the same as mailing address above</i>):		
Tel (work):	Tel (mobile):	Fax:
To be listed on website: Yes / No	Yes / No	Yes / No
E-Mail address:		
To be listed on website: Yes / No		
Licenses held/ Membership of other professional societies/ associations (include license/ membership number):		
1.		
2.		
3.		

Main areas of training/ interest (Select at least one. To be listed on the web site for prospective clients to refer to):

Clinical Psych.	Counselling Psych.	Educational/ School Psych.
Forensic Psych.	Health Psych.	Neuropsychology
Occupational/ Industrial/ Organisational Psych		Sports Psych.

Special interest areas (to be listed on the web site for prospective clients to refer to):

- 1.
- 2.
- 3.
- 4.

B. Demonstrate that you meet the three entry criteria as follows:

1. Academic Credentials. Specify your Masters or Doctoral degree in Applied Psychology (note: degrees in other fields such as Family Therapy or Counselling do not qualify).

Postgraduate Applied Psychology Degree

Institution & Country	Duration of Training (month/year to month/year)	Exact Degree Title	Specialization (e.g. counseling psychology)

Attach 'certified true' copies of all transcripts for your qualifications.

If applicable attach 'certified true' copies of all licenses/ practicing certificates held

2. Practical Training and Experience Requirements. Through completion of table 2.2 (overleaf) describe how you meet the 400 hours required for course commencement pre January 2006 trained applicants or the 600 hours required for applicants who commenced post graduate training from January 2006. Table 2.1 provides a breakdown of these practicum hours. Attach documentary evidence to support your claim. Any lack of clarity will delay acceptance of an application.

Table 2.1: Breakdown of practical training requirements for registration

	Pre 2006 requirements	2006 - 2008 requirements	2008 onwards requirements
Total hours	400	600	800
Client contact	240	300	360
Supervision	80*	120*	180*
Other (e.g., report writing)	80	180	280

* at least 50% must be individual supervision (the remainder may be group supervision).

Table 2.2: Practical Training & Experience (Breakdown of hours)

Placement / Practicum		1.	2.	3.
Placement Site (Organization/country)				
Placement Supervisor (Name & prof. quals.)				
Prac. Hrs.	Client Contact hrs.			
	Individual Supervision hrs.			
	Group Supervision hrs.			
	Other (e.g. report writing hrs.)			
	Total Hours :			
Verification of hours (Please indicate A, B or C)				

Verification: (Where appropriate please provide photocopies ‘certified true’.

- A. Recognized qualification(s) / license(s) / practicing certificate(s) accredited by psychological association or accreditation institution(s)
- B. Acknowledgement from university or placement supervisor(s) of meeting minimum requirements
- C. Placement log records verified by placement supervisor(s)

(If more than 3 practicum/ placements were completed please provide additional copies of table 2.2 as needed).

3. SPS Membership. Confirm that you are a current member of the Singapore Psychological Society

NO YES PENDING

C. Special Circumstances:

Have you been convicted by any court of law in any country for any criminal offence?

NO YES

If ‘Yes’ provide the full details on separate sheets of paper.

D. Declaration:

The SPS treats the information provided with strictest confidentiality and has the right to de-register any person in the event of any violations of the Code of Professional Ethics (including the submission of any false information).

I, (Full Name in NRIC / Passport) _____, solemnly and sincerely declare that the information given in this application (including all the attachments) is true and correct.

Signature of Applicant: _____

Date: _____

Name of Witness: _____

Relationship with Application: _____

Designation: _____

Signature of Witness: _____

Date: _____

The above witness may be a fellow psychologist, legal practitioner, medical practitioner or member in good standing of a respected profession. The witness may endorse the applicant's supporting transcripts and credentials by writing on each of the pages 'certified true' copies with his/her signatures.



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SINGAPORE REGISTERED PSYCHOLOGIST - APPLICATION

Character reference

The character referee must be a fellow psychologists or senior professional in a discipline closely related to psychology (e.g., medicine or social work).

Character Reference

I, (name of referee) _____, solemnly declare:

- (1) I have known (name of applicant) _____ in the capacity of
(not a family member) _____
- (2) I have known this person for a period of _____ years
- (3) To the best of my knowledge this person has not engaged in any professional misconduct
- (4) This person is of good fame and character.

Designation: _____

Address: _____

Tel : (W) _____ (H) _____

Email: _____

Signature: _____ Date: _____



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Designation: _____

Address: _____

Tel : (W) _____ (H) _____

Email: _____

Signature: _____ Date: _____

Application checklist:

- Completed Application Form
- Copy of NRIC or passport ('Certified True')
- 2 completed 'Character Reference' forms
- Copies of transcripts and credentials ('Certified True')
- Documents verifying practicum/ supervision hours (Where applicable 'Certified True')
- If applicable, copies of license/ practicing certificates ('Certified True')
- Loose passport-sized photo (not glued or stapled to Application Form)
- The application fee of S\$100 payable to 'Singapore Psychological Society'

Send your completed application by post, attention to:

**The Secretariat
The Singapore Psychological Society
c/o Blk 531 Upper Cross Street
#03-51/52 Hong Lim Complex
Singapore 050531**

Please direct any inquiries to the SPS website <http://www.singaporepsychologicalsociety.org/2011>

SRP application form revised: June 2011. Available from the SPS website:
http://www.singaporepsychologicalsociety.org/2011/?page_id=60