

APPLICATION FOR MEMBERSHIP

Guidance Note

1. HKAEP Membership Eligibility

Applicants who meet all the following criteria are considered to be eligible for HKAEP membership:

- (i) hold an undergraduate degree in Psychology or its equivalence from an institution recognized by the Professional Council and covering no less than eight courses in different areas of psychology as listed out by the Professional Council; and
- (ii) hold a Master's or Doctoral degree in educational/school psychology acceptable to the Professional Council.

(For details of the membership requirements, please refer to the *Educational and Training Requirements*)

2. Application Form

A membership application form can be downloaded from the HKAEP website at <https://www.hkaep.org.hk/application-for-registration/>. Please complete and sign the application form (page 5 to page 11) and submit the signed original form by mail.

3. Statement of Purposes

A statement of purposes in relation to personal data collected is attached to the application form in Appendix 1.

4. Application Fee

- 4.1 The non-refundable application fee for membership is HK\$500 for each initial application. A cheque payment of HK\$500 should be payable to “**Hong Kong Association of Educational Psychologists Limited**”. Please print your name on the back of the cheque in a clear and legible manner. Post-dated cheques will not be accepted.
- 4.2 Please send the cheque together with the signed application form to the HKAEP. Your application will not be processed unless you have made the requisite payment.
- 4.3 Those whose names have been removed from the Register of the HKAEP due to failure to renew their registration before expiry or following a disciplinary order must re-apply for membership and pay the application fee for re-application.

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5. Registration Fee

The annual registration fee is HK\$1,500. The fee will be charged once the membership application is approved by the Registration Committee. The approved applicant is considered an official HKAEP member and will be issued a Registration Certificate after a cheque payment of HK\$1,500 payable to “**Hong Kong Association of Educational Psychologists Limited**” is received by the HKAEP within 2 months of the acceptance notification being sent to the applicant. The acceptance expires after the payment window. The cheque will be returned to the applicant if the application is rejected.

6. Declaration on the Application Form

Apart from the education and training requirements as stipulated in paragraph 1, applicants are required to meet an established set of *Standards for Registrants*. Please refer to the document “Membership Registration Policy” for details. The completed application form should include the followings:

- (i) A declaration of no criminal conviction†;
- (ii) A declaration of any affiliation with another register of a healthcare profession, in particular if there had been history of rejection of application for admission to or of being struck off other registers;
- (iii) A declaration of physical and mental fitness to practice as an educational psychologist;
- (iv) A consent to disclose his / her name, registration number, and accreditation status to the public through the Register; and
- (v) A consent to comply with the HKAEP Code of Professional Conduct for Educational Psychologists in Hong Kong.

7. Enclosures Submitted with the Application Form

Applicants should submit the following documents with this application form:

- (i) Appendix 2 of this application form: checklist of submission requirements for Applicants (completed and attached to the front of the application form);
- (ii) *Certified true copies of diploma(s) or certificate(s) (if any) of academic and professional qualification(s) as described in Section D in the application form;
- (iii) Documentation of professional experience (if any) in educational psychology (e.g. records of supervised clinical practica in the degree programme and after acquiring the qualification);
- (iv) Documentation of present employment (if any) as an educational psychologist (e.g. a certification from employer);
- (v) A copy of certification of professional indemnity insurance for practice specifying the applicant’s name;
- (vi) An address proof document issued within the last 3 months (e.g. a utility bill, a correspondence from a Government department / agency or a statement issued by regulated financial institutions); and
- (vii) Supporting documents related to any affiliation with another register of a healthcare profession.

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For applicants whose qualification was not obtained from the recognized local tertiary institution(s), the *certified true copy of the following documents should also be included:

- (i) Transcripts of study;
- (ii) Certification of registration with a professional governing body;
- (iii) Other supporting documents including a translation of the degree certificate, a transcript and programme content if the originals are not in English; and
- (iv) A qualification assessment by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (if required).

† A free service of declarations / oaths for private use is available at Home Affairs Enquiry Centres of the Government of the Hong Kong Special Administrative Region (HKSAR).

* True copies certified by one of the following are acceptable: (1) the original issuing university or authority of the documents; (2) Legal practitioners; or (3) the Home Affairs Enquiry Centres, Home Affairs Department, HKSAR in the form of declaration (“declared true copies”). For details of the free service of declaration or oath/affirmation service at the Home Affairs Enquiry Centres, please refer to the website of Home Affairs Department.

(https://www.had.gov.hk/en/public_services/public_enquiry_services/faq.htm)

8. Application Processing Times

Applicants should complete all parts of the “Membership Application Form.” Applications will not be processed unless all of the required documents and information are provided to the HKAEP. If applicants provide sufficient documents and information to the HKAEP, the normal processing period for the membership application is approximately 4 months. The HKAEP will inform the result of the application in writing. If applicants do not submit all the documents or information required by the HKAEP within 6 months from the date of HKAEP’s written request, the HKAEP will destroy the application and supporting documents. The applicants will have to re-apply by re-submitting the application and required documents.

9. Renewal of Registration

For membership status activated on or before 31st August, the membership is due for renewal on 31st December in the same year and each following year. Registration will expire on 31st December every year including those initially “grandfathered in”.

For membership status activated on or after 1st September, the membership is due for renewal on 31st December in the next year and each subsequent year.

Registrants are at liberty to apply for renewal of registration or not. Registrants who would like to renew their registration should submit the renewal application through the online membership renewal system by 31st December each year. For details on membership renewal, please refer to <https://www.hkaep.org.hk/renewal-of-registration/>.

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10. Deadlines for Submitting Membership Applications

Registration is an ongoing exercise without any deadline.

11. Warning Against False Declaration

Please note that the HKAEP shall verify information and documents submitted by applicants with relevant organizations, educational institutions and/or professional bodies.

12. Submission of Application

Completed application form, together with all supporting documents, should be submitted by post to:

Address:

Hong Kong Association of Educational Psychologists Limited
Room 2101-K2, 21/F, Gala Place, 56 Dundas Street, Kowloon, Hong Kong.

13. Acknowledgement Receipt of Membership Application

The HKAEP will send an “Acknowledge Receipt of Application” to applicants’ email address within 14 working days from the date that an application is received.

14. Enquiries

For inquiries, please email HKAEP at registration@hkaep.org.hk

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MEMBERSHIP APPLICATION FORM

To facilitate data entry in the computer, please provide all information (except Chinese Name) in **ENGLISH in BLOCK CAPITALS**

Section A: Personal Particulars

Title: Ms Miss Mrs. Mr. Dr. (Please tick as appropriate.)

Surname: _____
(Please match name in HKID/Passport)

First name: _____

Name in Chinese: _____

Maiden name (If applicable): _____

Gender: Male Female (Please tick as appropriate)

Hong Kong Identity Card / Passport No: _____ (First 4 digits)

Correspondence Address: _____

Hong Kong Island Kowloon New Territories

(This address will be used as the correspondence address.)

Home Phone No.: _____

Mobile Phone No.: _____

Pager No: _____

Fax No. : _____

E-mail Address: _____

(This email address will be used as the correspondence address.)

Section B: Current Work Information

^Name of Organization: _____

Job Position: _____

Office Phone No.: _____

^E-mail Address (for online register): _____

^Address: _____

^ I agree / refuse to have the name, address, and email of my organization published in the HKAEP's online register. (Please tick as appropriate.)

For Office Use Only

App. No. _____

Reg. No. _____

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Section C: For Re-application Only

Last registration period: _____

Reason(s) for re-application (where applicable)

Section D: Academic Qualifications Held Relevant to Educational Psychologist

Qualification(s) (Start with the most recent)

(Please submit certified copies of academic qualification(s), including transcripts and certificates which indicate an undergraduate major in psychology and post-graduate training in educational psychology.)

Name of Educational Institution (Please specify On-site Campus, Off-site Campus, or Distance Learning)	Country	Major	Qualification (Degree/Diploma)	Date of Award

Section E: Relevant Professional Employment History (Start with the most recent)

Organization	Position Held	Nature of Work	Date	
			From	To
			From	To
			From	To

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Section F: Professional Indemnity Cover

Do you have valid professional indemnity insurance for your practice that specifically names you as the individual covered?

No Yes

Insurance Company: _____ Coverage valid until: _____
(Please provide a copy of the certificate of professional indemnity insurance.)

Section G: Other Information Relevant to this Application

(Including other qualifications, experience, publications, certificate/licence, membership of other professional bodies with supporting documents. Acceptable proofs of membership are official letters/certificate or receipt of membership fees.)

Current membership of The Hong Kong Psychological Society Limited: Yes No

Current membership of HKPS Division(s): DCP DCoP DEP DIOP None

Current affiliation with any other register of a healthcare profession including but not limited to nurse, medical doctors, social workers, speech therapists, clinical psychologists:

Country	Healthcare Organization	Period of Registration

Section H: Declaration of No Criminal Conviction Record (For first application only)

Please tick the appropriate box below:

I have not had any previous criminal conviction. I have enclosed the original copy of the declaration of no criminal conviction record in this application.

I have been previously convicted as follows: _____

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Section I: Practical Experience during Professional Training

Please enclose valid references for each practical experience acquired, including formal documentation signed by practicum supervisors who declare themselves to have at least three years of relevant professional experience (full-time or equivalent) in educational or clinical psychology. Submission of formal documentation signed by practicum supervisors is not required for Master's/Doctoral training which started in or before 2014.

Name and Location of Organization	Dates: From / To	Name and Official Position of Supervisor	Description of Client Groups	Description of Work Done, Assessment and Interventions Learned	No. of Working Hours

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Section J: Coursework Component during Professional Training (Only for applicants who graduated from non-local graduate programs in educational/school psychology)

Please list the courses that you completed (supplemented with transcripts, course syllabi, and program descriptions) to fulfil the following six core areas and respective sub-areas:

Core Areas	Courses Completed
<p>(a) Professional issues and standards in educational psychology practice</p> <p>(i) History, foundations, and models of educational psychology services (ii) Legal and ethical issues (iii) Professional issues and standards</p>	
<p>(b) Psychological foundations</p> <p>(i) Social and cultural basis of behavior (ii) Individual differences (iii) Developmental Psychology (iv) Learning and motivation</p>	
<p>(c) Educational foundations</p> <p>(i) Curriculum and instruction (ii) Organization and operation of schools (iii) Education of children with special needs</p>	
<p>(d) Psychoeducational Assessment</p> <p>(i) Assessment of intelligence, aptitude, and achievement (ii) Behavioral, social, and emotional assessment (iii) Assessment of special educational needs</p>	
<p>(e) Intervention</p> <p>(i) Direct intervention (individual and group levels) (ii) Indirect intervention (consultation and school/systems level)</p>	
<p>(f) Research methods and statistics</p> <p>(i) Research and evaluation methods (ii) Advanced statistics</p>	

Section L: Payment Information

Bank: _____

Cheque Number: _____

Section M: Declaration and Consent

I declare that (Please tick “I have” or “I have not” and similar attestations below, as appropriate, crossing out the alternative.)

- (a) The information provided by me in this application form, including copies of documentation, is true and correct to the best of my knowledge.
- (b) I have / have not been convicted of any criminal offence, whether in Hong Kong or elsewhere.
- (c) I have / have not been subject to disciplinary proceedings or actions by any registers of organisations regarding my professional conduct.
- (d) I am / am not affiliated with another register of a healthcare profession and
I have / have not had an application rejected for admission to, or been struck off from, another professional healthcare register.
- (e) I am / am not physically and mentally fit to practice as educational psychologist.
- (f) I agree / do not agree to have my name, registration number, and accreditation status disclosed through the Register and the HKAEP website.
- (g) I have / have not read the **Articles of Association Code of the HKAEP** (https://www.hkaep.org.hk/wp-content/uploads/HKAEP_MA.pdf) and
I agree / do not agree to abide by it.
- (h) I have / have not read the **HKAEP Code of Professional Conduct** (https://www.hkaep.org.hk/wp-content/uploads/HKAEP_COPC.pdf) and
I agree / do not agree to abide by them.
- (i) I agree / do not agree that the HKAEP may contact the concerned employing agencies, educational institutions and/or professional bodies for additional information or verification in the conduct of its business as and when necessary.
- (j) I agree / do not agree that the information provided by me may be made available to persons working in the HKAEP and/or agents/third party service providers appointed by the HKAEP on a need to know basis.
- (k) I agree / do not agree that I will notify the HKAEP of any changes in particulars, including correspondence address, contact telephone no., qualifications, employing agencies, etc. within 3 months of such changes.

Applicant's Signature: _____

Date of Application: _____

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Appendix 1: HKAEP – Statement of Purposes

In compliance with the Personal Data (Privacy Ordinance), the Hong Kong Association of Educational Psychologists Limited (HKAEP) would like to inform applicants and members of the following:

1. The personal data provided by the applicants and Members to the Hong Kong Association of Educational Psychologists Limited are to be used for the following purposes:
 - (i) To process applications for membership;
 - (ii) To compile statistics;
 - (iii) To prepare, maintain and publish the register;
 - (iv) To process enquires or complaints;
 - (v) To despatch correspondence, news, and materials including information on application, reminders for renewal of registration, meetings or promotion of professional activities, prepared by the Hong Kong Association of Educational Psychologists; and
 - (vi) Any other legitimate purpose.
2. The provision of personal data is voluntary. However, the application for HKAEP membership may not be processed if applicants do not provide sufficient information.
3. On a permanent basis, the HKAEP holds personal data of its current and past members. In order for the HKAEP to process all applications for membership or for changes in membership in accordance with the Regulations of the HKAEP, it is necessary for the applicant to supply the HKAEP with personal data.
4. The information requested in the application form is needed for the identification of the person and her/his educational and professional qualifications. The information is retained, so that in the case of later disputes, the qualifications forming the basis for the membership can be ascertained.
5. The data held by the HKAEP relating to applicants and to Members will be kept confidential, but
 - (i) The full names (Chinese and English) and registration numbers of Members will be posted in the Register of the HKAEP on the HKAEP website (<https://www.hkaep.org.hk/list-of-registrants/>) and provided in printed copies upon request to the HKAEP. The main purpose of publishing such information is to protect the public by maintaining a public register of people who are Educational Psychologists meeting the professional standards set by HKAEP to practice the profession in Hong Kong; and
 - (ii) The HKAEP may provide such information to:
 - (1) Any person under the duty of confidentiality to the HKAEP, that is to staff members of the HKAEP, to the members of the HKAEP Board of Professional Council “the Council”) and its Standing Committee, and to the agents/third party service providers appointed by the Council on a need to know basis, and
 - (2) Any third party holding a court order for the disclosure of the information, and
 - (3) Any third party where the members have consented to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

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6. The HKAEP does not hold any personal data of persons whose applications for membership have been rejected by the Council on the recommendation of the Registration Committee. The application forms and all supporting documents will be destroyed six months after the applicant has been informed of the rejection. Thereafter the HKAEP only retains minutes to say that an application from a person of such a name has been rejected.
7. Under the Ordinance:
 - (i) Any individual has the right to check whether the HKAEP holds data about him or her, and the right of access to such data,
 - (ii) Any Member has the right to require the HKAEP to correct data relating to him or her, which are shown to be inaccurate,
 - (iii) Any Member has the right to ascertain the HKAEP's policy and practice in relation to personal data and to be informed of the kind of personal data held by the HKAEP.
8. In accordance with the terms of the Ordinance, the HKAEP has the right to charge a reasonable fee for the processing of any requests for access to personal data.
9. Requests for access to data or correction of data or for information regarding policies and practices of data should be made in writing to the Secretary of the HKAEP, at the HKAEP's official address specified in <https://www.hkaep.org.hk/contact-us/>.
10. You are advised to keep a copy of this completed form for reference.

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Appendix 2: Checklist of Submission Requirements for Applicants

For Office Use Only

App. No. _____

Name of Applicant: _____

Please make sure that you have included the following documents with your application. This checklist **MUST** be completed and attached to the front of the application form.

Please check if provided	Submission Requirements (For all applicants)
<input type="checkbox"/>	Completed Membership Application Form (P.5-10)
<input type="checkbox"/>	Certified true copies of diploma(s)/certificate(s) of academic and professional qualification(s) as described in Section D in the application form
<input type="checkbox"/>	Documentation of professional experience (if any) in educational psychology (e.g. records of supervised clinical practica in the degree programme and after acquiring the qualification)
<input type="checkbox"/>	Documentation of professional experience (if any) in educational psychology (e.g. records of supervised clinical practica in the degree programme and after acquiring the qualification)
<input type="checkbox"/>	(Documentation of present employment (if any) as an educational psychologist (e.g. a certification from employer)
<input type="checkbox"/>	A copy of the certificate of professional indemnity insurance for practice specifying the applicant's name
<input type="checkbox"/>	An original copy of the declaration of no criminal conviction
<input type="checkbox"/>	A copy of the address proof document issued within the last 3 months (e.g. a utility bill, a correspondence from a Government department / agency or a statement issued by regulated financial institutions)
<input type="checkbox"/>	Supporting documents related to any affiliation with another register of a healthcare profession
<input type="checkbox"/>	Two cheques payable to " Hong Kong Association of Educational Psychologists Limited " (HK\$500 for application fee; HK1500 for registration fee)
<input type="checkbox"/>	This checklist (attached to the front of the application form)

Please check if provided	Additional Submission Requirements (For applicants whose qualification was not obtained from the recognized local tertiary institution(s))
<input type="checkbox"/>	Transcripts of study
<input type="checkbox"/>	Certification of registration with a professional governing body
<input type="checkbox"/>	Other supporting documents including a translation of the degree certificate, a transcript and programme content if the originals are not in English
<input type="checkbox"/>	A qualification assessment by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (if required)

All the supporting documents submitted as part of the application will be retained by the HKAEP and will not be returned to the applicant.