



## Applying to become a Registered Psychologist

### Background Information

The Singapore Register of Psychologist (SRP) is a voluntary register with 3 main aims:

1. To protect the welfare of those who use psychological services.
2. To support practitioners.
3. To advance the professional standards of psychological services in Singapore.

The SRP seeks to ensure the service quality of Registered Psychologist through a voluntary regulatory system that promotes transparency, accountability and professionalism in psychological services. Although registration is not yet mandatory for practice in Singapore, registration does have two benefits:

### Professional Recognition

Registration increases your marketability. The status of a Registered Psychologist affirms that a psychologist has achieved a professional standard of ethical practice recognized by the SPS. **Prior to obtaining an official approval from the SPS, applicants must refrain from using the title of a 'Registered Psychologist (Singapore)'**. Increasingly, institutions are hiring only psychologists who are registered or eligible for registration. In addition, the SRP directory serves as a basis of referrals for various professionals and service users. A published list of members of the SRP can be found on the SPS website (<https://singaporepsychologicalsociety.org/>)

### Professional Development at Reduced Rates

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

## What is required to be Registered?

Applicants must meet 2 sets of criteria to qualify:

### Criteria 1.

- A) Master's or Doctoral degrees in **applied psychology**. The relevant accreditation bodies in the country or region in which the institution operates **must** accredit the degree earned. Degrees in psychology that do not have an applied focus will not qualify (e.g. research degrees, coursework that is strictly theoretical).
- B) Full membership in SPS.

### Criteria 2.

ONE of the following qualifiers has to be met:

- A) Applicants have met SRP's practicum requirements. Please consult Table 1 below for the required number of practicum and supervision hours. Please note that the year refers to the



year of matriculation into the training program, not the year of graduation.

For Clinical, Educational, Counselling, Forensic and Neuropsychology, at least some supervised practicum hours must be completed during the postgraduate degree. Any additional hours that are needed for this application after graduation must be obtained by an approved SRP supervisor (please refer to the Approved Supervisor Directory on the website)

For Occupational/Industrial Organisational (IO) psychology, practised hours that are obtained after postgraduate must be obtained by a supervisor who is *eligible* to apply for SRP approved supervisor. (Please refer to the Approved Supervisor criteria on the SPS website)

B) A psychologist licensed to practice as a professional psychologist in: Australia, Canada, New Zealand, the United Kingdom or the United States of America.

C) If none of the above points are met, the SRP committee will assess if the applicant has training that is substantially equivalent to either 2A or 2B.

**Table 1.** Breakdown of practical training requirements for registration.

	Pre 2006	2006 – 2007	2008-2009	2010 onwards
<b>Total hours</b>	400	600	800	1000
<b>Client Contact*</b>	240	300	360	400
<b>Supervision**</b>	80	120	160	180
<b>Other ***</b>	80	180	280	420

\* Client contact includes any contact with the client and significant others, and professionals working with the client.

\*\* A least 50% must be individual supervision

\*\*\* This can include travelling time, report writing, research etc relevant to the client being seen.

**For occupational/IO psychology only**

\* Client contact includes any direct contact with stakeholders. This includes conducting assessments (psychometric, structured interviews etc), delivery of feedback for tests and surveys, training and development for groups and individuals, consultations.

\*\* Distinction between indiv and grp sup does not apply.

\*\*\* This can include report writing, survey design and set up, data analysis, research and writing and any other support work relevant to the product/service delivery to the client.

## How do I apply?

Applicants must submit the following to apply:

- Completed application form (Form 1)
- Documentation of Full SPS Membership (e.g., SPS Membership Number)
- Certified true copies of all transcripts and certificates
- Certified true copies of Practicum/Supervision Hours OR certified true copies of documents verifying that you are/were a licensed psychologist practicing as a professional psychologist in: Australia, Canada, New Zealand, the United Kingdom or the United States of America.
- One copy of NRIC or passport
- One passport sized photograph (Do not glue or staple. Please write your full name and NRIC number behind)
- Two character reference forms (Form 2)



- Application fee of \$100 (made payable to the ‘Singapore Psychological Society’)

Certified true copy of the original means that the copy must be stamped and signed by the issuing university or institute of higher learning, or notary public, or government body or restructured hospital. Each copy must be certified and clearly indicate the name and address of the certifying officer. A stamp stating only "True copy certified" will not be accepted.

Applications received by the SPS secretariat are forwarded to the SRP committee, which consists of registered SRP psychologists. All registered psychologists are eligible to sit on this committee and are encouraged to do so if interested. The SRP Chair is elected every four years in a general election of the SPS membership. This committee reviews applications as they are submitted.

## How will I be notified of my Registration status?

Successful applicants will be notified by email followed by post. They will receive the following:

- Certificate of Registration (suitable for framing and display at the place of professional practice)
- SRP registration number
- Effective period of the registration
- Permission to use the title “Registered Psychologist”

Unsuccessful applicants will receive notification by email only. Details concerning what they must do to be approved for registration will be provided in the email.

**NOTE: Applicants must refrain from using the title of a ‘Registered Psychologist (Singapore)’ until they have received official notification of their status via email.**

## How do I renew my Registration?

All Registered Psychologists must renew their registration on an annual basis by paying the annual dues of \$135.00 (SGD), consisting of both SPS (\$60) and SRP (\$75) membership fees. **Failure to renew on time will result in a \$40 late processing fees. Failure to renew registration beyond one year will result in automatic de-registration.** However, you are welcome to register as a new applicant at any point in time.

Professional development is required for continued registration as a psychologist in Singapore. 60 hours of professional development are required every two years. Documentation of this training must be submitted in December of odd numbered years with the PD log form. Psychologists are advised to keep this log up to date to be ready to submit it when requested in the PD review year. All SRP members will be notified in October when PD logs are requested in December of odd numbered years. (Please refer to the website for more details on Professional Development requirements.)



## **Code of Professional Ethics**

Registered Psychologists must uphold and maintain the SPS Code of Professional Ethics. Of particular importance is that they provide services only in their respective areas of competence. Disciplinary measures may be taken by the SPS Council toward any members who violate the Code of Professional Ethics.

## **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.

## **SRP Register**

The SRP is a public document that contains the following information on the Registered Psychologists: names, registration numbers, academic credentials, institutions that granted the credentials, mailing addresses, telephone contacts and e-mail addresses. To update any of your details, you may contact the secretariat of the SPS.



## Registered Psychologist Application Form (Form 1)

<b>A. Personal Particulars (Print Clearly)</b>				
Family Name:	Given Name(s):			
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	Mandarin	Malay	Tamil	Others
Mailing Address (for listing on website. Note this address may be available to members of the public including potential clients):				
Residential Address (not to be published unless the same as mailing address above):				
Tel (work):	Tel (mobile):	Fax:		
Telephone number to be listed on website:				
Yes / No	Yes / No	Yes / No		
Email Address:	Listed on website: Yes / No			



Licenses held / Membership of other professional societies / associations (include license/membership number):

- 1.
- 2.
- 3.

Main area of competency (Please select at least one to be listed on the website for prospective clients to refer to:

- Clinical Psychology
- Counselling Psychology
- Educational/School Psychology
- Forensic Psychology
- Health Psychology
- Neuropsychology
- Occupational/IO Psychology
- Sports Psychology

Any specific area(s) of expertise (to be listed on the web site for prospective clients to refer to):

## **B. Qualifications**

### **Academic Credentials**

1. Specify your Master 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 and Country	Duration of Training (month/year)	Exact degree title	Speciality (E.g., Counselling)



2. Attach '**certified true copies**' of all your transcripts for your qualifications.
3. If applicable, attach '**certified true copies**' of all licenses/practicing certificates held.

**Practical Training and Experience Requirements**

4. (Please place a check mark accordingly)

\_\_\_ Complete Table 2 below to describe how you meet the required hours for supervised practice (Refer to Table 1 for requirements by year). Attach certified true documentation of your supervision hours (e.g., signed practicum log or recognised qualification/license by accredited institution or psychological association, or official letter from training institution, specifying hours completed)

OR

\_\_\_ Attach certified true document/s that show you are/were licensed to practise as a professional psychologist in: Australia, Canada, New Zealand, the United Kingdom or the United States of America.

**Table 1.** Breakdown of practical training requirements for registration. (Please note that the year refers to the year of matriculation into the training program, not the year of graduation.)

	Pre 2006	2006 – 2007	2008-2009	2010 onwards
<b>Total hours</b>	400	600	800	1000
<b>Client Contact</b>	240	300	360	400
<b>Supervision</b>	80**	120**	160**	180**
<b>Other (e.g., report writing)</b>	80	180	280	420

\*\* Except for Occupational/IO psychology, at least 50% must be individual supervision (the remainder may be group supervision).

**Table 2.** Practical Training & Experience (Breakdown of hours)

Placement Practicum	1.	2.	3.	Total Hours
<b>Placement Site</b> (Organisation / Country)				
<b>Placement Supervisor</b> (Name & Professional Qualifications)				



<b>Prac Hrs.</b>	Client Contact Hrs.				
	Individual *Supervision Hrs.				
	Group Supervision Hrs.				
	Others (e.g., report writing)				

\*For Occupational/IO psychology, the distinction between indiv and grp sup is not necessary.

If more than 3 practicum/placements were completed, please attach additional copies of **Table 2**. Attach certified true documentation of your supervision hours (e.g. signed practicum log or recognized qualification/license by accredited institution or psychological association, or official letter from training institution specifying hours completed). **Failure to complete and submit this documentation will result in a delay of your application review.**

**SPS Membership**

5. Confirm that you are a current member of the Singapore Psychological Society.

Yes (Membership No):

No

Pending

**C. Special Circumstances**

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

Yes

No

**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 as 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\*: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature of Witness\*: \_\_\_\_\_

Date: \_\_\_\_\_

**Note\*: The above witness may be a fellow psychologist, legal practitioner, medical practitioner or member in good standing of a respected profession.**

### E. Payment Instructions

Please be reminded that payment of SRP membership fees should accompany this application. Do note that payment of an incorrect amount would lead to a rejection of this application. Please choose either payment through cheque, internet banking or GIRO as per instructions below. If cash payment is preferred, **please do not submit cash by post**. Contact the secretariat office (details below) to discuss suitable alternatives.

#### Membership Fees (accurate as of July 2015)

Membership Type	Amount (Note all stated amounts are in SGD)
<input type="checkbox"/> New SRP Membership	\$100

#### Payment Instructions:

##### Cheque Payment

Please issue a cheque made to payee: **Singapore Psychological Society** with respective payment amount. Please write your full name or membership number at the back of the cheque for easy verification.

##### Internet Banking Payment

If Internet banking is preferred, please arrange for a bank transfer to:

A/C Name: Singapore Psychological Society

A/C Number: 070-002366-0

Bank Code: 7171

Branch Code: 070

Swift Code: DBSSGSG

If paying by internet banking, please indicate the transaction reference number and take a print screen of transfer amount made and email / attach it together with your application package. Please also include your full name or membership number in the email / attachment for easy verification. Please also indicate that the amount paid is for SRP membership.



## Registered Psychologist Character Reference (Form 2a)

The character referee should be a fellow psychologist or senior professional in a discipline closely related to psychology (e.g., medicine or social work) who has known the applicant for a year or more.

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: \_\_\_\_\_

## Registered Psychologist Character Reference (Form 2b)



The character referee should be a fellow psychologist or senior professional in a discipline closely related to psychology (e.g., medicine or social work) who has known the applicant for a year or more.

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: \_\_\_\_\_



## Application Checklist

Completed Application Form (Form 1)	Yes / No
Copy of NRIC or passport (Certified true copies)	Yes / No
<b>2 completed</b> 'Character Reference' forms (Form 2)	Yes / No
Copies of transcripts and credentials (Certified true copies)	Yes / No
__ Documents verifying practicum/ supervision hours OR __ Documents verifying that you are/were a licensed/ registered/ chartered psychologist legally allowed to practice as a professional psychologist in: Australia, Canada, New Zealand, the United Kingdom or the United States of America. (Certified true copies)	Yes / No
Copies of license / practicing certificates (if applicable)	Yes / No
Passport-sized photo (not glued or stapled to Application Form, please write name and NRIC # behind)	Yes / No
The application fee of S\$100 made payable to 'Singapore Psychological Society'	Yes / No

Please send your application package and all relevant documents through one of the following options:

1. Email: [secretariat@singaporepsychologicalsociety.org](mailto:secretariat@singaporepsychologicalsociety.org)
2. Post to the following address:

**Singapore Psychological Society**  
Secretariat Office  
8 Eu Tong Sen Street  
#18-81 The Central  
Singapore 059818

Please direct any inquiries to the SRP webpage: <http://singaporepsychologicalsociety.com/singapore-register-of-psychologist/srp-faqs/>