

**Address: Room 506, Lemmi Centre, 50 Hoi Yuen Road, Kwun Tong, Kowloon**

## **Application for a Statement of Eligibility for Full Membership of the DEP, HKPS**

### **Introduction**

The Hong Kong Psychological Society (HKPS) is both a learned society and a professional association. It is the only organization of psychologists in Hong Kong which represents all specialties of psychology. Its Division of Educational Psychology (DEP) consists of the large majority of practicing educational psychologists in Hong Kong and has been actively promoting the development of educational psychology with regard to service, training, research and professional conditions to the highest standards in Hong Kong ever since the establishment in 1987. Members of the DEP are bound by the Society's Code of Professional Conduct in carrying out their professional activities.

Since there is as yet no statutory registration of educational psychologists practicing in Hong Kong, it is the responsibility of the profession in collaboration with the training institutions and the potential employers to ensure that the public is adequately protected and that only suitably qualified people are appointed to the posts of educational psychologist. In this regard, the DEP (2008) has developed the mechanism for reviewing the training criteria for local educational psychology programmes and for assessing individual educational qualifications especially of those with overseas training.

In recent years, the eligibility for the membership of DEP has become increasingly important to the employment and the right to use restrictive assessment tools in Hong Kong. In its Guides to Appointment of Educational Psychologist, the Education Bureau (2009) has stated very clearly that "with effect from September 2008, the employed EP must be a registered member of either the Division of Educational Psychology of the Hong Kong Psychological Society or an equivalent internationally recognized professional organization of Educational Psychology" (p. 146). In addition, the eligibility to use the Wechsler Intelligence Scale for Children – Fourth Edition (Hong Kong) is restricted to those with membership of the DEP and DCP (Division of Clinical Psychology) of the Hong Kong Psychological Society. In view of this new development, job applicants are strongly recommended to have their eligibility for DEP's Full Membership vetted before they apply for educational psychologist posts in Hong Kong. It should be reminded that this application for a Statement of Eligibility is *not* an application for the membership of the HKPS or the DEP. Application for joining the HKPS and the DEP should be made under separate cover.

## **Application and Vetting Procedures**

When individuals who have completed a postgraduate training in educational psychology wishes to establish eligibility for Full Membership of the DEP but do not wish to be DEP full members , they may apply to the DEP for a Statement of Eligibility for Full Membership of the DEP. They have to complete a specific application form in which they are asked to provide detailed information regarding their undergraduate and postgraduate qualifications and their training and experiences in educational psychology. The application together with the necessary document is then referred to DEP Membership Subcommittee.

The DEP Membership Subcommittee is made up of educational psychologists who are Full Members of the DEP and appointed by the DEP Executive Committee to serve on the Subcommittee. According to the Rules of the DEP, in order to be eligible for Full Membership of the DEP, an individual must be eligible for the Graduate Membership of the HKPS and also (1) has satisfactorily completed a course of postgraduate training in educational psychology approved by the Division; or (2) has successfully completed the supervised training according to the Supervision Scheme of the Membership Subcommittee.

The DEP Membership Subcommittee meets regularly. Provided that sufficient information is available, the average processing time for an application is about three months. While the DEP Membership Subcommittee will make their effort to ensure a speedy processing of the application, such processing may be delayed because of insufficient information. Therefore providing detailed information in the application form will certainly help speed up the process.

When the DEP Membership Subcommittee reaches a decision concerning an application, this decision will be communicated to the applicant by letter. Decisions will not be reported over the telephone. Provided that the applicant has given written consent, the authority or potential employing agency designated by the applicants will also be informed of the progress and result of the application.

### **The DEP Membership Subcommittee's Decision**

The DEP Membership Subcommittee will usually come up with one of the following decisions for an application:

1. The applicant does not hold educational psychology qualifications as required by the DEP. The DEP Membership Subcommittee will therefore reject the application.

2. The applicant holds qualifications which are considered equivalent to those required to register as a Full Member of the DEP. The DEP Membership Subcommittee will issue a statement/ letter to the applicant confirming **that on the date of approval the applicant was eligible for Full Membership of the DEP. It should not be assumed that this implies eligibility at any future date.**

### **Application Fee**

The current application fee is HK\$1,000. It is non-refundable and must be paid in full before the application can be processed.

### **Enquiries**

Further enquiries about the application and vetting procedures for the Statement of Eligibility for Full Membership of the DEP can be made via email to [dep@hkps.org.hk](mailto:dep@hkps.org.hk).

(Note: Application with supporting documents and cheque should be sent via post to the Convener of Membership Subcommittee, Division of Educational Psychology, Hong Kong Psychological Society, Room 506, Lemmi Centre, 50 Hoi Yuen Road, Kwun Tong, Kowloon)

DEP Executive Committee

**January 2018**

### **References**

Division of Educational Psychology, Hong Kong Psychological Society (2008). *Standards for the training of professional educational psychologists*. Hong Kong: Author.

Education Bureau (2009). *School administration guide*. Hong Kong: Author.

# Statement of Eligibility for Full Membership of the DEP, HKPS

## Application Form

Title: Dr./Ms/Miss/Mrs./Mr. \_\_\_\_\_

Family Name: \_\_\_\_\_

Given Name(s): \_\_\_\_\_

Name in Chinese: \_\_\_\_\_

(if applicable)

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No(s): \_\_\_\_\_(Day)/ \_\_\_\_\_(Mobile)

Fax No(s) : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### 1 Are you member of the Hong Kong Psychological Society?

Yes  Membership Category \_\_\_\_\_

No

### 2 Academic Qualifications (Undergraduate training)

Please enclose valid proof of the qualifications (i.e. academic transcripts and certificates) obtained.

Institution	Subjects	Degree & Classification	Date awarded	Title of thesis or dissertation

### 3 Professional postgraduate training in educational psychology

Dates of training: From \_\_\_\_\_ to \_\_\_\_\_

Institute of training: \_\_\_\_\_

Qualifications awarded: \_\_\_\_\_

Please send us information on the accreditation status of this educational psychology training programme you had attended.

#### 2.1 Academic training

Please write here what courses you attended and how much teaching received in each. If you have academic transcripts, course handbooks of syllabi which explained the courses you took, please send us certified copies. You must also enclose a certified copy of your degree certificate.

Name of course taken	Amount of teaching received

**3.2 Practical experience during professional training**

Please enclose valid reference for the practical experience acquired, including formal documentation signed by practicum supervisors who declared to have at least three years of relevant professional experience (full-time or equivalent) in educational or clinical psychology. Submission of the 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 days (8 hrs = 1 working day)

### **3.3 Research work**

Please provide here a brief summary of any dissertation or thesis you wrote on any empirical educational research you undertook as part of your training. You must enclose a copy of your dissertation abstract.

**4 Post-qualification training and experiences**

Please provide a summary of the post-qualification training and experiences that you wish the DEP Membership Subcommittee to be aware of. Please provide supporting document for the information given below.

Name of institution	Job title	Nature of post / work / training	Nature of supervision received (if any)	Dates (from – to)

**5 Membership of professional association(s) / Professional registration**

Please enclose valid proof of membership and / or registration.

Name of institution	Type of membership / registration	Dates (from – to)



## 6 Referees

Please give the names of two referees who will be able to comment on your professional training and post-qualification training and experiences.

1. Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Tel & Address: \_\_\_\_\_  
\_\_\_\_\_

2. Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Tel & Address: \_\_\_\_\_  
\_\_\_\_\_

## 7 Declaration and consent

I apply to the DEP, HKPS for an assessment of my eligibility for Full Membership of the DEP, and I understand that the information given in this application is used for the purpose of this assessment only. I certify that the information given above is true and correct to the best of my knowledge. I have enclosed valid copies of documents for all qualifications, post-qualification training and experiences, and professional membership. I give consent for the DEP Membership Subcommittee, if necessary, to confirm with the referees and any one of the institutions stated in this application form about the information on my qualifications, experiences, and professional membership.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Note:

- 1 If you wish the DEP Membership Subcommittee to inform your potential employer(s) or any agency of the progress and final result of the assessment, please complete the Consent form in Annex A.
- 2 The completed application form and supporting documents, together with a crossed cheque of HK\$1,000, payable to the "Division of Educational Psychology, The Hong Kong Psychological Society", should be sent to: The Convener of Membership Subcommittee, Division of Educational Psychology, The Hong Kong Psychological Society, Room 506, Lemmi Centre, 50 Hoi Yuen Road, Kwun Tong, Kowloon.

(Annex A)

**Hong Kong Psychological Society  
Division of Educational Psychology**

**Application for a Statement of Eligibility  
for Full Membership of the DEP, HKPS**

**Consent Form**

I have applied to the DEP, HKPS for an assessment of my eligibility for Full Membership of the DEP. I give consent for the DEP Membership Subcommittee to inform the following agency / agencies of the progress and final result of the assessment.

1. Name of agency: \_\_\_\_\_

Name & position of contract person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

2. Name of agency: \_\_\_\_\_

Name & position of contract person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

(Block letters)

Signed: \_\_\_\_\_

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

(Annex B)

**Hong Kong Psychological Society**  
**Division of Educational Psychology**  
**Application for a Statement of Eligibility**  
**for Full Membership of the DEP, HKPS**

**Checklist**

**Applicant's Name:** \_\_\_\_\_

**Please tick relevant boxes:-**

**I have enclosed the following documents for the application**

- One completed application form
- Certificate(s) and transcript(s) for undergraduate training
- Valid proof of the qualifications for professional postgraduate training in educational psychology
  - Detailed information about the educational psychology training programme including its accreditation status (e.g. course handbooks or syllabi)
  - Degree certificate
  - Academic transcript(s)
  - Reference for the practical experiences obtained during the professional training
  - Abstract of dissertation
- Reference documents for post-qualification training and experiences
- Proof of membership of professional association(s) / professional registration
- Completed consent form (Annex A)
- A crossed cheque of HK\$1,000 made payable to "Division of Educational Psychology, The Hong Kong Psychological Society"

Notice to Applicants  
Re: Personal Data (Privacy) Ordinance

- 1 The personal data concerning you provided to the Division of Educational Psychology, the Hong Kong Psychological Society is collected to enable us to carry on our activities as a professional association and will be used for the purposes of:-
  - (a) processing your application for a Statement of Eligibility for Full Membership of the Division of Educational Psychology, the Hong Kong Psychological Society;
  - (b) verifying with referees and any one of the institutions stated in your application form about the information you provided on your qualifications, experience, and professional membership;
  - (c) informing your potential employer(s) of the progress and the final result of the assessment, provided that you have given consent in writing, and
  - (d) communicating with you for such purposes.
  
- 2 It is obligatory for you to supply the personal data in the form required by us. If you fail to supply the required data, your application will be declined.
  
- 3 Personal data concerning you will be kept confidential and be used solely for the purposes mentioned in paragraph 1 above. Once upon completion of processing, all submissions will be disposed **six months after the applicant has been informed of the decision.**
  
- 4 You have the right to request access to the personal information concerning yourself held by the Division of Educational Psychology, the Hong Kong Psychological Society and, following such access request, to make a request for the correction of any personal information.  
Request for such access or correction should be made in writing to:-
  - The Honorary Secretary
  - Division of Educational Psychology
  - The Hong Kong Psychological Society
  - Room 506, Lemmi Centre,
  - 50 Hoi Yuen Road
  - Kwun Tong, Kowloon
  
- 5 The Division of Educational Psychology, the Hong Kong Psychological Society has the right to charge a reasonable fee for the processing of any data access request.

**DEP Executive Committee, HKPS**

**January 2018**