

**THE HONG KONG PSYCHOLOGICAL SOCIETY**  
**The DIVISION OF EDUCATIONAL PSYCHOLOGY**

**FULL MEMBERSHIP APPLICATION FORM**

Please use **BLOCK CAPITALS**

Title: Ms/ Miss/ Mrs. / Mr. / Dr. (please circle the appropriate)

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

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

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

\_\_\_\_\_

Telephone No. : \_\_\_\_\_ (day)  
 \_\_\_\_\_ (evening)

Pager/ Mobile Phone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Membership of the Hong Kong Psychological Society:**

(Please tick the relevant box)

Fellow                       Associate Fellow                       Graduate Member

*# I certify that I am a currently paid-up HKPS member in the year: \_\_\_\_\_ to \_\_\_\_\_.*

Applying for HKPS Membership (Date of application to HKPS: \_\_\_\_\_)

I am NOT a HKPS Member (DEP does NOT accept any non-HKPS member for DEP membership application)

**ACADEMIC QUALIFICATIONS**

Tertiary Institutes	Major	Degree/Diploma	Date of awarded

## **PROFESSIONAL EXPERIENCE**

Please list in chronological order all posts.

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

## **Other Information Relevant to this Application**

(Including other qualifications, experience, publications, membership of other professional bodies)

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## **REFERENCES**

**We propose the above-named applicant and are prepared to act as referees.**

Two Proposers:

(Being Full Members of the Division of Educational Psychology)

(1) \_\_\_\_\_  
Name (in print)

(2) \_\_\_\_\_  
Name (in print)

(1) \_\_\_\_\_  
Signature

(2) \_\_\_\_\_  
Signature

**By signing the above it is assumed that proposers are confirming that to the best of their knowledge the information given by the applicant is true and correct.**

Applicant's Signature \_\_\_\_\_

Date of application \_\_\_\_\_

**Please send your completed application form and supporting document(s) to "The Convenor of Membership Sub-Committee, the Division of Educational Psychology, The Hong Kong Psychological Society, Unit 1211, The Metropolis Tower, 10 Metropolis Drive, Hung Hom, Kowloon".**

**The Division of Educational Psychology**  
**The Hong Kong Psychological Society**  
**Checklist for Full Membership of the DEP, HKPS**  
**Annex A: Guidelines and Checklist for DEP Membership Application**

Applicant's Name: \_\_\_\_\_ Chinese Name: \_\_\_\_\_

**Guidelines:**

1. You should complete all parts of the "Membership Application Form", Annex A, Appendix 1 and Appendix 2. If you do NOT complete Appendix 2 or stick a stamp on the Appendix 2, the DEP will not send the "Acknowledgement of Receipt" to you.
2. Please be reminded that you MUST provide sufficient documents (as listed in this Annex) to the Division of Educational Psychology (DEP), Hong Kong Psychological Society. Your application will NOT be processed if you do not provide sufficient information.
3. Please provide certified true copy for degree certificate(s) and transcript(s). Declaration of true copy at the Home Affairs Department Offices, HKSAR and certification of true copy issued at universities are acceptable. For other relevant document(s), photocopies are acceptable.
4. The DEP Membership application is a separate application from the Graduate Membership of the Hong Kong Psychological Society. You MUST provide a separate set of documents to DEP.
5. If you have provided sufficient documents to DEP, the normal processing period for the DEP membership application is 3 months. The DEP will inform the result of your application (in written form) as soon as possible.
6. If you do not submit your documents required by the DEP within 6 months, the DEP will destroy the documents of your application. Then you have to re-submit your application and documents.

**Checklist:**

**I have enclosed the following documents for the application (Please tick):**

- One completed application form
- Certified true copy of 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)
  - Certified true copy of degree certificate(s)
  - Certified true copy or original copy of academic transcript(s)
  - Reference for the practical experiences obtained during the professional training, including 1) practicum summary log signed by field supervisors and 2) documentation to ascertain that the various skills listed in the membership criteria are developed up to the required professional standard. (Please also complete Appendix 1: Practical experience during professional training)
  - Abstract of dissertation
- Reference documents for post-qualification training and experiences
- Proof of membership of professional association(s) / professional registration

Other supporting documents (if any): \_\_\_\_\_

## Appendix 1: 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 hours

**Appendix 2: Coursework component during professional training** (only for applicants who graduated from non-local graduate programs in educational/school psychology)

Please list out the courses that you completed (supplemented with transcript, course syllabus, and program description) to fulfill the following six core areas and respective sub-areas:

Core areas	Courses completed
<p>(a) <b><i>Professional issues and standards in educational psychology practice</i></b></p> <ul style="list-style-type: none"> <li>(i) History, foundations, and models of educational psychology services</li> <li>(ii) Legal and ethical issues</li> <li>(iii) Professional issues and standards</li> </ul>	
<p>(b) <b><i>Psychological foundations</i></b></p> <ul style="list-style-type: none"> <li>(i) Social and cultural basis of behavior</li> <li>(ii) Individual differences</li> <li>(iii) Developmental Psychology</li> <li>(iv) Learning and motivation</li> </ul>	
<p>(c) <b><i>Educational foundations</i></b></p> <ul style="list-style-type: none"> <li>(i) Curriculum and instruction</li> <li>(ii) Organization and operation of schools</li> <li>(iii) Education of children with special needs</li> </ul>	
<p>(d) <b><i>Psychoeducational Assessment</i></b></p> <ul style="list-style-type: none"> <li>(i) Assessment of intelligence, aptitude, and achievement</li> <li>(ii) Behavioral, social, and emotional assessment</li> <li>(iii) Assessment of special educational needs</li> </ul>	
<p>(e) <b><i>Intervention</i></b></p> <ul style="list-style-type: none"> <li>(i) Direct intervention (individual and group levels)</li> <li>(ii) Indirect intervention (consultation and school/systems level)</li> </ul>	
<p>(f) <b><i>Research methods and statistics</i></b></p> <ul style="list-style-type: none"> <li>(i) Research and evaluation methods</li> <li>(ii) Advanced statistics</li> </ul>	

The Division of Educational Psychology,  
The Hong Kong Psychological Society  
Unit 1211, The Metropolis Tower,  
10 Metropolis Drive, Hung Hom, Kowloon

Please stick  
your  
Stamp  
Here

Name of Applicant: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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To: \_\_\_\_\_ (Name of Applicant)

From: Convenor, Membership Sub-Committee,  
The Division of Educational Psychology,  
The Hong Kong Psychological Society

Appendix 3:  
Acknowledgement  
of receipt

**Message:**

**【 】 It is to acknowledge that your DEP membership application is received. If you have provided sufficient documents to DEP, the normal processing period for the DEP membership application is 3 months. The DEP will inform the result of your application (in written form) as soon as possible.**

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

#### **Appendix 4: HKPS - PERSONAL DATA (PRIVACY ORDINANCE)**

In compliance with the Personal Data (Privacy Ordinance), the Society would like to inform applicants and Members of the following:

- I. On a permanent basis, the Society holds personal data of its current and past members. In order for the Society to process all applications for membership or for changes in membership in accordance with the Regulations of the Society, it is necessary for the applicant to supply the Society with personal data.
- II. 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. The information may also be needed in connection with election to a higher status of membership.
- III. The data held by the Society relating to applicants and to Members will be kept confidential, but
  - A. The title, full name and membership status of Members will appear in the Society Membership Directory on the Society website, and these details may be released by the Society upon request; and
  - B. The Society may provide such information to:
    - (1) Any person under the duty of confidentiality to the Society, that is to staff members of the Society and to the members of the Council and its relevant Committees and Divisions, and
    - (2) Any third party holding a court order for the disclosure of the information.
- IV. The Society does not hold any personal data of persons whose applications for membership have been rejected by the Council on the recommendation of the Membership and Professional Standards Committee. The application forms and all supporting documents will be destroyed six months after the applicant has been informed of the rejection. Thereafter the Society only retains minutes to say that an application from a person of such a name has been rejected.
- V. Under the Ordinance:
  - A. Any individual has the right to check whether the Society holds data about him or her, and the right of access to such data,
  - B. Any Member has the right to require the Society to correct data relating to him or her, which are shown to be inaccurate,
  - C. Any Member has the right to ascertain the Society's policy and practice in relation to personal data and to be informed of the kind of personal data held by the Society.
- VI. In accordance with the terms of the Ordinance, the Society has the right to charge a reasonable fee for the processing of any requests for access to personal data.
- VII. Requests for access to data or correction of data or for information regarding policies and practices of data should be addressed to the General Secretary, the Hong Kong Psychological Society Ltd., at the Society's official address specified in [www.hkps.org.hk](http://www.hkps.org.hk).