



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

**Address: The Hong Kong Psychological Society Limited, Unit 1211, The Metropolis Tower, 10 Metropolis Drive, Hung Hom, Kowloon, Hong Kong**

**APPLICATION FOR FULL MEMBERSHIP**

**Criteria for Membership Eligibility**

The Division of Educational Psychology (DEP) welcomes applications from members of the Hong Kong Psychological Society (HKPS) who have completed postgraduate training in educational or school psychology. Detailed criteria for DEP membership eligibility can be found on our webpage: [Criteria for Membership Eligibility \(https://www.dep.hkps.org.hk/wp-content/uploads/2021/06/DEP\\_Membership\\_Criteria\\_2021\\_Jun.pdf\)](https://www.dep.hkps.org.hk/wp-content/uploads/2021/06/DEP_Membership_Criteria_2021_Jun.pdf).

**Vetting Procedure and Decision**

The DEP Membership Committee will carefully review each application. Provided that all required documents have been submitted, the typical processing time is no more than three months. The Membership Committee will arrive at one of the following decisions:

1. **Acceptance**: The application is accepted by the Membership Committee and a recommendation is forwarded to the DEP Committee for final approval. Once approved, the applicant will be notified of the application result.
2. **Request for Additional Information**: If the Membership Committee considers that the information provided in the application is insufficient, the applicant will be asked to provide supplementary information within four weeks of notification. Once the additional information is received, the Membership Committee will further process the application and make a final decision.
3. **Rejection**: The application is rejected if the applicant does not meet the criteria for DEP membership eligibility. The applicant will be informed of the decision and the specific areas in which the criteria were not met. All submitted documents will be kept for six months and destroyed thereafter.

## **Application Fee**

The application fee is HK\$400 for applicants who have graduated from local professional training programmes and HK\$1,000 for applicants who have graduated from overseas professional training programmes. This fee is non-refundable and must be paid in full before the application can be processed. Please submit the application form and supporting documents along with a crossed cheque made payable to “The HK Psychological Society Ltd. – Division of Educational Psychology”.

Upon successful application, the first-year membership fee would be exempted. The annual membership fee would then be collected with HKPS Annual Subscription on 1 June each year.

## **Enquiries**

Further enquiries about the application and vetting procedures can be made via email to [dep.membership@hkps.org.hk](mailto:dep.membership@hkps.org.hk).

DEP Committee

January 2025

THE HONG KONG PSYCHOLOGICAL SOCIETY  
DIVISION OF EDUCATIONAL PSYCHOLOGY  
**FULL MEMBERSHIP APPLICATION FORM**

Please use **BLOCK CAPITALS**

Title:     Prof.  Dr.  Mr.  Mrs.  Ms.  Miss      Name in Chinese: \_\_\_\_\_

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

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

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

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

**Part 1: Membership of the Hong Kong Psychological Society**

Please note that DEP **ONLY** accepts HKPS member for DEP full membership application.

HKPS Membership status:

Currently a paid-up HKPS member in the year: \_\_\_\_\_ to \_\_\_\_\_

Fellow     Associate Fellow     Graduate Member

Applying for HKPS Membership

Date of application to HKPS (*dd/mm/yyyy*): \_\_\_\_/\_\_\_\_/\_\_\_\_

**Part 2: Academic Qualification (Undergraduate degree in Psychology or its equivalence)**

Please enclose valid proof of the qualification obtained, i.e. 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 the university are acceptable.

Tertiary Institute	Major	Degree/Diploma & Classification	Date of award

### Part 3: Academic Qualification (Professional postgraduate training in educational/school psychology)

Please enclose valid proof of the qualification obtained, i.e. certified true copy for degree certificate and transcript. Declaration of true copy at the Home Affairs Department Offices, HKSAR and certification of true copy issued at the university are acceptable. For other relevant document(s), photocopies are acceptable.

Dates of training: From \_\_\_\_\_ (dd/mm/yyyy) to \_\_\_\_\_ (dd/mm/yyyy)

Training institute: \_\_\_\_\_

Qualification awarded: \_\_\_\_\_

Please tick relevant box(es) to confirm that the above postgraduate training fulfills the following criteria\*:

- At least 2 years full-time Master's degree / 3 years full-time Doctoral degree
- At least 60 credits (US system) / 120 credits (European system)
- Delivery of the programme mainly on a face-to-face resident study basis

\*Remarks: If any of the above criteria is not met, please provide further information for the Membership Committee's consideration.

### Part 3a: Coursework components of the professional training programme

(only for applicants who graduated from non-local graduate programmes in educational/school psychology)

Please list out the courses and their codes as in the transcript, that covered the six core areas and respective sub-areas. Please provide detailed information about the educational psychology training programme including its accreditation status (e.g. course handbooks and course syllabi), and list out the details of the courses that are relevant to the corresponding core areas.

Core areas	Course code	Location of the course description relevant to the corresponding core area (e.g. Handbook p.10 / Document X p.2)
<b>(a) Professional issues and standards in educational psychology practice</b>		
i. History, foundations, and models of educational psychology services		
ii. Legal and ethical issues		
iii. Professional issues and standards		
<b>(b) Psychological foundations</b>		
i. Social and cultural basis of behavior		
ii. Individual differences		
iii. Developmental psychology		

Core areas	Course code	Location of the course description relevant to the corresponding core area (e.g. Handbook p.10 / Document X p.2)
iv. Learning and motivation		
<b><i>(c) Educational foundations</i></b>		
i. Curriculum and instruction		
ii. Organization and operation of schools		
iii. Education of children with special needs		
<b><i>(d) Psychoeducational Assessment</i></b>		
i. Assessment of intelligence, aptitude, and achievement		
ii. Behavioral, social, and emotional assessment		
iii. Assessment of special educational needs		
<b><i>(e) Intervention</i></b>		
i. Direct intervention (individual and group levels)		
ii. Indirect intervention (consultation and school/systems level)		
<b><i>(f) Research methods and statistics</i></b>		
i. Research and evaluation methods		
ii. Advanced statistics		

### Part 3b: Practical experience during professional training

Please enclose valid reference for the practical experience acquired, including (1) practicum summary log, and (2) documentation to ascertain that the various skills listed in the membership criteria are developed up to the required professional standard (i.e. passed), 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.

Placement (1)		
<b>Organization and Department</b>		
<b>Dates</b>	From: ___ / ___ / _____ (dd/mm/yyyy) To: ___ / ___ / _____ (dd/mm/yyyy)	<b>Number of working hours:</b> _____ hours
<b>Supervisor(s)</b>	Name: _____ Official Position: _____ <input type="checkbox"/> At least 3 years of relevant professional experience	Name: _____ Official Position: _____ <input type="checkbox"/> At least 3 years of relevant professional experience
<b>Client groups</b>		
<b>Description</b>	Description of work done, assessment and interventions learned:	

Placement (2)		
<b>Organization and Department</b>		
<b>Dates</b>	From: ___ / ___ / _____ (dd/mm/yyyy) To: ___ / ___ / _____ (dd/mm/yyyy)	<b>Number of working hours:</b> _____ hours
<b>Supervisor(s)</b>	Name: _____ Official Position: _____ <input type="checkbox"/> At least 3 years of relevant professional experience	Name: _____ Official Position: _____ <input type="checkbox"/> At least 3 years of relevant professional experience
<b>Client groups</b>		
<b>Description</b>	Description of work done, assessment and interventions learned:	

Placement (3)		
<b>Organization and Department</b>		
<b>Dates</b>	From: ___ / ___ / _____ (dd/mm/yyyy) To: ___ / ___ / _____ (dd/mm/yyyy)	<b>Number of working hours:</b> _____ hours
<b>Supervisor(s)</b>	Name: _____ Official Position: _____ <input type="checkbox"/> At least 3 years of relevant professional experience	Name: _____ Official Position: _____ <input type="checkbox"/> At least 3 years of relevant professional experience
<b>Client groups</b>		
<b>Description</b>	Description of work done, assessment and interventions learned:	

Placement (4)		
<b>Organization and Department</b>		
<b>Dates</b>	From: ___ / ___ / ___ (dd/mm/yyyy) To: ___ / ___ / ___ (dd/mm/yyyy)	<b>Number of working hours:</b> _____ hours
<b>Supervisor(s)</b>	Name: _____ Official Position: _____ <input type="checkbox"/> At least 3 years of relevant professional experience	Name: _____ Official Position: _____ <input type="checkbox"/> At least 3 years of relevant professional experience
<b>Client groups</b>		
<b>Description</b>	Description of work done, assessment and interventions learned:	

Placement (5)		
<b>Organization and Department</b>		
<b>Dates</b>	From: ___ / ___ / ___ (dd/mm/yyyy) To: ___ / ___ / ___ (dd/mm/yyyy)	<b>Number of working hours:</b> _____ hours
<b>Supervisor(s)</b>	Name: _____ Official Position: _____ <input type="checkbox"/> At least 3 years of relevant professional experience	Name: _____ Official Position: _____ <input type="checkbox"/> At least 3 years of relevant professional experience
<b>Client groups</b>		
<b>Description</b>	Description of work done, assessment and interventions learned:	

Placement (6)		
<b>Organization and Department</b>		
<b>Dates</b>	From: ___ / ___ / ___ (dd/mm/yyyy) To: ___ / ___ / ___ (dd/mm/yyyy)	<b>Number of working hours:</b> _____ hours
<b>Supervisor(s)</b>	Name: _____ Official Position: _____ <input type="checkbox"/> At least 3 years of relevant professional experience	Name: _____ Official Position: _____ <input type="checkbox"/> At least 3 years of relevant professional experience
<b>Client groups</b>		
<b>Description</b>	Description of work done, assessment and interventions learned:	

**Total number of working hours of the practical experience that has been passed:** \_\_\_\_\_ **hours**

Please tick the box to confirm that:

the above practical experience involved at least 600 hours in educational settings

### Part 3c: Research work during professional training

Please enclose a copy of your dissertation abstract with your application.

Title of dissertation / thesis:

Please tick relevant box(es) to confirm that the research work fulfills the following criteria\*:

- A dissertation/thesis has been submitted
- The research is an empirical one
- The topic has direct relevance to the field of Educational Psychology

*\*Remarks: If any of the above criteria is not met, please provide further information for the Membership Committee's consideration.*

### Part 4: Professional experience

Please list in chronological order of all posts.

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

### Part 5: Other information relevant to this application

You may want to include information such as other qualifications, experience, publications, and membership of other professional bodies.



**Part 6: References**

Please provide two proposers who are Full Members of the Division of Educational Psychology.

Name (in print): \_\_\_\_\_ Name (in print): \_\_\_\_\_  
Signature: \_\_\_\_\_ 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.**

**Part 7: Applicant’s declaration and consent**

I apply to the DEP, HKPS for Full Membership. I certify that the information given above is true and correct to the best of my knowledge. I have enclosed all valid copies of documents required for vetting. I give consent to the DEP Membership Committee, if necessary, to confirm with any one of the universities, institutions, supervisors, and proposers stated in this application form about the information on my qualifications, experience, and professional membership.

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

## **Annex A: Personal Information Collection Statement (PICS)**

### **Purpose of Collection**

1. Personal data collected will be used by The Hong Kong Psychological Society Limited (“Society”) for the purposes of:
  - i. processing and vetting any membership application and updating (including changing to different categories of membership), and related returns and notifications;
  - ii. verifying membership and identity;
  - iii. proving of consent & agreement;
  - iv. issuing invitation letters, appointment letters, congratulation letters, letters of good standing, testimonials, & certificates;
  - v. keeping of a register of membership and the management of all matters incidental thereto;
  - vi. providing information of members to the public to facilitate the identification of members and psychologists and about the services these psychologists provide (including display of information set out in section “Statement of Practices – 1. Membership records – a. membership application and updated information, and b. registered psychologist details”); and verifying information to be published on the Society’s website;
  - vii. processing complaints, investigations, disciplinary actions, enforcement, regulatory actions, enquiries or feedback; and publishing results or conclusions of thereto;
  - viii. organizing, communicating, promoting, inviting, providing, enrolling, vetting, and verifying of various services to members and public (meetings, subscription of publications, training, continuing education, sponsorship, social, promotional, recreational and other programmes or activities);
  - ix. conducting recruitment and human resources purposes (including consideration of job, volunteer, mentorship and internship applications);
  - x. conducting research or statistical purposes;
  - xi. administering the web services provided by the Society; and
  - xii. performing the Society’s administration and operating functions and powers in connection with registration and under other applicable legislations, rules and regulations.
2. It is obligatory for you to supply the Society with the data requested in this form. A failure to provide the requested personal data, or the provision of inaccurate or incomplete information may result in the Society not being able to process the application, or for the Society to perform its functions or powers.

### **Transfer of Personal Data**

3. The Society may provide necessary information to staff of the Society and to the members of the Council and its relevant Committees and Divisions, and any third party lawfully required and/or holding a court order for the disclosure of the information.
4. Personal data provided in a complaint will be used, disclosed or transferred only for those purposes related to the complaint, for example, it may need to be disclosed to the person / company against whom a complaint has been made and to inform relevant regulatory bodies and professional organizations of any positive finding on the breach of professional conduct.

### **Direct Marketing**

5. The Society may use your email address for marketing (including meetings, subscription of publications, training, continuing education, sponsorship, social, promotional, recreational and other programmes or activities).
6. If you wish the Society to exclude your personal data for direct marketing purposes, please send us an email, along with your name and membership number to General Secretary at [admin@hkps.org.hk](mailto:admin@hkps.org.hk).

### **Access and Correction**

7. You have the right to request access to and to request the correction of your personal data. While certain personal data can be updated online by the member, other data access requests should be made using the form specified by the Privacy Commissioner for Personal Data which is accessible from the following link “Data Access Request Form” (<https://www.pcpd.org.hk/english/publications/files/Dforme.pdf>).

### **Enquiries**

8. Enquiries concerning your personal data provided in your enquiry, including making access and correction, should be addressed to:

General Secretary, The Hong Kong Psychological Society Limited, Unit 1211, The Metropolis Tower, 10 Metropolis Drive, Hung Hom, Kowloon, Hong Kong  
Email: [admin@hkps.org.hk](mailto:admin@hkps.org.hk)

### **Privacy Policy Statement**

9. You may click [here](#) for the Privacy Policy Statement of the Society.

I have read and understand the above Personal Information Collection Statement (PICS).

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(e-signature is not accepted)

## **Annex B: Checklist for DEP Full Membership Application**

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

**I have enclosed the following documents for the application (please tick relevant boxes):**

- One completed application form
- Certified true copy or declared true copy of certificate(s) and transcript(s) for undergraduate degree in Psychology or its equivalence
- Valid proof of the qualifications for professional postgraduate training in educational psychology:
  - Certified true copy or declared true copy of degree certificate and transcript
  - Detailed information about the educational psychology training programme including its accreditation status (e.g. course handbooks or syllabi)
  - 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
  - Abstract of dissertation
- Other supporting documents (if any):
- Completed PICS (Annex A)
- A crossed cheque of application fee made payable to “The HK Psychological Society Ltd. – Division of Educational Psychology”

**Please send all the documents to “The Convener of Membership Committee, Division of Educational Psychology, The Hong Kong Psychological Society Limited, Unit 1211, The Metropolis Tower, 10 Metropolis Drive, Hung Hom, Kowloon, Hong Kong”.**