



Benchmark
Psychology



PSYCHOLOGY
REGISTRAR
ENDORSEMENT
PROGRAM

REGISTRAR PROGRAM INFORMATION PACK

Navigating the registrar program and knowing where to start can be daunting. So we have compiled a document with information to help you understand the requirements within the registrar endorsement program and will cover topics such as supervision, CPD, hours requirements, record keeping, insurance, and registration.

REGISTRATION & AHPRA REPORTING

APPLYING FOR REGISTRATION:

You will need to apply to AHPRA for general registration to commence your program.

The registration period runs from December 1 to November 30 the following year.

Applications are required to be renewed annually and applications/renewals received and approved between October 1 and November 30 will allow you to be registered until November 30 the following year. You will need to ensure you renew your registration by the AHPRA deadline each year (November 30 or within the following month late period).

Applying for general registration should be started as early as possible, as there can be delays in receiving approval. AHPRA's busiest time of year can be from November to February so we recommend putting in your application in plenty of time and calling them regularly to check in with how your application is progressing.

The application for registration process can commence once you have completed your university requirements, which allows you as much time as possible to receive general registration. This is important if you plan to start work immediately. Some employers may require you to be fully registered rather than provisionally registered, particularly if your work relies on clients claiming Medicare rebates for their appointments with you.

See the next page for information about the application to AHPRA.

APPLYING FOR ENDORSEMENT:

When you have satisfied all the requirements of your program, you can submit an application for endorsement to AHPRA accompanying the above final progress report. Use the *AECR-76 form - Application for an area of practice endorsement* on completion of approved registrar program.

REPORTING TO AHPRA:

- There are two reporting points to AHPRA during your program. After you have completed half your supervised practice hours - complete and submit a mid-program progress report. Use the *PREA-76 form - Progress report for the registrar program*.
- Once you have met the requirements of all components of the program - complete and submit a final progress report. Use the *PREA-76 form - Progress report for the registrar program*.

REGISTRATION & AHPRA REPORTING

THE APPLICATION:

You will need to complete the *AGEN-76 - Application for general registration* as a psychologist form available on the AHPRA PsyBA website. The application form will outline which copies of your documents need to be certified and acceptable processes for certification.

To consider your application, AHPRA will need confirmation of the completion of your degree. Your university should have sent the required **original copies** of your transcripts, and undergraduate and postgraduate certificates to AHPRA. You can contact your university to confirm this has been done.

AHPRA will also seek proof of identity and criminal checks, either in Australia or internationally.

AHPRA also requires you to attach an **original, signed, dated, current Curriculum Vitae** (CV) to your application. They provide guidelines for what to include and how to present this information. You will need:

- To sign and date your CV with a statement - *'This curriculum vitae is true and correct as at (insert date)'*
- To describe your full practice history
- List clinical or procedural skills training and how it was undertaken & demonstrated
- To explain any period since obtaining your professional qualifications where you have not practised and reasons why
- To present information in chronological order
- To provide details of placements and psychology related work
- To include any work you have engaged in outside of psychology.

Further details regarding these requirements can be found here:
Australian Health Practitioner Regulation Agency - Standard Format for Curriculum Vitae
(ahpra.gov.au)

Website: <https://www.ahpra.gov.au/Registration/Registration-Process/Standard-Format-for-Curriculum-Vitae.aspx>

SUPERVISION

SUPERVISOR QUALIFICATION REQUIREMENTS:

To commence your endorsement program you will require a Psychology Board of Australia (PsyBA) approved supervisor with specific qualifications, experience and endorsement in the area of your program. Endorsed supervisors have completed specialised training in supervision and meet PsyBA's requirements for years of experience in the psychology field. Additional criteria must be met by the supervisor to receive approval to supervise for a clinical or neuropsychological endorsement program, including years of experience and post-graduate qualifications in the area of endorsement.



WHAT PERSONAL APPROACHES DO I LOOK FOR IN A SUPERVISOR?

- Ability to adapt skills to suit your level of experience and progress through your program according to your needs
- Desire and skill to clinically reflect and evaluate your progress
- Ability to explore, hypothesise and problem-solve to work toward solutions
- Willing to share, teach and collaborate as well as to listen and reflect
- Match and respond to your learning style, changing needs over time and provide feedback in a way that you can learn and progress constructively
- Commitment to constructive client outcomes and evaluation of interventions and approaches
- Values a supportive and effective learning experience for you
- Skilled at identifying areas of challenge and strength and provision of feedback in a constructive manner to promote learning and confidence
- Compatibility on the balance, style and approach toward feedback.

SUPERVISION

THINGS TO CONSIDER WHEN LOOKING FOR A SUPERVISOR FOR CLINICAL ENDORSEMENT:

- Does the supervisor have the required post-graduate qualifications?
- Is the supervisor accredited with AHPRA to supervise for my specific area of endorsement? (as opposed to being accredited to generally supervise)
- How many years of experience do they have?
- What areas of speciality or experience do they have? Does that align with my area of work?
- Does the supervisor have recent clinical experience?
- How easy will it be to arrange secondary supervision with other supervisors when I require supervision in specific areas if needed?
- Does my supervisor have adequate and mutually suitable time available for ongoing supervision?
- Is the supervisor contactable outside of booked supervision sessions?
- Does the supervisor availability fit with your work hours and the setting you will be working in?
- How much does the supervisor charge?
- Is the supervisor skilled in the supervision process?
- Is the supervisor flexible and able to shift to changing needs across the program?
- What arrangements will be put in place for when my supervisor is uncontactable or away from the office?

FINDING A SUPERVISOR:

Your program must be supervised by Board-approved supervisors. All such supervisors and their contact details and availability are listed on the Psychology Board of Australia website. You can search for a supervisor at the following places:

- HPRA, Psychology Board of Australia - 'Search for a Supervisor'
<https://www.psychologyboard.gov.au/Registration/Supervision/Search.aspx>
- APS Directory of College Supervisors
- APS Member Group Directory
- APS 'Find a Psychologist' Service
- AAPI 'Find a Psychologist' Service
- Your workplace
- Private practices - for example, Benchmark Psychology offers the Psychology Registrar Endorsement Program (PREP)

Reach out and contact supervisors you feel might be suitable for you as a primary or secondary supervisor. It's a good idea to arrange to ask a few questions and have a chat about their approach, expertise and availability. Getting the right fit will really ensure you have the best experience through your program.

SUPERVISION

INDIVIDUAL VS GROUP SUPERVISION:

Benefits of Small Group Supervision:

It can be an enriching and supportive experience adding small group supervision to your supervision mix. Small groups can:

- Help you to network and build professional relationships with people at a similar career stage
- Validate and offer support
- Provide broad exposure to a range of client presentations and therapeutic approaches beyond your own practice
- Assist to build confidence and collaboration
- Offer empathy and validation for your experiences as a therapist
- Support you when faced with challenges
- Help you learn from hearing other people's successes and mistakes.

At least 66% of total supervision hours must be from individual supervision. Up to 33% of total supervision hours may be completed as small group supervision.

You can have a secondary supervisor provide up to 50% of your total supervision if they hold an endorsement in the same area and up to 33% if they have endorsement in a different area or no endorsement.

BENEFITS OF MORE THAN ONE SUPERVISOR:

It can be very useful to consult with more than one supervisor over the course of your program to:

- Gain varying perspectives
- Be exposed to a broader knowledge base
- Receive feedback from differing theoretical perspectives and experience bases
- Continue supervision and feel supported when your principal supervisor is away or unavailable
- Seek expert and specialised supervision for specific cases and targeted learning
- Broaden your exposure to different supervision styles
- Move with your changing needs, client base and work roles
- Have supervision from people both within your workplace and external to it.

You can add additional supervisors as secondary supervisors at any time during the program. Be sure to check if a secondary supervisor is AHPRA accredited to provide supervision in your endorsement program if you want to count any supervision hours in your supervision hours total.

You can still receive supervision from other supervisors, however, you may not be able to include these hours as supervision.

If you want to add a secondary supervisor to count their supervision in your supervision hours total, check with them if they are willing to be listed as such and submit an *ACSP-76 - Application to add or change a supervisor in a registrar program*.

SUPERVISION

HOW TO SET UP A SUPERVISION CONTRACT:

You will need to submit an application to AHPRA for approval of the commencement of your program. This will include nomination of your primary and any secondary supervisors for their approval.

In addition to this, it is important that a supervision agreement or contract is set up collaboratively between you and your supervisor. This can be done during initial supervision sessions and should outline agreed upon details for things such as:

- Cost
- Session frequency and duration
- Method/location of supervision (i.e online, in person at a particular office)
- Arrangements for contact and support between supervision sessions
- Any specific needs or agreements



HOURS REQUIRED

How many hours do you need for each type of qualification?

You will require a minimum number of hours across a number of domains and will need to keep diligent records of your hours. In summary, you will need to accrue minimum hours over a minimum timeframe. You are required to accrue hours for - continuing professional development (CPD), supervision, and total practice-related hours. These are summarised in the table below and you can refer to the Psychology Board of Queensland for further detail and requirements for other qualifications.

How many supervision hours need to be with the principal supervisor?

At least 50% and up to 100% of supervision can be provided by the principal supervisor.

How many direct client contact hours are needed?

The AHPRA “Guidelines on Area of Practice Endorsements (2019)” document outlines a minimum of 176 hours per year of direct client contact within the same area of practice as the approved postgraduate qualification.

Client contact may include “psychological assessment, intervention, prevention, consultation and management planning”.

How long do they need to be, and can they be online?

The majority of supervision sessions need to be a minimum of 1 hour. Up to 25% can be accrued in >1 hour increments which would include ad hoc supervision in your workplace and brief check-ins with your supervisor. Sessions can be provided by videoconference, in person or by telephone.

Qualification	Duration of psychological practice	Registrar program total hours	Supervision hours	Active CPD
Masters	88 weeks	3000 hours	80 hours*	80 hours*
Combined Masters/PhD	66 weeks	2250 hours	60 hours	60 hours
Doctoral degree	44 weeks	1500 hours	40 hours	40 hours

*approximately 1 hour of supervision and professional development weekly to fortnightly for two years.

RECORD KEEPING

Keeping of records and paperwork relating to your registrar program is very important and is your responsibility to complete this regularly to ensure accuracy of the records. As a registrar, you must keep records for your hours of direct client contact, supervision and CPD.

As a registrar, the APS Code of Ethics considers you a client of your supervisor, as they are providing you with psychological services. As such, professional supervision records should be kept by both you and your supervisor. Keep in mind that these records can be accessed through the Freedom of Information Act, privacy legislation, or by subpoena.



HOW LONG ARE SUPERVISION RECORDS REQUIRED TO BE KEPT?

As supervision is considered a psychological service with private information, the supervision records must be retained and securely stored for an appropriate length of time. The Australian Psychological Society recommends that professional postgraduate psychology student supervision log books be retained for a period of 10 years following graduation. Furthermore, whilst there are no set record keeping guidelines for supervisors, due to a supervisee being considered a 'client' of the supervisor, it is recommended that they maintain their records for a similar length of time.

DUAL ENDORSEMENTS

WHAT IF I'M SEEKING A SECOND AREA OF ENDORSEMENT AFTER COMPLETING MY FIRST?

Psychologists who already have an area of endorsement can complete 75% of the supervised practice hours required for the new endorsement.

WHAT IF I'M SEEKING TWO ENDORSEMENTS SIMULTANEOUSLY?

Psychologists seeking to complete two endorsements at once can complete 75% of each of the supervised practice hours requirements for each endorsement area (i.e., supervised practice, CPD and supervision). For example, you complete 1125 hours of supervised practice and 30 hours of CPD and supervision for each endorsement you are seeking. You will have to apply for both programs separately (i.e., pay two separate fees) and apply for endorsement separately too. If you complete one endorsement program before the other, it is possible to apply first to get endorsement in one area (NB depending on the AHPRA officer you get, some might request for you to complete both however please note that this is not a requirement).

AREAS OF PRACTICE COMPETENCE

In the context of your program, you will be required to demonstrate that you have met 6 competencies at a level expected by an entry-level endorsed psychologist. It is important and helpful for you to keep track of when these competencies are discussed in supervision and demonstrated. Practice competencies are:

1. Knowledge of the discipline
2. Ethical, legal and professional matters
3. Psychological assessment and measurement
4. Interventions
5. Research and evaluation
6. Communication and interpersonal relationships
7. Working with people from diverse groups
8. Practice across the lifespan.

INSURANCE

You will require insurance if you are providing healthcare or opinion about the physical or mental health of an individual. This is important to protect yourself and defend against any claims made against you.

HOW MUCH COVER DO I NEED?

The amount of cover you need will be dependent on where you work, the services you provide and the risks associated with your work and role. You should seek professional advice from an insurance broker, provider or indemnifier to determine the amount of cover you need by providing accurate information and details to them regarding the specifics of your role.

It is important to consider and ensure you have the right level of cover for your role and particular situation. Insurance companies typically offer corporate rates for the professional body you are a member of. You can check with your professional body regarding any alliances they may have with particular insurance companies who they know typically provide cover that meets the specific needs of psychologists.

Further details regarding insurance considerations and standards set out by AHPRA can be found at this link:
<https://www.psychologyboard.gov.au/Standards-and-Guidelines/Registration-Standards.aspx>

INSURANCE

WHAT DOES PsyBA SAY ABOUT DIFFERENT WORK ARRANGEMENTS?

The following is an excerpt from the Psychology Board of Australia website:

If you are employed, and you only work for an employer(s), your employer(s) is likely to have arrangements that will provide appropriate cover for your practise and the risks involved in your work. An employer's PII arrangements may only provide cover for activities you carry out as part of your duties during your employment. The arrangements may vary between different employers, so if you are not sure about what is covered by your employer's PII arrangements, you should always check with your employer.

If you are self-employed, you will need to make sure that you have made your own PII arrangements. Some trade unions, professional bodies and defence organisations offer professional indemnity cover as part of their membership or for an extra fee.

Alternatively, you can also arrange your own cover directly.

If you carry out a combination of employed and self-employed roles, you will need to make sure that you have PII arrangements in place which provide appropriate cover for all aspects of your practice. You are unlikely to be covered for your self-employed practice by your employer's PII arrangements. Therefore, you will need to ensure that you have made your own PII arrangements to cover your additional practise.

If you are practising as a volunteer or in an unpaid position, you are still required to have appropriate PII arrangements in place. Some voluntary organisations will have PII arrangements which cover their volunteers' activities. If you hold your own PII arrangements, you should check to see if these cover any practice you do as voluntary work.

If you hold non-practising registration you are not required to have PII arrangements in place, as you are not practising. However, as required by your National Board's PII arrangements registration standard, when you decide to cease practice you must take out appropriate run-off cover to make sure you have cover for all matters arising from your previous practice. You should seek advice from your insurer on the arrangements that are necessary while you are taking a break from practice.

If you are registered but are not practising for part of the registration period (for example, if you take a six-month leave of absence to travel overseas), you do not need to have PII arrangements for that period. However, as above, when you decide to cease practice for any period you must ensure you have appropriate run-off cover for matters that would otherwise be uncovered arising from your previous practice.

If you are registered in Australia but are practising exclusively overseas, you are not required to have PII arrangements. You should make sure that you understand and comply with the requirements in the country where you are practising.

FREQUENTLY ASKED QUESTIONS

WHAT HAPPENS IF I CHANGE JOBS DURING MY PROGRAM?

You will need to advise AHPRA of changes to your work role prior to the change. This is done by providing updated details of your new role, tasks and responsibilities submitted with the '*Application to add or change a primary work role in a registrar program*' ACAP-76 form.

WHAT IF I CHANGE OR ADD A SUPERVISOR DURING MY PROGRAM?

You will need to advise AHPRA of changes or additions to your supervisors throughout your program. Complete the '*Application to add or change a supervisor in a registrar program*' APSP-76 form.

HOW MANY SUPERVISORS CAN I HAVE?

You can add as many supervisors as you like as secondary supervisors. Complete the '*Application to add or change a supervisor in a registrar program*' APSP-76 form.

CAN I COUNT SUPERVISION HOURS IF THE SUPERVISOR IS NOT BOARD-APPROVED?

The Board requires all supervisors of programs leading to endorsement to be Board- approved. If you discuss a client with another psychologist who is a Board-approved supervisor but who is not your primary or secondary supervisor, this time can be included as part of your practice hours, however you will not be able to count that time as supervision.

USEFUL LINKS AND FORMS

LINKS:

PsyBA page - <https://www.psychologyboard.gov.au/Endorsement.aspx>

PsyBA Endorsement Fact Sheet - [file:///C:/Users/cdcom/Downloads/Psychology-Board---Fact-sheet---Changes-to-the-area-of-practice-endorsement-registration-standards-and-guidelines%20\(1\).PDF](file:///C:/Users/cdcom/Downloads/Psychology-Board---Fact-sheet---Changes-to-the-area-of-practice-endorsement-registration-standards-and-guidelines%20(1).PDF)

Australian Prudential Regulation Authority (APRA) - for listings of approved insurers - <https://www.apra.gov.au/>

PsyBA Insurance Standards and Guidelines - <https://www.psychologyboard.gov.au/Standards-and-Guidelines/Registration-Standards.aspx>

PsyBA Guidelines for provision of CV - Australian Health Practitioner Regulation Agency - Standard Format for Curriculum Vitae (ahpra.gov.au)

FORMS:

AGEN-76 - Application for general registration as a psychologist

AEAP-76 - Application for approval of registrar program in an approved area of practice

ACSP-76 - Application to add or change a supervisor in a registrar program

ACAP-76 - Application to add or change a primary work role in a registrar program

PREA-76 - Progress report for the registrar program

AECR-76 - Application for an area of practice endorsement on completion of approved registrar program

THIS DOCUMENT WAS PUT TOGETHER BY THE TEAM AT THE PSYCHOLOGY REGISTRAR ENDORSEMENT PROGRAM (PREP).

The Psychology Registrar Endorsement Program (PREP) has been developed to provide a complete, engaging and results-focused preparation for clinical psychology.

It's been designed by senior clinical psychologists to directly address the Psychology Board of Australia's requirements for endorsement.

With CPD and supervision options, and an experienced teaching team, PREP comprehensively covers technique, theory, and practice in a supportive environment where feedback is central to honing skills.

If you would like to learn more about PREP visit -
<https://www.prep.clinic/>



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