



GHANA PSYCHOLOGY COUNCIL

CORPORATE BODY FACILITY ACCREDITATION FORM

Upholding Standards, Protecting the People



IN COMPLIANCE WITH PART 5 OF THE HEALTH PROFESSIONALS REGULATORY ACT, 2013 (ACT 857)

Please refer to the guidelines when completing this application Form

1.

DETAILS

2. Name of Body/Agency:
3. Introduction Letter from Owner if practitioner In-Charge is Different from owner.
4. Letter of Intent signed by the owner (application Letter stating the type of facility to be operated, the location (landmark) profession of practitioner –in – charge etc.)
5. Valid National Identification of Owner
6. SSNIT registration for staff (if on salary)
7. Application Fee of GHC500.00
8. Evidence of Full Documentation of Registrar General’s Certification
9. Certificates of Professional Qualification for Practitioners (please provide evidence)
10. Licensure Certificates of Practitioners (please provide evidence)
11. Mission & Scope of Service for the Facility
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.....
12. Aim of Service for the Facility

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.....
.....

13. Objectives of Service for the Facility:

- i.
- ii.
- iii.
- iv.
- v.

14. Guiding Principles..... :

- i.
- ii.
- iii.
- iv.

15. Core Values..... :

- v.
- vi.
- vii.
- viii.

16. Core Activities of the Facility

- i.
- ii.
- iii.
- iv.
- v.
- vi.
- vii.

17. Names, Qualification and Professional Licensure status of Counsellors at the Facility (Please provide evidence)

- i.
- ii.
- iii.
- iv.

18. Counsellors Level of Education and Licensure status:

a. Lay Practitioners (Diploma & Certificate in Counselling-all fields) :

FIELD /AREA OF PRACTICE	TOTAL NUMBER	Licensure Status/ Certificate Of Practitioners	
		No Licensed	Number Unlicensed
Total			

b. Paraprofessional/Psychologist’s Assistant:

FIELD /AREA OF PRACTICE	TOTAL NUMBER	Licensure Status/ Certificate Of Practitioners	
		No Licensed	No. Unlicensed
Total			

c. Professionals

FIELD /AREA OF PRACTICE	TOTAL NUMBER	Licensure Status/ Certificate Of Practitioners	
		No Licensed	No, Unlicensed
Total			

19. Counsellor Requirement (Please state the employment requirement for all the different categories of providers according to their level of training and filed of practice).....

CATEGORY	REQUIREMENT
Psychologist’s Assistant	
Lay Counselling	

Para-professional	
Counselling (Professional)	
Counselling (Professional)	

Note: For non-Ghanaian: In addition to the above should have:

1. Resident Permit
2. Work Permit
3. A Valid Ghana National Identification Card
4. A Ghanaian Psychologist of equal qualification as the foreign counterpart

20. Infrastructure (Minimum):

- a. One Consulting Room and One Relaxation
- b. Testing Room
- c. Reception/Waiting Area
- d. Utility Room:
 - i. Pantry etc.
 - ii. Toilet (s)

21. Minimum Human Resource Requirement

- a. At least two (2) Ghana Psychology Council fully certified psychologists (full time; should have worked for at least five years in Ghana)
- b. Two Psychologist’s Assistants (full time)
- c. One Clerk or Records Officer
- d. A cleaner
- e. Security officers (for day and night shifts)

22. Staff Development Programmes (Requirements, Policy and Plan)

23. Peer and Professional Assessment of Competencies, Conducts & Behaviours

24. Availability of Constitution/Policy:.....(Provide evidence)

25. Availability of Code of Ethic:(Provide evidence)

26. Availability of Charter:.....(Provide evidence)

27. Name(s) of Institutions and Agencies affiliation (Local and International).....

- a.
- b.

- c.
- d.

28. Bank account Yes/No

29. Other relevant Information.....

- e.
- f.
- g.
-
-

GPC ORIGINAL

FOR FURTHER INFORMATION CALL:

PHONE: 0503027254 / 0542293014 / 0246416527

EMAIL:

info@ghanapsychologycouncil.org.gh

ghanapsychologicalcouncil@gmail.com

FOR OTHER REGISTRATION FORMS PLEASE CHECK

WEBSITE: www.ghanapsychologycouncil.org.gh

Completed Form and attached Document should be sent to:

**THE REGISTRAR
ROOM 20, OLD MINISTRY OF HEALTH
OPPOSITE MINISTRIES POST OFFICE
MINISTRIES, ACCRA, GHANA**

GHANA POST GPS: GA-1 10-3586

Bank Details:

**GHANA PSYCHOLOGY COUNCIL
FIDELITY BANK
RIDGE TOWERS, ACCRA,
BANK ACCOUNT No. 2090031790018**

FOR OFFICE USE ONLY

Received by _____ Date _____

Checked by _____ Date _____

Amount paid _____

Receipt No _____

Signature of Officer _____

Date _____

*Registrar's Comments: _____

Signature _____

Date _____

Chairman's Approval

Signature _____

Date _____

Approved: Yes/No

Date: _____

Registration No _____