



GHANA PSYCHOLOGY COUNCIL

MINISTRY OF HEALTH

PARAPROFESSIONAL MEMBERSHIP APPLICATION 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

PERSONAL DETAILS

1. Name in full

Surname	first name	others
---------	------------	--------
2. If married (woman), maiden name in full.....
3. Correspondence Address.....
4. Permanent Address.....
5. Email..... Telephone.....
6. Date of Birth..... Sex..... Place of Birth.....
7. Citizenship..... If Non Ghanaian, state country.....
Duration of stay in Ghana.....
8. (a) In which area of applied psychology do you consider yourself working (**Please select ONLY one (1)** Indicate with a tick **x**):

<input type="checkbox"/> Pastoral Care & Counselling	<input type="checkbox"/> Career Guidance & Counselling
<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> School (Mental Health)
<input type="checkbox"/> Community (NGO)	<input type="checkbox"/> Social (Community NGOs, Media)
<input type="checkbox"/> Special Education	<input type="checkbox"/> Marital (Premarital, Marriage & Post Marital)
<input type="checkbox"/> Relationship Counselling	<input type="checkbox"/> Assessments
<input type="checkbox"/> Other (please specify) _____	

(b) In which activity:
 Therapy/Counseling Research Education Others (please specify).....
9. Place of Practice.....

10. Sponsoring Agency.....
Items 10 to be answered by those working for an organization only (e.g. church, NGOs)

11. If you are or have been registered, certified or licensed by a legal or professional Board in any country, give full details below, including name of Agency or Board, date of original or certificate, specialty if designate and license or certificate number:.....
.....
.....
.....
.....

12. Has any certificate or license granted to you ever been suspended or revoked? Yes/no.
If yes, please append details.

13. Have you ever had an application or registration, as a Para-Professional/ Psychologist’s Assistant rejected? Yes/no. If yes, please append details.

14. Have you ever been convicted of any crime, or of practitioner misconduct? Yes/no. if yes, please append details.

(Please arrange for forwarding of your examination scores-See enclosed “Application Checklist”)

EDUCATION AND TRAINING

15. Colleges and Universities

	<u>Institution</u>	<u>Degree Awarded</u>	<u>Date of Award</u>
1.
2.
3.
4.

(b) Accreditation Status of Training Institution:.....

Indicate the Accreditation Body.....

(c) Practicum (Duration):.....

	<u>Name of Institution/Facility</u>	<u>Supervisor</u>	<u>Duration</u>
1.
2.
3.

- (c) Area/field of applied psychology at the undergraduate level:.....
- (d) Title of thesis/dissertation/Long Essay:
-

16. Name of Supervisor.....
 Reference, if published.....

17. Applicant is required to submit to the Registrar certified copies of transcripts of the courses and grades for under graduate and graduate degrees; and full address including email of each of the institutions.

18. List any seminars or workshops attended and any other relevant training in the last one year; with name, date, place and duration of workshop/training.

- a.
- b.
- c.
- d.
- e.

PRACTITIONER EXPERIENCE

19. Have you ever had any practical attachment? Yes/No If Yes, state date, place and time.

20. Name of Facility/Institution of Attachment _____

21. Full address including email of facility.....

22. Accreditation status of the Facility/Institution _____

23. Duration of attachment (with dates)

24. Type of supervision received.....

25. Hours of Practical Sessions per Week.....

(b) Area of specialization in Counselling:.....

(c) Portfolio¹:

(d) Log Book².....

(e) Name of Supervisor(s).....

(f) Supervisor’s Affiliation (Licensure Status).....

¹ Please attach portfolio

² Please attach Log Book

(g) Applicant is required to submit to the Registrar certified copies of transcripts of the relevant courses and full address including email of each of the institutions.

(h) List any seminars or workshops attended and any other relevant training in the last one year; with name, date, place and duration of workshop/training.

f.

g.

h.

i.

j.

26. Employment status. Starting with the most recent, give a complete record of your experience. Include supervised attachment and indicate acquire training experience.

1. Present Employment

2. Date from..... Title or Position
Organization or Institution.....

3. General services offered.....
Your duties.....
.....

27. Full-time / Part time: If part-time, state number of hours you work per week.....

28. Name and address of person familiar with your work (preferably supervisor).....
.....
.....

29. Has any certificate granted to you ever been suspended or revoked? Yes/no. If yes, please append details.....

30. Licensure Examination Status:
__Pass __Failed __Waived (Evidence).....

I certify that the statements made by me in this application are complete and correct to the best of my knowledge and belief.

Signature

Date

FOR SUPERVISORS ONLY

Name (Internship Coordinator) _____

Internship Coordinator's Signature & stamp

Date

Name of Facility for internship _____

Starting date: _____

Ending date: _____

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:

**FIDELITY BANK
RIDGE TOWERS, ACCRA,
BANK ACCOUNT No. 2090031790018**

[Note: please refer to the enclosed "Application Checklist" for a complete summary of documentation requirements]

APPLICATION CHECKLIST

(For use by the applicant **ONLY**)

Submission of the following documents is to be arranged by the applicant. Please note that the Board will not consider your application until all documents and the application fee have been received. If you wish to check the status of your application, please contact the Registrar for the Ghana Psychological Council.

All Applicants

1. ___ Application form fully completed and signed.
2. ___ Application fee of {GHS 250.00 for Nationals; and \$500.00 for foreign trained } (non-refundable and subject to change without prior notification)*
3. ___ Reference from two psychologists who have been familiar with your work for at least one year, and a senior public servants who is acquainted to you .
4. ___ Certified copies of official transcripts & copies of certificates of all undergraduate and graduate degrees and full address of each of the institutions attended including email addresses should be provided.
5. ___ Full curriculum vitae & one (1) Passport size picture
6. ___ (a) Applicants who will still require a year of supervision or post-doctoral experience signed supervisors' agreement forms from your proposed primary and standby supervisors is required.

(b) Applicants requesting waiver of the Board's supervision requirement two assessments by professional colleagues of your supervised, post-doctoral experience are required.

Additional Requirements- If Applicable

7. Applicants residing outside Ghana should provide a statement of their reasons for seeking registration in Ghana.
8. Applicants certified or licensed elsewhere: The Council will require a statement directly from the Board/Council which granted your certificate/ license confirming your registration.
9. Applications that have previously completed the Examination for Professional Practice in Psychology/Therapy. The Council will require a report of your examination scores directly from:
 - (i) The Board/Council which administered in any country examination.

The following documents are required for evaluation purposes:

- (a) Copies of all transcripts of degrees and diplomas. These should be in the original language.
English translations are required.
- (b) A list of all professional experience including practicum and internships log books.
- (c) Portfolio
- (d) Copies of gazette names required for all change of names

GPC ORIGINAL

FOR OFFICE USE ONLY

Form Received by _____ Date _____

Checked by _____

Amount paid _____ Receipt No _____

Signature of Officer _____ Date _____

Verified by _____

*Officer's Comments & Suggestion:

Signature of Officer _____ Date _____

*Registrar's Comments:

Approved: Yes/No _____ Registration No: _____

Signature & Stamp _____ Date _____
