

Good morning colleagues,

I pray this message finds you well.

Please, it has come to my notice that a number of you are having challenges renewing your licenses. I am so sorry to hear that and apologise for any inconveniences caused you. We are working hard to improve our services to make you happy,

I would also like to clarify that the **Ghana Psychology COUNCIL (GPC)** is a **Legal Body** that requires that we do things in a prescribed way so that we will not to fall foul of the law. Please, bear with us.

Please Note the following:

A. Renewal of License of Practitioners

1. By Law (**Act 857 Section 123 clause 3**), you are to renew your license on or before the **31st December for the following calendar year**. Late renewal of license attract fines (Please see LI 2216 - Fees and Charges (Amendment Instrument, 2014 for your information). But we are not implement that for now.
2. By Law (**Act 857 Section 129**), the Registrar shall publish the list of Members in Good Standing whose names are on the register yearly in the **Gazette** by the **31st of January**.
3. Failure to comply with statements 2 and 3 attract sanctions. You cannot practice. Please this includes *teaching* or *lecturing*. Refer to **Act 857 Sections 134 and 140** for the details.
4. For renewal of licence, you **DO NOT** have to come physically to our office. You may scan and send the completed document and evidence of payment to us by email or by posts. Please you will have to post the scanned document to us. We are working hard to get you to complete the forms and pay online.
5. For renewal of licence you **DO NOT** need a passport photograph. We have your documents already if you have submitted all this is required of you.

6. However, you have to provide evidence that you have updated your knowledge and skill through GPC approved / accredited training programmes/courses (Continuous Professional Development CPDs or Continuous Education CE).
7. Please, it is *your responsibility* to ensure that the courses you attend are approved by **Council**.

B. Private Practice

1. If you are a professional, you are permitted to have a private practice. However, you should have worked under the supervision of a licensed professional for at least three (3) years; post internship.
2. If you are a paraprofessional or Lay Practitioner, you are NOT permitted to practice on your own. You are to work under the supervision of a professional. That is, you can be employed by a professional to work in a private practice or a government, non- governmental or quasi-governmental or mission clinic, polyclinic or hospital and any other institution.
3. However, you can *own a private practice* but you would have to employ a professional to manage the cases at the facility for you.
8. *Please NOTE:*
 - a. *The Private Practice* must be **LICENCED** by the **COUNCIL** before you start the operation. Please refer to **Act 857 Sections 135, 137, 138 and 139** for detailed information.
 - a. **The licence to operate is to be renewed by the COUNCIL every year by the 31st of December.**
4. Non-citizens who intends to practice in the country are to hold valid work permit or otherwise be entitled to work in gainful employment in the country (see **Act 857 section 157**).

C. Training of Practitioners

1. Any individual person, Institution, Corporate Body and Organization can seek accreditation to train practitioners. Please refer to **Act 857 Sections 117** for detailed information. *This is the first mandate of the COUNCIL.*
2. Assessment and other Reports are legal documents and so should be signed by **ONLY** a professional.
3. It is unlawful to do Assessments (assess a client) in an unlicensed premises.

4. Private Practitioners can apply for their facility to be used as internship site to supervise students and interns.
5. GPC does not and CANNOT accepted certificates from any unaccredited institution.
6. Please Note.
 - a. The Lecturers are to be licensed and in Good Standing with the Council.
 - b. A licensed professional **MAY** on their own train practitioners in an **unaccredited** institution or facility.
 - c. Individuals who attend courses at such facilities do so at their own risk.
7. Please, it is your responsibility to ensure that the organization offering the courses and programmes you attend are approved by **Council** and has stated **CPD points**.

D. Funds of GPC (Accounts, Audits, Annual and Other Reports)

1. The licensing fees that we collect goes to the government.
2. The set Fees and Charges to are mandated by law. Please see LI 2216 - Fees and Charges (Amendment Instrument, 2014) for the details.
3. We follow government procedure when we have to spend some of the moneys we collect from you.
4. During the last quarter of every year we prepare and send our Plans and Budget (Programme of Work PoW with Budget) to the Ministry of Health.
5. We also send quarterly, half yearly and Annual reports to the Ministry of Health
6. The performance of the Council is assessed by the Ministry twice a year. The GPC Collaborates with other statutory bodies in the health sector, particularly those responsible for the licensing and inspection of facilities and premises
7. Below are the laws governing the work of the Council and how your funds are managed:
 - a. **Act 857 Section 154** – *Funds of Regulatory Bodies*
 - b. **Act 857 Section 155** – Accounts and Audit;
 - c. **Act 857 Section 156** – Annual Reports and other reports
 - d. **Act 857 Section 158** – Collaboration with Statutory bodies

8. Act 857 and the LI 2216 can be purchased from Assembly Press.

E. Payment of Fees and charges

1. Please for proper accountability pay directly into our Bank Account.

- a. It is as easy as paying through MoMo, if not earlier.
- b. Just download the Fidelity Bank app and you are good to go!

2. GPC Accounts details:

Bankers: Fidelity Bank
Account Name – Ghana Psychological Council
Account Number – 20-900-317-900-18
Branch: Ridge Towers

Office Address: Old MoH HQ, Building Ministries Accra.

Website: www.ghanapsychologycouncil.org.gh

Email: info@ghanapsychologycouncil.org.gh
registrar@ghanapsychologycouncil.org.gh
ghanapsychologicalcouncil@gmail.com

Tel.: 050-302-7254, 054-229-3014 and 024-642-6527

F. Our Collective Responsibility

GPC is ours.

We make it better to our own advantage.

Playing your part will improve our market value (premium)

Playing your part will improve the image of our Profession and Our Practice.

And we shall get the appropriate payments for our work

Please do not confuse the Council with the Association.

Thank you!

*Dinah Baah-Odoom, PhD
Registrar, GPC*