



Registration and Annual Practising Certificate application information form

Introduction

The Psychotherapists Board of Aotearoa New Zealand (the Board) administers the registration of New Zealand psychotherapists under the Health Practitioners Competence Assurance Act 2003 (HPCAA). This legislation provides for all of the below:

- the registration of, and issuing of practising certificates for psychotherapists
- setting standards of competence, fitness to practise and quality assurance measures for psychotherapists
- dealing with complaints and disciplinary procedures and the establishment of the Health Practitioners Disciplinary Tribunal
- appeals processes, including rights of appeal for health practitioners
- the structures and administration of authorities (including the Board).

Processing applications

When sending your supporting documents for registration and your annual practising certificate you are also required to send in a completed checklist.

The Board is unable to process incomplete applications and cannot accept uncertified copies of any official documents. Failure to provide the correct specified documents would cause processing delays.

Personal contact details

You are required to complete an online registration application at www.pbanz.org.nz. Click **Apply for Registration** (to the right of the Home page). You will then be given your log-in user name and password.

Please put this information in a secure place.

Fees (all fees include GST)

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| <input type="checkbox"/> \$400.00 Registration only |
| <input type="checkbox"/> \$3300.00 Overseas registration only |
| <input type="checkbox"/> \$1250.00 Registration and Annual Practising Certificate |
| <input type="checkbox"/> \$4150.00 Overseas Registration and Annual Practising Certificate |

All psychotherapists intending to practise psychotherapy in New Zealand require an Annual Practising Certificate (APC).

Fees are non-refundable.

Identification documents

The Board is required to confirm your identity and you will be registered under your full legal name. You must attach certified copies of your birth certificate and your passport (first 2 inside pages) or New Zealand driver's licence.

You will also need to provide 2 passport sized photos with your name and date of birth on the back of each one.

If your current name differs to the one on your passport/driver's licence or birth certificate, you will need to provide a certified copy of evidence of your legal change of name, eg a certified copy of your marriage certificate.

Fitness to practise

Communication

To practise as a psychotherapist in New Zealand, you must have a good command of the English language to enable you to communicate effectively with clients and other health professionals.

If English is not your first language, and your qualifications were not solely in the English language please provide a notarised copy of your results in an approved English test i.e. IELTS. <http://www.ielts.org/>.

Minimum pass marks are 7.5 on the IELTS Academic Module (i.e. no less than 7 in each band).

The Board may require you to provide evidence of your English communication abilities during a face-to-face meeting with a Board approved representative.

Physical and mental fitness

You must notify the Board of any physical or mental conditions that may impact on your ability to practise psychotherapy. If you are aware of a physical or mental condition that may affect your ability to practise psychotherapy, then you will need to provide a statement including details of the condition or impairment, duration of treatment and how you manage your mental or physical condition in relation to practising psychotherapy.

A physical or mental condition will not necessarily preclude the granting of registration. The Board will consider any physical or mental condition on a case-by-case basis. If you have a physical or mental condition, please write a statement about the condition to the Board.

Record of criminal history

All applicants need to provide certified copies of relevant reports, findings, decisions, orders and convictions. The Board has a responsibility to ensure all those on the register are fit for registration.

Section 16(c) of the HPCAA states that: No applicant for registration may be registered if he or she has been convicted in New Zealand or elsewhere of any offence punishable by imprisonment for a

term of 3 months or longer, and if he or she does not satisfy the responsible authority that, having regard to all the circumstances, including the time that has elapsed since the conviction, the offence does not reflect adversely on his or her fitness to practise as a health practitioner of that profession.

A conviction will not necessarily preclude the granting of registration. The Board will consider any conviction(s) on a case-by-case basis. If you have a conviction, please write a statement about the conviction to the Board to accompany your record.

You are required to obtain a Record of Criminal History or a Police Certificate from your country of residence and any country you have lived in for 12 months or more in the past 10 years. The certificate should inform the Board about any convictions that have been punishable by imprisonment for a term of 3 months or longer. Please visit the forms page of NZ Immigration's website for information on how to obtain a police certificate in your country www.immigration.govt.nz. The Record of Criminal History must not be older than 6 months when it is reviewed by the Board.

You can obtain a New Zealand Record of your Criminal History from the Ministry of Justice www.justice.govt.nz/criminal-records

The Record of Criminal History must not be older than 6 months when the Board reviews it.

Professional Conduct

The Board needs to establish if you have ever had a professional complaint or a complaint about your practice or if you are the subject of a current complaint(s). If you have had a complaint or are being currently investigated please provide a statement detailing the complaint(s) including the outcome or status if the complaint(s) is current.

Certificate of good standing

You will need to provide a certificate of good standing (CGS) if you are currently or previously have been, practising in a country where there is compulsory registration. The CGS must come from the registration authority in that country.

A CGS is not the same as a certificate of registration. A CGS confirms your registration status in the country you have been practising, and also advises whether or not there have been any complaints, investigations or disciplinary action taken during the time you were registered.

In determining an applicant's fitness for registration, the Board is required to take into consideration:

- professional disciplinary proceedings, (whether in New Zealand or in another country)
- investigations in respect of any matter that may be the subject of professional disciplinary proceedings, (whether in New Zealand or in another country)
- orders of professional disciplinary tribunals, (whether in New Zealand or in another country)
- any issue which may give the Board reason to believe that an applicant may endanger the health or safety of members of the public.

Signed certificates of good standing must be no older than 6 months when received by the Board.

Curriculum vitae (CV) or resume

A copy of your up to date CV should be included with this application form. This should account for all your time and work experience since graduating and include all relevant dates.

Two references

The HPCAA requires that a registered practitioner is of good character, reputation and is a fit and proper person. The Board requires two references to ensure that this is the case.

One professional reference and one character reference (See Appendix 1)

- The professional reference must be from the applicant's supervisor who is eligible to be registered under the Psychotherapist Scope of Practice, or a suitably qualified person as agreed to by the Board. A professional reference must cover the past twelve months. More than one professional reference will be required if the applicant has changed supervisors in the past year.
- The character reference must be from a person of good character and reputation within the community. You need to have known this person for at least one year.

Those providing references must not be immediate family or employed by the applicant. Referees must have known the applicant for at least one year. References must be completed on the form provided.

References must not be more than 3 months old at the time your application is reviewed by the Board.

Qualifications for registration

Applying for registration during the Grandparenting period

Scopes of Practice for Psychotherapists are:

1. Psychotherapist Scope of Practice
2. Psychotherapist Scope of Practice with Child and Adolescent Psychotherapist Specialism
3. Interim Psychotherapist Scope of Practice

Grandparenting requirements for qualification and experience are set so that practitioners are able to demonstrate competence. In addition, practitioners must meet the Health Practitioners Competence Assurance Act 2003 (HPCAA) requirements for fitness to practise as set out in Section 16 (see Appendix 1).

Board policy on grandparenting requirements for registration within the Psychotherapist Scope of Practice

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| Evidence of current full membership from the New Zealand Association of Child and Adolescent Psychotherapists |
| or |
| Evidence of current full membership from the New Zealand Association of Psychotherapists |
| or |
| Have satisfactorily completed a final assessment accredited or set by the Board |
| Board approved assessments will be carried out by organisations which have requirements for training, clinical supervision, personal therapy and reference checks (including a final assessment and/or face to face interview). Organisations which are currently accepted as meeting these requirements are ANZSJA, NZACAP And NZAP. |
| or |
| An approved Masters level qualification in psychotherapy from a New Zealand University or a New Zealand training institution or an approved comparable qualification. |
| <p>One of the following qualifications:</p> <ul style="list-style-type: none"> • AUT Master of Psychotherapy adult psychotherapy pathway • AUT Master of Psychotherapy child psychotherapy pathway • AUT Master of Health Science (Psychotherapy) [adult psychotherapy pathway] • AUT Master of Health Science (Psychotherapy) [child psychotherapy pathway] • Certified Transactional Analyst (clinical or psychotherapy) • Accredited Jungian Analyst with ANZSJA and/or IAAP • Accredited Psychoanalyst with the International Psychoanalytical Association • Diploma in Psychosynthesis Psychotherapy • Diploma in Gestalt Psychotherapy • Psychodramatist certified by the Board of Examiners of the Australia New Zealand Psychodrama Association • NZ Institute of Psychoanalytic Psychotherapy – Membership • ANZAP Diploma in Adult Psychotherapy • Certified Bioenergetic Therapist (CBT) • Ashburn Clinic Psychotherapy Training Programme |
| and |
| A statutory declaration (attested before a Justice of the Peace) that the psychotherapist has provided 900 hours of supervised psychotherapy to clients over a period of at least three years during and/or post qualification, and that they have undergone a personal therapeutic experience. |
| and |
| Two references – One professional reference and one character reference. |
| The professional reference must be from the applicant’s supervisor who could register under the Psychotherapist Scope of Practice or a suitably qualified person as agreed to by the Board. |
| The character reference must be from a person of good character and reputation within the community. |
| and |
| Meet the fitness for registration requirements as set out in section 16 of the HPCAA (see Appendix 1) |
| and |
| Complete within Board standards, the required documentation for registration |

Board policy on grandparenting requirements for registration within the Psychotherapist Scope of Practice with Child and Adolescent Psychotherapist Specialism

Those working within this scope of practice are also able to work within the Psychotherapist Scope of Practice as long as they practise within their area and level of expertise and with due respect to the ethical, legal and Board-prescribed standards.

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| Evidence of current full membership from the New Zealand Association of Child and Adolescent Psychotherapists |
| or |
| Have satisfactorily completed a final assessment accredited or set by the Board. |
| or |
| An approved Masters level qualification in child psychotherapy from a New Zealand University. |
| <p>One of the following qualifications:</p> <ul style="list-style-type: none"> • AUT Master of Psychotherapy child psychotherapy pathway • AUT Master of Health Science (Psychotherapy) [child psychotherapy pathway] |
| and |
| A statutory declaration (attested before a Justice of the Peace) that the psychotherapist has provided 900 hours of supervised child and adolescent psychotherapy practice over a period of at least three years during and/or post qualification, and that they have undergone a personal therapeutic experience. |
| and |
| Two references – One professional reference and one character reference |
| and |
| Meet the fitness for registration requirements as set out in section 16 of the HPCAA (as set out in Appendix 1) |
| and |
| Complete within Board standards, the required documentation for registration. |

Board policy on grandparenting requirements for registration within the Interim Psychotherapist Scope of Practice

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| Evidence of current provisional membership from the NZ Association of Psychotherapists |
| or |
| Have satisfactorily completed an initial assessment accredited or set by the Board |
| Board approved assessments will be carried out by organisations which have requirements for training, clinical supervision, personal therapy and reference checks (including a final assessment and/or face to face interview). These organisations will be assessed on a case by case basis to ensure the organisation meets with Board policy. Organisations which are currently accepted as meeting these requirements are ANZSJA. |
| or |
| An approved Master’s level qualification in psychotherapy from a New Zealand University or a New Zealand training institution, or an approved comparable qualification. |
| <p>One of the following qualifications:</p> <ul style="list-style-type: none"> • AUT Master of Psychotherapy adult psychotherapy pathway • AUT Master of Psychotherapy child psychotherapy pathway • AUT Master of Health Science (Psychotherapy) [adult psychotherapy pathway] • AUT Master of Health Science (Psychotherapy) [child psychotherapy pathway] • Certified Transactional Analyst (clinical or psychotherapy) • Accredited Jungian Analyst with ANZSJA and/or IAAP • Accredited Psychoanalyst with the International Psychoanalytical Association • Diploma in Psychosynthesis Psychotherapy • Diploma in Gestalt Psychotherapy • Psychodramatist certified by the Board of Examiners of the Australia New Zealand Psychodrama Association • NZ Institute of Psychoanalytic Psychotherapy – Membership • ANZAP Diploma in Adult Psychotherapy • Certified Bioenergetic Therapist (CBT) • Ashburn Clinic Psychotherapy Training Programme |
| and |
| May have yet to complete the required 900 hours of supervised psychotherapy to clients over a period of at least three years (during and/or post qualification), and/or have not undergone 120 hours personal psychotherapy. In the case of those without a masters level qualification in psychotherapy or child psychotherapy they may have yet to complete a Board approved final assessment of their clinical and professional practice. |
| and |
| Two references – One professional reference and one character reference |
| and |
| Meet the fitness for registration requirements as set out in section 16 of the HPCAA (as set out in Appendix one) |
| and |
| Complete within Board standards, the required documentation for registration. |

Interim Psychotherapist Scope of Practice is for practitioners who:

- Hold an approved masters level qualification in psychotherapy or child psychotherapy or an approved comparable qualification but may not have yet completed 900 hours of clinical supervised practice; and/or have not yet completed 120 hours of personal psychotherapy. (These hours can be completed during and/or following qualification) **or**
- Have satisfactorily completed an initial assessment accredited or set by the Board but may have not yet completed 900 hours of clinical supervised practice, and/or completed 120 hours of personal psychotherapy and/or have not yet satisfactorily completed a final assessment accredited or set by the Board.

Board approved assessments will be carried out by organisations which have requirements for training, clinical supervision, personal therapy and reference checks (including an assessment and/or face to face interviews). These organisations will be assessed on a case by case basis to ensure the organisation meets with Board policy. Organisations which are currently accepted as meeting these requirements are ANZSJA, NZACAP and NZAP

Acceptance into the Interim Psychotherapist Scope of Practice must be for the purpose of achieving registration in either the Psychotherapist Scope of Practice or the Psychotherapist Scope of Practice with Child and Adolescent Psychotherapist Specialism.

Moving from the Interim Psychotherapist Scope of Practice to a Psychotherapist Scope of Practice

- 1) Provide the Board with a certified declaration that you have completed 900 hours of face-to-face clinical supervised psychotherapy for the first 24 months of practice and at least fortnightly thereafter.

These hours need to be completed within five years, regardless of whether the practitioner is registered via the tertiary or professional development pathway. Hours can be completed during and/or following qualification. See Board policy for further information www.pbanz.org.nz/index.php?policy

- 2) Have undergone a personal therapeutic experience.
- 3) Provide the Board with a signed declaration from your supervisor that you are fit and competent to practise psychotherapy.
- 4) Have undergone a personal therapeutic experience.
- 5) In the case of applicants without a master's level qualification a Board approved assessment of clinical and professional practice will need to be completed.

Annual practicing certificate (APC) declaration form

You will receive your first APC once your application to register is successful. This means that you meet both the Board required standards as well as meeting section 16 in the HPCAA.

You will need to complete the APC competence declaration form (see Appendix 3)

Registration by itself does not permit a registered psychotherapist to practise. To be able to practise psychotherapy in New Zealand after registration has been formally approved, you are also required to hold a current Annual Practising Certificate (APC). This certificate is renewable each year.

In New Zealand it is illegal to practice as psychotherapy as a psychotherapist without an APC.

Declaration

You are required to complete a statutory declaration as part of your registration application. (see Appendix 4).

Please keep a copy of all the documents you send for your own records. The Board cannot take responsibility for items lost in the mail.

Send registration applications to:

The Psychotherapists Board of Aotearoa New Zealand
PO Box 9644
Wellington, 6141

If you choose to courier, the physical address is:

The Psychotherapists Board of Aotearoa New Zealand
Level 5
22 Willeston Street
Wellington 6011

Penalty for wrongfully procuring registration

The onus is on you the applicant to ensure the information you supply to the Board is correct and true. If it is subsequently shown that you have obtained registration fraudulently, your entry in the register will be cancelled and you will be unable to lawfully practice in New Zealand. You may face imprisonment and/or a fine of \$10,000.

Additional information

The information you provide enables the Board to consider whether you should be entered in the Psychotherapists Register and if so registered, to maintain a summary of your employment and registration details. This is personal information in terms of the Privacy Act 1993 and you may therefore apply to view it at any time and correct it if necessary.

The Psychotherapists Register is a public document. It will show your name, qualifications by which you were registered, your registered scope of practice, any conditions on your scope or practice, your practising certificate details and any suspension from the register, including conditions relating to that suspension; plus any other matters (for example, any address of the health practitioner) the authority thinks appropriate.

All documents supporting your application for registration must be certified copies of originals. Please do not send originals.

What is a certified copy?

A certified copy is a direct copy (photocopy) of original documents that is certified as a true copy of the original by an official with the necessary legal power, such as:

- Justice of the Peace
- Solicitor
- Notary Public

Certification requires that the official sign with his or her name, position, contact details and official seal (where applicable) clearly visibly by the signature. Failure to provide the correct specified documents will cause processing delays.

Fees

The Board accepts payment in New Zealand dollars only.

The following payment options are available:

- Visa or MasterCard
- Direct Credit

(The Board is listed as a pre approved "Bill Payee" for internet banking. This listing has been set up with the main banks.)

Translations

Documents not written in English must be accompanied by an official translation, which must be on official translation service letterhead, and bear the appropriate signature or stamp, together with full address details.

Practising Certificate

A practising certificate is valid from 1 October to 31 September each year.

Please note that practising certificates will expire on 31 September each year. You will be required to complete a recertification application for a practising certificate for the current year.

Overseas applications for registration

Psychotherapists who have undertaken their training overseas have their qualifications considered on a case by case basis. The Board does not accredit overseas psychotherapy qualifications. Applications are submitted to the Board who consider the comparability of qualifications to New Zealand standards and entry-level competency.