



ORDRE DES
PSYCHOLOGUES
DU QUÉBEC

ADMISSION
REQUIREMENTS AND PROCEDURES

2010-2011

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Requirements

To be eligible for admission to the Ordre des psychologues du Québec, a candidate must meet the requirements set out in the Professional Code and the Regulations of the Order, namely, he or she must:

1. Hold a Doctorate degree in psychology recognized by law as giving access to the permit of the Ordre des psychologues du Québec. A list of these diplomas appears on the following page.

Or,

have obtained recognition of diploma or training equivalence pursuant to the Regulation respecting standards for equivalence of diplomas and training for the issue of a permit by the Ordre des psychologues du Québec.
2. Pass a course on professional ethics lasting at least 45 hours offered by the Order, in accordance with the Regulation respecting the terms and conditions for the issue of permits by the Ordre des psychologues du Québec, or have passed a university-level course lasting at least 45 hours specifically pertaining to professional ethics and recognized by the Ordre des psychologues du Québec.
3. Have appropriate knowledge of the French language in accordance with the Charter of the French Language. A person is deemed to have this knowledge if he or she
 - 1) has received not less than three years of full-time secondary or post-secondary instruction provided in French;
 - 2) has passed the fourth or fifth year secondary-level examinations in French as the first language;
 - 3) obtained a secondary school certificate in Quebec after 1985-1986.

In all other cases, a candidate must obtain a certificate of success in the French examination of the Office de la langue française.

Diplomas recognized by law

Diplomas recognized by law as giving access to the permit issued by the Ordre des psychologues du Québec :

Ph.D. (psychologie – recherche et intervention) de l'Université de Montréal;

Ph.D. in Psychology (Clinical Profile) de l'Université Concordia;

Ph.D. in Clinical Psychology, Ph.D. in Counselling Psychology ou Ph.D. in School-Applied Child Psychology de l'Université McGill;

Doctorat en psychologie – Profil intervention (grade D.Ps.) ou Doctorat en psychologie – Profil intervention/recherche (grade Ph.D.) de l'Université du Québec à Trois-Rivières.

Doctorat en psychologie, psychologiae doctor (Psy.D.) ou Doctorat en psychologie, psychologiae doctor/philosophiae doctor (Psy.D./Ph.D.) de l'Université du Québec à Montréal;

Doctorat en psychologie (D.Ps.) de l'Université de Sherbrooke;

Doctorat en psychologie – recherche et intervention (grade Ph.D.) ou Doctorat en psychologie (grade D.Psy.) de l'Université Laval;

Submission

All files must be completed **within one year** following receipt of the application for a permit.

No permit application will be processed until all the following documents have been received:

- the attached Permit Application Form, duly completed and signed;
- **official transcript** of undergraduate studies;
- **official transcript** of graduate studies;
- copies of **all diplomas** received **or official confirmation** by the registrar or the director of the psychology department certifying that the thesis or dissertation has been accepted, revised, and corrected, and that the diploma will be awarded at the next convocation.

Admission by equivalence

Applications for admission submitted by candidates holding diplomas other than those listed in the law are subject to screening for equivalence.

The purpose of screening by the Equivalence Committee of the Order is to determine whether the candidate's level of knowledge and skills is equivalent to that acquired by the holder of a diploma recognized as giving access to a permit issued by the Order.

It takes several weeks to complete a screening. The Equivalence Committee meets approximately 6 times a year and forwards its recommendations to the Administrative Committee for examination and decision. Candidates often file incomplete applications, resulting in additional delays.

Moreover, under the Regulation concerning equivalence, the Administrative Committee may require a candidate to successfully complete a program of studies, serve training periods, or pass examinations for equivalence to be recognized.

To apply for admission by equivalence, please use the Permit Application Form for Persons Requesting Recognition of Diploma or Training Equivalence.

Procedure

You:

- complete the Permit Application Form;
- attach all required documents;
- pay the fees to open the file.

Upon receipt, the Order:

- examines your file;
- admits you or refers your file to the Equivalence Committee;
- sends you, if applicable:
 - a registration form to be completed;
 - an invoice for the registration and permit fees and for annual dues for the current year (the fiscal year of the Order is from April 1 to March 31).

You:

- complete the registration form;
- pay the fees (cheques and money orders should be made payable to the Ordre des psychologues du Québec, OPQ) ;
- return both within 60 days.

Failure to pay registration fees and annual dues within 60 days results in cancellation of the application.

Upon timely receipt, the Order:

- enters you on the Roll of the Order and sends you:
 - an official confirmation letter;
 - a certificate with your permit number;
 - a membership card and a tax receipt;
 - the regulations of the Order;
 - available documentation on the profession, insurance, etc.;
 - Psychologie Québec magazine, published 6 times a year.



ORDRE DES
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ADMISSION REQUIREMENTS AND PROCEDURES

Address of the Ordre des psychologues du Québec

Send your application to:

**Service de l'admission
Ordre des psychologues du Québec
1100 Beaumont Avenue, Suite 510
Mont-Royal, Quebec
H3P 3H5 Canada**

If you need more information, call us at:

514 738-1881 or 1 800 363-2644, ext. 234

Fees
All amounts include taxes

Steps	Amount	Comments
Opening of file	\$95.94	Payable by all candidates.
Screening for equivalence	\$366.84	Applies to candidates by equivalence only. May be billed again if a review is required as a result of new information.
Competence evaluation	\$677.25	Applies to some particular case of candidates by equivalence only.
Course on ethics	\$282.19	If not taken during university studies.
Registration	\$56.44	Payable by all candidates.
Issuance of permit	\$95.94	Payable by all candidates, within 60 days following billing date.
Annual dues	\$598.24	Pro-rated to the number of months remaining until March 31. May be reduced under certain conditions (see page 8). Payable within 60 days following billing date.
Professional liability insurance	\$109.00	Payable by all members who practice their profession in Quebec, unless they can prove that they are already covered by their employer.
Mandatory contribution to the Office des Professions	\$21.35	Payable by all professionals who are members of a professional order.

Payments of fees from any country other than Canada or the United States must be made by international money order or bank transfer. For payments by bank transfer, candidates should contact the Admission Service at 1-800-363-2644 or 514-738-1881, ext. 234.

Reduction of annual dues

RECENT GRADUATE

Recent graduate means a member who is beginning his or her first professional career.

To be entitled to this reduction, you must:

- submit and complete your application for admission within 4 months following the program that led to the diploma required to practice the profession or its equivalent and;
- complete registration within 30 days of billing by the Order following your admission.

You pay a maximum of one half the regular dues depending on when you register during the year, in your first year of registration, then 75% of the regular dues in your second year of registration.

STUDENT MEMBER

Student member means a member who is registered for **full-time** university-level studies in **psychology**.

To be entitled to this reduction, you must, together with your permit application

- provide us with official confirmation of full-time studies supplied by the registrar of the university where you are registered;
- every September, at the beginning of the school year, you must supply a new official confirmation indicating that your studies are continuing during the autumn/winter term, to benefit from the reduced rate for the whole year.

An 80% reduction in annual dues is granted to.

MEMBER OUTSIDE QUEBEC

Member outside Quebec means a member who work exclusively outside Quebec or who anticipate that they will be absent from Quebec for at least 12 consecutive months.

To be entitled to the reduction, you must:

- complete a certificate supplied by the Order and send it with your payment.

An 80% reduction in annual dues is granted to.

Professional liability insurance

Every psychologist who practises his or her profession within Quebec on a full-time or part-time basis on his or her own account must participate in the group professional liability insurance contract subscribed to by the Ordre des psychologues du Québec. The coverage offered by the plan is \$1 million per incident and \$3 million per insurance period. The premium is \$109 (tax included) per period, i.e. from April 01 each year to March 31 the following year.

The broker hired by the Order bills psychologists contemplated by the regulation directly. Although registration in the program is possible at any time, the premium must be paid in full and is not pro-rated. Enrollment in the program is possible at any time. For mid-year enrollments, the cost is as follows: for enrollments before September 30, the full premium is payable; for enrollments after October 1, the premium is reduced by 50%.

It should be noted that psychologists who work exclusively for an employer may be exempted from the obligation to participate in the group professional liability insurance plan of the Order, if the employer certifies that he provides security for the professional liability of his employees equivalent to the group plan of the Order.

Psychologists who do not practise their profession and those who practise their profession solely outside Quebec may also be exempted from the obligation to participate in the group insurance plan of the Order.