



Chronicle

College of Psychologists of British Columbia

NEWS AND INFORMATION FROM THE COLLEGE OF PSYCHOLOGISTS

Fall 2018

Letter from the Chair of the Board

Dear Colleagues,

It is my pleasure to welcome you to this fall's edition of the Chronicle, the bi-annual newsletter for registrants of the College of Psychologists of BC (CPBC). Much has happened since the spring edition, including the AGM and some timely continuing competency programs which registrants reported finding informative and rewarding to participate in.

At the AGM, we were fortunate to have Dr. Brenda Kosaka, R.Psych., deliver the AGM Continuing Competency presentation. "Typical Aging – Is It Working For You?". Dr. Kosaka reviewed some of the cognitive changes that occur as we get older and what the aging psychologist may need to consider. More recently, the College hosted the Indigenous Cultural Safety Workshop, which was a great success.

You will find in the following pages more information about these events and how you can still participate if you missed them in the Online Continuing Competency Presentations section. I encourage all registrants to avail themselves of these and the many other opportunities that are elaborated there.

I personally would like to extend my appreciation to the presenters, members of the Quality Assurance Committee and the College staff who have worked hard to build an impressive series of Practice Support checklists, regular emails and articles, targeted workshops, FAQs and information meetings, all of which are available to registrants to assist you in providing quality psychological services.

This fall, the College will again hold its annual series of registrant information sessions, and I encourage registrants to check the dates listed on page 5 and to participate. Think about inviting a colleague to come with you who perhaps has not been a regular participant in a College event.

This fall is also the time for Board elections, and I am pleased to confirm that both first term Board members have agreed to be nominated for another three-year term (Drs. Cathy Costigan and Ted Wormeli). Nominations from other registrants are invited until Nov. 14, 2018. Further information about the Notice of Election and Call for Nominations can be found at page 6.

The College and registrants greatly benefit from the ongoing work done at the Board and Committee levels by both professional and public members, and we should all thank them for the time they invest in these roles. These are increasingly complex times for professional regulation, and CPBC is vigorously engaged in responding to new trends and expectations. The Board continues to address ongoing issues related to labour mobility and pursues avenues to support a national standard for entry to practice which will ensure British Columbians continue to know they will have competently delivered, safe psychological services.

Closer to home, senior College staff are participating in discussions with colleagues in BC Health Regulators (the societal body comprised of senior staff of other health colleges) on building a response to a recent call from the Ministry of Health for input on the

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COLLEGE BOARD

Kenneth Cole, *Ph.D., R.Psych.*

Catherine Costigan, *Ph.D., R.Psych.*

Lindsey Jack, *Ph.D., R.Psych.*

Sandra James, *Public Member*

Pippa Lewington, *Ph.D., R.Psych.*

Marlene Moretti, *Ph.D., R.Psych.*

Marina Navin, *Public Member*

J. Dean Readman, *Public Member*

Lisa Seed, *Public Member*

Charles T. Wormeli, *Ed.D., R.Psych.*

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consideration to modernize regulation in British Columbia. While these discussions are in the early stages, it is clear that this is an opportunity for regulators and the Government to find ways to respond to the public demand for a more consistent interpretation of roles and responsibilities of regulators and registrants, as well as greater clarity on what can commonly be expected of regulators by members of the public who make complaints about a registrant's practice or who are concerned about standards of practice of a profession. This is also an opportunity as regulators to explore options for greater organizational and administrative efficiencies, and building upon the successes BCHR has in past collective efforts to promote safe health services and common reporting standards.

2019 promises to be an interesting year. In addition to the work underway with the BCHR on modernizing health professions regulation in BC, we can also anticipate the report of Harry Cayton on his investigation into the College of Dental Surgeons of BC will be delivered to the Minister of Health by early January. We can anticipate that the Ministry of Health will be acting on both through the course of 2019, including possible changes to the *HPA* which might come out of Mr. Cayton's recommendations, and I want to assure you the Board will be making every effort to keep registrants informed about anything which might impact on you and your ongoing efforts to provide safe and effective services to your clients.

Thank you for taking the time to read through this edition of the Chronicle. I know you will find in it useful and practical information. Also, a reminder that all are welcome to attend this fall's information sessions – hope to see you there!

Dr. Pippa Lewington, R. Psych.
Board Chair

Need Continuing Competency Hours? APPROVED ONLINE WORKSHOPS!

San'yas Indigenous Cultural Safety Training Course

The College continues to encourage registrants to complete the [San'yas Indigenous Cultural Safety Training Course](#). The College's endorsement of this course allows for this online course to be claimed for credit in [Category A \(Direct Participatory, Formal Programs\)](#).

Lessons from the Past and Prepping for the New Reality

All registrants, new and seasoned, can benefit from this [workshop](#). This College developed course is available online for registrants who were either unable to attend one of the series of in-person offerings or are interested in a refresh on the content which remains timely and important. Participant comments praised the clear presentation of the accumulated wisdom of the Inquiry Committee and translation of that wisdom into practice, including lessons learned from complaints and top tips for best practices and understanding the College's obligation to investigate complaints. Collaborative care and expectations for registrants to engage routinely and productively with other health professionals is also highlighted as part of this workshop. Completion of the workshop online, including the required readings and successful completion of the postworkshop quiz, will meet regular Continuing Competency Program (CCP) requirements for 2018 or can be banked for next year.

RENEWAL 2019

The renewal process will start mid-November. Please ensure that the College has your current email on file as all renewal information and correspondence will be sent electronically. We will also be sending detailed instructions and FAQs on how to log into the registrant portal, complete the online form and submit payment. This information will be posted on the College website as well. Please take the time to review these materials to avoid errors and delays.

In order for your renewal to be complete, both form and payment must be received at the College by December 31st. Registrants are encouraged to use electronic payment to pay their renewal fees. This ensures that your payment will not be impacted by seasonal or other delays in mail delivery. Credit cards are not accepted.

Be sure to touch base with your professional executor before you renew. See the article in this edition of the Chronicle for more information regarding this requirement. We invite you to contact the College if you have questions. Please keep in mind that the end of the year is a very busy time for the College and your patience is appreciated. As in previous years, the College will have dedicated times and days throughout renewal to receive your phone call should you have questions or require assistance. These details will be included in the renewal information email which you will receive next month.



INDIGENOUS CULTURAL SAFETY WORKSHOP

On September 26, 2018, the College hosted a half-day workshop on the topic of Indigenous Cultural Safety. The workshop was envisioned and recommended to the Quality Assurance Committee by the College's Indigenous Cultural Competency Taskforce. Attendance was excellent. Approximately 10% of our actively practicing registrants completed the workshop. Registrant feedback was also very positive. On average it was noted that the event exceeded expectations and largely met the learning objectives of increased knowledge and understanding of: social determinants of the health of Indigenous peoples, anti-Indigenous racism in health care, ways in which racism in health care can be addressed, the therapeutic alliance and key themes present in Indigenous-settler relations, and destructive relational patterns and ways to protect the integrity of the therapeutic relationship with Indigenous clients.

The College also sought feedback from registrants regarding preference for half- or full- day workshops. The majority of respondents indicated that they would be open to attending either a half- or full-day workshop, provided the topic was of interest to them.

The College is currently working on an online version of this workshop.

ONLINE CONTINUING COMPETENCY PRESENTATIONS FREE TO ALL REGISTRANTS

Available to all registrants, through the [registrant portal](#), are recordings of the most recent Annual General Meeting (AGM) as well as previous AGM continuing competency presentations including:

“Typical Aging – Is It Working For You?”

“Safely Integrating Technology Into Your Clinical Practice”

“Cultural Competency In Professional Practice”

NEW CONTINUING COMPETENCY PROGRAM REQUIREMENT: SELF-CARE AND SELF-MONITORING

Registrants are reminded of the new CCP requirement: [Category E: Self-Care and Self-Monitoring](#) in effect for the 2018 practice year and going forward. As part of the renewal declaration, all registrants must attest that they are in full compliance with this and all other CCP requirements. The intention of the Category E requirement is for registrants to ensure that they are taking time to fulfill the requirements of the *Code of Conduct*.

Review your own specific factors that may contribute to your stress load or in some other way affect your ability to perform professionally; assess the impact of these factors on your competence and ability to meet professional obligations; engage in self-care sufficient to mitigate the negative impact of any factors identified or take steps to reduce or withdraw from professional activities as appropriate. Registrants may elect to use a formal self-assessment tool or document for themselves their individual factors. These are to be kept for your own records. If at any point the College requires any of your records, these will be specifically requested.

The College has investigated self-assessment tools and has posted an example of one that registrants may find useful in the new Practice Support section within the [registrant portal](#). This is not the only self-assessment tool available, and registrants are welcome to choose another or to develop their own plan for self-assessment providing it meets CCP Category E requirements.

PROFESSIONAL EXECUTOR

As per *Code of Conduct* Standard 14.6, making provisions for practice records is a requirement of all registrants, regardless of age. When someone is called upon to act as a professional executor, he or she is expected to take over the care and management of files that someone else has created, and to be responsible for their secure storage and accessibility in the same way as they are responsible for files they have created themselves. As more professional executors have found themselves called upon to provide the services to which they have agreed for indisposed or deceased colleagues, it has become apparent that careful thought on the parts of both the designating registrant and the professional executor is required to facilitate a smooth transition of record management for all concerned.

As registration renewal approaches the College strongly recommends that all registrants check in with their professional executor to review this requirement and information necessary to fulfill their role.

NEW REGISTRANTS SINCE LAST CHRONICLE

Dr. Maryam Amiri
Registered Psychologist

Dr. Tania Bartolo
Registered Psychologist

Dr. Katelynn Boerner
Registered Psychologist

Dr. Tyla Charbonneau
Registered Psychologist

Dr. Eilenna Denisoff
Registered Psychologist

Dr. Nicholas Robert Druhn
Registered Psychologist

Dr. Sarah McDermott Farstad
Registered Psychologist

Dr. Danielle Leigh Fullerton
Registered Psychologist

Dr. Kristina Marie Gicas
Registered Psychologist

Ms. Sara Carina Jungen
Registered Psychologist

Dr. Joanna Lynne Kelm
Registered Psychologist

Ms. Sandra Faye Large
Registered Psychologist

Dr. Jennifer Munch
Registered Psychologist

Dr. Edward En-Heng Ng
Registered Psychologist

Dr. Sylvie Rachel Pappas
Registered Psychologist

Dr. Holly Parkerson
Registered Psychologist

Dr. Chiara Perico
Registered Psychologist

Dr. Sylvia Karin Peske
Registered Psychologist

Dr. Elizabeth Peters
Registered Psychologist

Ms. Wanda Marlene Saul
Registered Psychologist

Dr. Krista Deanne Socholotiuk
Registered Psychologist

Dr. Diane Strub
Registered Psychologist

Dr. Anisha Lizbeth Varghese
Registered Psychologist

Dr. Dana Beth Wasserman
Registered Psychologist

The College's online directory is the most up to date resource for information regarding registration status, date of initial registration, highest degree as well as other information about our registrants. If you require official confirmation of your own or another registrant's status on the register, please contact the College in writing.

IN MEMORIAM

The College was recently made aware of the death of the following registrant:

Daniel Joseph Reilly (#2050)
Registrant

PRACTICE SUPPORT EMAILS

In May, the College's Practice Support Service began a regular distribution of messages from the Practice Support Service, with the intent to provide registrants with information that is considered potentially helpful. Topics will vary, and it is hoped that registrants will find many, if not all, useful for their specific practice.

Topics covered include: self-care and self-assessment; managing harassing, threatening or inappropriate behaviour towards a registrant; designating and serving as a professional executor. Registrants can find all distributed email messages in the Practice Support section within the [registrant portal](#).

PRACTICE SUPPORT CHECKLISTS

[01 – Use of Email and Other Electronic Media to Communicate with Clients](#)

[02 – Considerations When Contemplating Releasing Information in Various Circumstances](#)

[03 – Informed Consent and Assent](#)

[04 – Issues in Advertising](#)

[05 – Responding to Requests for Release of Information](#)

[06 – Telepsychology Services](#)

[07 – Use of Social Media](#)

[08 – Planning for Retirement, Relocation or Extended Absence from Practice Checklist](#)

[09 – Activities for Appointing and or serving as a Professional Executor](#)

[10 – Provision of Supervision](#)

[11 – Providing an Assessment Requested for MAiD](#)

[12 – Indigenous Cultural Safety Checklist](#)

[13 – Establishing or Working Within a Group Practice](#)

COLLEGE OF PSYCHOLOGISTS OF BRITISH COLUMBIA INFORMATION MEETINGS

Victoria Information Meeting,
November 27th, 2018 5:00pm – 7:00pm

Delta Hotels by Marriott
Victoria Ocean Pointe Resort
100 Harbour Road
Victoria, BC V9Z 0G1

Vancouver Information Meeting,
November 29th, 2018 6:00pm – 8:00pm

Arbutus Club
2001 Nanton Avenue
Vancouver, BC V6J 4A1

- RSVP -

Please RSVP by November 22nd, 2018 if you plan to attend either the Victoria or Vancouver information meeting. By telephone: (604) 736-6164 or Toll-Free in BC (800) 665-0979 and press 307 when the auto-attendant picks up to leave a message. By fax: (604) 736-6133. Via email: rsvp@collegeofpsychologists.bc.ca

If you are interested in having an information session in your area (Groups of 10 registrants or more), please contact the College

NOTICE OF ELECTION AND CALL FOR NOMINATIONS FOR COLLEGE BOARD

Nominations are invited for serving on the College Board. Please provide your name and registration number and insert your nominee's name and registration number with his/her signature consenting to stand for election on this form. Return deadline is **November 14, 2018**. The *bylaws* which govern election to the College are listed on the next page. Please review these carefully to ensure both the nominator and nominee meet the eligibility requirements.

Eligible registrants are encouraged to become involved in the College by serving on the Board. Registrants who have served on College committees or have other significant relevant experience are especially encouraged to run for election to the Board. The Board meets typically for a half day meeting (held on Fridays) every other month. As College Committees are chaired by Board members, potential candidates should expect an on-site time commitment of 1 ½ days per month on average. Most Committees meet on a monthly basis. Additional time is required to read materials for Board and Committee meetings.

In addition to the formal requirements, the College promotes excellence in governance and encourages the nominations of registrants to the Board who have demonstrated commitment to the College through public service including past service on Committees or as a regulatory supervisor or oral examiner. The knowledge and experience of registrants who have worked with the College enhances the effectiveness of the Board. The College also recognizes that a diversity of professional skills, experience, and approaches is key to successful Board performance, and encourages nominations of registrants who reflect the cultural and geographical makeup and diversity of the psychology profession.

Board Election Dates – This Official Notice of Election is included with the Fall 2018 issue of the Chronicle for all eligible registrants. This Official Notice includes information about the nomination procedure, election procedure, and nomination forms. All nomination forms must be received by the College by 4:30pm on **November 14, 2018**. Nominated candidates that are deemed eligible will be contacted to provide a brief biography respecting their activities on behalf of the profession. Eligible registrants will receive on or before **November 30, 2018** the election materials consisting of ballot, biographies, and notice of the time and date by which ballots must be received by the College.

Oath of Office – *The Health Professions Act* places an obligation on all Board members to swear an Oath of Office. The text of the oath is found here: http://www.bclaws.ca/civix/document/id/lc/statreg/275_2008#Schedule1

***NEW* Candidate Nomination Form Bylaw Requirement** – By Order of the Minister of Health, the College *Bylaws* were amended and brought into force as of November 27, 2017. The new *Bylaws* outline a new nomination policy that requires candidates for nomination complete a [Candidate Questionnaire](#) and a [Conflict of Interest Disclosure Statement](#). The Registrar must make a candidate questionnaire provided by a candidate under subsection (5)(c) available for inspection by any registered psychologist registrant at all reasonable times during regular business hours, from the time the registrar declares that person a candidate for election under subsection (6) until the time and date specified in the notice under subsection (8)(c) for the purpose of assisting them in assessing the candidacy against the skills and experience that is expected of board members so that they may cast informed votes in the election. These two forms can be found in the *Bylaw* Schedule section of the College website and should be submitted along with the nomination form below.

Eligibility – Only a registered psychologist registrant in good standing is eligible to vote or be elected in an election until section 17(3)(a) of the *Health Professions Act*. As defined in the College *Bylaws*, "in good standing" means, in respect of a registrant, that the registration of the registrant is not suspended under the *Act*, and there are no limits or conditions imposed on the registrant's practice of psychology under section 20(2.1) or (3), 32.2, 32.3, 33, 35, 36, 37.1, 38, 39, 39.1 of the *Act*.

NOMINATION FORM

A registered psychologist registrant may nominate up to 2 registered psychologist registrants.

My signature below confirms that I have read all of the information on the 'Notice of Election and Call for Nominations' for College Board Form

Name of Nominator _____ Registration No. _____

Signature of Nominator _____

Name of Nominee	Registration Number	Nominee's Signature

COLLEGE OF PSYCHOLOGISTS OF BRITISH COLUMBIA – EXCERPT OF ELECTION BYLAWS

3. Election procedure

- (1) The registrar must supervise and administer all board elections and, subject to these bylaws and any board policies not inconsistent with these bylaws, may establish procedures for that purpose.
- (1.1) Subject to subsection (1.2), only a registered psychologist registrant in good standing is eligible to vote or be elected in an election under section 17(3)(a) of the Act.
- (1.2) A registered psychologist registrant is ineligible to be elected in an election under section 17(3)(a) of the Act if, at any time during the five-year period preceding the deadline for nominations for the vacant position, limits or conditions were imposed on the registrant's practice of psychology or the registration of the registrant was suspended or cancelled under section 32.2, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act, unless otherwise directed by the inquiry committee or discipline committee, as the case may be.
- (2) The registrar must notify every registered psychologist registrant of a board election by giving written notice at least 60 days before the term of office of a board member expires.
- (3) The notice under subsection (2) must contain information about the nomination procedure and the election procedure, including nomination papers.
- (4) A registered psychologist registrant in good standing may nominate not more than two registered psychologist registrants for each vacant position on the board.
- (5) A registrant making a nomination must deliver the following to the registrar at the offices of the College not later than 45 days before the term of office of a board member expires:
 - (a) the nomination papers;
 - (b) the written consent of the person nominated;
 - (c) a candidate questionnaire completed by the person nominated, in the form established in Schedule A;
 - (d) a conflict of interest disclosure statement completed by the person nominated, in the form established in Schedule A.1.
- (6) If the registrar is satisfied that a person nominated under subsection (5)
 - (a) is eligible for election,
 - (b) has been nominated within the time and as required under these bylaws,
 - (c) has given the required consent,
 - (d) has completed the required candidate questionnaire, and
 - (e) has completed the required conflict of interest disclosure statement, and has not declared any conflict of interest of such a nature as to disqualify the person from serving as a board memberthe registrar must declare that person a candidate for election.
- (7) A person declared to be a candidate for election under subsection (6) may deliver the following to the registrar within five days after the date the candidate's nomination papers were filed:
 - (a) a brief biography of the candidate;
 - (b) a brief statement concerning the candidate's contributions to the profession.
- (7.1) Information delivered by a candidate under subsection (7) must not be inconsistent with the oath of office prescribed for the purpose of section 17.11 of the Act.
- (8) Not later than 28 days before the term of office of a board member expires, the registrar must send to each registered psychologist registrant
 - (a) one election ballot,
 - (b) any information provided by a candidate as permitted in, and within the time required by, subsections (7) and (7.1), and
 - (c) notice of the time and date by which election ballots must be delivered to the offices of the College for counting.
- (9) The registrar must make a candidate questionnaire provided by a candidate under subsection (5)(c) available for inspection by any registered psychologist registrant at all reasonable times during regular business hours, from the time the registrar declares that person a candidate for election under subsection (6) until the time and date specified in the notice under subsection (8)(c).
- (10) Each registered psychologist registrant in good standing may cast one vote for each board position to be elected.
- (11) The registrar must be satisfied that each ballot is submitted by an eligible voter and that the anonymity of each voter is assured in the counting of ballots.
- (12) The candidate for election receiving the most votes on the return of the ballots is elected.
- (13) In the case of a tie vote, the registrar must select the successful candidate by random draw.
- (14) The registrar must resolve any dispute or irregularity with respect to any nomination, ballot or election.
- (15) Where the number of persons nominated is less than or equal to the number of board positions at the close of nominations, all the nominees are elected to office by acclamation.
- (16) The registrar must publish the results of the election on the College website within a reasonable period of time after the election.

4. Terms of office

- (1) The term of office for an elected board member is three years.
- (2) An elected board member may serve a maximum of two consecutive terms.
- (3) An elected board member may resign at any time by delivering a notice in writing to the registrar and the resignation is effective upon receipt by the registrar.

REGISTRATION RENEWAL 2019

A. General Requirements (see Bylaw 51)

1. Due Date: The following is due at the College office on or before December 31st*:

- (a) online renewal form including signed attestation and all the information requested therein (including any updates to this information).
- (b) renewal fee paid via cash, cheque, online payment, or money order.

**Online payments and forms can be completed up to and including the deadline of the 31st. We encourage all registrants to complete the payment process electronically.*

2. Reinstatement: The registrar must cancel the registration of a registrant who has failed to pay a renewal fee or another fee within the required time: see *Health Professions Act* s. 21 (3). Registrants should also refer to Bylaw 52(1) (c) which requires payment of any "outstanding fees, levies or debts owed to the College."

3. Possible Disciplinary Action: Individuals who have been removed from the Register but continue to practice will be considered in violation of the *Psychologists Regulation* and the *Code of Conduct*.

4. Annual Certificate: Please see Bylaw 55(4). Registrants will receive an annual registration certificate by mail at the completion of renewal. Additional copies of certificates can be requested on the renewal form, for a fee. Bylaw 55(4) requires that current certificates be prominently displayed.

B. Fees

1. No Late Payments: The College can accept cheques post-dated no later than December 31 of this year. Please see *HPA* s. 21(3)(b). Online payments must be made no later than December 31st. Registrants may be required to provide evidence that a request for an online payment was made on or before that date.

2. Amount Due: As noted above, Bylaw 51(2) paragraphs (b) and (c) require every registrant to deliver the amount of applicable fees for renewal as well as any outstanding fees, levies, or debts owed to the College in order to maintain registration. The College does not accept or provide for payment plans.

3. Returned Cheques: Registrants whose cheques are returned by the bank for any reason will be considered to have not paid their renewal fee. In addition, an administrative fee of \$50.00 will be charged. Registrants who fail to pay all fees owing by the deadline will have their registration cancelled as per *HPA* s.21(3)(b).

4. Paying Online: Registrants are invited to submit their renewal fees by using the online bill pay option of any of the following: Royal Bank of Canada, Scotiabank, Bank of Montreal, Toronto Dominion Bank/Canada Trust, HSBC, CIBC, or credit unions. Your invoice number is your four-digit registration number. Follow the instructions of your online banking program, select the College of Psychologists of BC as your payee, and print off the receipt of your payment for your records.

C. Professional Executor

As per Bylaw 51(2)(d) Registrants are required to provide a declaration of confirmation of the appointment of a professional executor and any updated information with regard to their professional executor at renewal.

D. Moving Into the Non-Practising Class of Registration at Renewal or Reinstating to Active Practice as of January 1st.

1. Out of Province: Registrants placing themselves in the Non- Practising (Out of Province) class must submit documentation of their registration/ licensure to practice psychology by a regulatory body in the other jurisdiction.

REGISTRATION RENEWAL 2019

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2. Reinstating to Active Practice from Non-Practising:

Registrants who were non-practising due to medical reasons and wish to move into an active practice class must submit documentation attesting to their readiness to resume the practice of psychology.

All registrants will be required to submit [verification of licensure / registration](#) for any jurisdiction in which they are currently or previously registered. This includes non-practicing registrants who were temporarily on parental or medical leave. This verification must come directly from the regulator.

All registrants will be required to attest that they've been in compliance with all continuing competency program requirements for any calendar year ending between the date of their previous active registration and the date on which they are seeking to resume active practice. Out of Province registrants may meet the requirements by completing equivalent activities in their home jurisdiction. Depending on the length of time away from practice, additional information may be required regarding continuing competency activity.

In circumstances where a non-practicing registrant has not fully met the continuing competency program requirements prior to reinstatement, the Registration Committee can consider reinstating the registrant to active practice as a Temporary (Supervised) registrant provided the registrant undertakes to complete any outstanding requirements and agrees to practice under supervision and in accordance with an approved plan.

Non-practising registrants should carefully plan their return to active practice by ensuring that they've fulfilled their continuing competency activities for the year(s) of inactive practice prior to the date on which they wish to return.

E. Changes/Additions to Information on the Renewal Form

1. Change of Register Address: Registrants should refer to *HPA* s. 21(2) and 54(1), and Bylaw 55.3. An address for physical premises is required (i.e., post office boxes are not acceptable, except for rural addresses, in which case a registrant should provide both a land address and a post office box).

2. Change of Address where Records are Kept or Change of Directory Address: Registrants should indicate such changes in the space provided on the renewal form.

3. Change of Name: Registrants who have changed their legal name over the past year under the *Name Act* must provide the College with their full legal names for inclusion on the Register. The College may request supporting documentation. Registrants who have adopted new professional, business, or trade names, as a result of marriage or otherwise, must also provide these names to the College, exactly as spelled or punctuated in actual use.

4. Change of Credentials: Registered Psychologist registrants who are currently registered at the master's level and wish their registration status to reflect a recently acquired doctoral degree must make a written request to have the degree reviewed by the Registration Committee. The request must include an original transcript sent directly to the College by the degree-granting institution. The doctorate degree will be reviewed according to current registration criteria in "[Schedule H.](#)"