



## THE PROFESSIONAL BOARD FOR PSYCHOLOGY

### POLICY REGARDING INTERN PSYCHOLOGISTS:

#### GUIDELINES FOR UNIVERSITIES, INTERNSHIP TRAINING INSTITUTIONS AND INTERN PSYCHOLOGISTS

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### GLOSSARY OF TERMS

**The Board** refers to the Professional Board for Psychology of the Health Professions Council of South Africa (HPCSA). The Board is responsible for the oversight of the quality of education and training in psychology and accredits institutions and the programmes offered by such institutions.

**Psychologist** refers to an individual that has completed all entry requirements to the profession of psychology and that has been duly registered by the Board as a psychologist. A psychologist is empowered to perform psychological acts within a specific category of registration (clinical, counselling, educational, industrial or research).

**Intern** is the intern psychologist that needs to complete an accredited internship programme prior to registration as a professional psychologist.

**Internship** is an accredited one year (12 months) structured programme that consists of practical, competence based activities that need to be completed by individuals that wish to register as psychologists. The internship is an entry requirement for professional registration.

**Student psychologist** is an individual that is registered with the Board as a psychology student. The student psychologist is enrolled for an accredited master's degree programme at a university accredited by the Board to provide such academic training. The student psychologist is not yet an intern until registered as such with the Board.

**Training institution** denotes the institution that is officially accredited by the Board to provide specialised practical training of accredited internship programmes. The duration of such accreditation is usually five years, but an institution can also be afforded temporary accreditation for the training of one or more intern psychologists.

**University** is the accredited higher education institution that provides academic and practical training within accredited psychology degree training programmes for psychology students.

**Collaborating university**, is the accredited tertiary education institution that oversees internship training that is conducted by accredited training institutions

**Supervisor, or supervising psychologist**, is a senior psychologist that has been registered as a psychologist with the Board for more than three years. Where applicable, the three year period includes the time spent in compulsory community service.

**Master's degree** denotes an accredited one- or two year master's degree programme that consists of coursework *and* a research-based dissertation in one of the categories of psychology recognised by the Board. Such a master's degree is generally referred to as a coursework master's and was previously referred to as a 'directed' or 'applied' master's degree.

**Board examination** indicates the National Examination of the Professional Board for Psychology that exists as an entry requirement for professional registration.

## 1. PURPOSE OF THE DOCUMENT

This document provides general guidelines for the training of intern psychologists. The roles and obligations of different role players involved in such training is also outlined herein.

## 2. ROLE OF THE PROFESSIONAL BOARD FOR PSYCHOLOGY

The Board controls the education and training of psychologists in terms of Section 16 of the Health Professions Act of 1974. This is done by setting standards for education and training and ensuring that the standards are adhered to. The Board therefore has a statutory obligation to act on behalf of the profession by providing guidance to the profession to ensure that practitioners act in the interest of the public. It is the role of the Board to increase consumer protection through the examination and certification of psychologists who demonstrate competence in approved specialty areas in the profession of psychology.

In the case of internship training, the role of the Board is to ensure that interns are adequately trained and sufficiently competent on completion of their internship programmes. This will ensure that newly qualified practitioners are adequately prepared to practice when applying to the Board for registration as psychologists. Training is only permitted at institutions that are accredited or approved by the board.

## 3. PURPOSE AND NATURE OF AN INTERNSHIP

The term internship refers to the prescribed minimum period of 12 months of full-time practical training in a specific registration category of psychology.

The primary purpose of an internship is to integrate, apply and refine student psychologists' attitudes, competencies and skills that are necessary for independent functioning as a psychologist in a variety of settings. Expected competencies vary according to the specific registration category.

An internship provides potential psychologists with hands-on, authentic experience in a work setting. Ideally, internships enable interns to:

- (a) integrate and use the knowledge and skills gained from their academic training,
- (b) discover where further competence is needed,
- (c) take steps to acquire that competence under supervision, and
- (d) become better acquainted with the types of work settings in which such competence can be applied.

## 4. INTERNSHIP CATEGORIES

The Board recognises psychology internship training in the following registration categories:

- a. Educational Psychologist
- b. Clinical Psychologist
- c. Counselling Psychologist
- d. Research Psychologist
- e. Industrial Psychologist

## **5. ACADEMIC PREREQUISITES FOR INTERNSHIPS IN PSYCHOLOGY**

- 5.1 In order for candidates to be registered as psychologists, the theoretical knowledge/ coursework should be completed within five years after registration as a student psychologist. Should candidates fail to register within the five year period, they will be required to submit a clearance report issued by their university. The clearance report should stipulate the university's declaration of approval of the candidate's level of theoretical knowledge. Such a report needs to be submitted to the Education Committee of the Board for consideration.
- 5.2 The minimum academic requirements are five years full-time formal education in psychology. This consists of
1. a three year Bachelor's degree with psychology or the equivalent thereof as a major subject, and
  2. a post-graduate year, i.e. an honours degree in psychology, and
  3. a master's degree programme or the equivalent to a fifth year of study in psychology
- Note: Different registration categories may require specific domains to have been addressed by candidates at undergraduate and honours degree levels.
- 5.3 An applicant who completed the equivalent of five years of study in psychology may then seek internship training in the relevant registration category of professional psychology (i.e. in the category completed in year one of a Board accredited master's course)
- 5.4 In circumstances where academic studies are not as outlined in 5.1 above, but are believed to be equivalent to the above formal requirements outlined, applicants may submit details to the Board for consideration.
- 5.3.1 In such cases Form 91 needs to be completed in full. Certified documentation is required and should be submitted with the application.
  - 5.4.2 Applications for the acceptance of individual applications of alternatives to the formal academic studies stipulated need to be submitted at least three months prior to the intended date of commencement of the internship
  - 5.4.3 If such an application is accepted by Board, it is the responsibility of the applicant to obtain an internship training placement.
- 5.5 A moratorium has been placed on second internships following an integrated master's degree, i.e. a master's degree that have provided for the training of two registration categories in the coursework component of the master's degree.

## **6. PROFESSIONAL PREREQUISITES FOR INTERNSHIPS IN PSYCHOLOGY**

Prior to registration as an intern psychologist, candidates must have been registered with the Board as a student psychologist for a period of a minimum of nine (9) months.

## **7. INTERNSHIP TRAINING AND SUPERVISION**

### **7.1 THE ROLES AND OBLIGATIONS OF TRAINING INSTITUTIONS**

- 7.1.1 Internship training institutions shares, on an equal basis with collaborating universities, the responsibility for the training of psychologists.
- 7.1.2 Internship training is provided by institutions that are accredited by the Board to provide such training. Although institutional accreditation is desirable, internship training may, however, also be provided by an institution that is not accredited for such purpose by the Board, but whose status to provide internships is temporarily granted on the basis that it employs psychologists that are competent and willing to act as supervising psychologists.
- 7.1.3 The training institution needs to present all successful applicants for internships with a written contract/job offer that stipulates the dates of commencement and completion of the internship, remuneration due, information on annual leave, the name of the supervising psychologist, and other information that may be specific to the training institution.
- 7.1.4 Training of interns is only recognised if an approved internship programme is followed on a full-time basis in an institution approved for this purpose by the Board.
- 7.1.5 Proper supervision of the intern's work is essential and needs to be conducted by at least one full-time psychologist registered in the same category as the intern. The training institution and supervising psychologist need to ensure that the candidate is registered as an intern psychologist with the Board.
- 7.1.6 The training institution needs to have sufficient senior personnel available to provide the necessary training of the interns. It is further required that the training be conducted in a multi-professional context. The intern needs to function as a full member of a multi-disciplinary team and be led progressively to assume increased responsibility.
- 7.1.7 The training institution needs to provide the intern with an array of experiences in the field and needs to be equipped with sufficient facilities to ensure this. Training institutions are required to provide proof of being able to meet the training criteria for the interns concerned. If a training institution could only meet a proportion of the training criteria required, the Board may accredit the institution for the proportional part or parts of the training that it is in a position to provide.
- 7.1.8 Training institutions and supervising psychologists are obliged to ensure that intern psychologists are evaluated three-monthly at a minimum. Evaluations are conducted according to the criteria for intern training in the relevant category. Interns are informed of their progress on the basis of this evaluation and copies of the progress reports need to be sent to the supervising university and retained for the use of the Board if requested.

## **7.2 THE ROLE AND OBLIGATIONS OF COLLABORATING UNIVERSITIES**

- 7.2.1 Universities' Departments of Psychology (or the equivalent thereof) act in an overarching supervisory capacity for internship programmes conducted at designated training institutions. This role implies that the internship training institution enters into a collaborative agreement of temporary or extended duration with the supervising university via the Head of the Department of Psychology of the university. In order to act as collaborating university the university must offer master's degree education in the applicable category and be accredited by the Board to do so
- 7.2.2 The University's Department of Psychology appoints a senior psychologist to oversee the supervision at the training institution on behalf of the Department. The collaborating university's senior psychologist meets with the interns and the training institution's psychologists twice at a minimum, but preferably four times, per year to ensure good governance and proper execution of internship training programmes. This further implies the monitoring of interns' progress reports and portfolios of evidence
- 7.2.3 Should an intern fail to comply with the requirements set by the collaborating university, or should the training institution/supervising psychologist fail to deliver the training programme as endorsed by the Board, the university is required to take immediate action to ensure that the training is satisfactorily conducted and completed.

## **7.3 THE ROLES AND OBLIGATIONS OF SUPERVISORS**

- 7.3.1 A supervising psychologist needs to be registered in the same professional category as the intern psychologist and is required to possess demonstrable competencies in the category in which supervision is provided.
- 7.3.2 Only psychologists that had been involved in less than 30% of the previous master's level academic training (coursework) of the internship candidate, may act as supervising psychologist. If there is a need to deviate from this stipulation, prior Board approval, that includes a detailed justification, is required
- 7.3.3 The supervising psychologist is obliged to ensure that the intern psychologist is registered as such and is registered in the correct category
- 7.3.4 Where applicable, the supervising psychologist needs to guide the intern psychologist in the compilation of the internship training programme should the internship be undertaken at an institution that is not accredited by the Board for such a purpose.
- 7.3.5 The supervising psychologist needs to ensure that all the domains and activities contained in the internship be competently completed by the intern psychologist.
- 7.3.6 Supervision of interns requires that the supervising psychologist is accessible and available for regular personal contact in the form of structured mentoring and evaluation that focus on the development of the intern's competencies that pertain specifically to the psychological services rendered directly by the intern. Intern psychologists' progress need to be carefully monitored by the supervising psychologist.

- 7.3.7 It is expected of the supervising psychologist to spend at least 40 hours on individualised interaction with and observation of each intern. The 40 hours should be evenly spread across the duration of the internship. Telephonic access is acceptable in exceptional circumstances but the actions of the intern psychologist remain the responsibility of the supervising psychologist in these circumstances.
- 7.3.8 A ratio of five (5) interns to each supervising psychologist may not be exceeded. Where the ratio requirement cannot be adhered to, prior Board approval is required.
- 7.3.9 Supervising psychologists need to at all times abide by the ethical guidelines that regulate the supervisor-intern psychologist relationship.

#### **7.4 THE ROLES AND OBLIGATIONS OF INTERNS**

- 7.4.1 Interns should practice solely within their Practice Framework for the specific registration category as determined by the Board.
- 7.4.2 Interns are expected to exhibit professionalism at all times during the internship experience. This professionalism should be evident in their interactions with clients, co-workers, and supervisors. Interns are expected to apply their knowledge, skills, and abilities in the performance of all duties, to behave ethically, and to follow all rules and policies of the internship training institution and of the Board
- 7.4.3 Interns are further obliged to:
- (i) Ensure that all domains and activities contained in the internship programme are completed successfully and with demonstrable competence.
  - (ii) Keep accurate time sheets (log books) of all their activities and supervision sessions
  - (iii) Compile and maintain a portfolio of evidence of all activities; such a portfolio needs to be available for inspection for a period of five years after registration as psychologist
  - (iv) Compile and submit to their supervisor(s) three (3) quarterly progress reports and one final integrated report.

#### **8. INTERNSHIP FORMAT AND CONTENT**

- 8.1 Internship training is recognised by the Board if it is conducted in an accredited or approved institution on a full-time basis (40 hours per week) over a minimum period of 12 months.
- 8.2 The internship training must be conducted within the specified registration category for which the candidate has prepared in the first year of a (coursework) master's degree.
- 8.3 Three possible **formats** of internships exist:

##### **Format A**

An internship that comprises full-time employment as an intern psychologist at an institution accredited by the Board to follow a stipulated programme of training; or

##### **Format B**

A specially tailored internship programme.

Applications for specially tailored internship programmes need to be submitted to the Board for approval at least three (3) months prior to the date of commencement of the internship.

The application is submitted by the candidate together with written undertakings from the supervising university and each of the psychologists who will be providing in situ supervision, each of whom will stipulate approval of the proposed programme of training and confirm the dates of commencement and completion of training.

The following information needs to be submitted with the application to the Board for approval of the tailored internship:

- (i) complete details of the programme in the form of a week by week schedule (52 weeks including leave days) that stipulates the total number of hours and percentage of time allocated to each domain and activities within each domain,
- (ii) the client spectrum involved
- (iii) the specific number and types of psychological tests and assessments that will be utilised and/or skills that will be developed
- (v) specific psychological techniques in which training will be provided
- (vi) comprehensive time-based details of individual and group supervision arrangements
- (vii) detail of experience of team work with other professionals or colleagues.

### **Format C**

Internships for foreign qualified practitioners.

Foreign applicants are normally required to complete an internship or a part thereof in order to familiarise themselves with local circumstances, as well as psychological tests and assessments used locally. Once the Education Committee of the Board has advised the candidate on the length of the internship to be undertaken, this internship format can be implemented as either a Format A or B internship.

- 8.4 If a part or all of an internship is not undertaken at an accredited training institution, it is the responsibility of the collaborating university to ensure that all general requirements (as contained in this document) and specific requirements (as contained in the internship requirements of specific registration categories) are adhered to.
- 8.5 Domains and activities within domains that need to be included in the internship programmes of specific registration categories may be obtained in the following documents:

- Form 105: Counselling Psychology
- Form 104: Clinical Psychology
- Form 218: Industrial Psychology
- Form 107: Research Psychology
- Form 242: Educational Psychology

8.6 Internship programmes in all registration categories must contain a minimum ethics component of ten percent (10%). Interns need to demonstrate that they have mastered the contents and are able to apply all applicable ethical and legislative guidelines in their internship programmes. In addition to formalised and structured efforts at mastering a professional ethics orientation, the intention to be ethically accountable (i.e. considering ethical dimensions, challenges and implications) in all domains of the internship needs to be clearly stated in the proposed programme, be comprehensively described and accounted for in all supervision endeavours, and be comprehensively reported on in all written internship progress reports.

## 9. COMMENCEMENT OF AN INTERNSHIP

- 9.1 An internship may only commence after the candidate has completed the prerequisite formal academic (coursework) requirements of the master's degree. Practical experience that predates the formal academic requirements or internship will not be recognised as part of the internship. This implies that no recognition will be granted for prior learning in the structuring or implementation of internship programmes
- 9.2 An internship must commence within two (2) years of completing the first year of a master's degree. In exceptional circumstances the Board may permit a longer lapse of time, provided that the relevant university supports the application in writing, and that the Board finds a fully motivated application acceptable.
- 9.3 A maximum period of one year after completion of an internship will be allowed for completion of the dissertation component of the master's degree.
- 9.4 An extension of four months will be granted from date of expiry of the two (2) year timeframe as described in 9.2 above, subject to receipt of a letter from the university, confirming that the dissertation has been submitted for final examination.
- 9.5 Interns who -
- a. are not in a position to register as psychologists by three (3) years from date of registration as an intern have to complete a further approved and uninterrupted internship of three (3) months" duration;
  - b. exceed the timeframe for registration beyond three (3) years, but less than four (4) years, have to complete a further approved and uninterrupted internship of six (6) months" duration;
  - c. exceed the timeframe for registration beyond four (4) years, but less than five (5) years have to complete a further approved and uninterrupted internship of twelve (12) months" duration;

In all of cases a, b and c above, the university at which the candidate was enrolled for his/her master's degree, needs to verify, in writing, that the candidate's theoretical knowledge and applied competence is still adequately relevant for purposes of registration as an intern, and provide proof that such relevance had been ensured through an additional assessment.

- d. exceed the timeframe for registration by five (5) years to seven (7) years and eleven (11) months **need to formally apply to the Board for permission to**



**obtain placement as an intern or have a programme approved.** Should approval be granted by the Board, the internship will be of twelve (12) month duration. The Board will then recommend the nature of a special Board examination to be completed.

- e. candidates who have exceeded the timeframe for registration by eight (8) years or more, will NOT be eligible for registration as a professional psychologist.

## **10. COMPLETION OF INTERNSHIPS**

- 10.1 The first six (6) months of an internship should be conducted in a continuous (uninterrupted) manner. If an internship is interrupted (e.g. due to illness) during the first term of internship, only a full time period of not less than six (6) months will be recognised by the Board and thereafter only full time periods of not less than 3 months. This must be done with the written permission of the Board.
- 10.2 If a part or all of an internship was not undertaken at an accredited training institution, the time will not be recognised towards the internship.
- 10.3 All requirements for registration as a professional psychologist must be completed within two years of date of registration as an intern psychologist
- 10.4 Should an intern require sick leave or leave, that exceeds the 22 days permitted for this purpose, arrangements for the completion of the training requirements is the responsibility of the intern in consultation with the collaborating university and supervising psychologist of the training institution. Where required the duration of internship needs to be extended with prior Board approval.
- 10.5 Registration as an intern psychologist is permitted for a maximum period of two (2) years. The second year of registration as an intern is permitted to enable the intern to complete outstanding academic requirements, i.e. the master's dissertation.
- 10.6 If an internship has been completed, but the intern has not yet complied with all the academic requirements for the degree, (i.e. the dissertation has not been completed) and the Board Examination [see Section 11] has not been successfully completed, the performance of any psychological act as specified in the Health Professions Act or professional registration as a psychologist will not be permitted. Those persons in such a situation may not practice either as an intern psychologist or as a psychologist, nor may they be employed as such by an institution or a psychologist in private practice.

## **11. INTERNS EMPLOYED IN PRIVATE PRACTICES**

A maximum period of three months of any specially tailored internship programme may be served in a private practice under supervision of a psychologist. An intern may not work in or be employed in a private practice, unless this arrangement forms part of an internship training programme that has formally been approved by the Board.

## **12. UNSATISFACTORY PERFORMANCE OF INTERNS**

- 12.1 Since clients of psychological services have the right to receive quality services and adequate feedback, the internship training institution, in collaboration with the

supervising university, should have a process in place for addressing concerns regarding an intern's performance.

- 12.2 In the event of unsatisfactory performance of an intern, a written report should be prepared by the training institution and the supervising university. The report should be submitted to the Education Committee of the Board with recommendations for
- a. the termination of the internship at a given date; or
  - b. the extension of the internship with clearly specified objectives; such an application for an extension is to be submitted no later than the date of submission of the second quarterly progress report or during the sixth month of the internship, but preferably earlier.

### **13. REMUNERATION OF INTERNS**

- 13.1 Since interns provide services that are valuable to the institution or practice in which they work, the Board supports the principle of paid employment of interns.
- 13.2 The employment and remuneration of intern psychologists is to be mutually agreed between the training institution and the intern. Although the Board cannot dictate the remuneration of interns, it is expected that training institutions will remunerate their intern psychologists fairly to thus enable them to at least cover basic living and transport costs.
- 13.3 Training institutions need to be aware they can register their internship training programmes with their relevant SETAs. This may render the institution eligible to receive subsidies from its SETA for interns' salaries.

### **14. IMPAIRED INTERNS**

- 14.1 The expression "impaired" in terms of the Act, "means a mental or physical condition, or the abuse of or dependence on chemical substances, which effects the competence attitude, judgment or performance of a student or another person registered in terms of this Act".
- 14.2 Management of stress in the study and practicing of psychology requires special attention at all levels, but especially in students, interns and young practitioners. Factors creating stress need to be identified by supervising psychologists and be addressed in a timely manner.
- 14.3 Early identification and treatment of impairment in students and interns are encouraged. In terms of the Board's ethical rules, a registered member of the profession has a responsibility to report impaired interns to the Board. Should an intern become mentally or physically incompetent to perform psychological acts as are required professionally, the matter should be reported to the relevant Education Committee of the Board. The Committee will investigate the circumstances based on the relevant evidence submitted and provide guidance on the treatment and rehabilitation of the intern psychologist or deal with the matter as circumstances dictate.

### **15. REGISTRATION AS AN INTERN PSYCHOLOGIST AND ANNUAL FEES**

- 15.1 Once prospective intern psychologists have been offered internships by training institutions, the interns need to engage with the institution and in consultation with

the institution apply to the Board for approval of the internship assignment. The Education Committee of the Board considers all internship applications at its meetings that are held four times per year. The onus is on the prospective intern to ascertain the dates of these meetings and apply in timely manner. The closing dates for applications to serve before the Education Committee are scheduled for four weeks prior to the date of the meeting.

- 15.2 A candidate is obliged to register with the Board as an intern psychologist by completing Form 26-PS prior to the commencement of the internship. Where previously accredited internship placements are involved and the academic prerequisites are not in doubt, a grace period of one month is allowed for completing the registration. The onus rests on the candidate to ensure that he/she is registered and in possession of a valid registration number.
- 15.3 In addition to a registration fee an annual fee is payable and due on the first of April of every year. When the registration fee is rendered, the exact date of commencing the internship needs to be clearly stated. It is the applicant's responsibility to ensure that the Board receives fees due. Penalties for late registration and non-payment of annual fees will be levied and sustained non-payment will result in the removal of the name of the intern from the register for intern psychologists.
- 15.5 All applications for internships needs to be accompanied by the following documents:
- a. A written undertaking by the supervising psychologist, registered with the Board in the relevant category, stating that he/she is willing to act as supervisor for the intern. This undertaking should contain the full names of the supervising psychologist, the psychologist's registration (PS) number, the name(s) of the internship training institution and the dates of commencement and intended completion of the internship programme;
  - b. A written undertaking by the head of the training organisation or institution indicating that the named intern will be accommodated for the period of internship arranged, providing specific dates;
  - c. A written undertaking by the relevant Head of Department of Psychology, stating that the university concerned will act as collaborating university in association with the internship training institution, the name and registration (PS) number of the supervising psychologist appointed by the university, and the dates of the internship
  - d. A comprehensive internship training programme that covers all the prescribed domains and activities required by the relevant registration category's scope of practice and internship guidelines documents. Intern psychologists that undergo training programmes at internship training institutions accredited by the Board as such, are exempt from this requirement.
- 15.6 In cases where the internship is completed at more than one training institution, the duration of each placement should be clearly stated.

## 16. COMPLETION OF INTERNSHIP

- 16.1 Separate intern duty certificates (Form 27) needs to be submitted to the Board by the relevant supervising psychologist for each intern. These certificates should be handed to the intern by the supervising psychologist, for submission to the Board by the intern psychologist together with the application for professional registration as a psychologist.
- 16.2 Extension of internships: Although a maximum of two years registration as an intern is permitted, internship training may not be extended beyond the 12 month training period without prior approval of the Board. Internship extensions are usually only granted for training purposes, e.g. where an intern needs further experience and instruction in a specific domain or activity. A limitation of six months on the extension of an internship exists.

## 17. REGISTRATION REQUIREMENTS AS A PSYCHOLOGIST

- 17.1 In order to become a professional psychologist in South Africa, i.e. to be registered with the Professional Board for Psychology in any of the professional registration categories, the formal academic requirements stipulated for professional education in psychology as well as the relevant internship must have been completed.
- 17.2 Professional registration may only follow registration as an intern psychologist. A person without valid registration as an intern psychologist may not be registered as a professional psychologist.
- 17.3 Comprehensive and certified documentation, as set out below, is required for registration.

The following documents need to be submitted to the Board to ensure registration as a professional psychologist:

- a) A certified master's degree certificate, which indicates that the academic requirements for the master's degree have been completed, or written confirmation by the Registrar of the University that this degree is to be awarded at a forthcoming graduation ceremony; master's degrees that are offered by dissertation only, do not qualify the candidate to apply for registration
- b) The internship duty certificate (Form 27), which indicates that the internship has been satisfactorily completed. The internship duty certificate (Form 27) has to be duly completed and signed by *all* of the following functionaries:
  1. The Head of the Department of Psychology of the collaborating University or his/her official deputy/university-based supervising psychologist;
  2. The Head of the Department/Section concerned of the internship training institution or his/her official deputy/supervising psychologist; and
  3. The administrative Head of the Institution or his/her official deputy.

c) The application form for registration as a psychologist (Form 24-PS).

17.4 The Education Committee of the Board considers applications for registration of foreign qualified practitioners. Foreign applicants applying for registration must also submit official documentary evidence of having completed a full-time internship in the category of psychology in which registration is desired. Recognition of a completed internship will only be considered if the internship commenced after completion of *at least* five academic years in psychology, i.e. a recognised master's degree by coursework and dissertation. The successful completion of the Board Examination is a further requirement for registration. Application forms need to be completed in full (see Form 91).

## **18. BOARD EXAMINATION**

18.1 As from 1 January 2003 all prospective psychologists are required to pass the National Examination of the Professional Board for Psychology prior to their registration as psychologists (hereafter referred to as the Board Examination)

18.2 The examination for psychologists is a three (3) hour *written* examination. The examination is conducted on the 1st Wednesday of February, June and October of each year in all the major centres, i.e. Cape Town, Port Elizabeth, Bloemfontein, Durban, Johannesburg, Pretoria and Polokwane

18.3 The closing dates for application to write the examination are:  
15 December for the February examination,  
30 April for the June examination, and  
31 August for the October examination

18.4 Candidates who wish to apply to write the Board Examination have to apply in writing at least two (2) months prior to the date of the examination for their names to be included on the examination list. An examination fee is payable.

18.5 All candidates who intend writing for the Board Examination are required to submit an application form (Form 260). This application form should be accompanied by a proof of payment of the examination fee.

18.6 Intern psychologists will be allowed to write the Board Examination during the final three (3) months of the internship program and on condition that the supervising psychologist confirms that the internship will indeed be completed on the set date (Section D of application Form 260 should be completed by the supervising psychologist for this purpose).

## **19. COMMUNITY SERVICE FOR CLINICAL PSYCHOLOGISTS**

**Community service for clinical psychologists has been regulated and implemented by the Minister of Health as from 1 January 2003. As from 1 December 2011, intern clinical psychologists are required to pass the Board Examination prior to commencement with community service.**

**20. CONTACT DETAILS**

Any queries regarding internships should be directed to [Education&Training@hpcsa.co.za](mailto:Education&Training@hpcsa.co.za)

Applications for Board Examinations can be hand delivered or e-mailed to [psychexams@hpcsa.co.za](mailto:psychexams@hpcsa.co.za)

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