

**THE HONG KONG PSYCHOLOGICAL SOCIETY**  
**The DIVISION OF EDUCATIONAL PSYCHOLOGY**

**FULL MEMBERSHIP APPLICATION FORM**

Please use **BLOCK CAPITALS**

Title: Ms/ Miss/ Mrs. / Mr. / Dr. (please circle the appropriate)

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Name in Chinese: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_ (day)  
\_\_\_\_\_ (evening)

Pager/ Mobile Phone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Membership of the Hong Kong Psychological Society:**

(Please tick the relevant box)

Fellow                       Associate Fellow                       Graduate Member

*# I certify that I am a currently paid-up HKPS member in the year: \_\_\_\_\_ to \_\_\_\_\_.*

Applying for HKPS Membership (Date of application to HKPS: \_\_\_\_\_)

I am NOT a HKPS Member (DEP does NOT accept any non-HKPS member for DEP membership application)

**ACADEMIC QUALIFICATIONS**

Tertiary Institutes	Major	Degree/Diploma	Date of awarded

**PROFESSIONAL EXPERIENCE**

Please list in chronological order all posts.

Organization	Position Held	Nature of Work	Date	
			From	To
			From	To
			From	To
			From	To
			From	To

**Other Information Relevant to this Application**

(Including other qualifications, experience, publications, membership of other professional bodies)

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**REFERENCES**

**We propose the above-named applicant and are prepared to act as referees.**

Two Proposers:

(Being Full Members of the Division of Educational Psychology)

(1) \_\_\_\_\_  
Name (in print)

(2) \_\_\_\_\_  
Name (in print)

(1) \_\_\_\_\_  
Signature

(2) \_\_\_\_\_  
Signature

**By signing the above it is assumed that proposers are confirming that to the best of their knowledge the information given by the applicant is true and correct.**

Applicant's Signature \_\_\_\_\_

Date of application \_\_\_\_\_

**Please send your completed application form and supporting document(s) to “The Convenor of Membership Sub-Committee, the Division of Educational Psychology, The Hong Kong Psychological Society, Unit 1211, The Metropolis Tower, 10 Metropolis Drive, Hung Hom, Kowloon”.**

**The Division of Educational Psychology**  
**The Hong Kong Psychological Society**  
**Checklist for Full Membership of the DEP, HKPS**  
**Annex A: Guidelines and Checklist for DEP Membership Application**

**Applicant's Name:** \_\_\_\_\_ **Chinese Name:** \_\_\_\_\_

**Guidelines:**

1. You should complete all parts of the “Membership Application Form”, Annex A, Appendix 1 and Appendix 2. If you do NOT complete Appendix 2 or stick a stamp on the Appendix 2, the DEP will not send the “Acknowledgement of Receipt” to you.
2. Please be reminded that you MUST provide sufficient documents (as listed in this Annex) to the Division of Educational Psychology (DEP), Hong Kong Psychological Society. Your application will NOT be processed if you do not provide sufficient information.
3. Please provide certified true copy for degree certificate(s) and transcript(s). Declaration of true copy at the Home Affairs Department Offices, HKSAR and certification of true copy issued at universities are acceptable. For other relevant document(s), photocopies are acceptable.
4. The DEP Membership application is a separate application from the Graduate Membership of the Hong Kong Psychological Society. You MUST provide a separate set of documents to DEP.
5. If you have provided sufficient documents to DEP, the normal processing period for the DEP membership application is 3 months. The DEP will inform the result of your application (in written form) as soon as possible.
6. If you do not submit your documents required by the DEP within 6 months, the DEP will destroy the documents of your application. Then you have to re-submit your application and documents.

**Checklist:**

**I have enclosed the following documents for the application (Please tick):**

- One completed application form
- Certified true copy of certificate(s) and transcript(s) for undergraduate training
- Valid proof of the qualifications for professional postgraduate training in educational psychology
  - Detailed information about the educational psychology training programme including its accreditation status (e.g. course handbooks or syllabi)
  - Certified true copy of degree certificate(s)
  - Certified true copy or original copy of academic transcript(s)
  - Reference for the practical experiences obtained during the professional training, including 1) practicum summary log signed by field supervisors and 2) documentation to ascertain that the various skills listed in the membership criteria are developed up to the required professional standard. (Please also complete Appendix 1: Practical experience during professional training)
  - Abstract of dissertation
- Reference documents for post-qualification training and experiences
- Proof of membership of professional association(s) / professional registration

Other supporting documents (if any): \_\_\_\_\_

## Appendix 1: Practical experience during professional training

Please enclose valid reference for the practical experience acquired, including formal documentation signed by practicum supervisors who declared to have at least three years of relevant professional experience (full-time or equivalent) in educational or clinical psychology. Submission of the formal documentation signed by practicum supervisors is not required for Master's/Doctoral training which started in or before 2014.

Name and location of Organization	Dates: From / to	Name and official position of supervisor	Description of client groups	Description of work done, assessment and interventions learned	No. of hours

**Appendix 2: Coursework component during professional training** (only for applicants who graduated from non-local graduate programs in educational/school psychology)

Please list out the courses that you completed (supplemented with transcript, course syllabus, and program description) to fulfill the following six core areas and respective sub-areas:

Core areas	Courses completed
<p>(a) <b><i>Professional issues and standards in educational psychology practice</i></b></p> <ul style="list-style-type: none"> <li>(i) History, foundations, and models of educational psychology services</li> <li>(ii) Legal and ethical issues</li> <li>(iii) Professional issues and standards</li> </ul>	
<p>(b) <b><i>Psychological foundations</i></b></p> <ul style="list-style-type: none"> <li>(i) Social and cultural basis of behavior</li> <li>(ii) Individual differences</li> <li>(iii) Developmental Psychology</li> <li>(iv) Learning and motivation</li> </ul>	
<p>(c) <b><i>Educational foundations</i></b></p> <ul style="list-style-type: none"> <li>(i) Curriculum and instruction</li> <li>(ii) Organization and operation of schools</li> <li>(iii) Education of children with special needs</li> </ul>	
<p>(d) <b><i>Psychoeducational Assessment</i></b></p> <ul style="list-style-type: none"> <li>(i) Assessment of intelligence, aptitude, and achievement</li> <li>(ii) Behavioral, social, and emotional assessment</li> <li>(iii) Assessment of special educational needs</li> </ul>	
<p>(e) <b><i>Intervention</i></b></p> <ul style="list-style-type: none"> <li>(i) Direct intervention (individual and group levels)</li> <li>(ii) Indirect intervention (consultation and school/systems level)</li> </ul>	
<p>(f) <b><i>Research methods and statistics</i></b></p> <ul style="list-style-type: none"> <li>(i) Research and evaluation methods</li> <li>(ii) Advanced statistics</li> </ul>	

The Division of Educational Psychology,  
The Hong Kong Psychological Society  
Unit 1211, The Metropolis Tower,  
10 Metropolis Drive, Hung Hom, Kowloon

Please stick  
your  
Stamp  
Here

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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To: \_\_\_\_\_ (Name of Applicant)

From: Convenor, Membership Sub-Committee,  
The Division of Educational Psychology,  
The Hong Kong Psychological Society

Appendix 3:  
Acknowledgement  
of receipt

**Message:**

**【 】 It is to acknowledge that your DEP membership application is received. If you have provided sufficient documents to DEP, the normal processing period for the DEP membership application is 3 months. The DEP will inform the result of your application (in written form) as soon as possible.**

Date: \_\_\_\_\_

## **Appendix 4: Personal Information Collection Statement (PICS)**

### **Purpose of Collection**

1. Personal data collected will be used by The Hong Kong Psychological Society Limited (“Society”) for the purposes of:
  - i. processing and vetting any membership application and updating (including changing to different categories of membership), and related returns and notifications;
  - ii. verifying membership and identity;
  - iii. proving of consent & agreement;
  - iv. issuing invitation letters, appointment letters, congratulation letters, letters of good standing, testimonials, & certificates;
  - v. keeping of a register of membership and the management of all matters incidental thereto;
  - vi. providing information of members to the public to facilitate the identification of members and psychologists and about the services these psychologists provide (including display of information set out in section “Statement of Practices – 1. Membership records – a. membership application and updated information, and b. registered psychologist details”); and verifying information to be published on the Society’s website;
  - vii. processing complaints, investigations, disciplinary actions, enforcement, regulatory actions, enquiries or feedback; and publishing results or conclusions of thereto;
  - viii. organizing, communicating, promoting, inviting, providing, enrolling, vetting, and verifying of various services to members and public (meetings, subscription of publications, training, continuing education, sponsorship, social, promotional, recreational and other programmes or activities);
  - ix. conducting recruitment and human resources purposes (including consideration of job, volunteer, mentorship and internship applications);
  - x. conducting research or statistical purposes;
  - xi. administering the web services provided by the Society; and
  - xii. performing the Society’s administration and operating functions and powers in connection with registration and under other applicable legislations, rules and regulations.
2. It is obligatory for you to supply the Society with the data requested in this form. A failure to provide the requested personal data, or the provision of inaccurate or incomplete information may result in the Society not being able to process the application, or for the Society to perform its functions or powers.

### **Transfer of Personal Data**

3. The Society may provide necessary information to staff of the Society and to the members of the Council and its relevant Committees and Divisions, and any third party lawfully required and/or holding a court order for the disclosure of the information.
4. Personal data provided in a complaint will be used, disclosed or transferred only for those purposes related to the complaint, for example, it may need to be disclosed to the person / company against whom a complaint has been made and to inform relevant regulatory bodies and professional organizations of any positive finding on the breach of professional conduct.

### **Direct Marketing**

5. The Society may use your email address for marketing (including meetings, subscription of publications, training, continuing education, sponsorship, social, promotional, recreational and other programmes or activities).
6. If you wish the Society to exclude your personal data for direct marketing purposes, please send us an email, along with your name and membership number to General Secretary at [admin@hkps.org.hk](mailto:admin@hkps.org.hk).

### **Access and Correction**

7. You have the right to request access to and to request the correction of your personal data. While certain personal data can be updated online by the member, other data access requests should be made using the form specified by the Privacy Commissioner for Personal Data which is accessible from the following link “Data Access Request Form” (<https://www.pcpd.org.hk/english/publications/files/Dforme.pdf>).

### **Enquiries**

8. Enquiries concerning your personal data provided in your enquiry, including making access and correction, should be addressed to:

General Secretary, The Hong Kong Psychological Society Limited, Unit 1211, The Metropolis Tower, 10 Metropolis Drive, Hung Hom, Kowloon, Hong Kong  
Email: [admin@hkps.org.hk](mailto:admin@hkps.org.hk)

### **Privacy Policy Statement**

9. You may click [here](#) for the Privacy Policy Statement of the Society.

I have read and understand the above Personal Information Collection Statement (PICS).

Signed \_\_\_\_\_  
(e-signature is not accepted)

Date \_\_\_\_\_