

## CHECKLIST

### \_\_\_\_\_ FORM 1: Application for Certification (*required from all applicants*)

Complete the Application Form and include with the materials submitted to the BCASP Membership Secretary.

### \_\_\_\_\_ FORM 2: Explanation of Educational Qualifications (*required from all applicants*)

Provide University transcript(s) confirming the required coursework / degree(s). A photocopy of a transcript may be considered sufficient at the discretion of the Membership Secretary; in some instances an official transcript may be required.

### \_\_\_\_\_ FORM 3: Professional Reference (*required from all applicants*)

You must have the Professional Reference Form completed by two eligible referees. These documents must be submitted directly to the BCASP Membership Secretary by each Referee. Please provide each Referee with a stamped envelope addressed properly addressed to the BCASP Membership Secretary

### \_\_\_\_\_ FORM 4: Verification of Employment Status (*required from all applicants*)

Your Verification of Employment Status Form should be completed by your employer and this form should be included with your application packet.

### \_\_\_\_\_ Documentation of Canadian Status (*required from all applicants*)

Provide a *photocopy* of your Canadian Birth Certificate or your Canadian Passport (photo identification page) or your Card/Document as a Canadian Landed Immigrant or your work-eligibility Visa. **DO NOT SEND ANY ORIGINALS OF THESE DOCUMENTS.**

### \_\_\_\_\_ FORM 5: Criminal Record Check (*required from all applicants*)

Request a Criminal Record Check from your local RCMP Station. Each Station has a form that you will be required to complete to obtain a Criminal Record Check, to include the designated fee. The RCMP Station will usually require a copy of FORM 4 demonstrating the requirement for a Criminal Reference Check in support of the BCASP Certification process. The completed Criminal Record Check will be returned to you. You will then need to submit the Criminal Record Check to the BCASP Membership Secretary.

### \_\_\_\_\_ FORM 6: Statement of Supervised School Psychology Experience (*required from most applicants*)

Completion of an Internship in School Psychology (minimum of 1200 hours) should be documented on your transcript(s) and within the applicable sections of FORM 2. To minimize the possibility of Membership Committee challenges regarding your Internship experience(s), all candidates are strongly encouraged to arrange for the Statement of Supervised School Psychology Experience (FORM 6) to be completed in addition to the two FORM 3 documents and have these submitted directly to the BCASP Membership Secretary. Please provide your Supervisor with a stamped envelope addressed to the BCASP Membership Secretary. *For candidates who do not meet the Internship requirement, the BCASP Membership Committee may offer the option of completing additional formally supervised work experience as an alternative.*

### \_\_\_\_\_ Form 7: Annual Applicant Subscription Fee Form

All applicants to BCASP are expected to maintain an annual subscription to "In-Psyghts", the newsletter of the British Columbia Association of School Psychologists, until they become members.

### \_\_\_\_\_ Application Fee (*Required from all applicants; Valid for 3 years*)

Provide a Certification Fee of \$50.00, payable to BCASP. Include this payment with your application materials. **This Fee is not refundable in the event that your application is determined to be ineligible or is otherwise denied. Applications remain open for 3 years. Applications and application fees must be resubmitted after 3 years.**

Application materials should be addressed to:

**Michael Scales**  
**BCASP Membership Secretary**  
**1642 East 4<sup>th</sup> Avenue**  
**Vancouver, BC V5N 1J8**

***Applications will not be processed until all required items have been received by the BCASP Membership Secretary***