

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 some applicants*)

This form is only for candidates who have completed a one (1) year Supervised School Psychology Experience in accordance the BCASP Supervision Guidelines. The Supervised School Psychology Experience is for candidates who do not have credit for a school psychology internship at an accredited university based school psychology program. University credit for an internship in school psychology (minimum of 1200 hours) should be documented on your transcript(s) and within the applicable sections of FORM 2.

_____ **PRAXIS-II Examination:** (*required from all applicants*)

Evidence of a passing score on the National School Psychology Examination administered by the Educational Testing Service (ETS) should be submitted to BCASP by ETS.

_____ **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 from the date the application and payment are received. Applications and application fees must be resubmitted after 3 years.**

Application materials should be addressed to:

**Barbara Nichols
BCASP Membership Secretary
7715 Loedel Crescent
Prince George, B.C. V2N 0A5**

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