



**ALLIED HEALTH PRACTITIONERS COUNCIL OF
ZIMBABWE**

**PSYCHOLOGIST TRAINING, REGISTRATION
AND PRACTICE IN ZIMBABWE
(2021 REGULATIONS)**

Table of Contents

1. INTRODUCTION.	3
2. GLOSSARY OF TERMS.	4
3. ROLE OF THE ALLIED HEALTH PRACTITIONERS PRACTITIONERS COUNCIL.	5
4. PSYCHOLOGY INTERNSHIP.	6
5. SUPERVISION.	8
6. ROLES AND RESPONSIBILITIES OF PSYCHOLOGY INTERN.	10
7. PSYCHOLOGIST REGISTRATION REQUIREMENTS.	14
8. PSYCHOLOGY BOARD EXAMS.	15
9. SPECIALIST PSYCHOLOGIST/CHARTERED PSYCHOLOGIST.	20
10. ACCREDITATION OF INSTITUTIONS AND COURSES.	20
11. STAFF AUDIT FOR ACCREDITED TRAINING INSTITUTIONS.	22
12. CONTINUING PROFESSIONAL DEVELOPMENT (CPD).	23
13. PSYCHOLOGY PRACTICE.	25
14. TRANSITION.	26
15. FOREIGN REGISTERED/TRAINED PRACTITIONERS.	26

1. INTRODUCTION

These guidelines have been developed by the Psychology Education Committee (PEC) of the Allied Health Practitioners Council (AHPCZ) to assist clarify the training, internship, registration and practice requirements as well as to prepare candidates who have to sit for the exams as part of their registration requirement. For registration as a Psychologist 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.

The roles and obligations of different role players involved in such training are also outlined herein.

2. GLOSSARY OF TERMS

The Board refers to AHPCZ. 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 who has completed all academic and internship requirements of the Psychology profession and has been duly registered by the Board as a Practising Psychologist. A Psychologist is empowered to perform psychological acts within a specific category of registration (e.g. clinical; counselling; educational; industrial; research, etc.).

Specialist/Chartered Psychologist means a psychologist who is recognized as having the highest standard of psychological knowledge and expertise.

Intern is a graduate Psychology trainee registered as an intern who has to complete an accredited internship programme prior to registration as a professional Psychologist.

Student is a Bsc Honours in Psychology or a Masters in Psychology student who is doing a degree program which is registered or registrable with AHPCZ and has registered on his/her personal capacity with AHPCZ.

Internship-a formal program that provides practical experience to explore and gain relevant knowledge and skills required to practice independently as a registered Psychologist.

Training institution denotes the institution that is officially accredited by AHPCZ.

Supervisor, or supervising Psychologist, is a Senior Psychologist who has been registered as a Psychologist with the Board for more than three years.

3. **ROLE OF THE ALLIED HEALTH PRACTITIONERS COUNCIL**

The Allied Health Practitioners' Council of Zimbabwe is a statutory board established by the Health Professions Acts 27:19. Subject to this Act, some of the functions of the Council shall be:

- (a) To assist in the promotion of the health of the population of Zimbabwe; and
- (b) To regulate, control and supervise all matters affecting the training of persons in, and the manner of the exercise of, the professions.

(2) For the better exercise of its functions, the Council shall have power to do or cause to be done all or any of the things specified in the Second Schedule, either absolutely or conditionally and either solely or jointly with others.

The AHPCZ controls the education and training of Psychologists. This is done by setting standards for education and training and ensuring that the standards are adhered to. The AHPCZ 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 this Board to increase consumer protection through the examination and certification of Psychologists who demonstrate competence in approved specialty areas in the profession of Psychology. To carry out its mandate, the AHPCZ collaborates with other boards such as the Health Professions Authority (HPA), [Zimbabwe Council for Higher Education \(ZIMCHE\)](#) and any others where necessary.

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. Post-graduate training is only permitted at institutions that are approved by the board through the Psychology Education Committee. The intern is supposed to ensure that their training institution is approved before commencement of internship.

For the better exercise of its functions, the council shall establish various committees including education committees.

Psychology Education committee (PEC)

On the establishment of an education committee in terms of paragraph (d) of subsection (1) of section *sixty seven*, a council—

Subject to any general directions given to it by the council concerned, the functions of an education committee shall be:

- (a) To supervise the education and training of AHPCZ practitioners as the council may specify;

- (b) To advise the council on any matter concerning the education or training of the classes of health practitioners of AHPCZ
- (c) To satisfy itself and the council that in every teaching institution the curricula for the education and training of the classes of health practitioners referred to in paragraph (a) are such that graduates will have sufficient basic knowledge to practice their profession or calling; and the facilities provided to enable them to gain experience in their profession or calling, are appropriate and adequate; and
- (3) For the purpose of carrying out its functions, an education committee may, subject to the general direction and guidance of the council concerned—
 - (a) visit any university, hospital or other institution or premises where instruction is given to or examinations conducted for students who intend to apply for registration as health practitioners of AHPC;
 - (b) Observe and monitor any instruction or examinations such as are referred to in paragraph (a) and
 - (c) On behalf of the council, engage the services of inspectors to perform any function.
 - d) Members of the PEC shall be fully registered psychologists.

4. PSYCHOLOGY INTERNSHIP

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.

INTERNSHIP CATEGORIES AND SPECIFICATIONS

The Board recognises Psychology registration and internship training in the following registration categories:

- a) Clinical Psychologist
- b) Community Psychologist
- c) Counselling Psychologist
- d) Educational Psychologist
- e) Engineering Psychologist
- f) Forensic Psychologist
- g) Neuro Psychologist
- h) Occupational/Industrial Psychologist
- i) Research Psychologist
- j) Sports Psychologist
- k) Aviation Psychologist
- l) Child Psychologist

ACADEMIC PREREQUISITES FOR PSYCHOLOGY INTERNSHIP

In order for candidates to be registered as Psychologists, the theoretical knowledge/ coursework should be completed ***within six years*** after registration as a student Psychologist. Should candidates fail to register within the six 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.

Registration as a Psychologist shall be undertaken as follows:

- a) Four (4) years BSc Honours and Two (2) year (or 18 months) Masters' Degree plus One (1) year internship.

An applicant who completed the ***equivalent of six or five and half 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 the year one of a master's course)

- b) Research Psychology Interns, whose Masters in Psychology is not from the research stream can apply using a Dphil or PhD in Psychology and all the other requirements as outlined in a above..
- c) In circumstances where academic studies are not as outlined in above, but are believed to be equivalent to the above formal requirements outlined, applicants may submit details to the Board for consideration.
- d) Applicant should have a minimum of Five Ordinary level subjects including English, Mathematics and a Science subject.
- e) Applications for the acceptance 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. If such an application is accepted by the Board, it is the responsibility of the applicant to obtain an internship training placement.
- f) Allied Health Practitioner's Council shall verify qualifications submitted by an applicant before registration as an intern

5. SUPERVISION

5 (i) Supervisor's qualifications and duties

- a) A supervising Psychologist needs to be registered in the same professional category as the psychology intern and is required to possess demonstrable competencies in the category in which supervision is provided.
- b) For new disciplines, a Registered Psychologist in another discipline and a co-supervisor registered in the discipline of the intern shall supervise an intern. This transitional arrangement shall apply for five years. The expected years of experience for co-supervisors during the transitional arrangements shall be:

2021 one year

2022 one year

2023 two years

2024 three years

For any novel circumstance, special approval has to be sought from the Board.

In categories where no psychologist is registered, two approved supervisors from other disciplines shall be assigned to the intern.

- c) The supervising Psychologist is obliged to ensure that the psychology intern is registered as such and is registered in the correct category.
- d) The supervising Psychologist shall ensure interns have the correct syllabus and that all the domains and activities contained in the internship program are thoroughly completed by the psychology intern.
- e) 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. Psychology interns' progress need to be carefully monitored by the supervising Psychologist.
- f) It is expected of the supervising Psychologist to spend at least 60 hours on individualised interaction with and observation of each intern. The 60 hours should be evenly spread across the duration of the internship, e.g. one hour/week.
- g) A ratio of **ten (10) interns** to each supervising Psychologist **shall not** be exceeded. Where the ratio requirement cannot be adhered to, prior Board approval is required.
- h) Supervising Psychologists need to at all times abide by the ethical guidelines that regulate the supervisor-psychology intern relationship. They would need to apply to the Board for accreditation to supervise.
- i) With effect from 2022, a supervising Psychologist should have published at least one article/case report/review article in a reputable journal or publication in the preceding five years. The publication should be in the area of psychological practice.
- j) Supervisors are expected to have met all CPD requirements for the previous and/or current year before their interns are considered for registration.
- k) They must be of good standing having paid all AHPCZ dues.
- l) The AHPCZ Psychology Education Committee must approve the supervisors on an annual basis and circulate a list for potential interns to choose from.
- m) Supervisors must undertake to abide by the agreed general fee structures approved by the Council on an annual basis. This will be reviewed from time to time by the Board.

5 (ii) Supervisor Application Process

Psychologists who meet the qualification should apply for the approval to supervise on the relevant form stating the following including the attachments:

- CV detailing qualifications and experience
- Academic and Professional Qualifications – Attach certificates
- Attach Registration and Practicing certificates
- State Supervision/teaching experience
- Published article, clinical report, or newspaper article in the area of psychological practice (as from 2022)

5 (iii) Reports

- i) Supervisors are required to abide by the internship programme/syllabus
- ii) Progress reports are required from the intern and the supervisor quarterly
- iii) The Supervisor *must attend at least one supervision seminar* run by the AHPCZ per year.

6. ROLES AND RESPONSIBILITIES OF PSYCHOLOGY INTERN

6 (a) Interns Responsibilities

Interns should practice solely within their Practice Framework for the specific registration category as determined by the Board. 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.

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 three years after registration as Psychologist
- iv) Compile and submit to AHPCZ through their supervisor(s) *quarterly progress reports and one final integrated report prior to Board Exam.*
- v) The final report (file) shall comply with the internship syllabus for that particular field as provided to the intern at the start of their internship period.

6 (b) Internship Formats

The internship training must be conducted within the specified registration category for which the candidate has registered in the Master's degree.

- a) For internship training to be recognised by the Board, it has to be conducted in an accredited or approved health institution for a period of at least one year of not less than five hundred and twenty (520) hours in the one year stipulated internship period. This should translate to an average of 10 hours per week.

For both formats, an application is submitted by the candidate together with written undertakings from the supervisor 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 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
- iv) Specific psychological techniques in which training will be provided
- v) Comprehensive time-based details of individual and group supervision arrangements
- vi) Detail of experience of team work with other professionals or colleagues.

Internship programmes in all registration categories must contain *a minimum ethical and legislative guidelines 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.

An internship may only commence after the candidate has been approved for internship by the Council. 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.

6 (b) Commencement of Internship

An internship must commence within two (2) years of completing the master's degree. In exceptional circumstances the PEC may permit a longer lapse of time, provided that the intern submits an application in writing, and that the PEC finds a fully motivated application acceptable.

An extension of four months will be granted from the date of expiry of the two (2) year timeframe as described above, subject to receipt of an application for an extension.

People who apply to commence internship without having registered as students prior to completion of their academic programmes shall be liable to a penalty to be set by the council from time to time.

Interns who;

- a. are not in a position to register as Psychologists within two (2) years and four (4) months 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 by three (3) to four (4) years, have to complete a further approved and uninterrupted internship of six (6) months" duration;

In both cases a. and b. 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 is still adequately relevant for purposes of registration as an intern, or provide proof that such relevance had been ensured through additional assessment.

- c. exceed the timeframe for registration by five (5) years or more, will ordinarily not be permitted to obtain placement as an intern or have a programme approved unless prior board approval is sought.

6 (c) Completion of Internships

Interns should seek approval of their proposed training institution before commencement of their internship.

All requirements for registration as a professional Psychologist must be completed within five years from date of registration as a psychology intern.

6 (d) Unsatisfactory Performance of Interns

Since clients of psychological services have the right to receive quality services and adequate feedback, the internship training institution, in collaboration with the supervisor should have a process in place for addressing concerns regarding an intern's performance.

In the event of unsatisfactory performance of an intern, a written report should be submitted. The report should be submitted to the Psychology Education Committee of the Board with recommendations for:

- i) the termination of the internship at a given date; or
- ii) 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.

6 (e) Remuneration of Interns

Since interns provide services that are valuable to the institution or practice in which they work, the AHPCZ supports the principle of paid employment of interns.

The employment and remuneration of psychology interns 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 psychology interns fairly to thus enable them to at least cover basic living and transport costs.

6 (f) Interns in Private Practice

A maximum period of 6 months **ONLY** for any specially tailored internship program may be served in a private practice under a registered supervisor. Interns who fail to secure internship placements in the public sector will have to seek permission from the board to complete their internship in private practice.

6 (g) Impaired Interns

The expression "impaired" means a mental or physical condition, or the abuse of or dependence on chemical substances, which affects the competence attitude, judgment or performance of a student or another person registered.

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.

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 Board. The Committee will investigate the circumstances based on the relevant evidence submitted and provide guidance on the treatment and rehabilitation of the psychology intern or deal with the matter as circumstances dictate.

7. PSYCHOLOGIST REGISTRATION REQUIREMENTS

Professional registration may only follow registration as a psychology intern. A person without valid registration as a psychology intern may not be registered as a professional Psychologist.

1. Registration of Psychologists

Under these regulations Psychology is defined as a Masters practice.

- a)
 - (i) The minimum requirement for registration is a Masters Degree in Psychology in the area of specialty one seeks to register in, plus one year post-graduate structured and supervised internship program.
 - (ii) *Honors Degree in Psychology.*
- b) Therefore the minimum period of academic education for registration as a Psychologist is five and half academic years (Undergraduate degree + Masters both in psychology) plus one year structured and supervised internship.
- c) Whilst students can commence Psychology Master's Program, they need to register for internship which should be commenced within two years after completing their academic Masters' program.
- d) **Current Registered Interns without Masters' Degree** (First Degree holders only)-*To be covered under transitional provisions.*

8. PSYCHOLOGY BOARD EXAMS

a) Overview of the Examination

All practitioners will be required to pass the Board Examination prior to their registration as Psychologists. The board examination shall be based on the criteria set in the syllabus of the specific field that the intern is applying to be registered under.

b) The Purpose of the Board Examination

The Board Examination ensures a consistent *professional standard* of Psychologists in Zimbabwe. In order to be registered as a Psychologist in the main register, candidates are required to pass this examination.

The examination will assess applied psychological knowledge which is the basis of competence in the profession. Importantly, the examination will demonstrate that internship training has produced a practitioner with an appropriate level of applied professional knowledge and competence, which will better protect the public.

c) Content of the examination

The examination questions are derived from the internship curriculum to test candidates applied knowledge of the areas of psychology described. The responsibility to prepare and pass the examination rests with the candidate. Candidates are expected to develop a broad strategy for preparing for the examination, including private reading and study, seeking advice and assistance from supervisors, training institutes, and workshop providers, and to seek appropriate structured and unstructured learning opportunities.

The examination is designed to test applied knowledge appropriate for the Psychology Masters training. The curriculum is not designed to test foundational knowledge of the discipline obtained during the first three/four years of psychology at university. Rather, it is designed to test *the application of this knowledge to practice*, and is therefore *based on actual case studies, journal articles and professional issues. The examinations shall be based on the syllabus of the particular field that the interns wants to register under.*

d) Format of the Psychology Board Examination

The board examination shall be oral and will be conducted by **at least three panelists** of which at least one of them should be a specialist by registration or by experience in the field that the intern is applying to be registered in. In cases where a specialist is not available in the PEC, a specialist shall be outsourced from within Zimbabwe or within the region.

The Psychology Education Committee will coordinate subject matter experts in to set exams, assess competences and grade/score performance.

The board examination shall be done online (virtually).

e) **Psychology Board Examination Core Topics**

The oral examination will be covering the 4 core topics of *Assessments; Reporting & Communication; Ethics & Cultural Aspects of Psychology; and Case Interventions*.

Assessment approaches – to test skills, knowledge and principles of psychological assessment; ability to select, use, and interpret test results appropriately

Intervention - selection and implementation – diagnosis, formulation, intervention, and ongoing monitoring and evaluation.

Communication and reporting skills – communicating with clients, reporting, records, language etc.

Applied ethical and professional reasoning – knowledge of ethical issues, principles as well as professional issues in the practice of psychology.

f) **Pass Grade for the Examination**

The Psychology Board Exam pass mark is **60%**. The passing score is the Board's view of the minimum level of applied knowledge required for independent psychology practice.

g) **Eligibility to sit the examination**

Upon completion of the internship programme, the intern shall submit an e-copy of the internship file. The file shall have contents as stipulated by the syllabus that the intern was using.

The e-copy of the internship file shall be endorsed by the supervisor/supervisors of the intern before submission.

The internship file will be assessed by two examiners appointed by the council.

An intern shall only be eligible to present for a board exam when the file has passed. The pass mark shall be 60% according to the objective rating scale attached to the syllabus.

To be eligible to present for the board examination, candidates must have completed the internship program.

Students who have been carrying out internship with Honours degrees where no Master's Degree is being offered in the country, may be registered upon successful submission of internship files and passing of Board Examination. Such students are expected to obtain a Master's degree within four years of such registration; failure of which the registration shall be revoked.

In the event of having failed the examination, candidates can apply to re-sit in the next examination session.

h) Examinations timetable

The timetable of examination dates will be published on the AHPCZ website, along with the closing dates for applications. Board examinations will be scheduled three times per year on dates determined by the Board in consultation with the Psychology Education Committee.

i) Application to sit the Examination

Candidates may only lodge one application to sit the examination per period. When advised by AHPCZ of their eligibility, candidates are required to pay the prescribed fee for the examination when scheduling the examination by the application closing date.

j) Examination fee

Applicants will be required to pay an examination fee set by the Council for each sitting.

Candidates will be required to present their booking receipt and identification card to the examination centre to be able to register for the examination. Failure to do so may result in refusal to present for the oral examination.

k) Notification of results

Candidates will receive their examination results in writing via mail or email. Results will not be given via the phone.

After the conclusion of the examination, any communication regarding the examinations must be addressed to AHPCZ. Candidates must not communicate with the adjudication staff, members of the PEC or the Board's committees concerning the examination.

l) Special needs

Candidates with a disability will be able to request support to provide appropriate assistance to allow them to sit the examination. Special needs requests need to be made in advance, and no later than at the time of lodging the application to sit the examination.

AHPCZ to ensure special needs are catered for those with disabilities.

m) Special consideration

Special consideration is the process whereby candidates who are unable to sit or complete an examination due to exceptional circumstances beyond their control may be given an opportunity to re-sit the examination at the next available date without incurring additional examination fees.

Applications for special consideration:

- will only be accepted from eligible candidates
- will not be approved unless there are exceptional circumstances beyond the control of the candidate, and

- Must be supported by convincing evidence of the exceptional circumstances.

Candidates who can demonstrate that they have reasons beyond their control are eligible for special consideration. These reasons include:

- acute illness (e.g. hospital admission, onset of serious illness)
- loss or bereavement (e.g. death of a close family member)
- hardship or trauma (e.g. victim of crime, severe disruption to domestic life)
- unforeseen call-up for service (e.g. military service, court appearance, jury service, emergency service)
- work commitments and circumstances beyond their control (a letter on company/organisation letterhead from an employer confirming this must be attached to the application form), and
- religious convictions (a letter from a religious leader must accompany the application)
- computer malfunction at the examination centre

n) Possible outcome of an application for special consideration

Where a request is granted, the usual outcome would be to allow the candidate to re-sit the examination as soon as possible at no additional cost to the candidate.

If approved, special consideration may consist of:

- deferral of the examination until the next available date (no additional or reduced fee), or
- Other special arrangements for undertaking the examination (no additional or reduced fee).

Applications for special consideration must:

- be in writing
- be submitted prior to, or within 14 working days, of the date of the examination (depending on the nature of the request)
- include relevant documentary evidence of the exceptional circumstances beyond the control of the candidate, e.g.
 - medical certificate
 - death certificate
 - police report

- statutory declaration
- examination centre report, or
- evidence of requirement to attend court appearance, jury service, military service, emergency service.

A candidate who believes that they have cause to apply for special consideration in relation to the outcome of examination conducted by the Board must apply in writing.

Applications for special consideration are considered by the Psychology Board and the decision of the Board is final.

o) Policy for examination failure

Candidates who fail the examination will be permitted to re-sit the examination after three months of further supervised practice as a Provisionally Registered Psychologist.

The Board will allow the Provisionally Registered Psychologist (the registrant) up to three examination failures.

In the event of failing three times, the registrant will not be able to sit another examination until their renewal or re-registration is approved by the Board. At this point the Board may:

1. Grant renewal or re-registration and allow the registrant to re-sit the examination up to three additional times.
2. Grant renewal or re-registration with conditions and on those conditions being met, allowing the registrant to re-sit the examination, or
3. Propose to refuse the registrant's renewal.

In the instance of 1 or 2, the Board will provide feedback to the registrant on the knowledge areas requiring improvement.

In the instance of outcome 2 or 3, the registrant may be allowed to make a submission to the Board to support their renewal as a provisionally registered Psychologist.

9. SPECIALIST PSYCHOLOGIST/CHARTERED PSYCHOLOGIST

a) A practitioner in this category has highly specialized skills in the field of psychology and is a consultant in specific area/s which then make their service distinct in a manner that comports to the ethical mores of psychological practice.

b) Requirements

- i) Dphil in Psychology/Doctorate in Psychology
- ii) A minimum of five (5) years continuous practice and renewal as a psychologist on the main register with AHPCZ.

OR

- iii) MSc in Psychology
- iv) A minimum of ten (10) years continuous practice and renewal as a psychologist on the main register with AHPCZ.

c) Process of registration as Specialist Psychologist/Chartered Psychologist

- i) The timetable of submission dates will be published on the AHPCZ website, along with the closing dates for applications. This will be scheduled three times per year on dates determined by the Board in consultation with the Psychology Education Committee
- ii) The applicant shall be notified in writing whether their application has been approved or not.

10. ACCREDITATION OF INSTITUTIONS AND COURSES

The accreditor shall be AHPCZ according to the Health Professions Acts 27:19. The accreditor may appoint an accreditation board to facilitate good governance and accountability. The accreditation board may randomly conduct quality assurance checks.

The role of the Accreditor is:

1. To review and approve applications
2. To monitor compliance to guidelines

3. To investigate complaints against Accredited Service Providers.

All universities and colleges which teach Psychology Majors with a view of having their students register to practice as Psychologists are to send their programs for approval by the AHPCZ in order to facilitate smooth registration of their students.

i) Proposed core courses

Minimum Psychology courses for a psychology undergraduate program shall follow the Zimbabwe Council of Higher Education (ZIMCHE) Minimum Bodies of Knowledge (MBKs)

ii) Monitoring Process

AHPCZ to monitor courses, lecturers and compliance as mandated by the Health Professions Act 27:19.

- All university students should register as **student psychologists** on the AHPCZ register in order to facilitate the monitoring of their programs. AHPCZ to conduct quality control exercises on all institutions training psychology students.
- Any intern who failed to register as a student shall pay a penalty fee as stipulated by the AHPCZ upon making an application to register as an intern.
- Student Psychologists who were on the AHPCZ register for at least one year can be allowed to include components of their academic work as students in the file that is worked on during post graduate internship.
- Universities and Colleges to send curriculum to AHPCZ for approval. No University shall offer courses/programmes that are not accredited with AHPCZ.
- When accrediting programmes, AHPCZ shall consider whether lecturers for the intended programme are registered with AHPCZ and are suitably qualified.
- For Undergraduate programmes, 50% of the lecturers assigned to teach in the programme should be registered psychologists/intern psychologists.
- For Masters programmes, 60% of the lecturers assigned to teach in the programme should be registered psychologists/intern psychologists in the specialization which the Masters programme is focusing on.
- Any advertisement of Psychology programs by universities, institutions or any organisation should **clearly** state on each of the programmes whether it's accredited by AHPCZ or not.

iii) Accreditation of Lecturers

All employers of Psychology Lecturers should ensure that all lecturers of psychology courses are registered as psychologists or interns and they should make registration with AHPCZ a pre-requisite for new employment or renewing job contracts in order to facilitate their students' registration with AHPCZ.

- (a) Psychology lecturers or tutors should be on the register of AHPCZ as interns or fully registered Psychologists.
- (b) Psychology programmes requiring registration for professional practice as a Psychologist should be taught only by those on the register as interns or fully registered Psychologists.

11. STAFF AUDIT FOR ACCREDITED TRAINING INSTITUTIONS

Audits are meant to promote public confidence that quality provision and standards of practice are being safeguarded and enhanced. To achieve this, AHPCZ will have ultimate monitoring for the quality assurance processes through organised and systematic internal audit processes which will be supported by periodic external audit processes.

Below is an example of the Staff Audit Form to be used:

Name of Staff	Academic Qualifications, Conferring Institutions and Year	AHPCZ Registration Status	Courses Taught

12. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Continuing Professional Development (CPD) is the means by which members of the profession broaden the expertise required in their professional lives. Below are possible activities to enhance professional development. The minimum CPD points will be 50 per year. To facilitate transition, the registration, renewal certificates for Practising Psychologists and Interns would require that these practitioners accrue a minimum of 50 points. *One cannot accumulate more than 40% of their points from the same category.*

Psychologists aged 70 years and above shall be exempted from paying annual renewal fees but shall continue to be required to accrue Continuing Professional Development

Below is the CPD points Guide Chart.

CATEGORY		POINTS AWARDED	MINIMUM	COMMENTS
1	a. Psychological lecture/ Presentation to the public/Webinars	2	I Hour	Points will be awarded to the presenter. The education and liaison committee are supposed to confirm the authenticity of the lecture
	b. Lecturing	2	Semester	Lectures should be in line with psychological education
2	a. Morning/afternoon seminar	1/hour	1/hour	Seminar should be in line with continuous psychological education.
	b. Psychology Conference/Annual Congress	Attending- 5 Presenting- 10	2 Days	Conference should be in line with continuous psychological education

3	<p>a. Publishing in Peer reviewed Journal.</p> <p>b. Review of journal article or research proposal</p>	<p>20</p> <p>5</p>		<p>First author gets 20 points. Other listed authors get 10 points.</p> <p>Lecturers should not claim points from reviewing proposals of their students which is part of their everyday job</p>
4	<p>a. Professional group meetings</p> <p>b. Attending professional board meetings/functions</p>	<p>Attending- 2</p> <p>Presenting- 4</p> <p>2</p>	<p>2 hours</p> <p>1 Hour</p>	<p>e.g. Therapist Support Group (TSG)</p> <p>e.g. ZPA, IPMZ</p>
5	Achieving an extra Psychology qualification	<p>5</p> <p>10</p>	<p>Certificate</p> <p>Degree</p>	The qualification should be in line with continuous psychological education
6	Registration with a professional board e.g. ZPA, AHPCZ, PAPU, IPMZ, TSG	2		Two points per each professional board
7	Participation in external consultation, e.g., external examination/evaluations/ assessments	2		Two points per each external consultation/examination

8	Direct mentoring or supervision of interns on register with AHPCZ (Interns points for internship)	3 points per student per year		A point for each for each student's quarterly supervision report submitted to AHPCZ
9	Community Service	2	per service	
10	Personal psychotherapy for professional growth	2	Session	At least six sessions, compulsory for interns.
12	In-service training activities that are specific to each discipline (e.g. MMPI Training, EMDR training)	5		At least two days

Note:

- Verification of CPD (e.g. receipts, flyers, citations, certificates of attendance, signature, letter of confirmation, etc.) should be attached. Since most if not all activities in the table above can be done **online**.
- Proof of attendance should be provided where activities have been done online.
- Course convener/trainer should get accreditation from AHPCZ of value of training, i.e. the number of points a course is worth prior to training.

13. PSYCHOLOGY PRACTICE

A Psychologist can only practice with a registration certificate and current practicing certificate. The scope of practice will be governed by the scope of practice as stipulated by the Psychology Education Committee of the AHPCZ from time to time. Every psychologist shall comply with a code of conduct for psychologists developed by AHPCZ. Upon registration as a psychologist every psychologist shall read and confirm that they understood the Code of Conduct.

Psychology Private Practice

A Psychologist who has recently completed internship and has been registered on the main register and intends to engage in private practice shall do so after completing at least one year of co-practising with an experienced Psychologist.

Where such a category is pioneering/new without such persons in the capacity of an experienced psychologist available in the same category, the practitioner who intends to do private practice shall be expected to co-practise with at least two experienced psychologists from two different fields other than their own.

14. TRANSITION

Interns who have been carrying out internship with Honours degrees for a period of 3 years or more by 2021 where no Masters Degree was being offered in Zimbabwe can be registered on the register of psychologists upon successful submission of an internship file and passing of Board Examination. Such interns should submit their files for board examination by December 2021.

Those registered with the honours degree are expected to obtain a relevant Masters degree by 2025, failure of which their registration shall not be renewed.

15. FOREIGN REGISTERED/TRAINED PRACTITIONERS

- i) Practitioners who are registered in foreign countries shall be allowed to practise in Zimbabwe upon production of their academic and professional qualifications, testimonials and a letter of good standing from the regulatory board of their country of origin.
- ii) Students with foreign qualifications intending to embark on an internship in Zimbabwe shall have their certificates verified/authenticated by the Board upon payment of a verification fee.
- iii) Zimbabweans training outside the country shall be considered for student or internship registration upon submission of certificates and supporting letters from their training institutions.

16. STUDENT

In terms of these regulations one registered as a psychology student shall satisfy the following mandatory conditions:

- a) Has an enrolled for a Bsc Honours in Psychology with a university accredited by the AHPCZ.
- b) Possess an Honours degree in Psychology from an AHPCZ accredited institution and enrolled for a Masters degree in psychology.

- c) Has five O levels including English, Mathematics and a Science subject
 - d) Students are required to register as students with the AHPCZ as soon as they embark on their Psychology BSc or Masters programme.
 - e) Students registered with the council on the register of students shall engage in activities normally carried out during internship provided that they do so under the supervision of a registered psychologist.
 - f) Students are expected to submit a soft copy version of a portfolio which will include their work-related learning reports and dissertation upon completion of their studies.
-



APPROVED BY BOARD: 31 MARCH 2021

SIGNED BY CHAIRPERSON: MISS R HOFISI

