

## FAQs on Specialist Certificate in Work and Organizational Psychology

### A. GENERAL QUESTIONS

#### What is the Specialist Certificate in WOP?

The *EuroPsy* Specialist Certificate (SC) in Work and Organizational Psychology (WOP) is a label of quality and an European standard of education and professional training in Work and Organizational Psychology, within the frame of the *EuroPsy* system. It was set by EAWOP, the European Association of Work and Organizational Psychology, in collaboration with EFPA, the European Federation of Psychologists' Associations.

#### Why a Specialist Certificate?

The *EuroPsy* Specialist Certificate represents a second and optional step after the fulfillment of the *EuroPsy* Certificate in Psychology (*EuroPsy* "Basic", the European standard of education and professional training in psychology related to the entry level of the profession of psychologist). The SC indicates that the psychologist, that has done additional education and professional training, fulfils the requirements for independent practice in WOP at a point which clearly lies beyond the entry level of the profession.

#### What is the aim of the Specialist Certificate in WOP?

W&O psychologists increasingly work in cross-national settings. Growing mobility of clients as well as psychologists, makes it necessary to develop tools and standards to safeguard clients' interests at a European rather than at the national level.

The SC in WOP does neither substitute nor replace national laws and rules for professional practice. It is a way to raise and add standards of quality through the pro-active self-regulation of W&O psychologists.

#### What is required to get the Specialist Certificate in WOP?

The SC in WOP can be awarded to psychologists who: 1) have been awarded the *EuroPsy* Basic (or apply and receive it at the same time of the SC), 2) fulfill the educational and professional training requirements set by the standards, 3) show evidence of possessing professional competences at a higher level, and 4) are entitled to work as psychologists, following the national rules of the country where they apply.

#### What are the requirements to apply?

Requirements differ according to the seniority of the applicant. During this phase of the project, two paths are available: the Regular path and the Transitional arrangements.

#### Which are the requirements for the Regular path?

Within this path applicants, after having applied and being awarded the *EuroPsy* Basic certificate, must 1) show evidence of post-graduate education activities (from 60 to 90 ECTS), 2) show evidence of at least 3 years of coached professional practice in WOP, for at least 400 hours/year, 3) show, for this same period, evidence of supervision for at least 50 hours/year (for a total amount of 150 hours in three years), 4) submit a log book ("portfolio") to show evidence of the specialist competences.

#### Which are the requirements for the Transitional arrangements path?

The *Transitional arrangements* path will be opened for a limited amount of time. Within such a path applicants must: 1) have graduated at least 5 years before the application, 2) show evidence of independent practice as W&O psychologist for at least five full time years within the last 10 years, 3) show evidence of some Continuous Professional Development (CPD) in the WOP field), 4) submit a log book ("portfolio") to show evidence of the specialist competences. 5) have been awarded with *EuroPsy* Basic (or applied and receive it at the same time of the SC).

#### Who awards the Specialist Certificate in WOP?

Specialist National Awarding Committees (S-NACs) will be installed in each participating country. The S-NACs will evaluate and determine the outcomes of the applications for the SC in WOP. The Specialist European Awarding Committee (S-EAC), established by EAWOP and EFPA, approves

the establishment and oversees the SNACs and the process for the award.

#### Who manages and keeps the Register?

The Register is kept by the Head Office of EFPA in Brussels. The responsibility for awarding the Specialist Certificate in WOP and entering an individual into the Register according to these Regulations rests with the S-EAC (Specialist European Awarding Committee). This Committee, in accordance with Regulations, delegates the authority to award the SC in WOP to S-NACs (Specialist National Awarding Committees) in countries in which the Member Association of EFPA has accepted the Regulations.

#### How long is the Specialist Certificate valid?

Seven years. Before the end of this period the psychologist has to apply for revalidation, which will be valid for other seven years.

#### What is the contribution of EAWOP?

EAWOP developed the requirements of the Specialist Certificate in WOP and tested the procedure during the pilot project. EAWOP facilitates also relationships with EFPA, helps and supports EAWOP Constituents and members, practicing in the field of WOP, to be part of the Specialist Certificate process.

#### Which countries can be involved in the SC?

All countries that have a recognized NAC, can apply to establish a S-NAC.

#### How to establish a S-NAC?

An EFPA Member Association will nominate, in collaboration with the local EAWOP Constituent, a S-NAC consisting of 3-6 members, representing both practitioners and academics. In countries where there is more than one organisation of W&O psychologists, every attempt should be made to create an inclusive environment (e.g. create an 'umbrella' organization, or more easily, have a representative of each organization in the SNAC).

#### Are SNACs and SEAC already established?

The WOP S-EAC is already established. Countries that have already a NAC are invited to apply to establish a WOP S-NAC.

### B. APPLYING FOR THE SPECIALIST CERTIFICATE

#### What is required to apply?

The *EuroPsy* Specialist Certificate is an add-on to the *EuroPsy* "Basic". Therefore the *EuroPsy* Specialist Certificate will only be awarded to psychologists holding the *EuroPsy* Basic (or that apply and receive it at the same time of the SC).

The specific requirements combine post-graduate education activities that psychologists have received after the graduation, and during the practice, and the competences acquired through professional practice conducted under supervision or coaching. See above the Requirements for the Regular path and Transitional arrangements.

#### Who can apply?

The *EuroPsy* SC involves two kinds of professionals according to the education and seniority of the applicant: a) individuals that satisfy the requirements for the regular procedure ("regular" path), and b) senior practitioners (that may use the transitional arrangements path).

#### What is the Regular path?

The Regular path involves individuals that satisfy the requirements for the regular procedure and that can be assessed by following the "regular" requirements: documenting educational activities, supervised practice and supervision and showing evidence of the competences developed during the practice. For these applicants, SNACs might decide to check competences through a detailed interview; the interview may be faster and easier if the applicant includes a report from his/her supervisor-coach.

#### What is the Transitional Arrangements path?

The Transitional arrangement path is opened to senior, fully qualified psychologists, with a considerable work experience, that satisfy the requirements described above.

### **How long is the Transitional Arrangements period?**

The transitional arrangements period will apply for a period of three years after the date of recognition of a S-NAC in a particular country.

### **How does one apply for the Specialist Certificate**

W&O Psychologists have to fill an application form and submit it, with the required documents, to the local S-NAC.

The Application Forms for Transitional arrangements and Regular path are included in each National *EuroPsy* websites, which are also linked to the central *EuroPsy* website (<http://www.EuroPsy-efpa.eu/>)

### **Do I have to pay for this?**

The amount of the fee to obtain the SC is established and clearly communicated in advance by the SNACs in each country website.

### **Where can I get more info in this?**

Information on *EuroPsy* Specialist Certificate in WOP and on *EuroPsy* Basic can be found via the website of EFPA ([www.EuroPsy-efpa.eu/](http://www.EuroPsy-efpa.eu/)), National *EuroPsy* websites (which are also linked to the central *EuroPsy* website) and EAWOP website (<http://www.eawop.org/specialised-background>).

## **C. FILLING THE APPLICATION FORM**

### **How to fill in the application form?**

There are two applications forms: Regular application form and Transitional application form.

### **Filling the application form is like filling the CV?**

Although the application form resembles a CV, and it is actually based on it, filling the form involves a reflection on one's own professional career, on the competences developed during it and the need to show evidence of such competences. All this may be a new experience for many psychologists. In addition, many details are necessary for the SNACs in order to assess the application. Thus, as observed during the pilot, filling the form takes time and is not done quickly.

### **Which educational activities to report?**

Educational activities, as university or training programs, conducted after graduation, have to be reported. Designing and conducting applied research, aimed to assess individual, group or organizational aspects, is another way to show additional studies.

### **How are such educational activities computed?**

Educational activities for a total amount of 90 ECTS have to be documented. Thus, when available, report the ECTS, otherwise report the hours/weeks, or months/years of each activity.

The S-EAC developed a system to establish the amount of ECTS associated with different types of learning activities. SNACs may use such guidelines to facilitate the assessment of individual applications and to provide feedback to universities, associations and companies, in case of significant shortcomings.

### **Which type of educational activities are expected in the Regular application form?**

The regular application form includes a first section on Educational and research activities (for a total of 90 ECTS). Documentation should show evidence of: a) University or other structured and acknowledged education program in W & O Psychology, conducted after graduation; b) Other educational activities (e.g. shorter educational programs, courses, etc.); c) Research and developmental work and d) "Recognized knowledge and practice" from graduate courses/research activities in W&O.

### **What is the "Recognized knowledge and practice"?**

Applicants that, for their graduation, devoted a high percentage of credits to courses in W&O Psychology, can obtain a recognition of 50% of the credits on W&O courses of the graduate studies for a maximum of 30 ECTS.

### **Which type of Professional experience and competences are expected in the Regular application form?**

Section 2 of the Regular application form concerns the following information: a) description and documentation of professional experiences in the last three fulltime years; b) Description of competences practiced and developed during the professional practice. Section 3 concerns "Other professional learning, training and development activities". This section requires description and documentation of other additional activities conducted by the applicant.

### **How is the Transitional arrangements application form?**

The Transitional arrangements application form is made by two main sections. Section 1 requires a description of the Job positions and professional activities conducted for minimum 5 fulltime years, within the last 10 years, and a description of the competences, practiced and developed during the professional practice. Section 2 requires a description and documentation of activities labeled as Continuous Professional Development activities (CPD), as participation at courses or workshops, organization of scientific or professional conferences, ;editorial work for scientific or professional journals, and so on.).

### **Competences were already assessed in the "Basic". Are they the same?**

The competences are the same, but for the SC it is expected that applicants master a wider set of competences, and some of them at an higher level.

### **Where can I get the application form?**

Forms will be downloaded, from the national *EuroPsy* website, in English and/or in the national language.

### **What are the possible outcomes of the evaluation?**

The evaluation outcomes can be: a) accepted (application fulfils all criteria); b) request revision/clarification; and c) rejected (application fails to meet criteria)

### **What if the application is rejected?**

If the *EuroPsy* Specialist Certificate in W&O Psychology is not awarded, the applicant should receive, within 13 weeks from the original application, a detailed feedback from the S-NAC, specifying the reasons of rejection and suggestion on areas to be improved in order to get the Certificate.