



**EuroPsy**  
European Certificate in Psychology

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Guide for Implementation of EuroPsy

**November 2020**



## Guide for Implementation of *EuroPsy*

### Introduction

*EuroPsy* has been accepted by the EFPA General Assembly (GA) and provides a common qualification standard across European countries. *EuroPsy* provides both a common minimum standard and may at a future date be used by EFPA as a 'professional card', or as the basis for the 'Common Training Framework', should this become appropriate. For individuals *EuroPsy* provides a certification and registration system attesting to the quality and standard of the education and training of a professional psychologist. The EFPA Member Association has a key role in implementing the *EuroPsy* within the country. This guide is intended to support EFPA Member Associations in preparing for implementation of the *EuroPsy*, and becoming recognised by EFPA to award *EuroPsy* in their own country.

#### 1. European Awarding Committee (EAC)

EFPA EC appointed the first European Awarding Committee (EAC) in October 2009 to serve a four year term with effect from January 2010. The EAC composition from 2014 seeks to balance continuity with new members, and to include representation for the growing number of specialist certificates. The EAC has responsibility on behalf of EFPA for evaluating national applications to award the *EuroPsy* and for oversight and development of all arrangements for *EuroPsy*. A national Member Association which wishes to be authorised to award the *EuroPsy* should submit an application for approval by the EAC with full details of the plans for implementation in that country. The application should contain the information specified in the Appendix to this Guide.

The EAC is willing to work with an individual MA/NAC to help them to meet the *EuroPsy* awarding standards.

#### 2. EFPA Member Association (MA).

EFPA devotes considerable effort to ensuring that its Member Associations (MAs) are representative of psychologists in that country. Since EFPA has responsibility for *EuroPsy*, it is the MA in a particular country which applies for authorisation and which organises *EuroPsy* in that country. In countries where there is more than one organisation of psychologists, every effort should be made by the EFPA MA to create an inclusive environment for the implementation of the *EuroPsy* e.g. to create a federal or 'umbrella' structure which ensures that the *EuroPsy* system is as inclusive as possible in that country, and that psychologists who are not members of the EFPA MA are also enabled to obtain the *EuroPsy*.

### 3. National Awarding Committee (NAC)

In order to award the *EuroPsy* the MA is required to nominate a NAC. According to Article 16 of the *EuroPsy* Regulations:

*'The National Awarding Committee consists of a Chairperson and between four and eight other Members. The members of the National Awarding Committee will represent the main field of practice of psychology in that country and will provide a balance between those working as practitioners and those working at universities and involved in the education of psychologists'.*

The National Awarding Committee should be as representative of psychologists in the country as possible, and will take responsibility for *EuroPsy* in that country. As part of the authorisation process, the membership of the National Awarding Committee has to be approved by the European Awarding Committee (EAC).

According to Article 17 of the *EuroPsy* Regulations, the responsibilities of a National Awarding Committee include the following:

- a) to submit all its procedures for approval to the European Awarding Committee;
- b) to stipulate the manner in which an applicant has to submit evidence of professional competencies;
- c) to prepare and publish a list of currently approved curricula for academic education in psychology, including the level of degree;
- d) to advise institutions of higher learning of conditions for approval;
- e) to issue guidelines for the assessment of competences by Supervisors;
- f) to prepare a form on professional ethics to be signed by applicants;
- g) to determine the fee for administrative costs to be paid by applicants;
- h) to nominate a contact person who will be authorised to access the Register
- i) to take a decision on each individual application for the *EuroPsy*, either informing the applicant of the reasons why the application failed or awarding the *EuroPsy*;
- j) to issue the *EuroPsy* Certificate to individual psychologists;
- k) to keep a record of psychologists awarded the *EuroPsy*;
- l) to keep an archive of all application materials for a period of 15 years;
- m) to prepare an annual report of activities for the European Awarding Committee.
- n) to provide relevant information and participate in the annual meeting of Presidents of the National Awarding Committees.
- o) to act as consultation body to the competent authorities for the recognition of psychologists' professional qualifications in the country.

In addition the NAC will need to:

- communicate with the national Member Association's Advisory and Appeal Committee to set up necessary standards or review appeals (Articles 27-30)
- provide accurate information for the European Register
- where appropriate, set up relevant subcommittees (S-NACs) to administer the Specialist *EuroPsy* certificates
- clarify national legislation, in relation to Data Protection laws and their implications for the national database and European register. The *EuroPsy* Certificate and application

form contains a statement to confirm that the applicant agrees to the publication of his/her name on the Register.

Members of the NAC are appointed for a term of four years, once renewable. In the interests of continuity and inducting new members, it is desirable that reappointments be staggered, i.e. that some members of the committee are changed each year. This may not be possible or desirable in the first term of the NAC operation.

#### **4. *EuroPsy* Contact Person**

In order to award the *EuroPsy* the MA should designate a named person who will serve as the '*EuroPsy* contact person'. This person may be a member of staff in the national MA and will have responsibility for first line liaison and contact in relation to *EuroPsy* with EFPA HO, EAC, and the national MA. The *EuroPsy* contact person will be the person with whom EFPA HO communicates for routine matters.

#### **5. Translation of the *EuroPsy* Regulations and Appendices into the national language**

The translation may be in paper or electronic form, though it is essential that it is available on the national *EuroPsy* website. Given the complexity of terminology a process of certified translation should be used (or if this is not possible, that a transparent process of 'back translation' is used). If there is doubt as to the meaning of a concept, the English version should be used.

#### **6. National *EuroPsy* website/web presence**

The EFPA MA should set up a website for *EuroPsy*, either separately or as part of their own website. The national website should have the name *EuroPsy* in the URL (i.e. web address). It should also have the logo of EFPA, logo of *EuroPsy*, logo of the national Member Association along with clickable links to the websites of EFPA, *EuroPsy* and the MA. The address of the *EuroPsy* website should, where possible, be on websites of Psychology departments and any other national associations. The website should explain what *EuroPsy* is, its advantages and an explanation of the application process along with necessary documents and address. The *EuroPsy* site should also, if possible, include the names of psychologists who already have *EuroPsy* in the individual country. A list of Frequently Asked Questions (FAQs) is available at EFPA's *EuroPsy* website and could be placed on the national website in the local language. The FAQ's must be in harmony with those at the EFPA *EuroPsy* website at all times.

#### **7. Relationship with universities in the country**

The MA should inform universities in the country of the requirements for *EuroPsy* and the intention to make the award in the country. Psychology departments may wish to include the address of *EuroPsy* website on their own website, and it is recommended that they inform students about *EuroPsy*. In each country the NAC will review the psychology programmes of the country to see how far they fit with the *EuroPsy* criteria.

## 8. Application process

### \* Call for applications for *EuroPsy*

The call for individual applications for *EuroPsy* can be made by e-mails, web sites and links to *EuroPsy* website, presentation in conferences, publication in journals, advertisement in journals, newsletter, dissemination to faculties, dissemination to students.

### \* Application

Submission can only be sent via post in order to authenticate the signature.

The forms are:

- Certificate application form in national language including agreement to have name and address published on the website
- Supervised practice evaluation form in national language
- Ethical commitment form

### \* Payment of the fee

There is no individual payment of a fee for *EuroPsy* and entry to the Register. The costs are included in MA membership fee of EFPA.

Each NAC will decide within their country how to finance *EuroPsy*.

### \* Screening of applications

Screening (to determine that the application is complete) should be carried out by the *EuroPsy* contact person.

Complete submissions are then forwarded to the NAC for evaluation.

The NAC will have clear and transparent criteria against which to evaluate the individual applicants. The outcome of the evaluation will be one of the following:

- Accepted
- Accepted in different form (context) then applied
- Rejected, pending further information (based upon criteria of Article 24)
- Rejected

Reasons for rejection are:

- Application does not meet the criteria (forms missing, working period is not long enough)
- Context of competence is not suitable (context is missing from the application, more fields are suggested).

### Feedback

If not awarded the *EuroPsy*, the applicant should receive detailed feedback from the NAC, specifying the reasons of rejection, within 13 weeks from the original application. Conditions for appeal are specified in Articles 27-30. In case of ethical issues the NAC must cooperate with the Member Association's Ethical Committee).

### **Entry in the European register**

The name of the applicant along with other information is entered by the NAC contact person in the Register. The conditions of the entry are specified in Article 3 of the EuroPsy Regulations.

### **Issuing certificate**

The NAC awards the Certificate following EFPA HO entry on 'How to work with EuroPsy Register'. The NAC will be notified by email when the registration number and certificate are available. The Certificate bears a European registration number according to the official EU list for countries, followed by a number and the date of issue (NL-003025-201009, GB-000522\_201102).

### **Maintenance of the European Register**

The European Register needs to be updated by the NACs as new applicants are registered or if an applicant needs to be removed. Notice for renewal must be sent to the applicants by the *EuroPsy* contact person at least six months before the expiry date so that the person has time to complete all the necessary documents.

### **The NAC report to the EAC**

The NAC is required to submit a written report annually to the EAC, and to send a representative (President/Chairperson) to the annual EAC/NAC meeting in Brussels.

### **Members of the EAC**

Rosaleen McElvaney (Chair) – Ireland

Mark Forshaw – UK

Sara Bahia – Portugal

Peeter Pruul - Estonia

Nady Van Broeck– Liaison (and Chair of the S-EAC Psychotherapy)

Stephen A. Woods– Liaison (and Chair of S-EAC W&O)

December 2020

## ***How to Start a NAC - step by step***

### **National Awarding Committee**

1. The names and professional backgrounds (CVs) of the NAC members.
2. Where relevant, the names and professional backgrounds (CVs) of subcommittees (S-NACs) of the NAC with responsibility for Specialist Certificates (currently Psychotherapy and Work and Organisational Psychology) and the way in which this S-NAC will work with the NAC
3. The way in which the NAC will represent psychologists in the country i.e. where there is more than one association representing a significant number of psychologists.
4. The planned operation of the NAC (frequency and mode of meetings etc)

### **National context**

5. A brief description of the national psychology association (the EFPA MA) and its role/position in relation to education of psychologists in the country
6. A description of the education and training for psychologists in the country:
  - a. overview of system;
  - b. diploma/qualification awarded;
  - c. number of universities offering a complete psychology education (up till Master level);
  - d. a list of the university psychology departments involved (optional).
7. A description of arrangements for supervised practice leading to entry into the profession (can be existing arrangements or plans for installing supervised practice in the future).
8. A description of arrangements (or plans) for Continuing Professional Development (CPD) for psychologists in the country
9. A statement of the legal and regulatory arrangements for psychologist licensing in the country, and the name of the 'competent authority'.
10. A description of Data Protection issues in the country.

### **Regulations and Forms**

11. The certified and professionally validated translation of the *EuroPsy* Regulations into the national language, which should be available on the national *EuroPsy* website (not required when the English version will be used).

### **Implementation plan**

12. Plans for dissemination and launching *EuroPsy*, including:
  - a. outline for dissemination strategy;  
details of the national *EuroPsy* website in the national language, including the web address. What should EuroPsy national website contain? \*see below
  - b. We strongly advise to register the national EuroPsy domain name in your country if you haven't done so already.
  - c. *EuroPsy* forms, including the *EuroPsy* application form and the supervised practice evaluation form. The *EuroPsy* template should be used



13. The planned operation of NAC and arrangements for:
  - a. general information (including mode and frequency of meetings etc);
  - b. evaluating curricula;
  - c. awarding the certificate through transitional arrangements or 'grandparenting';
  - d. awarding the certificate through the regular procedure;
  - e. revalidating the certificate (after 7 years).

## Management

14. Finance aspects and budget, including individual fee of the applicant to the NAC Contact information:
  - a. Name, address, phone and email of the NAC;
  - b. Name, address, phone and email of the Member Association's contact-person for *EuroPsy*;
  - c. Name, address, phone and email of the national Ethics Committee.

## Future

15. Plans for future developments.
16. Plans for creating conditions for sustainability.

Member associations and NACs can send questions directly to the email address [EuroPsy@efpa.eu](mailto:EuroPsy@efpa.eu).

It is essential that each MA involved in awarding the *EuroPsy* **designates a named person** who will serve as the *EuroPsy* contact person. This person may be a member of staff in the national MA and will have responsibility for first line liaison and contact in relation to *EuroPsy* with EFPA Head Office staff, EAC and the national MA.

### **\*What should your EuroPsy website contain:**

The Member Associations of EFPA participating in *EuroPsy* are required to have a webpage in their own language providing general information *EuroPsy* that meets certain standards.

There is an EFPA document which specifies the information that must be incorporated in the website.

Member Associations that are not yet participating are advised to develop a webpage of the same format or refer to the EFPA *EuroPsy* website: [www.europsy.eu](http://www.europsy.eu).

#### **Name and Logos**

We strongly advise to register the national EuroPsy domain name in your country.

The name of the webpage should include the word 'EuroPsy' as to promote that it can be found by search machines. The name *EuroPsy* on top of the webpage should be accompanied by the text 'European Certificate in Psychology'.

The webpage must use the official logos of *EuroPsy* and EFPA. All other logos must be removed. The EuroPsy logo is an **international protected trademark** and may only be used in matters related to *EuroPsy*. The logo may not be changed or adapted in any way but may be translated in your national language

#### **Content**

The webpage must provide the following information presented in the language of the country.

##### **What is EuroPsy?**

*EuroPsy* is a European Certification System for psychologists, established by the European Federation of Psychologists Associations (EFPA).

*EuroPsy* provides a uniform standard of professional competence and ethical conduct, accepted by the national psychologists associations for 36 countries (including all EU countries) that are members of EFPA.

EFPA was introduced in 2010 and is available in a growing number of countries, including .... (own country).

Psychologists who the *EuroPsy* requirements regarding education and professional training and who subscribe to a common ethical standards, can apply for a *EuroPsy* Certificate with a national Awarding Committee in their country. Holders of a *EuroPsy* Certificate are entered in the EuroPsy Register.

##### **Purpose of EuroPsy**

Setting a common standard of competence, *EuroPsy* aims to:

Promote public knowledge about psychology and the availability of psychological services of guaranteed quality in Europe.

Facilitate the mobility of psychologists, students, and clients in Europe.

Promote the on-going development of the education of psychologists and the psychological profession in Europe.

*EuroPsy* helps clients to find a psychologist that is qualified and can be trusted being competent in a certain field of practice. *EuroPsy* does not provide a license to practice in a

particular country but it complements national standards. Being a uniform benchmark that applies all around Europe, *EuroPsy* supports the recognition of professional qualifications of psychologists crossing borders in Europe.

### ***EuroPsy* Register**

The *EuroPsy* Register contains the names and contact information of all psychologists with a valid *EuroPsy* certificate. The Register can be consulted via Internet. It can be used to search for psychologists in the main areas of practice and in certain specializations – currently Psychotherapy and Work & Organizational Psychology.

### **Issuing of *EuroPsy***

*EuroPsy* is issued by National Awarding Committees with a mandate of the European Awarding Committee that was installed by EFPA. The basis for the *EuroPsy* certification is provided by the Regulations of *EuroPsy*, which are established by the General Assembly of EWFPFA with 2/3 majority.

### ***EuroPsy* for psychologists**

Psychologists can find information about requirements, application, validity and renewal here.

### ***EuroPsy* for clients**

Clients can find information about psychologists by consulting the *EuroPsy* Register.

### **FAQs**

The webpage shall contain a link to Frequently Asked Questions. This should relate to a page where FAQs and answers are found that are translations of the FAQs and answers on the EFPA *EuroPsy* site.

### **Further information**

The webpage shall specify a Contact Person of the National Association and/or the NAC. It shall also contain a link to the EFPA *EuroPsy* site: <http://www.europsy.eu>

The EFPA team

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