



# ***EuroPsy***

## Specialist Certificate in Work and Organizational Psychology

### Guide for Implementation

January 2015





## Guide for Implementation of EuroPsy Specialist Certificate in Work and Organizational Psychology

**Note: this Guide needs to be read in conjunction with the Guidelines 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. This guide is intended to support EFPA Member Associations (MAs) in preparing for implementation of the **Specialist Certificate in Work and Organizational Psychology** and becoming recognised by EFPA to award the Specialist Certificate in their own country.

### 1. European Awarding Committee (EAC) and Specialist European Awarding Committee (S-EAC)

EFPA Executive Council (EC) appointed the European Awarding Committee (EAC) in October 2009 and the Specialist European Awarding Committee for Work and Organizational Psychology (S-EAC W&OP, henceforth the S-EAC) in June 2014 (see names at the end of the Implementation Guide). The EAC, on behalf of EFPA, grants the S-EAC the responsibility for evaluating national applications to award the Specialist Certificate and for oversight and development of arrangements for the Specialist Certificate. In order to be authorised to award the Specialised Certificate, a national Member Association should submit an application for approval by the S-EAC with details of the plans for implementation in that country. The application should contain the information specified in the Appendix to this Guide.

The S-EAC shall work with individual MAs/S-NACs to help them to meet the EuroPsy Specialist Certificate in W&O Psychology standards.

The S-EAC has the following Terms of Reference :

- a. To receive and evaluate applications from EFPA MAs to establish S-NACs
- b. To provide guidance on the Specialist Certificate for S-NACs and others
- c. To delegate authority to award the EuroPsy Specialist Certificate to the S-NACs

- d. To develop regulations for training routes and standards in work and organizational psychology
- e. To deal with appeals against decisions of S-NACs
- f. To provide an annual report on the operation of the S-EAC to the Executive Council and General Assembly of EFPA
- g. To meet once a year with chairs of S-NACs, and with the EAC to moderate procedures and to share good practice.

## 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 attempt 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) and Specialist National Awarding Committee (S-NAC)

In order to be able to award the Specialist Certificate in Work and Organizational Psychology, the Member Association needs first to have a recognised NAC, which will enable it to award the Basic EuroPsy certificate. The EuroPsy Implementation Guidelines inform MAs of the procedures to be followed to apply for establishing a NAC.

The MA will then need to nominate a S-NAC consisting of 3-6 members representing both practitioners and academics from the discipline, with at least one member based in practice and one member based in a university.

The application should contain the information listed in the Appendix.

The S-NAC has to be approved by the S-EAC.

The responsibilities of a S-NAC include the following:

- a) to submit all its procedures for approval to the S-EAC;
- b) to stipulate the manner in which an applicant has to submit evidence of professional competence, qualifications and experience to deserve the award of the Specialist Certificate;
- c) to determine the Application fee for administrative costs to be paid by applicants;
- d) to take a decision on each individual application for the *EuroPsy Specialist Certificate*, either informing the applicant of the reasons why the application failed or awarding the *Specialist Certificate*;

- e) to enter information on the specialist expertise of individual psychologists into the Register and issue the EuroPsy Specialist Certificate to individual psychologists;
- f) to keep a record of psychologists awarded the *EuroPsy Specialist Certificate*;
- g) to keep an archive of all application materials for a period of 15 years, unless contrary to local law;
- h) to prepare an annual report of activities for the Specialist European Awarding Committee;
- i) to provide relevant information and participate in the annual meeting of *Presidents of the Specialist National Awarding Committees*;
- j) to nominate a contact person who will be authorised to access the Register (the S-NAC contact person);
- k) to provide information on the Specialist EuroPsy to psychologists and others.

In addition the S-NAC will need:

- to communicate with the national Member Association's Advisory and Appeal Committee to set up necessary standards or review appeals;
- to provide accurate information for the European Register.

Members of the S-NAC have to be experts in W&O Psychology, and be representative of the Work and Organizational psychologists in the country, including, when possible, at least one member of an association that is a constituent of E.A.W.O.P. (the European Association of Work and Organizational Psychology). Members of the S-NAC are appointed for a term of up to 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 S-NAC's operation. It is also important to have some overlap in membership between the NAC and the S-NAC, since the S-NAC and the NAC have to work in full collaboration.

#### **4. NAC/S-NAC Contact Person**

In order to award the EuroPsy, the MA designates a named person to serve as a contact person who will be authorized to enter data onto the Register. The contact person will be the person with whom EFPA HO communicates for routine matters. It is likely that in most countries the contact person will serve for both EuroPsy and for Specialist Certificates.

#### **5. Translation of relevant documents concerning the Specialist Certificate 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 professional process of translation should be done (fulfilling national requirements). 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 ensure that all relevant details about the Specialist Certificate are available on its EuroPsy website.

## 7. Application process

### \* Call for applications for EuroPsy and for EuroPsy Specialist Certificate

The call 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, and dissemination to students.

### \* Application

Forms will be downloaded, from the national EuroPsy website, in English and/or in the national language. Submission can only be sent in a way that guarantees the authenticity of the signature, following national norms.

### \* 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/S-NAC will decide within their country how to finance EuroPsy.

### \* Handling of applications

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

Complete submissions are then forwarded to the S-NAC for evaluation.

### • Evaluation of applications

The S-NAC will have clear and transparent criteria against which to evaluate the individual applicants.

The outcome of evaluation will be one of the following:

- Accepted (application fulfils all criteria)
- Request revision/clarification
- Rejected (application fails to meet criteria)

### \* Feedback

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.

Conditions for appeal are specified in Articles 33–36 in the EuroPsy regulation, edition July 2013. In case of ethical issues the S-NAC must cooperate with the Member Association's Ethical Committee.

\* Entry in the European Register

Information on the specialist certification of the applicant along with other information is entered into the Register by the S-NAC's contact person.

\* Issuing of the certificate.

The S-NAC awards the Certificate following EFPA HO entry on the European Register. The S-NAC will be notified by email when the registration number and certificate are available in the database.

\* Termination and renewal of registration

The European register needs to be kept up-to-date. Registrations will automatically end by the expiry date unless renewed. Notice for renewal must be sent to the applicants by the S-NAC contact person at least six months before the expiry date so that the person has time to complete all the necessary documents.

## 8. The S-NAC report to the S-EAC

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

The annual report shall include the following:

- membership and number of meetings of S-NAC during that year,
- statistics on number of applications and outcomes, number of applications for transitional arrangements etc, and other relevant statistics,
- sharing information on examples of applications, approved and rejected,
- reflection and evaluation on the EuroPsy process for the year in that country.

## **The composition of the EAC**

Ingrid Lunt (Chair) – UK

José Maria Peiró – Spain

Ype Poortinga – Netherlands

Vlasta Zabukovec – Slovenia

Rosaleen McElvaney – Liaison (and Chair of S-EAC Psychotherapy)

Salvatore Zappala – Liaison (chair of S-EAC Work & Organisational Psychology)

## **The composition of the S-EAC Work and Organizational Psychology – as of June 2014**

Salvatore Zappala (chair) - EAWOP

Henry Honkanen - Finland

Paul Kop - Netherlands

Lourdes Munduate - Spain

Per Straumsheim - Norway

Stephen Woods - United Kingdom

Tamara Zelenevska - Latvia

January 2015

## APPENDIX

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

#### **A. National context**

1. A brief description of the ways in which psychologists specialising in work and organizational psychology, are trained and develop competencies in the country.
2. A list of training routes that may fulfil the criteria of the EuroPsy Specialist Certificate in Work and Organizational Psychology and of the institutions that provide such trainings.
3. A description of arrangements for supervised/coached professional practice.
4. A description of arrangements (or plans) for Continuing Professional Development (CPD) for psychologists in the country

#### **B. Specialist National Awarding Committee (S-NAC)**

5. The names and professional backgrounds (CVs) of the S-NAC members.
6. The planned operation of the S-NAC (mode and frequency of meetings).
7. The way that the S-NAC works in relation to the NAC, including the reporting and membership relationship between NAC and S-NAC in the country; for retroactive approval\*: past operation of the Provisional S-NAC and recognition of the certificate to applicants that were approved by the Provisional S-NAC.
8. The way in which the composition of the S-NAC is representative of work and organizational psychologists in the country.

#### **C. Implementation plan**

9. Plans for dissemination and launching Specialist EuroPsy, including:
  - a. outline for dissemination strategy.
  - b. Details of the national EuroPsy website in the national language, including the web address where details of the Specialist Certificates can be found.
10. Processes of application and evaluation
  - a. Application forms used in the process to collect evidence that the applicant has fulfilled the criteria of the Specialist Certificate.
  - b. Criteria used to evaluate applications and how they relate to the criteria of the specialist certificate.

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\*The term retroactive approval refers to the case where approval is sought for the results of the national committee that participated in the pilot conducted under the auspices of the “EAWOP - EFPA Pilot Project of the EuroPsy Specialist Certificate in Work and Organizational Psychology” and that, having approved applicants, issued a provisional testimonium of specialized expertise, called ‘Letter of Recognition’. The S-NAC is authorized to issue Specialist certificates to those psychologists who have received the Letter of Recognition. The S-NAC can have the same composition as the provisional S-NAC; the difference is that the S-NAC issues the certificates, whereas the provisional S-NAC tested the procedure, approved applicants that fulfilled all the criteria and issued the Letter of Recognition to these applicants.

- c. Procedures for awarding certificate (i) through transitional arrangements (ii) through the regular procedures.
- d. Procedures for revalidating the certificate after 7 years.

**D. Management**

- 11. Finance aspects and budget, including individual fee of the applicant to the SNAC
- 12. Contact information:
  - a. Name, address, phone and email of the S-NAC contact person;
  - b. Name, address, phone and email of the national Ethics Committee contact person.

**E. Future**

- 13. Plans for future developments.
- 14. Plans for creating conditions for sustainability.

**Additional Notes**

Member associations and S-NACs can send questions directly to the email address [europsy@efpa.eu](mailto:europsy@efpa.eu). These email addresses are **exclusively created for internal communication** between the MAs, NACs, S-NACs and the EAC / S-EACs.

In order to award the EuroPsy the MA **designates a named person** to serve as a contact person who will be authorized to enter data onto the Register. The contact person will be the person with whom EFPA HO communicates for routine matters. It is likely that in most countries the contact person will serve for both EuroPsy and for Specialist Certificates.

NOTES:





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