

Psychological Association of Manitoba

Policy Manual

May 2017

## **Introduction**

This manual is intended to provide readers with a summary of the policies adopted by PAM Council, to help govern the day to day operations of the Psychological Association of Manitoba. Each policy includes a title, effective date, policy statement (outlining the policy itself), a statement of the policy's purpose, and finally a statement of the scope of the policy (the group or entity to which it applies). Every effort has been made to ensure the independence of these policies from PAM's governing legislation, however where a policy conflicts with a by-law or a statement in the PAM Code of Conduct, the latter shall prevail.

Please contact the Registrar with any questions or concerns regarding the contents of this manual.

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**MODULE NUMBER: 1**

**MODULE TITLE: Mission Statement**

**POLICY NUMBER: 1**

**EFFECTIVE DATE: April 12, 2017**

**POLICY TITLE:  
Mission Statement**

**POLICY STATEMENT:**

PAM is the regulatory body for Psychology in Manitoba. As such it is committed to ensuring that those who hold themselves out as Registered Psychologists or Psychological Associates have the appropriate education, training, and supervised experience, to practice Psychology in a safe and effective manner. In addition to ensuring the adequate preparation of its registrants, PAM also holds its registrants accountable for maintaining adequate competence in their fields of practice, and investigating any expressions of concern (complaints) regarding the conduct of these same registrants. PAM's primary mandate is public protection and it therefore makes every reasonable effort to avoid actions which could be construed as advocacy based, deferring to other allied bodies for that purpose.

**PURPOSE:**

To articulate PAM's mission, purpose, and the primary audience it serves.

**MODULE NUMBER: 2**

**MODULE TITLE: COUNCIL**

**POLICY NUMBER: 2.1**

**EFFECTIVE DATE: Aug. 31, 2002**

**POLICY TITLE: ROBERTS RULES OF ORDER**

**POLICY STATEMENT:**

Council reaffirmed the use of these rules for conducting business of the Association. The specific version is at the discretion of the President.

**PURPOSE:**

To provide consistency in the running of Council meetings, Robert's Rules of Order are adopted.

**SCOPE:**

Applies to all meetings of PAM Executive Council and the general membership.

**MODULE NUMBER: 3**

**MODULE TITLE: COMMITTEES**

**POLICY NUMBER: 3.1**

**EFFECTIVE DATE: December 14, 2001**

**POLICY TITLE: COMPLAINTS  
COMMITTEE HONORARIA**

**POLICY STATEMENT:**

An annual honorarium (amount to be determined from time to time by Executive Council) will be provided to public members of the Complaints Committee. This Honorarium will be prorated if Members of the Complaints Committee miss more than two meetings.

**PURPOSE:**

Given the extensive amount of work involved in being a member of the Complaints Committee, Council votes to provide public members of that committee with an honorarium. As this work is assigned at the meetings, those public members who miss more than 2 meetings, will have that honorarium prorated. The amount of the honorarium will be reviewed and adjusted from time to time, at Council's discretion.

**SCOPE:**

Applies to all public members of the Complaints Committee.

<b>MODULE NUMBER: 3</b>	<b>MODULE TITLE: COMMITTEES</b>
<b>POLICY NUMBER: 3.2</b>	<b>EFFECTIVE DATE: Mar. 12, 2004</b>
<b>POLICY TITLE: USE OF CAUTIONS BY COMPLAINTS COMMITTEE</b>	

**POLICY STATEMENT:**

PAM Council approved the use of cautions in the disciplinary process as outlined in a legal opinion letter (from legal counsel Mr. David Wright) to the Complaints Committee) from October 15, 2003. PAM council emphasized the need to clearly inform all parties involved of the limits and exceptions to confidentiality when a caution is issued. This includes but is not limited to informing the psychologist against whom the caution has been issued that cautions will be communicated to receiving jurisdictions in cases where that psychologist applies for registration in the new jurisdiction.

**PURPOSE:**

To ensure that all parties to a Caution are aware of its regulatory implications. A Letter of Caution represents an expression of disapproval (informal and non-disciplinary) over a registrant's actions/behavior, that does not rise to the level of severity to require a censure or reprimand. It speaks to behavior that, if repeated, could lead to disciplinary action.

**SCOPE:**

Applies to all PAM registrants who, through a disciplinary process, are issued a Letter of Caution.

**MODULE NUMBER: 3**

**MODULE TITLE: COMMITTEES**

**POLICY NUMBER: 3.3**

**EFFECTIVE DATE: March 1, 2001**

**POLICY TITLE: EXECUTIVE AND  
COMMITTEES**

**POLICY STATEMENT:**

Council reviews and evaluates information regarding the fulfillment of Conditions and Orders of Resolution related to Disciplinary Matters, and Council is obliged to determine whether or not such conditions have been satisfied.

**PURPOSE:**

To ensure that Council retains the final authority on discharge of any conditions, limitations, and/or other orders imposed on a registrant, through a disciplinary process.

**SCOPE:**

Applies to all PAM registrants who receive a disciplinary order.



**MODULE NUMBER: 3**

**MODULE TITLE: COMMITTEES**

**POLICY NUMBER: 3.4**

**EFFECTIVE DATE: Dec. 3, 2010**

**POLICY TITLE: INACTIVE REGISTER**

**POLICY STATEMENT:**

PAM Council supports the creation of a roster for inactive registrants, which is reserved for Full Members (Registered Psychologists) and Psychological Associates. An individual must first be a member on an active register before they can be converted to an inactive status and the duration of time over which a registrant may remain on an inactive register would be for no less than six (6) months and no more than two (2) years (unless otherwise approved by Council).

**PURPOSE:**

To permit registrants (C. Psychs. and P.A.s) to become inactive in cases where they are temporarily unable to practice. Registrants on the inactive register do not need to accrue CE for their period of inactivity. Registrants on the Inactive register are prohibited from practicing Psychology while they remain on the register. Applicable fees (which may change from time to time), may be assessed by PAM to remain on the Inactive register.

**SCOPE:**

Applies to all PAM registrants on the Inactive register.

**MODULE NUMBER: 3**

**MODULE TITLE: COMMITTEES**

**POLICY NUMBER: 3.5**

**EFFECTIVE DATE: June 24, 2011**

**POLICY TITLE: TEMPORARY REGISTER**

**POLICY STATEMENT:**

Registrants on the temporary register may remain on the register for a maximum of thirty (30) or thirty-one (31) days. A day is defined as one continuous 24 hour period. Applicants for temporary registration will be asked to state the reasons for their entry into the province on a temporary basis and how long they anticipate their need to remain in the province to conclude their business.

**PURPOSE:**

To facilitate Psychology practice in Manitoba on a temporary basis, PAM Council created a Temporary Register. This allows Psychologists from outside of Manitoba, to practice into Manitoba (either in person or electronically) for up to 1 month. No one will be permitted to apply for temporary registration more than twice in a 12 month period. Applicants for this register will be required to complete an application and provide required documentation and fees as Council may determine from time to time. If a complaint is filed against a temporary registrant, by a resident of Manitoba, during the time the registrant is registered for temporary practice, PAM Council agrees that PAM will perform the investigation and (if required) prosecution of the complaint.

**SCOPE:**

Applies to all registrants on the temporary practice register.

**MODULE NUMBER: 4**

**MODULE TITLE: REGISTRATION**

**POLICY NUMBER: 4.1**

**EFFECTIVE DATE: October 26, 2001**

**POLICY TITLE: Release of Membership Lists**

**POLICY STATEMENT:**

In future our Membership lists will not be provided to anyone for advertising purposes.

**PURPOSE:**

To protect PAM registrants from commercial solicitations, PAM Council agrees to hold private, membership lists of current registrants. On a case by case basis, the Registrar may send to registrants, invitations to participate in studies/surveys, which are deemed relevant to the practice of Psychology.

**SCOPE:**

This policy applies to all PAM registrants.

<b>MODULE NUMBER: 4</b>	<b>MODULE TITLE: REGISTRATION</b>
<b>POLICY NUMBER: 4.2</b>	<b>EFFECTIVE DATE: February 10, 2006</b>
<b>POLICY TITLE: POST-DEGREE YEARS PERMITTED TO COMPLETE REGISTRATION REQUIREMENTS</b>	

**POLICY STATEMENT:**

Psychologist candidates shall be given two (2) years following the completion of a Doctoral program in Psychology to complete all requirements for registration as a Registered Psychologist, except in exceptional circumstances as approved by Council.

Psychological Associate Candidates shall be given four (4) years following the completion of a Master's program in Psychology to complete all requirements for registration as a Psychological Associate (Supervised Practice), except in exceptional circumstances as approved by Council.

Psychological Associate Candidates shall be given six (6) years following the completion of a Master's program in Psychology to complete all requirements for registration as a Psychological Associate (Independent Practice), except in exceptional circumstances as approved by Council.

The time limit for completing all registration requirements for all categories of registration may be extended at any time at the sole discretion of council.

**PURPOSE:**

In order to ensure that candidate registrants progress towards their terminal registration status in an efficient and timely manner.

**SCOPE:**

All PAM candidate registrants.

<b>MODULE NUMBER: 4</b>	<b>MODULE TITLE: REGISTRATION</b>
<b>POLICY NUMBER: 4.3</b>	<b>EFFECTIVE DATE: February 12, 2012</b>
<b>POLICY TITLE: CRIMINAL AND CHILD ABUSE REGISTRY CHECK</b>	

**POLICY STATEMENT:**

The length of time for obtaining a criminal record check can be lengthy. If it is felt that this may become an unfair barrier to temporary registration, the registrar will make contact with the home jurisdiction for temporary registrant applicants to verify that these types of checks have been recently completed, before asking the applicant to undergo the process in Manitoba.

**PURPOSE:**

In order to avoid preventing a temporary applicant from practicing as a result of a lengthy wait to process a criminal record check, in exceptional circumstances, the Registrar may use such a check from the applicant's home jurisdiction. The applicant may still be required to submit the MB check as soon as possible.

**SCOPE:**

All temporary registration applicants.

<b>MODULE NUMBER: 4</b>	<b>MODULE TITLE: REGISTRATION</b>
<b>POLICY NUMBER: 4.4</b>	<b>EFFECTIVE DATE: February 17, 2012</b>
<b>POLICY TITLE: GOOD CHARACTER</b>	

**POLICY STATEMENT:**

When an applicant discloses a history of criminal activity, the following criteria will be used to determine the weight it should be given, in deciding on its impact on the applicant's registration application:

- a) applicant's age at the time of the conduct;
- b) recency of the conduct;
- c) reliability of the information;
- d) seriousness of the conduct;
- e) factors underlying the conduct;
- f) cumulative effect of the conduct;
- g) evidence of rehabilitation;
- h) applicant's positive social contribution since the conduct;
- i) applicant's candour in the application process;
- j) materiality of any omissions or misrepresentation; and
- k) relevance to the practice of psychology.

**PURPOSE:**

On occasion, an applicant will disclose a history of prior criminal conviction. In such cases, a variety of factors will be considered, in order to determine how much weight should be given to the conviction(s) in reviewing an application for registration.

The same list of factors may be used in deciding on the registration renewal of a current PAM registrant, in cases where a current registrant is convicted of a criminal offense, since their last registration renewal.

**SCOPE:**

This policy applies to all applicants/registrants.

<b>MODULE NUMBER: 4</b>	<b>MODULE TITLE: REGISTRATION</b>
<b>POLICY NUMBER: 4.5</b>	<b>EFFECTIVE DATE: April 10, 2013</b>
<b>POLICY TITLE: DUPLICATE RECEIPT FEE</b>	

**POLICY STATEMENT:**

PAM will charge a nominal fee (\$10) for preparation of duplicate receipts where Members request these. The institution of this fee will be reported in the Manitoba Psychologist.

**PURPOSE:**

Receipts for online payments are automatically emailed, by RIMS, to registrants who make those payments. In order to further encourage registrants to attend to RIMS as their online portal to PAM, it is deemed appropriate to charge a small fee for duplicate receipts, given the time required of PAM administrative staff to duplicate an already automated task. This fee would not be charged for payments made in ways other than through RIMS.

**SCOPE:**

The policy applies to anyone who makes a payment to PAM.

**MODULE NUMBER: 4**

**MODULE TITLE: REGISTRATION**

**POLICY NUMBER: 4.6**

**EFFECTIVE DATE: November 13, 2013**

**POLICY TITLE: Procedure for voting on  
Registration & Membership Committee  
Recommendations**

**POLICY STATEMENT:**

Motions on recommendations of the Registration and Membership committee will be made in an omnibus fashion, reserving discussion for any significant expressions of concerns over a registration recommendation.

**PURPOSE:**

Current PAM By-Laws state that Council has the final decision making authority on registration matters. Council is also the body to which applicants turn, to appeal a denied registration application. As such, there is the potential for a conflict of interest in this arrangement. In order to avoid (or at least minimize to the greatest extent possible) this conflict of interest, Council agrees to vote (in an omnibus fashion) on R & M registration recommendations, without discussing the details of the applicants in question, or the discussions held at the R & M level, that led to these recommendations. In this way, Council will be as free as possible, of any bias, in reviewing appeals of denied registration applications.

**SCOPE:**

This policy applies to all (except the most complex and/or contentious) registration recommendations from the R & M Committee. In cases where discussions are required at the Council level, a subset of PAM Council members (who recuse themselves from the initial discussion), or an external body of PAM members will be called upon to review appeals.



**MODULE NUMBER: 4**

**MODULE TITLE: REGISTRATION**

**POLICY NUMBER: 4.7**

**EFFECTIVE DATE: February 12, 2014**

**POLICY TITLE: Gender Reassignment  
Recommendations**

**POLICY STATEMENT:**

Any Psychologist or Psychological Associate (IP) healthcare providers attesting to a client's requested change in gender (as per the request of Vital Statistics Manitoba) will have received foundational education and training in developmental psychology and issues surrounding gender identity.

**PURPOSE:**

PAM recognizes the highly specialized type of practice, involved in assessing individuals' readiness for the process of gender reassignment (including surgery). In recognition of the faith placed in Manitoba Psychologists by the MB government, in permitting them to be party to the approval of such requests, PAM adopts as policy the requirement that Psychologists or PA(IP)s practicing in this area receive adequate foundation knowledge and training in developmental psychology and gender identity/dysphoria, prior to working in this area.

**SCOPE:**

This policy applies to all PAM registrants who participate, with their clients, in decisions around gender reassignment (including surgery).

**MODULE NUMBER: 4**

**MODULE TITLE: REGISTRATION**

**POLICY NUMBER: 4.8**

**EFFECTIVE DATE: November 12, 2014**

**POLICY TITLE: RESIDENCE  
DEFINITION**

**POLICY STATEMENT:**

In order to provide clarity to the issue of academic residency for the purposes of registration, residency will be defined as follows:

“physical presence, in person, at an educational institution or training facility in a manner that facilitates acculturation in the profession, the full participation and integration of the individual in the educational and training experience and includes faculty student interaction. Training models that rely exclusively on physical presence for periods of less than one continuous year, (eg: multiple long weekends and/or summer intensive sessions), or that use video teleconferencing or other electronic means as a substitute for any part of the minimum requirement for physical presence at the institution, do not meet this definition of residency”.

**PURPOSE:**

The current PAM registration by-law stipulates that an applicant for registration must come from an academic program that has 1 (one) year of continuous academic residency. The definition above clarifies what is meant by academic residency.

**SCOPE:**

This policy applies to all PAM applicants.

<b>MODULE NUMBER: 4</b>	<b>MODULE TITLE: REGISTRATION</b>
<b>POLICY NUMBER: 4.9</b>	<b>EFFECTIVE DATE: Feb. 4, 2016</b>
<b>POLICY TITLE: Accepting Prior Supervision Hours</b>	

**POLICY STATEMENT:**

When accepting supervision hours on a new application, hours accrued up to three months prior to formal registration as a Candidate, may be included in the applicant's accrual of hours, provided the individual is in the same position with the same supervisor and the work being supervised is essentially the same.

**PURPOSE:**

From time to time, PAM applicants may request that hours accrued in supervision prior to their formal registration as a PAM candidate, be counted towards their final registration requirement. Given that delays in accepting an applicant's registration application are not always the fault of an applicant, PAM Council agrees that hours accrued up to three months prior to the formal decision to register an applicant as a candidate, maybe be accepted and included in that applicant's complement of supervision hours. It is expected however that those hours will have been gained in the same position and with the same supervisor, under which the applicant is being registered.

**SCOPE:**

This applies to all PAM applicants.

**MODULE NUMBER: 4**

**MODULE TITLE: REGISTRATION**

**POLICY NUMBER: 4.10**

**EFFECTIVE DATE: October 6, 2014**

**POLICY TITLE: Assessment Course  
Requirements for ABA Practice Area**

**POLICY STATEMENT:**

In evaluating applications for the Applied Behavioural Analysis (ABA) area, a general psychometric assessment course is not required. Candidates are required to meet the academic requirements as indicated by their program

**PURPOSE:**

Given the highly focused nature of the ABA practice area, PAM Council agrees that a general psychometric assessment course will not be required of these applicants.

**SCOPE:**

This policy applies only to applicants into the ABA practice area.

**MODULE NUMBER: 4**

**MODULE TITLE: COMMITTEES**

**POLICY NUMBER: 4.11**

**EFFECTIVE DATE: May 25, 2012**

**POLICY TITLE: Applied Behaviour  
Analysis (ABA) Practice Area Registration  
Requirement**

**POLICY STATEMENT:**

Council agrees to accept ABA applicants who have graduated from the current ABA curriculum program at the University of Manitoba without requiring extra intervention and assessment courses.

**PURPOSE:**

To facilitate registration of graduates of the University of Manitoba's (U of M) ABA doctoral training program, PAM Council agrees to accept, as substantially equivalent to the assessment/intervention requirements for other practice areas, the coursework provided to graduates of the U of M ABA program. This exception is being made, recognizing the focussed nature of practice in the ABA area.

**SCOPE:**

This policy only applies to graduates of the University of Manitoba's Ph.D. program in ABA.

**MODULE NUMBER: 4**

**MODULE TITLE: REGISTRATION**

**POLICY NUMBER: 4.12**

**EFFECTIVE DATE: June 7, 2016**

**POLICY TITLE: Determining Area of Practice for Oral Examination**

**POLICY STATEMENT:**

In order to progress to Oral Exam, the guideline to be used for area of competence should be the area of training attached to the applicant's doctoral degree. For example, someone with a doctoral degree in Counselling Psychology would be examined in Counselling Psychology only. There may be exceptions, but only in cases in which there is a highly compelling case with extensive education/training (e.g., at the post-doctoral fellowship level or equivalent).

**PURPOSE:**

This policy is designed to ensure that applicants to a specific practice area remain within the area of their doctoral training. As an applicant becomes registered and accrues years of practice experience, additional areas of practice may be added, provided that sufficient supervised experience and training is acquired in that new area.

**SCOPE:**

This applies to all applicants for PAM registration.

<b>MODULE NUMBER: 4</b>	<b>MODULE TITLE: REGISTRATION</b>
<b>POLICY NUMBER: 4.13</b>	<b>EFFECTIVE DATE: Nov. 3, 2015</b>
<b>POLICY TITLE: Procedure to Expand Area of Practice</b>	

**POLICY STATEMENT:**

In order for Registrants to add an area of practice, they should submit a letter to the Registration & Membership Committee indicating a training/educational plan that includes both academic and supervised experience as agreed with a supervisor. An Oral Exam may or may not be required to add the area of practice.

**PURPOSE:**

From time to time, applicants may request the addition of an area of practice to their practice profile. In order to do so they will be required to submit a letter to the registration and membership committee which indicates the academic and supervised experience that they believe is relevant to, and sufficient for, the addition of this practice area. If deemed necessary by the registration and membership committee, a recommendation may be made for an oral examination in the new practice area.

**SCOPE:**

This policy applies to all PAM registrants.

**MODULE NUMBER: 4**

**MODULE TITLE: REGISTRATION**

**POLICY NUMBER: 4.14**

**EFFECTIVE DATE: Feb. 12, 2013**

**POLICY TITLE: Content of Supervision  
Acceptable for Registration**

**POLICY STATEMENT:**

In order for supervision to count towards registration, supervision meetings must be client-focused and “clinical” or “applied” in nature.

**PURPOSE:**

For the purposes of registration, supervision meetings must be focused on services provided to clients and be “clinical” or “applied” in nature. As such, other time spent on non-clinical content, such as (for example) discussions of departmental procedures or institutional practices, will not qualify as appropriate for supervision registration hours.

**SCOPE:**

This policy applies to all PAM registrants who are gathering supervision hours.



**MODULE NUMBER: 4**

**MODULE TITLE: REGISTRATION**

**POLICY NUMBER: 4.15**

**EFFECTIVE DATE: May 6, 2014**

**POLICY TITLE: Acceptability of Out of Province Supervision Hours**

**POLICY STATEMENT:**

Supervision hours from out of province may count towards registration, as long as the supervisor is fully registered in his or her jurisdiction and the hours meet PAM criteria as clinical in nature. The Registration & Membership Committee will review all out-of-province hours for approval.

**PURPOSE:**

Recognizing that supervision by out of province supervisors may be equal in quality to that provided within the province, PAM Council agrees to count towards registration, supervision hours accrued out of province, provided that the supervisor is fully registered for independent practice in his or her home jurisdiction.

**SCOPE:**

This policy applies to all PAM registrants gathering supervision hours.

**MODULE NUMBER: 4**

**MODULE TITLE: REGISTRATION**

**POLICY NUMBER: 4.16**

**EFFECTIVE DATE: Feb. 12, 2013**

**POLICY TITLE: Assessing Acceptability  
of International Degrees**

**POLICY STATEMENT:**

All applications from educational institutions outside of North America must be verified through an international education credentialing evaluation.

**PURPOSE:**

In order to determine the acceptability of an out of country graduate degree in psychology, for the purposes of registration with PAM, an international credentialing evaluation may be required. Organizations acceptable for the purposes of carrying out this evaluation are those that are NACES accredited.

**SCOPE:**

This policy applies to applicants for registration from outside of Canada. In most cases applications from those educated in U.S. training institutions will not be subject to this policy.

**MODULE NUMBER: 4**

**MODULE TITLE: REGISTRATION**

**POLICY NUMBER: 4.17**

**EFFECTIVE DATE: Aug. 9, 2016**

**POLICY TITLE: Criminal Record Check  
Requirements for Out of Province  
Applicants**

**POLICY STATEMENT:**

If an applicant from out of province has been in Manitoba for less than one year, a criminal record check from a previous jurisdiction will be required.

**PURPOSE:**

This policy is intended to ensure that criminal offenses committed in an applicant's prior/home jurisdiction are not omitted in their MB application process.

**SCOPE:**

This policy applies to out of province applicants who are newly moved to MB.

<b>MODULE NUMBER: 4</b>	<b>MODULE TITLE: REGISTRATION</b>
<b>POLICY NUMBER: 4.18</b>	<b>EFFECTIVE DATE: April 12, 2017</b>
<b>POLICY TITLE: Identifying Document Arrival Dates</b>	

**POLICY STATEMENT:**

Information arriving for an individual's file should be date-stamped as per the arrival day in the PAM office.

**PURPOSE:**

To ensure documents are appropriately dated when they arrive in the PAM office, their arrival date will be recorded, not the date they were mailed to PAM.

**SCOPE:**

This policy applies to all PAM applicants.

<b>MODULE NUMBER: 4</b>	<b>MODULE TITLE: REGISTRATION</b>
<b>POLICY NUMBER: 4.19</b>	<b>EFFECTIVE DATE: Sept. 12, 2012</b>
<b>POLICY TITLE: IDENTIFICATION OF CURRENT REGISTRANTS IN MOBILITY APPLICATIONS</b>	

**POLICY STATEMENT:**

The registrar will communicate to receiving jurisdictions, that full members of the Association who are on specific rosters are considered to be titled as Psychologists for the purpose of mobility.

**PURPOSE:**

PAM's registration categories may differ from those in use in other jurisdictions. In order to avoid potentially disadvantaging a registrant upon her/his move to a new jurisdiction, the Registrar will identify a current fully registered registrant as a Psychologist, for the purposes of a mobility application. The registrar will also communicate to the receiving jurisdiction, those fields/areas of practice and populations, the registrant has been permitted to serve.

**SCOPE:**

This policy applies to all PAM registrants registered for autonomous practice.

**MODULE NUMBER: 5**

**MODULE TITLE: COMPLAINTS**

**POLICY NUMBER: 5.1**

**EFFECTIVE DATE: February 13, 2013**

**POLICY TITLE: Distribution of  
Complaint-related Documentation**

**POLICY STATEMENT:**

An HTTP secure site has been established for downloading reports by members of the complaints committee and Executive Council (in the case of appeals). Council has permitted the Complaints Committee to use this format for the storage and distribution of its complaint materials.

**PURPOSE:**

In order to maximize efficiency and reduce resource consumption, the PAM Complaints Committee has decided to circulate complaint materials through a secure HTTP transfer protocol. Complaint documents will be uploaded to the site by either the Registrar or Complaint Committee assistant and each document will be password protected/encrypted. Only relevant Complaint Committee members and/or investigators will have access to these documents, which will then be removed from the site, when the complaint's final disposition has been rendered.

**SCOPE:**

This policy applies to all complaint materials and those working on or for the PAM complaints committee.

**MODULE NUMBER: 6**

**MODULE TITLE: Website**

**POLICY NUMBER: 5**

**EFFECTIVE DATE:**

**POLICY TITLE:**

No Website policies have been adopted to date.

**MODULE NUMBER: 7**

**MODULE TITLE: FINANCE**

**POLICY NUMBER: 7.1**

**EFFECTIVE DATE: June 7, 2002**

**POLICY TITLE: LATE FEES**

**POLICY STATEMENT:**

Late fees will not be waived for any members, except in exceptional circumstances approved by Council.

**PURPOSE:**

Any requests for the waiving of late fees (which can, from time to time be set and/or altered by Council) will be taken on a case by case basis and only made in exceptional circumstances.

**SCOPE:**

This policy applies to all PAM registrants.



**MODULE NUMBER: 7**

**MODULE TITLE: FINANCE**

**POLICY NUMBER: 7.2**

**EFFECTIVE DATE: May 11, 2012**

**POLICY TITLE: Balance Sheet**

**POLICY STATEMENT:**

Any PAM member may request the balance sheet for review.

**PURPOSE:**

At any time after the issuing of the Treasurer's Report at the AGM, any PAM registrant may request and must be provided with a copy of the year's financial balance sheet.

**SCOPE:**

This policy applies to all PAM registrants.

**MODULE NUMBER: 7**

**MODULE TITLE: FINANCE**

**POLICY NUMBER: 7.3**

**EFFECTIVE DATE: April 12, 2017**

**POLICY TITLE: Registrar Expenditures**

**POLICY STATEMENT:**

Expenditures by the PAM Registrar, of \$500 or less, do not require prior PAM Council approval.

**PURPOSE:**

In order to maximize operational efficiency, the PAM Registrar is granted a priori permission to purchase goods and services valued at \$500 or less provided the purchase is: (a) PAM-related, (b) corresponds to an already existing PAM budget line, and (c) will not place a budget line over budget.

**SCOPE:**

This policy applies to the PAM Registrar.

<b>MODULE NUMBER: 8</b>	<b>MODULE TITLE: EXAMINATIONS</b>
<b>POLICY NUMBER: 8.1</b>	<b>EFFECTIVE DATE: January 25, 2013</b>
<b>POLICY TITLE: JURISPRUDENCE EXAMINATION</b>	

**POLICY STATEMENT:**

Three hours has been set as the outside time limit to write the JPE, with additional time limits and other accommodations available on an as needed and empirically verified basis.

**PURPOSE:**

Three hours has been allotted for the writing of the PAM JPE. If additional time and/or any other accommodation is requested for this examination, such request will be considered on a case by case basis, and only after PAM is provided with appropriate supporting documentation for the accommodation.

**SCOPE:**

This policy applies to all PAM registrants.

**MODULE NUMBER: 8**

**MODULE TITLE: EXAMINATIONS**

**POLICY NUMBER: 8.2**

**EFFECTIVE DATE: February 10, 2006**

**POLICY TITLE: EPPP**

**POLICY STATEMENT:**

PAM Council agrees that successful passage of the Examination for Professional Practice in Psychology (Scaled Score of 500 or more) is required for registration as a PA (SP and IP) and Registered Psychologist.

**PURPOSE:**

The Examination for Professional Practice in Psychology (EPPP) must be passed (with a Scaled Score of 500 or greater) in order for a Candidate registrant to be registered as a PA (SP), PA (IP), or C. Psych.

**SCOPE:**

This policy applies to all those seeking registration with PAM as a PA(SP), PA(IP), or C. Psych.

**MODULE NUMBER: 8** **MODULE TITLE: EXAMINATIONS**

**POLICY NUMBER: 8.3** **EFFECTIVE DATE: October 5, 2016**

**POLICY TITLE: REQUESTS FOR  
ACCOMMODATIONS ON ANY  
EXAMINATION FOR REGISTRATION**

**POLICY STATEMENT:**

Requests for accommodations on examinations will be considered on a case by case basis and must be accompanied by documentation in the form of the following:

- Completed Test Accommodations Request form (letter form is acceptable).
- A detailed, comprehensive written report (from an appropriate health practitioner) describing the applicant's disability, its severity, and justifying the need for the requested accommodations.
- The following characteristics are expected of all documentation submitted in support of a request for accommodations.

**Documentation must:**

**1. state a specific diagnosis of the disability.**

A professionally recognized diagnosis for the particular category of disability is expected, (e.g., the DSM-V diagnostic categories for learning disorders).

**2. be current.**

Because the provision of reasonable accommodations is based on assessment of the current impact of the examinee's disability on the testing activity, it is in the individual's best interest to provide recent documentation. As the manifestations of a disability may vary over time and in different settings, in most cases an evaluation should have been conducted within the past three years, (e.g., visual or neuromuscular conditions are often subject to change and should be updated for current functioning).

**3. describe the specific diagnostic criteria and name the diagnostic tests used, including date(s) of evaluation, specific test results and a detailed interpretation of the test results.**

This description should include the results of diagnostic procedures

and tests utilized and should include relevant educational, developmental, and medical history. Specific test results should be reported to support the diagnosis, (e.g., documentation for an examinee with multiple sclerosis should include specific findings on the neurological examination including functional limitations and MRI or other studies), if relevant.

Diagnostic methods used should be appropriate to the disability and current professional practices within the field. Informal or non-standardized evaluations should be described in enough detail that other professionals could understand their role and significance in the diagnostic process.

**4. describe in detail the individual's limitations due to the diagnosed disability, i.e., a demonstrated impact on functioning vis-a-vis the examination under consideration and explain the relationship of the test results to the identified limitations resulting from the disability.**

The current functional impact on physical, perceptual and cognitive abilities should be fully described, (e.g., an examinee with macular degeneration has reduced central vision which limits the ability to read).

**5. recommend specific accommodations and/or assistive devices including a detailed explanation of why these accommodations or devices are needed and how they will reduce the impact of the identified functional limitations,**

(e.g., a learning disabled individual who has difficulty decoding might require an audio version of the exam).

**6. establish the professional credentials of the evaluator that qualify him/her to make the particular diagnosis, including information about license or certification and specialization in the area of the diagnosis.**

The evaluator should present evidence of comprehensive training and direct experience in the diagnosis and treatment of adults in the specific area of disability.

**PURPOSE:**

This policy is made in order to ensure that requests for examination accommodations are reasonable, justified, and appropriate.

**SCOPE:**

This policy applies to anyone requesting an accommodation on any PAM examination.

**MODULE NUMBER: 9**

**MODULE TITLE: CONTINUING  
EDUCATION**

**POLICY NUMBER: 9.1**

**EFFECTIVE DATE: January 25, 2013**

**POLICY TITLE: PRORATING OF CE  
HOURS**

**POLICY STATEMENT:**

CE hour requirement will only be prorated when registrants are only registered for a portion of registration year (e.g., when transitioning from candidate to full status or when returning from Inactive status).

**PURPOSE:**

If a PAM registrant is only registered for practice for a portion of a calendar year, their required CE hours will be prorated based upon the number of months they were permitted to practice (rounded up to the nearest hour).

**SCOPE:**

This policy applies to all PAM registrants permitted to practice.