



THE TRINIDAD AND TOBAGO ASSOCIATION OF PSYCHOLOGISTS

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Incorporated by Act of Parliament No 84 of 2000

TTAP - DRAFT REGULATIONS FOR A PSYCHOLOGY BOARD OF TRINIDAD AND TOBAGO

Rationale for Psychology Board

The Psychology Board of Trinidad and Tobago seeks to regulate the activities of all psychological practitioners that deal directly with the public and conduct interventions, including but not limited to counselling, psychotherapy, organization-related interventions, and/or testing, measurement and assessments. The Psychology Board does not seek to regulate Industrial/Organisational psychologists, Experimental psychologists, Research psychologists or lecturers whose sole function is to conduct experiments, research, lecture and other non-interventional functions.

Use of the term ‘psychologist’

The following professionals may identify themselves as psychologists in Trinidad and Tobago:

- Psychologists holding a current licence from the Psychology Board of Trinidad and Tobago;
- Psychologists falling into the category of those who are exempt from licensure, e.g., academic, research, experimental, Industrial/Organisational psychologists, and whose qualifications have also been scrutinised and validated by the Psychology Board of Trinidad and Tobago.

The use of the term ‘psychologist’ is legally protected in Trinidad and Tobago. Any person in Trinidad and Tobago who wishes to use the title ‘psychologist’ in the provision of interventions such as counselling, psychotherapy, consultation, training, assessments etc., must be licensed to practise psychology by the Psychology Board of Trinidad and Tobago. Additionally, any person in Trinidad and Tobago who conducts psychological evaluations such as personality, psychoeducational, or neuropsychological assessments must be licensed to practise psychology by the Psychology Board of Trinidad and Tobago.

Practising as a psychologist without a licence

Anyone who uses the term ‘psychologist’ or ‘psychological’ to apply to themselves or to services which they provide, without having a current, valid licence for practice as a psychologist in Trinidad and Tobago, commits an offence under the provisions of this Act.

Anyone who provides psychological assessment services without a current valid licence for practice as a psychologist in Trinidad and Tobago, is deemed to have committed an offence under this Act. This stipulation shall not apply to psychologists working without a licence, but under the supervision of a licensed psychologist.

Definition of a psychologist and of the practice of psychology

A “**psychologist**” in Trinidad and Tobago is defined as one who renders/offers to render, to individuals, groups, organisations or the public, any psychological service involving the application of psychological knowledge, principles, methods and procedures of understanding, predicting, ameliorating, or influencing behaviour, affect or cognition.

“**Practice of psychology**” is defined as the observation, description, evaluation, interpretation, and modification of human behaviour by the application of psychological principles, methods, and procedures, for the purposes of:

- (a) preventing, eliminating, evaluating, assessing, or predicting symptomatic, maladaptive, or undesired behaviour;
- (b) evaluating, assessing, and/or facilitating the enhancement of individual, couple, group, and/or organisational effectiveness – including personal effectiveness, adaptive behaviour, interpersonal relationships, work and life adjustment, health, and individual, group, and/or organisational performance, or
- (c) assisting in psycho-legal decision-making.

The practice of psychology includes, but is not limited to:

- (a) psychological testing and the evaluation or assessment of personal characteristics, such as intelligence; personality; cognitive, physical, and/or emotional abilities; skills; interests; behaviour; aptitudes, and neuropsychological functioning;
- (b) counselling, psychoanalysis, psychotherapy, hypnosis, biofeedback, and behaviour analysis and any other psychological therapy;
- (c) diagnosis, treatment, and management of mental and emotional disorder or disability, substance use disorders, disorders of habit or conduct, as well as of the psychological aspects of physical illness, accident, injury, or disability;
- (d) psychoeducational evaluation, therapy, and remediation;
- (e) consultation with physicians, other health care professionals, and patients regarding all available treatment options, including medication, with respect to provision of care for a specific patient or client;
- (f) provision of direct services to individuals and/or groups for the purpose of enhancing individual and thereby organisational effectiveness, using psychological principles, methods, and/or procedures to assess and evaluate individuals on personal characteristics for individual development and/or behaviour change or for making decisions about the individual, such as selection; and
- (g) the supervision of any of the above.

*Draft Proposal for Psychology Board
TTAP Ethics & Licensure Committee, 2021*

The practice of psychology shall be construed within the meaning of this definition without regard to whether payment is received for services rendered.

Final draft

Education in Psychology

There is a core of basic theory, principles, and accumulated knowledge that all professional psychologists should possess. Each practitioner must also master the specific skills and knowledge appropriate for the competent performance of psychological practice.

All applicants for licensure must, at the very minimum, be graduates of a nationally and/or regionally and/or internationally accredited institution of higher education and must have completed a planned programme of study which reflects an integration of the science and practice of psychology. Where programme accreditation is available in that area, region or nation, the applicant's programme of study in psychology must also have programme accreditation, once this was available at the time that the applicant was in said programme.

Educational requirements

A Master's degree in psychology is recognised as the minimum educational requirement for entry into professional practice as a psychologist.

Applicants for licensure shall possess a Master's degree in psychology from a nationally and/or regionally and/or internationally accredited institution of higher education. The degree shall be obtained from a recognised programme of graduate study in psychology as defined by the rules and regulations of the Board. Where programme accreditation is available in that area, region or nation, the applicant's programme of study in psychology must also have programme accreditation.

The applicant must show that his or her Master's programme in psychology meets all of the following requirements:

1. Training in professional psychology – this is graduate training offered in a nationally and/or regionally and/or internationally accredited institution of higher education. The programme must identify itself as one which is training graduates for professional clinical practice in specified areas of psychology.
2. The programme, wherever it may be administratively housed, must be clearly identified and labelled as a psychology programme and must stand as a recognisable, coherent organisational entity within the institution. Such a programme must specify in pertinent institutional catalogues and brochures its intent to educate and train professional psychologists.
3. There must be an identifiable psychology faculty sufficient in size and breadth to carry out its responsibilities and a psychologist responsible for the programme, as designated by the relevant professional and/or regulatory body in the country where the programme is located.
4. The programme must include supervised practicum, internship, field or laboratory training appropriate to the individual's chosen area of practice of psychology. This practical experience must comprise at least 75% face to face direct clinical services.
5. All professional education programmes in psychology shall include course requirements in developed, that is, evidence-based, practice areas/specialties.

6. Online programmes, besides the accreditation requirement, will be evaluated on an individual basis for their suitability as training programmes in psychology for those offering clinical, assessment or other direct services to clients.

LICENSING BOARD

A. Responsibilities

The Psychology Board of Trinidad and Tobago (PBTT) is empowered to license and regulate the practice of psychology in Trinidad and Tobago through activities such as (but not limited to) examinations, licensing, education, investigating complaints and maintaining accountability among licensed psychologists, supervised providers, and applicants for licensure.

The Board is responsible for regulating the use of the title ‘psychologist’ in Trinidad and Tobago. Under the Board, ‘psychologist’ is a legally protected term. This authority of the Board extends to all those using the title ‘psychologist’, whether or not they are licensed or eligible for licensure under this Act.

The Board is also responsible for regulating the use of the term ‘psychological’ in reference to professional services offered.

The Board is responsible for protecting the well-being and safety of those who receive or seek psychological services and for ensuring that all laws and regulations relative to psychology in Trinidad and Tobago, are upheld.

B. Composition and Membership

The Board will consist of **seven** members, **five** psychologists licensed in Trinidad and Tobago and **two** members of the public. At least five members of the Board must be citizens or permanent residents of Trinidad and Tobago. Up to two members of the Board may be non-nationals of Trinidad and Tobago, without permanent resident status.

One of the members of the public elected to the Board must be a lawyer, a member of the Law Association and nominated by that Association. The other must be a member of a registered NGO working with mental health and psychosocial issues, and will be nominated by the Board. These two members must be deemed to have an appropriate background in advocating for the public interest. They must not be psychologists, applicants for psychological licensure, members of a household including a psychologist or members of any of the health professions.

C. Nominations and elections to the Board for psychologist members

Psychologist nominees to the Board must reside in Trinidad and Tobago. Where a member of the Board takes up residence outside Trinidad and Tobago during his/her term of office, and has less than one year remaining to complete his/her term, he or she may complete the term of office while residing abroad. Where this member is eligible for a further term of office, he or she may not be nominated for a further term while he or she continues to be resident outside Trinidad and Tobago.

Any psychologist licensed in Trinidad and Tobago is eligible for nomination to the Board. Psychologists may nominate themselves, with another psychologist seconding their nomination. Psychologists may also be nominated by another psychologist and a seconder. Once a psychologist has been nominated by someone else, he/she must signal acceptance of the nomination in order for it to go forward. Nomination documents must be received by the Board, via e-mail or in hard copy, by a deadline of two weeks before the election for that post. The Board is responsible for making the nomination regulations and documents available at its offices and on its website.

The nominees will be voted on by the body of psychologists licensed in Trinidad and Tobago. Psychologists who have a current Trinidad and Tobago licence, and who are resident elsewhere, are permitted to vote in elections to the Board.

The initial Board, because no licensing process will at that point exist, will be appointed from among psychologists who are determined to be eligible for licensure. This eligibility will be determined by the Ethics and Licensure Committee of the Trinidad and Tobago Association of Psychologists, which is submitting the proposal for the Board. There will be the same nomination and election process for the initial Board, which will be an interim Board, serving for a period of two years only. The priority of the interim Board will be to license psychologists so that a duly constituted Board can be established at the expiration of the two-year term.

Once the licencing process has been established, names of licensed psychologists who have been nominated and elected, and of members of the public who are nominated for membership of the Board, will be submitted to the Minister of Health for appointment.

D. Appointment and tenure of officers of the Board

The officers of the Board shall be the Chair, the Vice-Chair, Secretary and Treasurer. The Chair shall preside at all meetings and shall perform other duties as the Board may direct. In his/her absence, the Vice-Chair, the Secretary or the Treasurer shall preside, in that order, depending on who is present at the meeting.

Officers will be elected by members of the Board. Only psychologist members may serve as officers of the Board.

Board members will be appointed for a tenure of three years and may serve no more than two consecutive terms. Where a member of the Board wishes to serve a second term, s/he must undergo the regular nomination process. When a member of the Board has come to the end of his/her tenure, s/he must remain in position on the Board until his/her successor has been nominated, elected and then appointed by the Minister of Health.

Where a position on the Board becomes vacant for any reason before the expiration of the three-year term, a replacement shall be nominated, and duly appointed by the Minister of Health, for the remainder of that term.

A position on the Board becomes vacant where a member resigns or his/her services are terminated.

E. Responsibilities of Officers of the Board

(i) Chair

The Chair of the Board shall:

1. Preside at all meetings of the Board;
2. Set the agenda for meetings in consultation with the Board members;
3. Represent the Board in public fora;
4. Perform any other duties as prescribed by the Board.

(ii) Vice Chair

The Vice Chair of the Board shall:

1. In the absence of the Chair, preside at meetings of the Board;
2. Perform the duties of the Chair, where the Chair is unavoidably absent or unable to perform his/her duties.

(iii) Secretary

The Secretary of the Board shall:

1. Arrange for the recording of minutes of meetings of the Board;
2. Ensure that minutes of meetings are published for public information;
3. Ensure that the Register of licensed psychologists is up to date;
4. Preside at Board meetings in the absence of both the Chair and Vice Chair.

(iv) Treasurer

The Treasurer of the Board shall:

1. Ensure that accurate financial records are kept by the Board;
2. Ensure that proper financial procedures are followed by the Board;
3. Provide a written report on financial matters to the Board at Board meetings;
4. Present an annual audited account of the financial transactions of the Board;
5. Preside at Board meetings in the absence of the Chair, the Vice Chair and the Secretary.

F. Meetings

The Board will meet once per quarter. Meeting dates for the year will be published at the beginning of each calendar year. Special meetings may be held at the written request of any three members of the Board. This may be done via application to the Chair, giving at least five days' notice in writing. Meetings may be held in person or via telephone or video conferencing. If an in person meeting has been convened, individual members may also participate in meetings via telephone or video conferencing.

A quorum must be present at each meeting of the Board. A quorum shall consist of **five** Board members. If a quorum is not present within half an hour after the scheduled meeting time, the meeting shall stand adjourned. A new meeting date, not later than one week after the original scheduled date, must be set and communicated to all Board members as soon as practicable.

G. Board Actions

Official actions of the Board are those actions approved by the official vote of the Board. Decisions will be confirmed at official Board meetings by a majority vote of the Board members present at that meeting. In the event of a tied vote, the officer of the Board presiding at that meeting shall have the deciding vote.

Unofficial statements made by an individual Board member or staff member are not binding on the Board.

H. Resignation or Termination of Office of Board Members

If it is necessary to resign, the Board member should send a letter to the Secretary of the Board with the effective date of the resignation. A copy of this letter should also be sent to the Minister of Health of Trinidad and Tobago. A member may be removed from office at any time for continued neglect of duties required under the regulations of the Board, for failure to attend two consecutive regular meetings of the Board without notice or just cause, for consistent neglect of duty, for repeated failure to perform duties in a timely and satisfactory manner, for unethical conduct, proven illegal actions or for any action or series of actions which may tend to bring the Board into disrepute. A full description of actions warranting termination is given in the Regulations accompanying this document.

The termination process shall be as follows:

The Board member will be given notice in writing of conduct unacceptable to the Board, with accompanying evidence of this, and specifying the required corrective actions, where corrective action is possible. A maximum of two such written notices will be given with clear details concerning a specific behaviour or series of behaviours. Following these notices, if no amelioration of conduct occurs, the Board member is liable to receive a termination notice. The Board member has the right to present in writing his/her case to be retained on the Board, within two weeks of the receipt of the termination notice. Once no such communication is received within that time, the termination is deemed to be final.

Where the member has submitted a case for being retained on the Board, termination will be decided on by a majority vote by the other Board members at a special meeting of the Board. The special meeting shall be held within one week of the Board's receipt of the member's written arguments for being retained on the Board. The member will be informed in writing of the Board's decision within 24 hours of the special meeting.

I. Confidentiality of Board meetings

The deliberations in Board meetings will remain confidential, subject to relevant provisions under the Freedom of Information Act. Minutes of Board meetings will be made available to the public.

Board members will also be required to maintain confidentiality re issues discussed at the Board level, whether in a regular Board meeting, a special meeting of the Board or in any other forum in which the Board meets.

*Draft Proposal for Psychology Board
TTAP Ethics & Licensure Committee, 2021*

This confidentiality requirement shall not be construed to prevent any psychologist from requesting and obtaining information necessary to ensure fair due process, e.g., with regard to queries of examination results, granting or revocation of licences, etc.

Final draft

APPLICATION FOR LICENSURE

Areas of psychology requiring a licence

The areas of specialty in psychology will be required to be licensed under the Board:

Clinical Psychology;
Community Psychology;
Counselling Psychology;
Forensic Psychology;
Health Psychology;
Neuropsychology;
School Psychology (Educational Psychology in UK)

Any psychologist practising in any of these areas must hold a current licence from the Psychology Board of Trinidad and Tobago.

The area of specialty will be clearly indicated on the psychologist's licence. Where there is more than one area of specialty, all areas will appear on the licence.

A psychologist will be deemed to have specialised in a specific area where s/he has completed the required number of graduate credits or the required graduate training for this specialty as determined by his/her programme of training or education. The psychologist must also meet all the requirements for licensing as described in this document.

Where a psychologist is qualified to perform psychological assessments, this will also be clearly indicated on the licence.

Areas of psychology not requiring a licence

There is an exemption from licensure for persons engaged solely in teaching in academic institutions, or engaged in research in academic and/or research institutions. The exemption does not apply if the individual engages in the direct delivery or supervision of psychological services to individuals or groups of individuals in any setting.

Persons who are exempt from licensure are not excluded from applying for and receiving a licence, once they meet the requirements.

Nothing in this document shall be construed to prevent the teaching of psychology or the conduct of psychological research without a current licence issued by the Board, provided that such teaching or research does not involve the delivery or supervision of direct psychological services.

Nothing in this document shall prevent the provision of expert testimony by psychologists who are exempt from licensure.

Members of other established professions may provide services that are similar or related to the scope of practice of psychology. Nothing in this document shall be construed to prevent qualified members of other recognised professional groups, such as, but not limited to, physicians, clinical social workers, educational psychologists, marriage and family therapists,

licensed professional clinical counsellors, optometrists, psychiatric nurses or social workers, or registered nurses, or attorneys, or persons utilising hypnotic techniques by referral from persons licensed to practice medicine, dentistry, or psychology, or persons utilising hypnotic techniques which offer avocational or vocational self-improvement and do not offer therapy for emotional or mental disorders, or duly ordained members of the recognised clergy, or duly ordained religious practitioners from doing work of a psychological nature consistent with the laws governing their respective professions, provided they do not hold themselves out to the public by any title or description of services incorporating the words “psychological,” “psychologist,” “psychology,” or that they do not state or imply that they are licensed to practice psychology.

Nothing in these regulations shall be construed to prevent members of other recognised professions that are licensed, licensed, or regulated from rendering services consistent with their professional training and code of ethics, provided that they do not represent themselves to be psychologists. Duly recognised members of the clergy shall not be restricted from functioning in their ministerial capacity, provided that they do not represent themselves to be psychologists.

Nothing in these regulations shall be construed to prevent persons under the supervision of a licensed psychologist from engaging in activities defined as the practice of psychology, provided that such persons shall not represent themselves by the title "psychologist," in accordance with regulations promulgated by the Board. Such persons who are preparing for the profession of psychology may use terms such as “psychological trainee,” “psychological intern,” “psychological resident.” Other persons may use terms such as “psychological assistant,” “psychological technician,” “psychological associate.” All such persons must perform their activities under the supervision and responsibility of a licensed psychologist in accordance with regulations promulgated by the Board.

Nothing in this Act shall be construed to require a licence under this Act in order for a firm, partnership, corporation, limited liability company or other entity to provide general applied psychological services where such services are performed by an individual: (a) duly licensed or otherwise authorised to provide general applied psychological services under these regulations; or (b) supervised by a psychologist licensed in Trinidad and Tobago and permitted to provide general applied psychological services with such supervision under these regulations.

Application process

First-time applicants for licensure as a psychologist must submit to the Psychology Board of Trinidad and Tobago the following documentation:

- **Completed application form**
- **Proof of graduate degree in psychology (Master’s or equivalent, Doctorate) -** including proof of fulfilment of practicum requirements. The institution granting the degree must be accredited by the Accreditation Council of Trinidad and Tobago. For persons who studied outside of Trinidad and Tobago, the institution must also be

accredited by the recognised national and/or regional accrediting body/bodies in that country or territory. There must also be programme accreditation where that is available. (See section on **Accreditation**.)

Other documents required are:

- o certified copy of diploma/degree/certification;
- o official copy of Master's or Doctoral transcripts as issued by the institution; certified copy of transcript if institution does not issue official copies.

Accreditation

Degree programmes must have been pursued and completed at an institution which is accredited nationally, regionally and/or internationally. Where programme accreditation is also available nationally or regionally, the psychology programme must also have received such accreditation.

Accreditation of the institution, and of the programme, where applicable, must have been achieved on or before the date on the applicant's degree certificate.

- **Proof of supervision**

Proof of supervision requirements (2,000 hours for doctoral level; 3,000 hours for Master's level applicants) which may include pre-doctoral internship hours and Master's practicum hours. If the supervised practicum/internship experience within the applicant's programme did not fulfil the number of required hours, the remainder of the required supervised hours must be fulfilled after graduation with a licensed psychologist, who also qualifies as a psychology supervisor under this Act.

Supervised experience under this Act is defined as direct provision of clinical services to clients either individually or as a group. Services may include any of the activities described in this Act as psychological activities. Psychologists who are under supervision may perform any of these activities under the guidance of their supervisor, except supervision.

Supervision may include both individual and group supervision, by a qualified supervisor. Supervision must consist of at least 80% individual supervision and a maximum of 20% group supervision.

- Any other such forms as the Board may deem necessary and appropriate for the purposes of verifying that the programme meets criteria 1 – 8 in the section ***Education in Psychology***.
- **Documents** (e.g. log sheets, evaluation forms) **signed by a licensed supervisor**.
 - o For applicants seeking licensure to conduct psychological testing and measurement, their transcripts and/or continuing education units (CEUs) should show evidence of graduate level training in psychological assessment and at least 30% of their supervised logged hours should be in psychological assessment. Where training in assessment has occurred **outside** the context of a graduate Psychology programme or Continuing Education Units, e.g., via a

job placement or a training course, the applicant must be able to demonstrate that the hours spent training to use the assessment instruments are equal to an equivalent assessment course within a Psychology graduate programme. Supervision requirements remain the same. CEUs must meet the criteria for accreditation specified under section.....of the current legislation.

- **Area of specialty**

The area of specialty will be clearly indicated on the psychologist's licence. Where there is more than one area of specialty, all areas will appear on the licence.

A psychologist will be deemed to have specialised in a specific area where s/he has completed the required number of graduate credits or the required graduate training for this specialty as determined by his/her programme of training or education.

For applicants who meet the requirements for licensure but have never lived in Trinidad and Tobago for at least six months consecutively, a supervision log indicating at least 500 supervised hours in Trinidad and Tobago will be required in order to acquire cultural understanding and relevance in the application of psychological principles.

- Police certificate of good character. An up to date certificate must be presented with each application for renewal of the licence.
- **Non-refundable application fee**

Examinations

Once applicants have satisfied all other requirements for licensure, they will be eligible to take such examinations, oral or written, as the Board may deem necessary for licensure. The Board will publish a yearly schedule of examination dates.

These examinations will be conducted either by the Board or by a special Sub-Committee established by the Board for that purpose. This Sub-Committee shall include psychologists either resident in Trinidad and Tobago or psychologists living outside Trinidad and Tobago, but in all cases holding a licence issued by the PBTT.

The members of the public who are members of the Board shall not participate in the examination process.

Non-refundable examination fee

The examination fee must be paid at **each application** to sit the examination. It is payable only once all other licensure requirements have been satisfied. The Board will publish the examination fee for each calendar year.

Notification of decisions of the Board re licensure

Applications for licensure will be accepted throughout the year. Applicants will be notified re the status of their application and any omissions which need to be rectified, within two weeks of the receipt of the application by the Board.

Applications which require review by the Board will be considered at the next scheduled quarterly Board meeting.

Successful applicants will be notified that they are eligible to take the oral examination and of the dates of the oral examinations for that year. Applicants must apply to the Board in writing to take the oral examination, specifying the exam date for which they are applying. The oral examination fee must accompany the application.

Register of licensed psychologists

The Board will maintain, for the convenience of the public, a register of all psychologists. This register will include those holding a current licence from the Board, as well as those exempt from licensure. This register will include specialty areas of licensure for each licensed psychologist. The register will be accessible to the public at all times.

Qualifications required to be a Licensed Supervisor

Only a licensed supervisor can supervise the work of an unlicensed psychologist who is in the process of completing supervision requirements consistent with supervision guidelines.

A licensed supervisor must meet the following criteria.

1. The person must be a psychologist licensed in Trinidad and Tobago or in their home jurisdiction, with at least 10 years of experience in the field.
2. The person must show proof of at least 20 hours of training in psychological supervision over the ten years preceding the application to be licensed as a supervisor. After acquiring the supervisory license, there must be a further six hours of training in supervision every six years. This training may be in person or online. This training must be provided via an institution or organisation duly accredited to provide such supervisory training.

On providing proof of years of experience and supervisory training, as well as meeting all the criteria for licensure, applicants will be certified by the Board as psychologist supervisors. Certification will be renewed when the licence is renewed.

Where the licensed psychologist applies for certification as a supervisor before the licence is due for renewal, the certification granted will be valid until the next due date for renewal of the psychology licence. Thereafter, supervisory certification and licence will be renewed together, once the psychologist meets the continuing education requirements for certification as a supervisor.

The supervisor must be qualified to work with the population(s) being seen by the supervisee(s). The supervisor must also have practised professionally in the same area of psychology as the supervisee.

These requirements for supervisors must also be met by psychologists doing supervision within, or for, graduate training programmes in Trinidad and Tobago.

Responsibilities of supervisors

The licensed supervisor must provide a minimum of one hour per week of direct supervision to the unlicensed psychologist.

Supervisors carry the legal and ethical responsibility for their supervisees' clients.

In practice, this means that supervisors may be liable to the following disciplinary actions by the Board:

- Censure
- Suspension of licence
- Revocation of licence

These actions may be taken in the following circumstances:

- The supervisee has committed a breach of ethics, and the supervisor was informed of the supervisee's intent beforehand but did not educate the supervisee re the unethical nature of the proposed behaviour, or take any other action to attempt to prevent the proposed behaviour.
- The supervisee has committed a breach of ethics, and the supervisor is made aware after the fact and does not take appropriate corrective action, including, but not limited to, requiring that the supervisee correct the breach; reporting the breach to the relevant authority, e.g., the Board.
- The supervisee has been advised by the supervisor to take an action which is in breach of professional ethics.
- The supervisor has colluded with the supervisee to commit a breach of ethics.
- The supervisor has permitted the supervisee to provide services beyond the supervisee's skill level and/or scope of competence.
- Any other situations which are deemed by the Board to merit disciplinary action.

Requirements for supervision prior to passage of the legislation

Interim supervisors

Interim supervisors are those psychologists who may provide supervision before the passage of this current proposed legislation.

Supervision provided in accordance with the provisions described above shall be considered to meet the supervisory requirements for licensure as described in this document.

Qualifications of interim supervisors

Interim supervisors

- are not required to have had formal training in supervision
- must meet other criteria of supervisors under this legislation EXCEPT for being licensed in Trinidad and Tobago
- should be able to meet criteria for being licensed under the legacy clause

Supervision in psychology training programmes before the passage of this legislation

Supervised hours undertaken in a psychology training programme in an accredited institution, before the passage of this legislation, will be accepted as meeting the standards for the supervised hours required for licensure.

Graduates who do not have the full number of supervised hours required will still need to make up the required remaining hours in order to be eligible for licensure. These supervised hours, completed outside a psychology training programme, must then meet all the criteria for supervision as outlined in this document, either prior to or subsequent to the passage of the legislation.

Supervision undertaken outside psychology training programmes before the passage of this legislation

The following requirements will not apply to supervised hours outside a psychology training programme undertaken before the passage of this legislation: training for supervisors, the number of group versus individual supervision hours and the minimum of one hour per week supervision.

Supervisors who provided supervision outside of a psychology training programme before the passage of this legislation must meet the criteria for interim supervisors as outlined above.

In situations where the supervisor was not a psychologist qualified and practising in the same area as the supervisee, the Board will review on a case by case basis to determine whether the supervision can meet the criteria for licensure. The Board will review, among other things, the supervisor's competence in the areas in which s/he was supervising the supervisee.

Legacy Clause

This refers to a courtesy extended to psychologists when licensing legislation is introduced in the jurisdiction for the first time. Under a Legacy Clause, psychologists meeting certain criteria are automatically granted a licence, without having to go through the prescribed procedure.

Practitioner psychologists working in Trinidad and Tobago **before** the establishment of a licensing procedure may be licensed under the Legacy Clause if they meet each of the following criteria:

- a. Completed application form.
- b. Master's or Doctoral degree in Psychology for at least ten years. Degree must be from a Psychology programme that includes both didactic and practicum components, offered at an institution which is accredited by the Accreditation Council of Trinidad and Tobago, or, for persons who studied outside of Trinidad and Tobago, accredited by the recognised national or regional or international accrediting body in the country/territory where the programme is located. Where programme accreditation was available in the area or country where the programme was based, the applicant's programme of study must also have been granted programme

accreditation, and proof of this must be provided, e.g., a letter from the institution to this effect.

In situations where programme accreditation became available only *after* the applicant graduated from the programme, the applicant must show that programme accreditation was not available at the time that he/she was in the programme, e.g., via an official communication from the institution.

- c. Graduate transcripts or evidence of course work or graduate work. Applicants seeking licensure to conduct psychological testing and measurement must show evidence of training and supervised experience in psychological assessments at the graduate level. This training and supervised experience should meet the programme criteria and/or the applicable requirements in the territory where the programme is located.

To be licensed under the Legacy Clause in a particular area of specialty, the applicant must show that he/she has met all the requirements of his/her programme for specialisation in that particular area.

- d. At least ten years' experience as a practicing clinician in the field of Psychology, with appropriate supporting evidence, e.g., CV, letters of verification from places of employment or colleagues, etc.
- e. Police certificate of good character. An up to date certificate must be presented with each application for renewal of the licence.
- f. Two references who can speak to the clinical experience and skill set of the applicant. The references must be from mental health professionals, who are not related to the applicant, do not have a past or current intimate relationship with the applicant and were never a client of the applicant.
- g. Non-refundable application fee of \$500.00

The application to qualify as a licensed psychologist under the legacy clause must be submitted within twelve months of the law's proclamation.

Persons not meeting criteria for Legacy Clause

Where a psychologist who has been practising in Trinidad and Tobago before the adoption of these regulations does **not** meet the criteria for licensure under the Legacy Clause, he or she must then seek to satisfy the criteria for licensure.

Supervision

Where only the supervision requirement is outstanding in the licensure application, the psychologist receiving supervision in order to be licensed must be identified as ‘Associate Psychologist’.

Hours of supervision under a psychologist who qualifies as an Interim Supervisor (see above) will be counted towards supervision hours for licensure. This will apply for applications received up to twelve months after the passage of this legislation.

Persons Not Meeting Criteria for Licensure

(The following guidelines do not pertain to psychology students actively enrolled in a doctoral and master’s psychology programme).

Failure to meet educational requirements

Any person who wishes to provide psychotherapy and/or testing, measurement and assessments in Trinidad and Tobago, but who is not licensed as a psychologist by the Psychology Board of Trinidad and Tobago and does not meet the **educational** requirements for licensure:

- a) Must not use the title “psychologist” to provide any psychological service including counselling, psychotherapy, coaching, training, organization-related interventions, and/or testing, measurement and assessments in Trinidad and Tobago. Suitable alternative terms may be clinician, therapist or practitioner.
- b) May provide counselling, training, coaching, mentoring, mediation, rehabilitation, as regulated by the respective laws.
- c) May supervise counselling, training, coaching, mentoring, mediation, rehabilitation, as regulated by the respective laws.
- d) Must not conduct or supervise psychological evaluations such as personality, psychoeducational, or neuropsychological assessments and must not advertise the provision of such services.
- e) Must desist from conducting the aforementioned restricted activities upon this law’s proclamation.

Failure to meet supervision requirements

Any person who wishes to provide counselling, psychotherapy, coaching, training, organization-related interventions, and/or testing, measurement and assessments in Trinidad and Tobago, with the intention of applying for licensure, and who meets the **educational** requirements but **not** the **supervision** requirements for licensure:

- a) Must not use the title “psychologist” to provide counselling, psychotherapy, coaching, training, organization-related interventions, and/or testing, measurement and

assessments in Trinidad and Tobago. Suitable alternative terms may be intern, clinician or therapist.

- b) May continue to provide counselling, psychotherapy, coaching, organization-related interventions, and/or testing, measurement and assessments, but only under the regular supervision of a licensed psychologist, who must oversee all interventions (assessment, therapy, training etc) in addition to co-signing all psychological reports, and reviewing treatment plans and progress notes. If the person wishes to fulfil the supervision requirements for licensure, the psychologist supervising must be a licensed supervisor.

Licensure Renewal

Licensure renewal is required every 3 years for all holders of a licence issued by the Board, including those who have qualified for being grandfathered in.

Applicants for renewal in the same category of licensure will only be required to furnish the following documents:

- Completed application form
- Proof at least 36 hours of acceptable continuing education units (CEU) every 3 years. The number of hours of CEUs is subject to change by the Board. There will be timely public notification of such changes.

All Continuing Education experiences, including but not necessarily limited to, courses, workshops, seminars, lectures, conferences and other offerings, must be approved by the Board. This applies both to the categories listed below and to experiences which do not fall into any of these categories.

It is the responsibility of the licensed psychologist to confirm completion of each educational experience listed below and to demonstrate this to the satisfaction of the Board. The Board will publish from time to time the requirements for providing evidence of Continuing Education experiences.

Continuing Education offerings generally include, but are not limited to:

- a. Successful completion of a 3-hour graduate course in the field of psychology at an institution of higher learning with regional, national and/or international accreditation
- b. Offerings, e.g., workshops, seminars, lectures, in the field of psychology, for a minimum of 3 hours per offering, by an institution of higher learning which is nationally, regionally and/or internationally accredited
- c. Offerings by the Caribbean Alliance of National Psychological Associations, Trinidad and Tobago Association of Psychologists, American Psychological Association, British Psychological Society, Canadian Psychological Association, other national, regional or international Psychology Associations or Mental Health Associations or agencies, or Continuing Medical Education (CME) courses specifically

applicable and pertinent to the practice of psychology and that are accredited by the Medical Association of Trinidad and Tobago or the Ministry of Health of Trinidad and Tobago.

- d. Teaching a graduate course for the first time that is designed for the education of psychologists
- e. Publishing a scholarly work of a psychological nature in an indexed peer reviewed publication.
- f. Completion of online, self-study courses in the field of psychology, provided that these courses are approved for CEUs

Other experiences which are not covered by the categories listed above may be submitted to the Board for its approval.

It is always the responsibility of the individual psychologist to ascertain whether the experience will be considered appropriate for Continuing Education *prior* to engaging in the experience.

The Board will publish a schedule of the CEUs to be allotted for any experience for which CEUs are not already assigned by the entity offering the experience.

Psychologists will be responsible for keeping their own continuing education certificates and will submit these certificates with the license renewal forms to the Psychology Board of Trinidad and Tobago.

- If documentation of the continuing education requirement is improper or inadequate, the license is ineligible for renewal until any deficiency is corrected. Continued practice without a valid license constitutes grounds for appropriate disciplinary action. Misrepresentation of compliance with the continuing education requirement constitutes grounds for disciplinary action, including denial of licensure.
- Additionally, psychologists renewing their licenses are required to take accredited continuing education courses in the areas of traumatology, the laws governing psychology in Trinidad and Tobago and ethics in psychology, for a minimum of 3 hours **each**.

6. The programme must demonstrate that it provides evidence-based training relevant to the development of competence to practice in a diverse and multicultural society.

- Psychologists whose practice is primarily (at least 60%) in psychological assessment will be required to complete at least 12 CEUs related to psychological assessment.
- Under no circumstances will a licensed psychologist who earns more than the necessary number of continuing education credits in the renewal period be permitted to carry over the excess credits to the following licensure period.

***Draft Proposal for Psychology Board
TTAP Ethics & Licensure Committee, 2021***

- Non-refundable renewal fee of \$1000.00
- If the license is renewed after its expiration date, the late fees will be applied accordingly:
 - \$200 if license is renewed less than 3 months after the its expiration date
 - \$500 if license is renewed more than 3 months but less than 1 year after its expiration date
 - \$800 if license is renewed more than 1 year after its expiration date
- The license to practice psychology should be displayed in the psychologist's office so that it is clearly visible to anyone consulting or meeting with the psychologist.

DISCIPLINARY AND CORRECTIVE ACTIONS

The Psychology Board of Trinidad and Tobago is responsible for receiving complaints against a licensed psychologist. Members of the public and members of the Board may submit complaints to the Board. Once received, these complaints are investigated, and the Board can impose disciplinary or corrective actions. Complaints under the Psychology Board's jurisdiction include, but are not limited to, the following behaviours:

- sexual contact with someone who has been a client within the past three years
- violating the client's confidentiality
- providing services for which the individual has not been trained or licensed
- drug or alcohol abuse
- committing crimes against the laws of Trinidad and Tobago
- false advertising
- paying or accepting payment for client referral
- serving in multiple roles, i.e., having social relationships with patients, lending them money, employing them, etc.
- not being fit to practise (mental and/or physical fitness)

The Board may also investigate complaints where:

- there have been behaviours or actions by the licensed psychologist in his/her professional capacity, which are at least potentially prejudicial or injurious to parties who have sought psychological services;
- there have been behaviours or actions by the licensed psychologist in his/her professional capacity, which are prejudicial, or potentially prejudicial, to the public good;
- there has been behaviour by the licensed psychologist in his/her professional capacity which may tend to bring the profession into disrepute.

The Board has no authority over the following:

- fee or billing disputes;
- general business practices;
- personality conflicts;
- persons who are registered by other Boards (for example, social workers or psychiatrists).

Complaints that are not within the Board's jurisdiction will be referred to the appropriate agency.

Spectrum of Administrative Actions

The Psychology Board of Trinidad and Tobago recognises a spectrum of actions that are available when dealing with consumer complaints against licensed psychologists.

- Case closed - no action
- Public advertisement to correct erroneous information in the public domain
- Educational Letter to licensed psychologist
- Placing licensed psychologist under supervision for a specified period
- Suspension of psychologist's licence
- Permanent revocation of psychologist's licence

Complaints procedure

The Board may appoint or employ any other persons, as it sees fit, to assist in the evaluation of complaints and/or of documents filed in complaints.

Once the licensed psychologist has been informed of the complaint made against him/her, s/he will receive notice of the Board's determination not more than two weeks thereafter.

Complaints may be made anonymously to the Board. In such cases, the Board may be unable to make a determination where there is insufficient documentary or other evidence to support the complaint.

The Board will publish the complaints procedure for the information of the public. The Board has the right to amend the complaints procedure as it deems necessary, and the amended procedure will be duly published as soon as it is finalised.

An appeal of the Board's decision may be made to the Board either by the complainant or by the licensed psychologist. Appeals must be submitted to the Board in writing no later than three weeks after formal notice of the Board's decision.

Appeals will be reviewed by a panel of three licensed psychologists external to the Board, appointed by the Board for this purpose. A decision on the appeal will be given no later than three weeks after receipt of the appeal by the Board.

APPENDICES

Nominations to the Board

Nominations to the Board will be accepted from any psychologist holding a current licence from the Psychology Board of Trinidad and Tobago, whether the psychologist is at the time resident in Trinidad and Tobago or not. No other person may submit nominations to the Board.

The Board will give public notice of vacancies and of the procedure for submitting nominations to fill these vacancies. This will include the deadline by which nominations should be received.

Persons eligible for nomination

All psychologists holding a current licence from the Psychology Board of Trinidad and Tobago, and who are at that time resident in Trinidad and Tobago, are eligible to be nominated to the Board.

Members of the public who meet the criteria described above and who are at that time resident in Trinidad and Tobago, are also eligible for nomination to the Board.

Appointment of members

Nominees, both psychologists and members of the public, will be appointed by majority vote of psychologists holding current licences from the Psychology Board of Trinidad and Tobago.

The initial Board must be nominated and elected prior to establishment of the formal licensing process. Psychologists eligible to vote will therefore be those whose credentials have been scrutinised by the Committee putting forth the proposal for the Board, and who have been found to be eligible for licensure.

Psychologists holding current licences, who live outside Trinidad and Tobago, are also eligible to vote in this process.

Changes of regulations

The Board retains the power to temporarily or permanently amend, remove or add to any of the Regulations in this Act as it may see fit, and with regard to any special circumstances which may obtain at the time. Any such changes must be agreed upon by an absolute majority of the Board members, in a meeting where all members are present, whether this is a special or regularly scheduled Board meeting.