

**PORTUGUESE PSYCHOLOGISTS ASSOCIATION****Regulation No. 635/2021**

*Summary:* Registration Regulation of the Portuguese Psychologists Association – consolidated version.

The Registration Regulation of the Portuguese Psychologists Association was passed by Regulation No. 747/2016, of 27 July, and was subsequently amended by Regulation No. 175-A/2017, of 6 April.

In order to consolidate the Regulation referred to above, the Portuguese Psychologists Association publishes its consolidated version in the Official Gazette, for the purpose of transparency and clarity of the version in force, not only for the legal interpreter but also for all professionals subject to it.

**Registration Regulation**

## Article 1

**Mandatory Nature**

1 – The awarding of the professional title, its use and the practicing of the profession of psychologist, in any sector of activity, individually or at a professional firm, shall depend upon registration as a full member of the Portuguese Psychologists Association (henceforth designated as the Association), notwithstanding the provisions of No. 5 of the following article.

2 – For the purposes of the foregoing paragraph, any sector of activity shall include the public, private, cooperative, social or other sector, irrespective of whether being self-employed or employed.

3 – The provision of psychology services by companies that employ or subcontract psychologists shall not require registration with the Portuguese Psychologists Association, notwithstanding the rules governing professional firms and the provisions of the Bylaws of the Portuguese Psychologists Association, hereinafter referred to as the Bylaws, passed by Law No. 57/2008, of 4 September, as amended by Law No. 138/2015, of 7 September.

## Article 2

**Degrees qualifying for enrolment**

1 – To practice the profession of psychology, the following must register as members in the Association:

a) Holders of the degree of Bachelor's in Psychology granted following a study cycle with a curricular internship carried out within the framework of the organisation of studies prior to the organisational scheme introduced by Decree-Law No. 74/2006, of 24 March, amended by Decree-Laws No. 107/2008, of 25 June, 230/2009, of 14 September, and 115/2013, of 7 August;

b) Holders of the Master's degree in Psychology granted following an integrated master's study cycle organised according to the terms of paragraph 7 of article 14 of the Academic System Base Law, passed by Law No. 46/86, of 14 October, with a curricular internship included;

c) Holders of a bachelor's and master's degree in Psychology granted following bachelor and master study cycles in Psychology with a curricular internship included undertaken within the framework of the organisation of studies passed by Decree-Law No. 74/2006 of 24 March, as amended by Decree-Laws No. 107/2008 of 25 June, 230/2009 of 14 September and 115/2013 of 7 August;

d) Holders of a foreign higher academic qualification in Psychology with a curricular internship included who have been granted equivalence to one of the degrees referred to in the previous paragraphs;



e) Professionals who are nationals of member states of the European Union or the European Economic Area whose professional qualifications have been obtained outside Portugal, under the terms of article 62 of Law No. 138/2015 of 7 September.

2 – The registration of nationals from third States whose qualifications have been obtained outside Portugal, and to whom the provisions of sub-paragraph *d*) of the preceding paragraph apply, is also subject to the guarantee of reciprocal treatment, under the terms of an international convention, including a convention entered into between the Association and the corresponding authority of the country of origin of the interested party.

3 – Registration with the Association to practice the profession can only be refused:

- a) For lack of higher academic training under paragraph 1 a) to d);
- b) When the person concerned has been given the disciplinary penalty of expulsion, and 10 years have not yet elapsed since the handing down of the final decision.

4 – The following must also register as members of the Association:

- a) Professional associations of psychologists, including affiliates of associative organisations of psychologists formed under the law of another State pursuant to Article 71 of the Bylaws;
- b) Permanent offices in the national territory of associative organisations of psychologists formed under the law of another State, should they wish to become members of the Association under the terms of article 72 of the Bylaws;

5 – The provisions of article 63(1) of the Bylaws shall apply to the occasional and sporadic practising in Portugal of the activity of psychology, under a regime of free provision of services, by professionals who are nationals of Member-States of the European Union and the European Economic Area and whose professional qualifications were obtained outside Portugal.

### Article 3

#### Registration procedure

1 – Registration as a member of the Association may be requested at any time by interested parties.

2 – For the purposes of the present Regulation, "registration" is considered to be the act by which the interested party requests his or her enrolment in the Association.

3 – Registration shall be done at the official web page of the Association, and the documentation required by Annex I to the present regulation may be sent by mail, by email or delivered in person at the head office or at any of the regional offices.

4 – Registration is only considered complete once definitively approved by the Board.

5 – The enrolment date is the day on which the Board has approved the application, and seniority is counted from that date.

6 – Within five days after the approval referred to in the previous paragraph, the Association shall assign the number of the professional licence that entitles the applicants to the practice of psychology, and shall forward the document within a maximum of 45 days

7 – The issuance of the professional trainee licence depends on the approval of the traineeship project by the Traineeship Committee under the Traineeship Regulation of the Portuguese Psychologists Association.

### Article 4

#### Data and documentation for registration and enrolment

1 – Registration with the Association shall be done by completing the form, available on the official web page of the Association, with the data referred to in Annex I to this Regulation.



2 – After registration, the documents referred to in Annex II and, as applicable, in Annexes III, IV or V to this Regulation must be submitted.

3 – The documentation required in the present Regulation, identified in Annexes I to V, shall be made compatible via compliance with the rules provided for in Law No. 9/2009, of 4 March, as amended by Laws No. 41/2012 of 28 August, and No. 25/2014, of 2 May, on the recognition of professional qualifications.

#### Article 5

##### **Analysis of the application process**

1 – Verification of receipt of the mandatory documents that constitute the registration process is managed by the Association's Administrative Services and Member Support.

2 – The responsibility for analysing the content and issuing an opinion on the application for registration, prior to the final decision of the Board, lies with the Association's services.

3 – By decision of the Board, decisions on applications for registration may be delegated to the President.

4 – After approval of the application for registration, the professional licence, duly dated and signed by the President, is sent to the interested party.

#### Article 6

##### **Professional licence**

1 – The status of full and trainee member is attested by a specific professional licence signed by the President, which constitutes proof of registration.

2 – During the period between the approval of the registration and the issuance of the professional licence, the statements or other documents to be determined by the Board of the Association shall also constitute proof of the status of full or trainee member.

3 – In the event of loss, misplacement or destruction of the professional licence, the interested party may request a duplicate through his/her personal area, available at the official web page of the Association, where there is an option for the issuance of duplicates, by submitting the required documents.

#### Article 7

##### **Annotations to registration**

1 –The following annotations shall be made to the registration:

- a) Its cancellation, with an indication of the reason;
- b) Its suspension, with the same indication;
- c) Any disciplinary penalty, once the respective decision has become final;
- d) The lifting of the suspension, with an indication of the reason;
- e) The positions that the person concerned holds or has held in the Association;
- f) The awarding of the title of specialist in any of the specialties provided for in the respective regulation;
- g) Transfers of professional domicile and any other facts that may have an influence on the registration;
- h) Professional experience recognised at the time of registration or presented subsequently, namely for the purpose of applying for positions within the Association.

2 – The cancellation or suspension of the registration shall require the return of the respective professional licence, such return being a pre-requisite for the granting of the request at the initiative of the psychologist.



3 – Changes of professional domicile and any other facts that may alter the data supplied at the time of registration must be altered, within a maximum period of 30 days, by the psychologist in their personal area, made available at the official website of the Association.

4 – Certificates taken from registrations shall not contain the entries of disciplinary penalties, except when requested in full by those concerned, or expressly ordered in full by the Board.

#### Article 8

##### **Registration fee and membership dues**

1 – Membership in the Association requires the payment of a registration fee, the amount of which is set out in the Regulation on Fees and Charges the Portuguese Psychologists Association.

2 – Under the Regulation on Fees and Charges, the payment of an annual fee is determined for all registered members, subject to the exceptions set out in the Bylaws.

#### Article 9

##### **Suspension of registration and lifting of suspension of registration**

1 – The following members shall be suspended from the Association:

- a) Those who are subject to the disciplinary measure of suspension;
- b) Those who request it when they wish to temporarily interrupt the practice of psychology;
- c) Those who are in a situation of incompatibility with the practising of the profession of psychologist.

2 – The lifting of the suspension of registration may be requested at any time by the psychologist in his/her personal area.

#### Article 10

##### **Suspension and expiry of the registration procedure**

1 – Any interested party may request the suspension of the procedure of his/her registration, and shall be exempted from providing the data and submitting the documents provided for in the present Regulation at the time he/she requests the lifting of the suspension of the procedure.

2 – Rejection of the application for registration, or failure to provide the data or documents requested in the present Regulation, will automatically cause the registration procedure to expire. This will occur after notification to the interested party in the case of rejection, or within 6 months from the omission or from the express request of the Association's services.

3 – In the case provided for in the preceding paragraph, the Association's services shall return to the interested party the documents that he/she has submitted; if he/she wishes to re-register, he/she must provide all the data and submit all the documents provided for in the present Regulation.

#### Article 11

##### **Cancellation of registration**

1 – Registration in the Association shall be cancelled for members who:

- a) are subject to the disciplinary measure of expulsion;
- b) who voluntarily cease to practice their professional activity and who so inform the Board.

2 – In the event of application of a penalty that has the effect of prohibiting the practising of the profession, registration in the Association shall cease immediately.



Article 12

**Provision of information**

During the process of registration in the Association, and whenever it deems appropriate, the Association may request its members or applicants for registration in the Association to fill out forms, in which they may provide information that will enable the Association to carry out studies that will provide it with knowledge regarding the practising of psychology in Portugal.

Article 13

**Omissions**

Any cases not covered by the present regulation shall be resolved by the Board and published at the Association's web page.

Article 14

*(Revoked.)*

Article 15

**Formalisation of Registration**

All procedures for registration, enrolment, or change of enrolment provided for in this Regulation shall be carried out electronically, through the Association's website, notwithstanding the exceptions provided for in paragraph 2 of article 116 of the Bylaws.

Article 16

**Professional firms and permanent offices**

The registration procedure for professional firms of psychologists and for permanent offices of associations of psychologists on the national territory shall be governed by specific regulations.

Article 17

**Entry into force**

This Regulation shall enter into force on the day immediately following its publication.

Article 18

**Revocation**

This Regulation revokes Regulation No. 130/2011, published in the 2<sup>nd</sup> series of the Official Gazette on 18 February 2011.

22 February 2016. – The President, Telmo Mourinho Baptista.

ANNEX I

**Data to be completed in the application form**

- a) Full name.
- b) Desired professional name.



- c) Date of Birth.
- d) Address.
- e) E-mail.
- f) Telephone and fax contacts.
- g) Preferred contact.
- h) Gender.
- i) Marital Status.
- j) Nationality.
- k) Place of birth.
- l) Number, issuing entity and date of the Citizen Card or other valid identification document.
- m) Taxpayer ID.
- n) Expected date of commencement of professional activity.
- o) Entity where he/she will exercise the professional practice.
- p) CV.
- q) Address of professional domicile with express indication of the main domicile, if more than one.
- r) Higher education institution, year of entry and of completion of higher education, type of education (according to article 2 of this regulation).

#### ANNEX II

##### **Documents to be submitted with the application form**

- a) Copy of Citizen Card or other valid identification document.
- b) Copy of the taxpayer card when the valid identification document is not the Citizen Card.
- c) Two original photographs (passport type).
- d) Copy of the psychology degree certificate, in which the date of the academic qualification, higher education establishment and country are stated.
- e) Copy of certificates of other academic or professional qualifications obtained, stating their dates and the competent entities responsible.
- f) Traineeship project under the conditions laid down in the Traineeship Regulations of the Portuguese Psychologists Association.
- g) Document proving the successful completion of a Portuguese language course in the case of citizens from non-Portuguese speaking countries.
- h) Document, signed by the applicant, authorising the Portuguese Psychologists Association to process his/her data.

#### ANNEX III

##### **Documents to be submitted with the application form in case of academic qualifications obtained abroad**

In addition to the documents listed in Annex II, the interested parties who obtained their academic qualification abroad must submit the following documents:

- a) Copy of the document proving that the equivalence of a foreign academic qualification was obtained, under the terms of the legislation applicable to the recognition and equivalence of foreign academic qualifications;
- b) *Curriculum Vitae* prepared and documented in such a way as to prove the lawful and effective professional practice of the psychology profession.



## ANNEX IV

**Documents to be submitted for the registration of psychologists originating from EU Member States**

a) If the exercise of the profession of psychologist is regulated in the Member State of origin, the person interested in registration with the Association must submit, in addition to the items referred to in Annex II and in paragraph b) of Annex III, a declaration of competence or evidence of training required by the Member State in question for the practice of the profession of psychologist, provided that:

- i) It is issued by the competent authority of the Member State concerned;
- ii) It proves a level of professional qualification at least equivalent to the level immediately below that required in the national territory.

b) If the practice of the profession of psychologist is not regulated in the Member State of origin, the person interested in registration with the Association must submit, in addition to the items referred to in Annex II and Annex III, one or more declarations of competence or one or more certificates of training, which must:

- i) Be issued by an authority of a Member State competent for this purpose;
- ii) Prove the level of professional qualification at least equivalent to the level immediately below that required in the national territory;
- iii) Prove the full-time practice of the profession of psychologist for a minimum period of two years, during the previous ten years.

## ANNEX V

**Documents to be submitted for the registration of psychologists from other States**

a) Psychologists originating from States that are not members of the European Union and are not covered by Directive 2005/36/EC of the European Parliament and Council of 7 September, and who wish to practise their profession in Portugal, must present the following documents, in addition to the items listed in Annex II and in paragraph b) of Annex III:

i) Proof of professional conduct, issued by the competent entity for the registration and disciplinary control of psychologists from the country of origin or provenance, attesting that the interested party is in a legal condition to practice the profession without restrictions, and that there are no pending disciplinary procedures or disciplinary sanctions applied;

ii) Certificate of reciprocity.

b) Unless otherwise decided by the Board, an interested party who has never been registered with the professional association that regulates the practice of the profession of psychologist in the country of origin or provenance shall, instead of the document referred to in sub-paragraph a) i), attach a certificate confirming that fact.

c) Proof of professional experience acquired during three consecutive years in the last five years, which shall be submitted to the Technical Admission Committee for assessment and subsequent decision by the Board.

A careful reading of this document presented here does not dispense with consulting its associated legislation at the website of de Official Gazette, at [www.dre.pt](http://www.dre.pt).

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