

**ORDEM DOS PSICÓLOGOS PORTUGUESES
(THE ORDER OF PORTUGUESE
PSYCHOLOGISTS)
Regulation n° 505/2009**

Preamble

The Statute of the Ordem dos Psicólogos Portugueses, approved by Law n.º 57/2008, of the 4th September, in Article 50 and subsequent articles, regulates the registration of psychology professionals with the Order of Psychologists, not expressly foreseeing, however, the approval of a registration regulation which incorporates the standards for the registration procedure, which govern, on the one hand, the Order's internal bodies, and on the other, those who wish to register.

However, foreseeing the multiplicity of situations that the Order would face upon opening the registration process and, on the other hand, the uncertainty that such a regulatory gap would cause for individuals interested in registering, it is essential for standards and procedures concerning this matter to be coded and made uniform.

In effect, as the professional Order is still being established, it is foreseeable that a significant number of registration requests shall be received within a short period of time, with there still being complex questions related to registration, namely for requests from foreign psychologists and a multiplicity of other situations that are important to anticipate and resolve.

As mentioned, the legal provisions on registration are indicated in the Statute of the Ordem dos Psicólogos, and such legal limitations do not allow or recommend that at this time they proceed any further. With this regulatory instrument, the aim is to codify the standards and make uniform the procedures and requirements for individuals interested in registering.

Therefore, under the terms of Articles 32 sub-headings *a)* and *e)*, and 83, n° 1, sub-headings *a)* and *b)*, and n° 2, of the Statute of the Ordem dos Psicólogos Portugueses, and taking into account the publication of the provisional version of the Regulations in the 2nd Series of the *Diário da República* of the 27th October 2009 for public assessment, under the terms of Article 118 of the Code of Administrative Procedure and Article 16 of Law n° 6/2008, of the 13th February, the Registration Regulation for the Ordem dos Psicólogos Portugueses, is hereby approved:

**1st Article
(Mandatory nature)**

1 — The title of psychologist, its use and professional practise, in any activity sector, requires registration with the Ordem dos Psicólogos as a full member.

2 — A person cannot use the professional title of psychologist or trainee psychologist if they are not registered as such with the Order.

3 — Registration as a member of the Order is granted under the terms of Articles 50 and 51 of the Statute of the Ordem dos Psicólogos Portugueses, approved by Law n° 57/2008, of the 4th September and this regulation.

**2nd Article
(Registration)**

1 — Persons who are entitled to register with the Order are the following:

a) Psychology graduates who have undertaken higher education (Bachelor's and Master's degrees) in Psychology;

b) Psychology graduates who have completed a four or five year-long degree course, prior to the 31st December 2007;

c) National professionals from other European Union Member States who hold the academic and professional qualifications legally required to practise the profession in their respective State of origin;

d) Nationals from other States that under conditions of reciprocity obtain equivalence under the terms of the law in force.

2 — To become a full member of the Order, a professional internship has to be undertaken with a positive result, the terms of which are approved in a separate regulation.

3 — Graduates who have undertaken a four or five year degree course which included curricular training, who have evidence of practising professionally as a psychologist for a minimum period of 18 months until the date the Foundation Committee is appointed.

4 — For all effects and purposes of sub-heading *b)* of n° 1 of the present Article, applications for registration from graduates whose pre-Bologna degree in Psychology was concluded after the 31st December 2007, if the Board confirms that the study programme is of the equivalent standard to Bachelor's and Master's higher education degrees in Psychology.

5 — Recognition of the qualification foreseen in the previous point must be requested by the applicant.

6 — Nationals from other European Union Member States may register with the Order, providing they hold academic and professional qualifications applicable for the professional practise of psychology in their respective State of origin.

**3rd Article
(Specialities)**

Registration with the Order may be requested in any of the specialities it recognises, under the terms set forth in the Specialities Regulation.

**4th Article
(Registration Procedure)**

1 — Applicants may register with the Order at any time.

2 — The application for registration should be submitted to the regional branches of the North, Centre, South, Madeira and the Azores, wherever the applicant practises psychology or shall be undertaking professional training, during working hours, together with the documents mentioned in Article 5 and Annexes I to V of these Regulations.

3 — Registration is only deemed to be effective after it has been approved by the Board;

4 — The registration date is the date on which the Board approves the request and seniority counts from that date.

5 — Within 30 days from the approval mentioned in point 4 above, the Order shall issue a professional certificate that entitles the applicants to practise psychology.

**5th Article
(Details and documents for registration)**

1 — The registration form must be filled in with the details mentioned in Annex I of these Regulations.

2 — The registration form must be submitted with the documents mentioned in Annex II and, depending on the case, Annexes III, IV and V of these Regulations.

3 — The documents required in these Regulations, identified in Annexes I to V, must be compatible with the compliance of the rules set forth in Law n° 9/2009, of the 4th March, on the recognition of professional qualifications.

**6th Article
(Registration)**

1 — The registration process is managed by the Admissions Committee, which issues an opinion on the application for registration prior to the final decision by the Board.

2 — After the application for registration has been approved, the certificate, duly dated and signed by the President, is sent to the Admissions Committee which then sends it to the applicant.

3 — Save the necessary adaptations, the registration process for trainee psychologists is the same as that established for professional psychologists.

7th Article
(Refusal of Registration)

1 — In the case of trainee psychologists, registration with the Order may only be refused based on the lack of higher academic training which includes accredited curricular training and practice in the field of psychology pursuant to Article 51, n^o 3, of the Statute of the Ordem dos Psicólogos Portugueses.

2 — The transition from trainee psychologist to professional psychologist to practise the profession can only be refused by the non-approval of the professional internship to be undertaken pursuant to Article 52 of the Statute of the Ordem dos Psicólogos and the regulations for professional training.

3 — The registration of professional psychologists is refused if the applicant has failed to provide evidence of higher academic training which includes accredited curricular training and practice in the field of psychology, and does not provide evidence of practising psychology professionally for a period of 18 months until the nomination date of the Foundation Committee of the Ordem dos Psicólogos.

8th Article
(Professional Certificate)

1 — The professional certificate signed by the President is deemed to be evidence of registration.

2 — The status of professional trainee is confirmed by a specific certificate, which expressly mentions such status, the issuing procedure being identical to that for a full member, with the necessary adaptations.

3 — If the certificate is lost, stolen or rendered useless, the procedure is as follows:

a) The applicant should request a second copy of the certificate and enclose an issuing bulletin of the certificate and a photograph with the request.

b) The regional office, after confirming that the request is valid, shall prepare a new certificate and send it with the bulletin, to the Board, to be signed and dated by the President of the Order, after which it shall be returned to the regional office, which shall give it to the applicant.

9th Article
(Amendments to Registration Details)

1 — Amendments to a member's registration are the following:

- a) Its cancellation, indicating the reason;
- b) Its suspension, indicating the reason as above;
- c) Any disciplinary sentence, whereby the decision is final;
- d) The lifting of a suspension, indicating the reason;
- e) The professional positions the applicant practises or has practised in the Order;
- f) The award of the title of specialist in any of the specialties foreseen in the respective regulations;
- g) The transfer of professional address and any other facts that may affect registration.

2 — It is mandatory for the psychologist to return the respective certificate after his request to cancel or suspend his registration has been accepted.

3 — Changes of professional address and other facts that may alter the details supplied upon registration must be informed to the Board by the applicant within 30 days.

4 — Registration certificates shall not contain amendments of disciplinary sentences, unless they are requested in full by the interested party, or expressly ordered as such by the Board.

10th Article
(Registration fee and fees)

1 — It is compulsory for a registration fee to be paid to register with the Order, the value of which is determined by the Assembly of Representatives pursuant to Article 27, sub-heading b), of the Statute of the Ordem dos Psicólogos Portugueses.

2 — It has been deliberated by the Assembly of Representatives under the terms of n^o 1, that all registered members must pay a monthly fee.

11th Article
(Suspension of Registration)

Members shall be suspended from the Order in the following cases:

- a) If they are subject to suspension as a disciplinary measure;
- b) They have requested it themselves when they wish to temporarily interrupt practising psychology, providing they do not have any outstanding fees in debt, or if they settle them;
- c) They are in a situation which is incompatible with the professional practise of psychology.

12th Article
(Cancellation of Registration)

Registration with the Order is cancelled for members who:

- a) Are subject to expulsion as a disciplinary measure;
- b) Voluntarily cease to practise the professional activity and have informed the Board.

13th Article
(Provision of Information)

During the registration process and whenever it deems it necessary, the Order may request its members or applicants for registration to fill in forms, where they supply information that allows the Order to undertake studies that provide knowledge about the professional practise of psychology in Portugal.

14th Article
(Omissions)

Any omissions to these regulations shall be resolved by the Board.

15th Article
(Admissions Committee)

1 — The Admissions Committee is comprised of 3 to 7 members, who are nominated by the President.

2 — The mandate of the members of Admissions Committee has the duration of 1 year, without prejudice to the President, who for a justified reason, may cease the mandate prior to the end of the respective term.

16th Article
(Transitional Provisions)

1 — All the competencies foreseen in these Regulations shall, with the necessary adaptations, be practised by the Foundation Committee until the investiture of the national bodies of the Board, symbolised by the President's taking of office.

2 — The acceptance or refusal of the application for registration requires the majority vote of two thirds of the members of the Foundation Committee and can only be refused under the terms of Article 51 of the Statute of the Ordem dos Psicólogos.

17th Article
(Entry into force)

These regulations enter into force on the day immediately following their publication.

Lisbon, 11th December 2009. — Chairman of the Foundation Committee of the Ordem dos Psicólogos Portugueses, *Telmo Mourinho Baptista*.

ANNEX I

Details to be provided when filling in the application registration form:

- a) Full name;
- b) Professional title requested;
- c) Date of birth;
- d) Address;
- e) E-mail address;
- f) Telephone and fax contact details;
- g) Preferred means of contact;
- h) Sex;
- i) Marital status;
- j) Nationality;
- k) Place of birth;
- l) Parents names;
- m) Number, issuing authority and date of Identity Card or other valid identification document;
- n) Individual Tax Number;
- o) Place where professional activity is practised;
- p) Start date of professional activity;
- q) Entity where professional activity is practised;
- r) Relevant professional experience;
- s) Professional address, with the express indication of the main address if there is more than one;
- t) University, year of the start and end of higher education, type of education (in accordance with Article 2 of these Regulations).

ANNEX II

Documents to be submitted with the registration application form

- a) Copy of Identity Card or other valid identification document;
- b) Copy of Tax Number Card;
- c) One original passport-size photograph;
- d) Certificate of qualifications in Psychology, indicating the date the academic qualification was awarded, higher education establishment and country;
- e) Certificates of other academic or professional qualifications awarded, with the dates they were awarded and the competent authorities responsible;
- f) Certificates or other documents that attest the details mentioned in sub-headings o), p), q) r) and s) of Annex I;
- g) Documentary evidence of a pass in a Portuguese Language Course in the case of citizens from countries whose official language is not Portuguese;
- h) Document signed by the applicant, authorising the Ordem dos Psicólogos Portugueses to use the data provided.

ANNEX III

Documents to be submitted with the registration application form in the case of academic qualifications obtained abroad. In addition to the documents indicated in Annex II, applicants who have obtained an academic qualification abroad must submit the following documents:

- a) Documentary evidence of obtaining accreditation or equivalence of the foreign academic qualification, under the terms of the applicable legislation for the recognition and equivalence of foreign academic qualifications;
- b) *Curriculum Vitae* prepared and written in order to confirm the legal and effective professional practise as a psychologist.

ANNEX IV

Documents to be submitted for the registration of psychologists from European Union member States:

- a) If the professional practise of psychology is regulated in the Member State of origin, the applicant who wishes to register with the Order must submit, in addition to the elements mentioned in Annex II and sub-heading b) of Annex III, an attestation of competence or document providing evidence of formal qualifications required by the member State in question to practise as a psychologist, providing:
 - i) It has been issued by the competent authority in the Member State in question;

- ii) It attests a level of professional qualification at least equivalent to level immediately prior to that which is required in Portugal.

- b) In the event that the practise of the profession of psychologist is not regulated in the Member State of origin, the applicant for registration with the Order must submit, in addition to the elements mentioned in Annex II and Annex III, one or more attestations of competence or documents providing evidence of formal qualifications, which must:

- i) Be issued by the competent authority of the Member State;
- ii) Attest a level of professional qualification at least equivalent to the level immediately prior to that which is required in Portugal;
- iii) Confirm the full time pursuit of the profession of psychologist for a minimum of two years during the previous ten years.

ANNEX V

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

a) Psychologists who are from Non-Member States of the European Union and who are not covered by Directive n.º 2005/36/EC, of the European Parliament and the Council, of the 7th September, who wish to pursue the profession in Portugal, must submit, in addition to the elements listed in Annex II and sub-heading b) of Annex III, the following documents:

- i) Proof of professional honourability, issued by the competent authority which registers and governs psychologists in the country of origin, which attests that the applicant is lawfully entitled to practise the profession without restrictions and that there are no disciplinary proceedings pending or that any disciplinary sanctions have been enforced;
- ii) Certificate of reciprocity.
- b) Unless otherwise decided by the Board, applicants who have never been registered with a professional association that regulates the professional practise of psychology, must replace the document mentioned in sub-heading a) of the point above and submit a certificate attesting such fact.
- c) In order to determine if the autonomous practise of the profession is viable, applicants must also submit evidence of professional experience acquired over [three consecutive years during the previous five], which shall be submitted for assessment by the Admissions Committee and subsequent decision by the Board.

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