

E.A.W.O.P.

SPECIALIST CERTIFICATE IN WORK AND ORGANIZATIONAL PSYCHOLOGY

**TOWARDS THE SPECIALIST CERTIFICATE:  
REVISED PROPOSAL AND OPERATIONAL GUIDELINES**

This report integrates the 2009 proposal of the EAWOP Task Force with the results of the pilot test, coordinated by the members of the Provisional Specialist European Awarding Committee (P-SEAC)

Marco Depolo, Henry Honkanen, Lourdes Munduate,  
Per Straumsheim, Stephen A. Woods, Salvatore Zappalà

May 2013

## **Preface**

Aiming at greater mobility of work and organizational (W&O) psychologists and raising the quality of their professional services in Europe, the European Association of Work and Organizational Psychology (EAWOP) created in 2005 a Task Force to define the minimum standards that European psychologists should meet in order to qualify for independent practice in the field of W&O psychology. The Task Force generated and presented in 2009 a proposal for the Advanced European Certificate in W&O Psychology. The *Advanced* European Certificate – now called *Specialist* European Certificate - builds on the European Certificate in Psychology (EuroPsy), which represents the first level of professional development while the Specialist European Certificate represents the second level. The Task Force oriented itself at existing norms, such as the ENOP Reference Model and Minimum Standards for W&O Psychology and EuroPsy. Moreover, building on EuroPsy, a detailed description of Competences for W&O psychologists was developed. Using these and other sources of information the Task Force submitted in May 2009, a specific proposal that was accepted by the General Assembly of EAWOP. The proposal aimed to complement the EuroPsy Certificate with a Specialist European Certificate in W&O Psychology that can serve as a means to develop the profession and to promote expertise and competence vis-à-vis clients and employers.

The proposal was later submitted from EAWOP to EFPA that, after minor revisions, accepted it in the late 2010. In the meantime, EuroPsy was being implemented and new and updated regulations were being developed. In addition another proposal for a Specialist European Certificate, in the Psychotherapy field, was being developed and an experimental garden in this field was implemented. In 2011 EAWOP invited some members of the Task Force to join in order to frame a pilot project to implement the Specialist Certificate. Five countries accepted to participate in the pilot, which was finally started during late 2011.

The present document updates the original 2009 EAWOP proposal and puts together all the different sources of information that have been developed since then. It defines requirements and procedures, the bodies that manage the Certificate, and presents some guidelines and also some future perspectives in order to implement the Specialist European Certificate in W&O Psychology across Europe.

## Table of contents

<i>1. Introduction</i> .....	4
<i>2. Aim, rationale and structure of the proposal</i> .....	6
<i>3. Input Requirements: Post-graduate studies</i> .....	9
<i>3.1. A special case of academic studies: The recognition of previous studies</i> <i>("double counting")</i> .....	11
<i>4. Output Requirements: Competences and their Assessment</i> .....	12
<i>5. Structure, process and procedures</i> .....	17
<i>5.1. Committees</i> .....	17
<i>5.2. Procedures</i> .....	19
<i>5.3. Assessment of the Requirements in the first phase of the pilot test</i> .....	20
<i>5.3.1. Preparation and Assessment of the Post-Graduate Learning Activities</i> .....	20
<i>5.3.2. Preparation and Assessment of Competences</i> .....	21
<i>6. Grand - parenting</i> .....	23
<i>7. Other organizational - administrative aspects during the pilot and the regular</i> <i>implementation</i> .....	25
 <i>Appendix 1: FAQs</i> .....	 26
<i>Appendix 2: Application form, used in the pilot test, for Grand-Parenting route.</i> .....	28
<i>Appendix 3: Application form, used in the pilot test, for Regular route.</i> .....	37

## 1. Introduction

In 2005 the European Federation of Psychologists Associations (EFPA) adopted the EuroPsy system to advance the qualifications of European psychologists. EuroPsy defines a set of requirements regarding the academic education, professional competence, and ethical commitment of psychologists that should be met by individual psychologists in order to demonstrate that they can be expected to render adequate services to their customers and employers. The system is currently implemented (by early 2013 in 19 countries), with the aim of covering all European countries in few years. EuroPsy is based on an assessment of the educational and competence portfolio of psychologists. Those who meet the requirements are awarded a “Basic European Certificate in Psychology” and are entered, for seven years, in a public web-based register as a “Registered European Psychologist”. This qualification can be extended for an additional period provided that certain requirements concerning continued professional development and relevant work experience are met.

EuroPsy clearly represents a great step forward compared to the past when psychologists in Europe had widely diverging qualifications. Yet, it only deals with the basic level of qualification needed for entry into the psychological profession. This has been the main reason why the European Association of Work and Organizational psychology (EAWOP) established a Task Force, which was active between 2005 and 2007. The Task Force developed a proposal for an Advanced, now called Specialist Certificate in W&O Psychology, which was submitted to EFPA. The aim was to establish a Specialist Certificate in W&O Psychology that can be obtained after a psychologist has obtained the European Basic Certificate in Psychology and gained further competences in the context of Work and Organizational Psychology. EFPA, which in the meantime was developing a Specialist Certificate in the Psychotherapy field, in order to harmonize the two proposals, asked EAWOP to consider some minor changes, that, after some negotiation, were later approved by the presidents of the two associations. In 2010 EAWOP was entitled by EFPA to run and manage the pilot test of the Specialist Certificate. Five countries decided to participate in the pilot test, and in 2011, a provisional Specialist European Awarding Committee (the P-SEAC) and five provisional National Awarding Committees (P-SNACs) were established. The original proposal of the Task Force, integrating the later negotiated changes, was operationalized; application forms and FAQs were developed and the pilot test of the Specialist Certificate was conducted during 2012 and early 2013. Experiences and results of

the pilot test in the five countries are, however, reported in another document. This present report, which extends the original proposal of the Task Force, is the result of the intense work done during the pilot test.

The main focus of this report is on presenting the updated requirements, the procedures to assess candidates and to award the certificate. Moreover it presents structures, roles, procedures and some of the application and administrative forms that were developed in order to implement the proposed system. The report also addresses the issue of development, considering ways in which psychologists can be trained and coached to obtain the needed expertise and competences.

This report is written for a broad group of stakeholders and policy makers. The primary audience consists, of course, of the Executive Committee, the Constituents and members of EAWOP. But the report is also written with EFPA and its Member Associations, as well as the European Awarding Committee (the body that supervises the EuroPsy at the European level), universities, and national Work and Organizational psychologists associations in mind. What is proposed is a procedure for a qualification system that will have to be widely implemented across Europe. The goal is to coordinate with Basic EuroPsy and help to further the development of the W&O Psychology field in Europe. The pilot test has given the opportunity to clarify and define many aspects of the proposal, develop and test the assessment procedure, and it has shown the possibility to successfully implement the system. It has thereby demonstrated that an agreed and acceptable standard for the specialist professionalization of W&O P is possible, and contains the seeds for a strengthened and professional presence of W&O psychologists in Europe. A lot remains to do. In each of the five countries that participated in the pilot, there are experiences and infrastructures that are clearly aligned to the requirements of the certificate, while some other aspects are less well so. We anticipate that this situation will be similar in other European countries and the Specialist Certificate in W&O Psychology will offer the rationale and the framework for such improvement.

The structure of the report is as follows. We will begin with stating the aim and rationale of developing European Certificates, and describing the logic of the proposal. Next, the *input model* (evaluation of inputs after graduation) and the *output model* (evaluation of competences, as output of professional practice), on which the system is based, and the input and output requirements are described. Then we deal with the process of awarding certificates

and describe practical issues such as organizational structures, roles, procedures and tools. Next, we describe the transitional period, during which professionals that were trained and were practicing in the “pre-EuroPsy era”, may apply for the certificate. The paper is complemented with appendices containing the FAQs and the application forms that were developed for the Grand-Parenting and the Regular routes.

## **2. Aim, rationale and structure of the proposal**

W&O psychology is the oldest area of applied psychology. Since the early studies conducted at the end of the 19<sup>th</sup> and the beginning of the 20<sup>th</sup> century an impressive body of knowledge has been, and continues to be, accumulating. It is essential that psychologists working in the field of work and organizations (W&O) are adequately informed about the major developments in theories and methods of the discipline, and that they are able to apply the major methods and techniques in the proper way as well as to innovate and develop new methods and techniques. Their expertise and competence are not only crucial to develop the discipline further, but also to benefit the interests of the clients to which W&O psychologists offer their service. The general aim of this report, therefore, is to formulate standards that guarantee a minimum level of expertise and competence in psychologists working in the field of work and organization.

The standards are meant to apply to all European psychologists working in the field of W&O psychology. A compelling reason for this is that psychologists increasingly work in cross-national settings. Growing mobility of clients as well as psychologists, make it necessary to create tools for safeguarding client interests at a European rather than a national level. A distinction is made between two sets of standards aiming at two levels of professional practice. The first level is that of beginning psychologists -- graduates who intend to start working as a psychologist. The second level is that of experienced psychologists who want to further develop their expertise and competence and work as a specialist in this field. These two levels are referred to as *Basic* and *Specialist*. The Specialist certificate ‘is built upon’ the Basic EuroPsy level. Thus a W&O psychologist, in order to claim to be a specialist, has to meet the requirements of the Basic certificate and, in addition to that, has to show further level of knowledge and competences adequate to the specialist level.

Standards to obtain the Basic European Certificate are reported in the Article 2 of the Basic EuroPsy Regulation<sup>1</sup>. According to this, “*Individual psychologists are eligible to be listed in the European Register of EuroPsy and to hold the Basic EuroPsy if they:*

- a) have successfully completed a nationally accredited academic curriculum in psychology at a university or an equivalent institution that by law or custom leads to a national title or qualification of “psychologist”, provided the curriculum has a duration equivalent to at least five years of full-time study (300 ECTS) ...;*
- b) are able to show evidence of supervised practice as a psychologist-practitioner in training for the duration of not less than one year of full-time work (or its equivalent), and of satisfactory performance of this work as evaluated by their Supervisors ...; and*
- c) have submitted a pledge in writing to their National Awarding Committee that they subscribe to the principles of professional conduct set out in the MetaCode of Professional Ethics of EFPA ....*

Psychologists can instead be considered qualified for the Specialist Certificate in the W&O context if they are informed about the developments<sup>2</sup> in theories and methods of the discipline, and are able to apply them competently in practice. This idea, which accords with the scientist-practitioner model and the notion of evidence-based practice, is operationalized in two complementary ways:

- (1) a set of requirements concerning post-graduate educational activities that W&O psychologists should have done *after the graduation and during the practice*<sup>3</sup>;
- (2) a set of requirements concerning *competences that should be acquired through professional practice* conducted under supervision or coaching and of which evidence should be provided when applying for a certificate.

Thus, considering the original proposal of the EAWOP Task force, the experience of the Specialist Certificate in Psychotherapy and of the EAWOP pilot test, the specific requirements that are proposed in order to obtain the Specialist Certificate in W&O Psychology, after having fulfilled the criteria for the EuroPsy Basic, are:

---

<sup>1</sup> EuroPsy Regulation can be found in the following webpage: <http://www.europsy-efpa.eu/regulations>

<sup>2</sup> Classical theories in the field are in great part included in the academic curriculum and taken into account for the Basic level.

<sup>3</sup> In some cases it is also possible to consider part of the academic education obtained before the graduation – see point 3.1.

1. Postgraduate learning activities from 60 to 90 ECTS,
2. 3 or more years of experience, conducted after having fulfilled the criteria for the Basic EuroPsy,
3. Supervised - coached practice of at least 400 hrs per annum, thus at least 1200 hours in three years,
4. Supervision - coaching of at least 150 hrs in three years (thus on average 50 hrs a year),
5. Submission of a logbook to show evidence of the specialist competencies.

These requirements make evident that the specialist certificate is the result of activities (study and learning, work experiences, development of competencies) conducted after the graduation. Such requirements refer – like in Basic EuroPsy – to an Input and Output model, which is described in the following paragraphs.



### **3. Input Requirements: Post-Graduate Learning Activities and Education**

The Specialist certificate in WOP specifies requirements for independent practice in a particular setting at a point which clearly lies beyond entry into the profession, for example to designate consultant or specialist status. Consequently the volume of learning activities and education that is required after the academic degree amounts to 90 ECTS (European Credit Transfer and Accumulation System), of which 60 ECTS should be devoted to learning activities and 30 ECTS to applied research or assessment/intervention. What is the rationale of this distribution?

It is considered that practitioners, after graduation, may continue to deepen their professional expertise by enrolling or attending different types of post-graduate training, that may concern, for instance, a one year professional master on selection and assessment or human resources management, or a master in Business administration, which typically includes contents of organizational psychology or human resource management. Another type of post-graduate training may be obtained by completing a Ph.D. program in any subfield of W&O psychology. Practitioners may also attend seminars, workshops, conferences and similar activities offered, or regulated, by the National Association of (W&O) psychologists (e.g. the British Psychological Society, BPS; the Italian National Order of Psychologists; the Norwegian Psychological Association, NPA; the Spanish Colegio Oficial de Psicólogos; and so on) in order to stay updated with legislation, scientific knowledge, practices or tools developed or coming up in the W&O Psychology field. All these activities may contribute to increase and update the level of knowledge and expertise of the professional practice in the field.

Another indicator of post-graduate studies includes designing and conducting applied research, aiming to assess individual, group or organizational aspects, like a team or an organizational climate survey, or an individual knowledge and competence assessment. Such activities are expected to result in a written report to give feedback to clients or customers. Running an updated and well based research, or diagnosis, implies to know literature, previous studies as well as research measures to be used. Thus applied research is another way to show that additional studies have been conducted by a competent practitioner specialized in the field. In summary,

- 60 ECTS of LEARNING ACTIVITIES may refer to

- a post-graduate program (e.g. one year master on selection & assessment or HRM; an MBA, which may have up to 20 ECTS if the program has courses on organizational psychology; a Ph.D., or other similar program);
  - participation in accredited education program, seminars, workshops, conferences etc., or other relevant professional development activity, offered by Universities, national associations of (W&O) psychologists or by private recognized organizations relevant for WO Psychology training and professional development.
- 30 ECTS of APPLIED RESEARCH, ASSESSMENT or DIAGNOSING may refer to
- the design and implementation of some applied research, e.g. a climate study, or an organizational diagnosis in a company. The ECTS may be computed by asking the number of hours necessary to complete the tasks and then converting it into ECTS. The applicant is required to show evidence of an output, like, for instance, the proposal for the company, or the report, or any document that show evidence that THE diagnosis was done, and not simply state that A diagnosis was done.

Table 1 summarizes this requirement.

***Table 1. Scheme of Post-Graduate Learning Activities required to apply for the Specialist Certificate in W&O Psychology***

LEARNING ACTIVITIES	
<ul style="list-style-type: none"> <li>• participation at accredited seminars, workshops, conferences and similar</li> <li>• academic post-graduate course in W&amp;O Psych.</li> <li>• academic post-graduate course containing W&amp;O Psychology contents</li> </ul>	
TOTAL REQUIRED	60 ECTS
APPLIED RESEARCH, ASSESSMENT OR INTERVENTIONS	30 ECTS
Total required post graduate learning activities	90 ECTS

### **3.1. A special case of academic studies: The recognition of previous studies (“double counting”)**

Given that the Basic EuroPsy does not pose any minimum requirements to the study of W&O psychology, it is possible that some applicants attended a two years master in W&O Psychology, devoting high percentage of credits to courses in this field, while other colleagues attended a master that had a generalist approach or was focused in other fields of psychology (e.g. clinical, educational, or social psychology), having much less credits in W&O Psychology. Thus, in order to recognize applicants’ additional training and education (beyond the requirements of the EuroPsy), 50% of the credits obtained in a Masters program in W&O psychology during the final 2 years of the 5 year curriculum, with a maximum of 30 credits, will be counted as part of the specialist study (EAWOP-EFPA agreement).

This means that applicants to the Specialist Certificate in W&O Psychology with:

- a ‘generalist’ career or a Master Degree in another field of Psychology have to show evidence of 90 ECTS;
- a Master Degree or a curriculum in W&O Psychology may be recognized up to 30 ECTS, and thus have to show evidence of post-graduate learning activities of 60 or more ECTS.

In the case of, respectively, 90 or 60 ECTS, this is equivalent to 2250 or 1500 hours of post-graduate study.

The ECTS can be recognized in different ways, depending from the recognized study contents. For instance, for one individual the recognition may concern 15 ECTS of learning activities and 15 ECTS of applied research; for another individual the recognition may be of 15 ECTS for learning activities and 10 for applied research; finally, for another one there may be a recognition of 20 or 30 ECTS in learning activities and 0 in applied research, or vice versa.

Post-graduate learning activities may be conducted in any of the three sub-fields of the discipline, i.e. Work, Personnel, and Organization. A balance, or the (equal) presence of learning activities across sub-fields is not required. Nonetheless it is welcomed a specialist with knowledge and expertise in more than one field.

#### **4. Output Requirements: Competences and their Assessment**

In order to practice in the field of W&O psychology – at the basic level or specialist level – the psychologist must have acquired certain competences beyond what was learned during the academic study. It is, for instance, not enough to know the major theories of motivation and organizational change, or to be able to conduct job analyses or to administer tests. To successfully recognize and address clients' problems the psychologist must develop a broad range of competences. The notion of competence used here is defined as the “capacity to adequately perform a task, duty or role in the context of a professional work setting”. Thus, a competence is understood to integrate knowledge, skills, personal values and attitudes, and to be acquired through work experience and learning by doing (Bartram & Roe, 2005; 2007). Psychologists' competences relate to the services they render to clients with the aim to promote the development, well-being and performance of individuals, groups, organizations and society. Competences imply the use of scientific principles, knowledge, models and methods, and their application in an ethical and scientifically sound way. The importance of ethics should be underlined here. The psychologist should not only know the rules of professional ethics, but be able to effectively apply them in practice. Competences are context specific. This explains why they differ across contexts of practice and why they cannot be generalized without further learning.

Psychologists who intend to practice in the W&O field should be competent in analyzing clients' goals, making the appropriate kinds of assessments, developing required instruments, planning and implementing appropriate interventions, evaluating effects, giving adequate feedback to clients, and so on – all in the context of work and organizations. This calls for a practice-based learning process, involving real clients, that requires the psychologist to make assessments and take appropriate actions, and that offers an opportunity for reflection. This learning should be guided and supported by a coach, who can evaluate the appropriateness of the learner's activities and give feedback.

The competences that psychologists in the field of W&O psychology should develop and possess can be described by the same general categories used by EuroPsy. There are twenty competences, divided into six functional groups, i.e.:

- Goal specification: Needs analysis; Goal setting
- Assessment: Individual; Group; Organizational; Situational

- Development: Product or service definition and requirements analysis; Design; Testing; Evaluation.
- Intervention: Planning; Direct person-oriented; Direct situation-oriented; Indirect; Product or service implementation.
- Evaluation: Planning; Measurement; Analysis.
- Communication: Giving feedback; Report writing.

As they pertain to the context and the role of a W&O psychologist, these competences can and should be described in more specific terms than is the case in EuroPsy. They can be differentiated according to the three main areas of the discipline, i.e. Work, Personnel and Organization, which are also used in the ENOP-EAWOP model.

Next to the primary or professional competences, mentioned above, which reflect the content of the W&O psychology profession, psychologists should also develop and possess some secondary or enabling competences. These are competences that all professionals should have. Following the more recent developments and clarifications on enabling competences, they comprise:

- Continuous professional development,
- Professional relations,
- Professional strategy
- Research and development,
- Promoting the profession and its services (formerly defined as “Marketing and sales”),
- Client management (formerly defined as “Account management”),
- Practice management,
- Quality assurance,
- Self-reflection.

The nine enabling competences may be grouped in two larger sets of enabling competencies:

1) Professional management (which includes Professional strategy and relations, Promoting the profession and its services, Client management, Practice management and Quality assurance) and

2) Self-management (which includes Research and development, Continuous professional development and Self-reflection).

These competencies will have to be practiced and its possession will have to be demonstrated by satisfying the following requirement:

- Number of years of supervised practice (*EAWOP speaks of ‘coached professional practice’; alternatively “mentored practice” may be appropriate terminology*): 3 years, of at least 400 hours per year.
- Number of hours of supervision (*EAWOP speaks of coaching; mentoring may also prove appropriate*): at least 50 hours per year, thus a total amount of 150 hours in the three years<sup>4</sup>.

The difference between the “supervised/coached professional practice” and the “supervision/coaching” is clarified in the EuroPsy guidelines (July 2011):

*“The one year of supervised practice provides the opportunity for psychologists in training to put into practice the knowledge, skills, and understanding gained from the university education ... Psychologist Practitioners-in-Training are those who .... will be working in direct face to face interaction with real clients in real settings but under the supervision of a qualified practitioner” (EuroPsy regulations – Appendix V).* In other words, the supervised or professional coached practice refers to the ‘practice’ that is done ‘under supervision’ by an expert<sup>5</sup>.

About supervision, the EuroPsy regulations state: *“All (approaches) require that the supervisor has the time, the commitment and the competence to be a supervisor. The time will typically involve between one and two hours each week of “protected” and uninterrupted time where the supervisor and the practitioner-in-training work together, discussing the work of the practitioner-in-training, helping to process that work at a cognitive and emotional level, and supporting the practitioner-in-training in the development of competence and professional confidence.” (EuroPsy regulations – Appendix V).*

These principles are definitely acceptable. It has to be kept in mind, however, that in this phase a psychologist, and a W&O psychologist in particular, must have passed the entry level

---

<sup>4</sup> The 50 hours of coaching/mentoring are required to coach/mentor the 400 hours of practice per year.

<sup>5</sup> Some countries may have a qualification system that requires practitioners to do more hours of practice than the 400 hours; these additional hours of practice may have a different nature, for instance may be of unsupervised practice, free-lance practice or practice in some other field.

of the profession, thus s/he is (potentially) qualified for the Basic Certificate, and is fully qualified in his/her country to work as a W&O psychologist. In addition, in the typical work setting – where W&O psychologists work in, - the personal and leadership development of the psychologists are pursued through coaching programs and with a more egalitarian relationship with the boss - higher ranked - supervisor staff. These aspects are included in the definition of coaching, given in the 2009 EAWOP proposal (Appendix 5), as a collaborative interaction with a definite focus because its primary purpose is refining specific practices. It involves an equal partnership, and may occur between peers or colleagues who work in the field of W&O psychology, and who have been acknowledged to be competent to perform this role.

Requirements refer to at least three years of professional autonomous practice, under the direction of a senior – high ranked colleague, with whom, in a coaching process, goals, practical applications of some projects, choices and behaviors of the practitioner/applicant are discussed and reflected upon. In the case of a single, free-lance professional, the coach may be some external, senior W&O practitioner, with whom a contract of coaching is established. Thus, in summary the practice that is discussed and reflected upon with the coach has to amount to (at least) 400 hours per year (i.e., on average, 35 hours per month) and the amount of time spent in the coaching of that practice, has to be (at least) 50 hours per year (thus on average, 4 hours of “protected time”, per month).

The evaluation of competences resulting from the supervised practice will be done on the basis of a portfolio (cf. structured CV) and an interview (Competence Assessment Interview) of individual applicants. Competences are assessed using the rating scale used by the EuroPsy. This is a 4-point scale that indicates the degree to which the applicant can be expected to carry out the activities in which competences is required (see Table 2).

***Table 2. Competence Rating Scale***

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Basic knowledge and skill present, but competence insufficiently developed	Competence for performing basic tasks but requiring guidance and supervision	Competence for performing basic tasks without guidance or supervision	Competence for performing complex tasks without guidance or supervision

EuroPsy requires that candidates should have demonstrated competence in each of the six major key functional areas (Goal specification, Assessment, Development, Intervention, Evaluation, and Communication) as well as in the category of enabling competences. The requirements for the Specialist Certificate in W&O Psychology are more detailed and involve the assessment of the competences in the following way:

1) Professional competences are demonstrated in each of the six major Key Functional Areas (KFA), so that:

1.a) at least 2 competences within each KFA are scored at least 3,

1.b) in each KFA, at least one competence should score 4, except for the KFA “Design”

2) Enabling competences are demonstrated in the two groups of competences (Professional management and Self management), so that:

2.1.) the score is at least 3 in each of the “Self-management” group, and score at least 3 in four out of the six competences of the “Professional” group,

2.2.) in the Self- and in the Professional management groups there is at least one competence at level 4.



## 5. Structure, process and procedures

The July 2011 EuroPsy regulations describe how the European Certificate in psychology is issued, and also describe tasks and composition of the bodies involved in the issuing of the certificate.

### 5.1. Committees

For what concerns the Specialist Awarding Committees, EuroPsy Regulations describe the types of committees, their composition and main tasks (EuroPsy regulations, section B, points 19-22). It is mentioned that the “*Specialist European Awarding Committee [SEAC] consists of a Chairperson and up to eight other members. ... Members are appointed for a term of up to four years, once renewable, by the Executive Council of EFPA...*” (article 19).

In addition, SEAC “*is responsible for oversight of the Specialist EuroPsy in that domain ... (and) its main tasks include the following:*

- a) to receive and evaluate applications from Member Associations to establish Specialist National Awarding Committees*
- b) to delegate the authority to award the Specialist EuroPsy to the Specialist National Awarding Committees;*
- c) to provide guidance for the Specialist National Awarding Committees and others;*
- d) to develop regulations for training routes and standards in the domain as appropriate*
- e) to deal with appeals against decisions of Specialist National Awarding Committees;*
- f) to provide an annual report on the operation of the Specialist European Awarding Committee for the Executive Council and the General Assembly of EFPA;*
- g) to meet once a year with the Chairs of the Specialist National Awarding Committees, and with the European Awarding Committee to moderate procedures and to share good practice” (article 20).*

Regulations go on by describing the Specialist National Awarding Committee [SNAC]: “*The SNAC consists of a Chairperson and between four and six other Members. They are appointed ... for a term of up to four years, once renewable. ...*” (article 21). The “*responsibilities of SNAC include the following:*

- a) to submit all its procedures for approval to the Specialist European Awarding Committee;*

- b) *to stipulate the manner in which an applicant has to submit evidence of qualification and professional competencies;*
- c) *to determine the Application Fee for administrative costs to be paid by applicants;*
- d) *to take a decision on each individual application for the Specialist EuroPsy, either informing the applicant of the reasons why the application failed or awarding the Specialist EuroPsy;*
- e) *to enter information on the specialist expertise of individual psychologists into the Register and issue the Specialist EuroPsy Certificate to individual psychologists;*
- f) *to keep a record of psychologists awarded the Specialist EuroPsy;*
- g) *to keep an archive of all application materials for a period of 15 years;*
- h) *to prepare an annual report of activities for the Specialist European Awarding Committee;*
- i) *to provide relevant information and participate in the annual meeting of Presidents of the Specialist National Awarding Committees;*
- j) *to nominate a contact person who will be authorised to access the Register;*
- k) *to provide information on the Specialist EuroPsy to psychologists and others” (article 22).*

EFPA accepted (as mentioned in the original EAWOP proposal) that EAWOP establishes the SEAC as an organ of EAWOP: *“EAWOP will establish and coordinate the Specialist National Awarding Committees for the Specialized Certificate, which will work under the auspices of the EuroPsy European Awarding Committee (EAC)”*. These committees will be composed of senior professionals in W&O psychology and directors of academic programs in W&O psychology at the Master and/or Postgraduate level. The SNACs are appointed by the SEAC upon the proposal of the relevant EAWOP Constituents, but also keeping into account that *“the Specialist National Awarding Committee shall be representative of the widest community of psychologists in the country concerned in that domain of practice, and may include psychologists who are not member of the national Member Associations”* (EuroPsy Regulations, art. 21). Any issues on which the SNACs cannot decide will be presented to the SEAC for resolution. The SEAC is the highest body responsible for the Specialist Certificate. Monitoring changes in the W&O discipline and profession and updating the ENOP-EAWOP model and the Competence Requirements is a part of this responsibility.

## 5.2. Procedures

The process of obtaining the Specialist Certificate consists of the following steps:

1. The candidate submits an application (paper or electronic with uploaded documents) to the Specialist National Awarding Committee (SNAC), which comprises:
  - an application form,
  - a copy of the Basic European Certificate in Psychology (in the context of W&O psychology) (or in alternative the identification number of his/her Europsy certificate),
  - a structured CV,
  - evidence of additional post-graduate learning activities,
  - a Portfolio,
  - evidence of work while being coached as W&O psychologist,
  - a Competence Development Record (recommended).
2. The SNAC confirms the receipt of the application and asks for supplementary information in case this is not complete or up to date. Next, a twofold evaluation of the application is carried out.
  - a. The list of courses is evaluated against criteria developed by the SEAC and SNACs.
  - b. The SNAC performs a reference check regarding the coaching, and evaluates the applicant's work experience and competences against the competence requirements and the quantitative requirements regarding the work experience, and if additional clarification is needed, invites the applicant for a Competence Assessment Interview.
3. The SNAC integrates the results of the evaluations. In case of a deficiency, the applicant is informed about the need for compensation. The Specialist Certificate is either awarded or not awarded. In the latter case the applicant can appeal and ask for a review of the SNAC's judgment.
4. When the Specialist Certificate is awarded, the applicant receives a certificate and his/her personal details are reported in the Register of European Specialist in W&O Psychology, a public register that is accessible through the Internet.

The Specialist Certificate in W&O Psychology will be valid for a limited period of time. After this period, the validity can be extended provided that the psychologist has continued to work

in the area of W&O psychology, and has maintained his/her professional and enabling competences. The validity, as well as the period of extension, are set at 7 years.

### **5.3. Assessment of the Requirements in the first phase of the pilot test**

We here describe some of the procedures, processes and considerations used and tested in the pilot. It is proposed the SEAC produce guidance for SNACs on how applications should be presented and evaluated. However, based on the experience of the pilot test (that is more extensively described in another report), it is also acknowledged that the variety of contexts within which W&O Psychologists train within Europe means that there is unlikely to be one procedure that fits or satisfies all. Rather, emphasis should be given to how procedures enable applicants to be appropriately assessed against the requirements of the specialist certificate, in the context of professional preparation in their own country.

#### **5.3.1. Preparation and Assessment of the Post-Graduate Learning Activities**

The EAWOP-EFPA Agreement reports that the evaluation of study - learning activities components “*will be done in the same manner as in EuroPsy, i.e. based on their content and the accreditation of the institution offering these components (preferably academic institutions)*” (EAWOP-EFPA Agreement). However it has to be noted that there may be important differences between the Basic and the Specialist fields. Post-graduate learning is a field with much greater variability in the content offered and where many more players are active than in the regular educational academic market. Universities may play an important role in post-graduate learning activities, but in addition there is a wide market for private companies, private associations of professionals, consultancy firms and so on. In some countries post-graduate learning activities are offered by Universities and national professional associations, while in other countries they are also, or mainly, offered by associations or private companies. Therefore, it may be difficult to “accredit institutions”, and it may even be difficult to establish which courses or programs may be accredited, because they are much more volatile than undergraduate or graduate programs.

It is thus proposed that SEAC will offer some guidelines and that SNACs will have to define characteristics and requisites of training programs, research/assessment activities or applied research, that can be considered of good quality and, thus, acceptable for the

Specialist Certificate. The pilot was an opportunity for SNACs to collect more information about the post-graduate educational activities offered in their countries by universities, national professional associations and, in some cases, also by private companies, and to establish criteria for quantifying workload and assigning ECTS. The European Union ECTS Users Guide (2009) was used in order to define characteristics of courses to be recognized and a system was developed to establish the amount of ECTS associated with different types of learning activities.

SNACs may use such guidelines for the evaluation of learning activities to facilitate the assessment of individual applications and to provide feedback to universities, associations and companies, in case of significant shortcomings.

### **5.3.2. Preparation and Assessment of Competences**

A common way to keep track of the process by which professional competences are learned is a Portfolio, or what EFPA calls “a logbook” to evidence the specialism. This is a collection of documents that provides evidence about professional activities undertaken in terms of “what was done, for whom, when, how, what was produced, how it was evaluated”. Different formats of the *logbook* were used and compared during the pilot. As a result, final, satisfying forms, capable to solicit and assess competencies, are now available.

Instead, although outlined in the original 2009 EAWOP proposal, the *Competence Development Record* and the *Competence Development Scheme* were not used during the pilot project. The latter is a tool that is especially useful during the coaching process; thus its actual use is recommended to practitioners during the supervision and coaching process. In the course of the implementation of the Specialist Certificate, the logbook to evidence the specialism will have to be integrated with these additional tools, which will greatly increase the efficacy of the competence assessment procedure. We refer readers to the 2009 version of this document in order to get more details about these tools.

For the assessment of competences the applicant has to prepare a structured CV that describes the main professional experiences during the reference period and the competence (or group of competences) developed during that practice. Such a structured CV should be backed up by the Portfolio, which contains documentation about the roles performed and the

results obtained. Suggestions regarding the structured CV were given in Appendix 6 of the original 2009 EAWOP proposal.

Competence assessment may not necessarily be limited to the evaluation of written documentation, but may be complemented with an oral examination, the *Competence Assessment Interview*, in which the applicant explains and documents the learning experiences. Such an oral examination represents a good practice in many fields where the competences of professionals are to be assessed.

## 6 – Grand-parenting

The issuing of the Specialist Certificate requires a *transitional period*, with the characteristics mentioned underneath. The Specialist Certificate proposal was designed having in mind the “regular” young applicant who after having fulfilled the requirements for the Basic EuroPsy Certificate, continues his/her career by attending post-graduate learning activities, conducting a coached practice, taking benefit of meetings with a coach and/or peers, and taking records of learning and competencies. However, at present, the majority of the professionally active W&O psychologists were trained, and actually practice, in a “pre-EuroPsy era”. Thus, the transitional period is thought as a limited period (of two years) in which all competent and well-experienced W&O psychologists have the possibility to apply for the Specialist Certificate and to be recognized as specialist on the basis of their experience and competences. Such psychologists with extensive work experience may apply for the Specialist Certificate in W&O Psychology under a grand-parenting scheme.

The EuroPsy Regulations describes the grand-parenting procedure as follows (Art. 38): *“Applicants, who before this date have been licensed to practise independently as a psychologist by a national licensing body recognized by the European Awarding Committee, and/or meet the requirements and conditions of practice as a psychologist in their country of practice can substitute listing of their supervised practice as a psychologist, with a record of their work history after they were qualified for independent practice as a psychologist. In these cases evidence of at least three years or the equivalent, within the past ten years, of independent practice as a psychologist, and evidence of current competence and continuing professional development (see Appendix V and VI) is required for the EuroPsy to be awarded.”*

Applicants who apply for the Specialist Certificate in W&O Psychology under a grand-parenting scheme have to meet the following conditions:

- to be enrolled in a national list that allows them to work as psychologist,
- to hold a Basic EuroPsy Certificate (with W&O context) or possess the requisites that allow them to apply jointly to the Basic and the Specialist Certificate; they are first assessed for the Basic Certificate and once acknowledged, for the Specialist Certificate,
- to document their work experience and Continuous Professional Development activities by providing evidence of competences gained during a period of at least

five full time years within the last 10 years of independent practice<sup>6</sup> as a W&O psychologist; the evidence is to be assessed by means of a structured CV and, if required by the SNAC, by a Competence Assessment Interview.

The work experience can be documented through the Application Form, which lists:

- Years/months during which a particular work role has been fulfilled
- Name of description of the work role
- Organization where the role has been carried out
- Responsibilities associated with the role
- Activities performed as part of the role
- Competencies developed as a result of performing (some of) the activities in that role.

The Application Form is accompanied by documents that give supportive evidence.

For what concerns Continuous Professional Development (CPD) activities, grandparenting applicants have to show that they undertook CPD activities on a continuing basis. In several European countries a local CPD system is in place. Where no such system exists, the following guidelines are provided for use by SNACs. There is a wide range of different *types of professional development activities*, and the following list is not exhaustive.

- Certified attendance and participation in accredited courses and/or workshops aimed at further professional development
- Development of specific new skills through practice at work
- Certified attendance in intervision (mutual supervision by peers) meetings
- Certified attendance at a professional or scientific conference
- (Co-)authoring and/or editing of publications on research and/or professional issues
- Presentations to professional audiences
- Editorial work on journals and books in psychology.

---

<sup>6</sup> In countries that have some structured form of post-degree learning activities, the required period of at least five years of independent practice may be slightly extended.



## **7. Other organizational-administrative aspects during the pilot and the regular implementation**

During the pilot phase, S-EAC and S-NACs were established and worked following the general rules of the Basic EuroPsy and additional rules developed for the Specialist EuroPsy, but in order to make clear that they were working in the “pilot period”, they were named “Provisional S-EAC” (P-SEAC) and “Provisional SNAC” (P-SNAC). Although members of SEAC are not member and do not take part to works of the SNAC, during the pilot they supported the activities of their national P-SNACs by helping them with advise and active collaboration.

Psychologists who took part in the pilot and who satisfied the requirements to get the Specialist Certificate in W&O Psychology, will receive a provisional “*testimonium of specialist expertise*” when the pilot and the Specialist certificate proposal will be approved by EAWOP and EFPA. Once the regular bodies will be in place, the provisional *testimonium* will be exchanged for a Specialist EuroPsy Certificate in W&O Psychology.

After the conclusion of the pilot phase, it will be necessary to formally establish the SEAC. Countries will have to submit an application in order to be approved and to establish a SNAC. After these procedures, new applicants who will apply following the grand-parenting or the regular path, will have to meet the requirements for the S-EuroPsy resulting from the pilot and spelled out in an appendix to the EuroPsy Regulations.

In order to cover the diverse costs carried by the associations involved in this project and to maintain the Register, a fee is required. This “Registration Fee” for the EuroPsy Specialist Certificate in W&O Psychology is currently € 25 required by EFPA, and € 25 required by EAWOP. An additional fee will presumably be required and established by the National Association of the country in order to cover administrative and procedural costs associated with the assessment of applications, and so on. This fee has to be paid once and it is valid for seven years, the duration of the registration. After seven years the registration has to be re-validated and a new assessment will have to be conducted.

During the pilot, the P-SNACs of the five countries, and also EAWOP decided not to charge any fee to applicants. However, after the pilot, in order to be included in the Register, applicants who received a testimonium, will have to pay the fee required by EFPA (€ 25) in order to cover the Registration costs.

## Appendix 1 - FAQs

### FAQs on Specialist Certificate in Work and Organizational Psychology and on the PILOT project

#### A. GENERAL QUESTIONS

##### What is the Specialist Certificate in WOP?

The EuroPsy Specialist Certificate (SC) in Work and Organizational Psychology (WOP) is a label of quality and an European standard of education and professional training in Work and Organizational Psychology, within the frame of the EuroPsy system. It was set by EAWOP, the European Association of Work and Organizational Psychology, in collaboration with EFPA, the European Federation of Psychologists' Associations.

##### Why a Specialist Certificate?

The EuroPsy Specialist Certificate represents a second and optional step after the fulfillment of the EuroPsy Basic (the European standard of education and professional training in psychology set by EFPA and related to the entry level of the profession of psychologist *tout court*). The Specialist Certificate indicates that the psychologist, that has done additional education and professional training, has to be considered a specialist in the field.

##### What is the aim of the Specialist Certificate in WOP?

W&O psychologists increasingly work in cross-national settings. Growing mobility of clients as well as psychologists, makes it necessary to develop tools and standards to safeguard clients' interests at a European rather than a national level.

The SC in WOP does neither substitute nor replace national laws and rules for professional practice. It is a way to raise and add standards of quality through pro-active self-regulation of W&O psychologists.

##### What is required to get the Specialist Certificate in WOP?

In the Pilot project, the Specialist Certificate in WOP can be awarded to psychologists who: 1) fulfill the requirements and have been awarded the EuroPsy Basic (or apply and receive it at the same time of the SC), 2) fulfill the educational and professional training requirements set by the standards, 3) show evidence of possessing professional competences at an higher level, 4) are entitled to work as psychologists, following the national rules of the country where they apply.

##### What are the requirements to apply?

Requirements differ according to postgraduate education in W&O and the seniority of the applicant. During this phase of the process, two paths are available: the Regular path and the Grand-Parenting path.

##### Which are the requirements for the Regular path?

Within this path applicants, after having fulfilled the requirements for, and having been awarded the EuroPsy basic certificate, must 1) be entitled to work as

psychologists, following the national rules of the country where they apply, 2) show evidence of post-graduate education activities from 60 to 90 ECTS, 3) show some evidence of at least 3 years of coached professional practice in WOP, for at least 400 hours/year, 4) show, for this same period, evidence of supervision for at least 50 hours/year (for a total amount of 150 hours in three years), 5) submit a log book ("portfolio") to show evidence of the specialist competences.

##### Which are the requirements for the Grand-Parenting path

As a *transitional arrangement* the Grand-Parenting path will be opened for a limited amount of time. Within such a path applicants must: 1) have graduated at least 5 years before the application, 2) be entitled to work as psychologists, following the national rules of the country where they apply, 3) show evidence of independent practice as W&O psychologist of at least five full time years within the last 10 years, 4) show evidence of some Continuous Professional Development (CPD) in the WOP field, 5) have been awarded with EuroPsy Basic (or applied and receive it at the same time of the Specialist Certificate).

##### Who awards the Specialist Certificate in WOP?

Specialist National Awarding Committees (S-NACs) will be installed in each participating country. The S-NACs will evaluate applications and determine the outcomes of applications for the Specialist Certificate in WOP. The Specialist European Awarding Committee (S-EAC), established by EAWOP and EFPA, oversees the SNACs and the process for the award.

##### Who manages and keeps the Register?

The Register is kept by the Head Office of EFPA in Bruxelles. The responsibility for awarding the Specialist Certificate in WOP and entering an individual into the Register according to these Regulations rests with the S-EAC (Specialist European Awarding Committee). This Committee delegates the authority to award the Specialist Certificate in WOP in accordance with these Regulations to S-NACs (Specialist National Awarding Committees) in countries in which the Member Association of EFPA has accepted these Regulations.

##### How long is the Specialist Certificate valid?

Seven years. Before the end of this period the psychologist has to apply for revalidation and a seven years extension.

##### What is the contribution of EAWOP?

EAWOP will approve the procedure for the Pilot project, and submit it to EFPA for approval. EAWOP facilitates also relationships with EFPA, helps and supports EAWOP Constituents who want to be part of the Specialist Certificate process.

## **B. THE PILOT TEST**

### **What is the pilot project?**

The pilot project represents the opportunity for a first implementation and check of the criteria developed for the Specialized Certificate in WOP. The pilot aims to 1) check if the Specialist Certificate is feasible in terms of practical and administrative procedures, 2) trial how well it matches different local circumstances, and 3) increase knowledge about what remains to be done to prepare for the wider implementation of the EuroPsy Specialist Certificate in WOP.

### **Which countries are involved in the pilot?**

The pilot phase involves five countries: Finland, Italy, Norway, Spain and United Kingdom.

### **What is required to apply?**

The EuroPsy Specialist Certificate is an add-on to EuroPsy Certificate in Psychology (EuroPsy "Basic"). Therefore the EuroPsy Specialist Certificate will only be awarded to psychologists holding the EuroPsy Basic (or that apply and receive it at the same time of the SC).

The specific requirements combine post-graduate education activities that psychologists should have received after the graduation and during the practice as well as to the competences that should be acquired through professional practice conducted under supervision or coaching: 1) postgraduate education activities from 60 to 90 ECTS, 2) experience and training equal to or greater than 3 years typically conducted after obtained a 5 years academic degree, 3) supervised (coached) practice of at least 400 hours per annum, thus at least 1200 hours in three years, 4) supervision of at least 150 hours in three years (thus on average 50 hours/year), and 5) submission of a log book ("portfolio") to show evidence of the specialist competences

### **Who can apply?**

The pilot test involves two kinds of professionals according to the education and seniority of the applicant: a) individuals that satisfy the requirements for the regular procedure ("regular backward" procedure), and b) senior practitioners (grand-parenting procedure)

### **What is the "Regular backward" procedure?**

The "regular backward" procedure involves individuals that satisfy the requirements for the regular procedure, they can be assessed by following the "regular" requirements but in the "backward" way, that is, showing evidence of the competences that were developed (e.g. through supervisor-coach report). For these applicants, competencies might also be checked through a detailed interview, but if supported by a report from the supervisor-coach, the interview may be faster and easier.

### **What is the Grand-parenting procedure?**

Grant-parents are professionals that 1) graduated at least 5 years before the application and are thus in condition to be awarded with EuroPsy Basic (or apply and receive it at

the same time of the Specialist Certificate), 2) are entitled to work as psychologists, following the national rules of the country where they apply, 3) have an independent practice as W&O psychologist of at least five full time years within the last 10 years, and 4) have some Continuous Professional Development (CPD) in the WOP field,

### **Are SNACs and SEAC already established?**

During the pilot phase, S-EAC and S-NACs have been already established and will work following the general rules, but in order to make clear that they are working in the "pilot period", they will be named "Provisional S-EAC" (P-SEAC) and "Provisional SNAC" (P-SNAC).

### **Where send the application?**

Applications should be submitted to the Provisional Specialized National Awarding Committees (PS-NAC). The Application Forms for both procedures (Grand-parenting and Regular backward) are included in each National EuroPsy websites, which are also linked to the central EuroPsy website (<http://www.europsy-efpa.eu/>)

### **Is there a deadline?**

The deadline to apply for the pilot phase (Grand-parenting and Regular Backward procedures) in the five mentioned countries is ..... (*may be slightly different in the different countries*).

### **What I will get at the end of the pilot?**

Participants in the pilot that satisfy the requirements to get the Specialized Certificate in W&OP will receive a provisional testimonium of specialized expertise. When the pilot will be approved by EAWOP and EFPA General Assemblies, and the S-NACs will be officially set in place, the provisional testimonium may be exchanged for a EuroPsy Specialist Certificate in WOP.

### **Do I have to pay for this?**

The amount of the fee to participate in the pilot is established and clearly communicated in advance by the P-SNACs in each country website. During the pilot a fee may be levied. However, after the pilot, in order to be included in the Register, applicants that received a testimonium, will have to pay a fee of € 25 for EFPA and € 25 for EAWOP in order to cover the Registration Fees. This fee is valid for seven years, the duration of the registration.

### **Where can I get more info in this?**

Information on Specialized Certificate in WOP, on the pilot and on EuroPsy Basic can be found via the website of EFPA ([www.europsy-efpa.eu/](http://www.europsy-efpa.eu/)), National EuroPsy websites (which are also linked to the central EuroPsy website) and EAWOP website (<http://www.eawop.org/specialised-background>)

**Appendix 2 - Application Form, USED IN THE PILOT TEST<sup>7</sup>, For Grand-Parenting route**

**EuroPsy specialist certificate in Work- and Organizational Psychology  
Application form – Grand Parenting route**

This form is to be filled by applicants that  
Possess the requirements to fulfill the EuroPsy Basic  
(equal to a 5 years, full time education, degree in psychology (300 ECTS<sup>8</sup>) and have completed 1 year of supervised practice, satisfactory evaluated by the supervisor)  
AND IN ADDITION  
Have minimum five year of fulltime, independent practice, within the last 10 years, in the field of Work- and Organizational Psychology

**1. PERSONAL – BIOGRAPHIC DATA (adapted to each country)**

NAME: .....  
SURNAME: .....  
ADDRESS: .....  
TELEPHONE (mobile):.....  
E-MAIL: .....  
SKYPE NICKNAME: .....  
DEGREE IN .....  
OBTAINED AT THE UNIVERSITY OF.....  
OBTAINED IN:..... (YEAR)  
ENROLLED IN THE ORDER/COLEGIO/ASSOCIATION ....: .....  
NUMBER OF ENROLMENT: .....  
EURO-PSY BASIC NUMBER/MATRICULA: .....  
IF NOT IN POSSESS OF EURO-PSY BASIC, ALREADY APPLIED FOR IT:  YES  NOT

With my signature, I authorize to publish my name as well as my contacts and professional address in the register open to the public:

\_\_\_\_\_

<sup>7</sup> This Application Form was developed and used for the Pilot test. As a result of the pilot test, it will have to be changed in its wording and also simplified in its structure. It is reported here to give a more concrete idea of what was done to collect evidence of the various requirements.

<sup>8</sup> European Credit Transfer and Accumulation System Points = “credits”

## The Main categories of the application

### 1. Educational and research activities

This information is not mandatory for the application or for the certification, but is asked for in the pilot project to map to what extent such activities have taken place. If you have this information and documentation, related to the period you are claiming as independent practice, we appreciate that you take the time to provide this for the Specialist Certificate project.

#### 1.1. Educational activities

- University or another structured and acknowledged education program in W & O Psychology after the graduation (like one year professional master, PhD, etc.)
- Other educational activities (e.g. shorter educational programs, courses, etc.)

#### 1.2. Research and developmental work

research is another way to show that additional studies have been conducted by a competent practitioner specialized in the field. Thus show evidence of:

- dissertation, articles or book chapters required by educational programs (e.g. one year master or academic specialization) and/or
- any other scientific and/or professional paper that involved an empirical study (as for instance a survey of organizational climate, or an empirical study related to selection procedures or change interventions) that was presented at conferences or written for a client or consultancy service.

### 2. Professional experiences and competencies

Job positions and professional activities conducted minimum 5 year fulltime, within the last 10 years, in the field of W&O Psychology after having fulfilled the requirements of the EuroPsy basic level. The following information is needed:

- Description and documentation of professional experiences
- Description of competencies needed and developed during practice, concerning primary/professional competencies and enabling competencies
  - For primary competencies, it is required to show evidence of 15 out of the 20 competencies. In particular: at least 6 competencies possessed at level 4 (competence to independently perform complex tasks), one in each key function area. The other 9 competencies must be on level 3.
  - For enabling competencies, it is required to show evidence of 6 out of the 8 enabling competencies. Level 4 is required for at least 3 competencies. The other three must be at level 3.

**1. Educational and research activities**

**1.1. Educational activities<sup>9</sup>**

For each activity, documentation should show the content of the different areas of W&P Psychology that was included in the program/courses, the Institution offering them and the number of credits/hours (add rows if needed).

<b>University or other structured and acknowledged education program in W &amp; O Psychology After Graduation</b>				
Educational program – name/ content shortly described	Institution	Period	ECTS/ Hours	Documented by

<b>Other educational activities, e.g. shorter educational programs, courses, workshops<sup>10</sup></b>				
Name and type of activity shortly described	Provide by (Institution)	Period	Hours	Documented by

<b>Educational activities, organized by the applicant, editorial work for scientific or professional journals/books</b>				
Name and type of activity shortly described	Provide by (Institution)	Period	Hours	Documented by

<sup>9</sup> Fill out the sections that are relevant for you. For grand parent applicants these are not quantitative requirements, but an indication of your professional learning activities.

<sup>10</sup> What is countable? All type of learning activities. Preferably chose: a) Structured programs over a one day seminars; b) Programs, courses, workshop that have explicit learning objectives; c) Programs, courses and workshops that are recognized as a CPD, or activity offered by a national association.

## 1.2. Research and developmental work

Documentation should show evidence of:

- a) dissertation, articles or book chapters required by educational programs (e.g. one year master or academic specialization) and/or
- b) any other scientific and/or professional paper that involved an empirical study (as for instance a survey of organizational climate, or an empirical study related to selection procedures or change interventions) that was presented at conferences or written for a client or consultancy service.

If possible, please, report the time devoted to these activities.

Professional reports implying data collection, survey, and similar (that shows competencies in research/ W&O methods) <sup>11</sup>			
Title - theme	Competencies needed/developed	Client	Documented by

Presentations at scientific/professional conferences			
Title of presentation	Theme	Conference	Doc.by

Publications (in peer/professional journals or books) <sup>12</sup>	
Complete reference (title, year, journal/publisher, etc.)	Theme

<sup>11</sup> The documentation should give evidence that you have been responsible for the publication/report, what type of W&O competencies that was needed to produce the work and the outcomes of the publication/report.

<sup>12</sup> If you have a long list of publications, report those where you are the first or second author

## 2. Professional experiences and competencies

It is required a practice, for minimum 5 year fulltime, out of the last 10 years, in the field of W&O Psychology after having fulfilled the requirements for the EuroPsy basic level.

The following information is needed:

- a) Description and documentation of professional experiences<sup>13</sup>
  - Workplace/employer
  - Amount of time dedicated to the role/activity (has to be a minimum 50% position related to W&O Psychology)
  - The W&O Psychology characteristics of the role/activity
  - If you have had coaching/mentoring/supervision: name of mentor/supervisor and hours of supervision/mentoring
  - Evidence of competencies developed in that professional role
- b) Description of competencies needed and developed during practice. For what concerns the 20 primary/professional competences and the 8 enabling competences:
  - 15 out of the 20 primary competences must be possessed. Level 4 (competence to independently perform complicated tasks) is required for at least 6 competences, one in each key function area. The other 9 must be on level 3.
  - For enabling competences, 6 out of the 8 enabling competencies must be possessed. Level 4 is required for at least 3 competences. The other three must be at level 3.

---

<sup>13</sup> Please indicate whether the professional experiences listed are relevant to work psychology, personal psychology and organizational psychology, and to different organizational levels: individuals (including leaders), groups, and the organization as a whole.



**A) Description and documentation of professional experiences**

Please identify the professional experiences or professional roles that you practiced for at least five years (in the last 10 years) and in which you have demonstrated your competencies for the Specialist Certificate. We recommend that you present **up to five professional experiences-roles** in order to give an overview of your practice as a Work and Organizational Psychologist. If you need to provide more, please use additional pages.

**Professional Practice Role 1:**

Institution/Organization:

Period in which worked there (years/months): from ..... to .....

Number of weekly hours dedicated to this position/activity: .....(number of hours)

Name and Description of the job:

Main typologies of client/s:

Main activities of the role

*[indicate if, in different countries, a limited number of words/pages is required]:*

Main results/outputs of this activity

*[indicate if, in different countries, a limited number of words/pages is required]:*

Weekly or monthly hours dedicated to direct coaching of younger professionals (if any):

This professional experiences is/was relevant for:

- work psychology    personal psychology    organizational psychology,
- individuals (including leaders)    groups,    the organization as a whole

Evidence of competences developed in that professional role: describe a specific/typical project of this role and give evidence of the competences you used in it.

<b>Summary of the Activity/Project (300 words max)</b>	
<b>Competences Evidence</b>	
<b>Competency (e.g. Goal Specification: Needs Analysis)</b>	<b>Evidence of meeting the competency in this project (max 150 words per competency)</b>
<i>(list all competencies relevant to this activity/project)</i>	

**Professional Practice Role 2:**

Institution/Organization:

Period in which worked there (years/months): from ..... to .....

Number of weekly hours dedicated to this position/activity: .....(number of hours)

Name and Description of the job:

Main typologies of client/s:

Main activities of the role

*[indicate if, in different countries, a limited number of words/pages is required]:*

Main results/outputs of this activity

*[indicate if, in different countries, a limited number of words/pages is required]:*

Weekly or monthly hours dedicated to direct coaching of younger professionals (if any):

This professional experiences is/was relevant for:

- work psychology  personal psychology  organizational psychology,
- individuals (including leaders)  groups,  the organization as a whole

Evidence of competences developed in that professional role: describe a specific/typical project of this role and give evidence of the competences you used in it.

<b>Summary of the Activity/Project (300 words max)</b>	
<b>Competences Evidence</b>	
<b>Competency (e.g. Goal Specification: Needs Analysis)</b>	<b>Evidence of meeting the competency in this project (max 150 words per competency)</b>
<i>(list all competencies relevant to this activity/project)</i>	

**Professional Practice Role 3:**

.....

## B. Overview Competency Matrix

Please indicate below which competencies you are presenting evidence for in this application. Please also indicate under which Professional Experience – Role you are presenting competency evidence\*.

Competency	If covered write the level	Profes. Practice-Role No.	Competency	If covered write the level	Profes. Practice-Role No.
<b>Professional Competencies</b>			<b>Professional Competencies</b>		
<i>Goal Specification</i>			<i>Evaluation</i>		
Needs analysis			Planning		
Goal setting			Measurement		
<i>Assessment</i>			Analysis		
Individual			<i>Communication</i>		
Group			Giving Feedback		
Organizational			Report Writing		
Situational			<b>Enabling Competencies</b>		
<i>Development</i>			Professional strategy		
Product/service definition and requirements analysis			Continuing professional development		
Product/service design			Professional relations		
Product/service testing			Research and development		
Product/service evaluation			Marketing and sales		
<i>Intervention</i>			Account management		
Planning			Practice management		
Direct person-oriented			Quality Assurance		
Direct situation-oriented			*Note the you must show evidence of 15 out of the 20 “Professional Competencies” and 6 out of the 8 “Enabling Competencies”.		
Indirect					
Product/service implementation					

***[alternatively, in some country evidence of competences may be given in a separate part of the Application Form using the following set]***

**Competency Statements**

Please use the following pages to provide descriptions of **up to four activities/projects** that you believe have demonstrated your competencies for the Specialist Certificate. Provide also a summary of evidence relevant to each of the competencies you indicated above. Please ensure that your descriptions are **specific** rather than **general**.

If you need to provide more activities/projects to cover all the competencies, please use additional pages.

In each case, indicate the competency, and a maximum of 150 words to describe your evidence from practice. Please ensure that you cover all of the competencies you are claiming under this application, including the professional and enabling competencies.

<b>Professional Practice -Role N° .....</b>	
<b>Summary of the Activity/Project (300 words max)</b>	
<b>Competency Evidence</b>	
<b>Competency (e.g. Goal Specification: Needs Analysis)</b>	<b>Evidence of meeting the competency in this project (max 150 words per competency)</b>
<i>(list all competencies relevant to this activity/project)</i>	

## Appendix 3 - Application Form For Regular route USED IN THE PILOT TEST<sup>14</sup>

### EuroPsy specialist certificate in Work- and Organizational Psychology

#### Application form - Regular route

This form is to be filled by applicants that  
Possess the requirements to apply and fulfill the EuroPsy Basic  
(equal to a 5 years, full time dedication, degree in psychology (300 ECTS<sup>15</sup>) and  
have completed 1 year of supervised practice, satisfactory evaluated by the  
supervisor)

#### AND IN ADDITION

- a) Show additional learning activities (from 60 to 90 ects) in the field of WOP
- b) Have at least 3 years of post-degree experience and training in the field of  
WOP
- c) Have a coached/mentored/supervised practice of at least 400 hrs per  
annum and
- d) Received at least 50 hrs. of coaching/mentoring/supervision per annum.

#### 1. PERSONAL – BIOGRAPHIC DATA (adapted to each country)

NAME: .....  
SURNAME: .....  
ADDRESS: .....  
TELEPHONE (mobile):.....  
E-MAIL: .....  
SKYPE NICKNAME: .....  
DEGREE IN .....  
OBTAINED AT THE UNIVERSITY OF.....  
OBTAINED IN:..... (YEAR)  
ENROLLED IN THE ORDER/COLEGIO/ASSOCIATION ....: .....  
NUMBER OF ENROLMENT: .....  
EURO-PSY BASIC NUMBER/MATRICULA: .....  
IF NOT IN POSSESS OF EURO-PSY BASIC, ALREADY APPLIED FOR IT:  YES  NOT

With my signature, I authorize to publish my name as well as my contacts and professional address  
in the register open to the public:

\_\_\_\_\_

<sup>14</sup> This is the Application Form that was developed and used for the Pilot test. As a result of the pilot test, it will  
have to be changed in its wording and also simplified in its structure. It is reported here to give a more concrete  
idea of what was done to collect evidence of the various requirements.

<sup>15</sup> European Credit Transfer and Accumulation System Points = “credits”)

## The Main categories of the application

### 1. Educational and research activities

These must add up to 90 ECTS beyond the requirements for the basic EuroPsy certificate.

- University or another structured and acknowledged education program in W & O Psychology, conducted after graduation,
- Other educational activities (e.g. shorter educational programs, courses, etc.) (activities in point a. and b. have to sum up to 60 ECTS).
- Research and developmental work (30 ECTS)
- “Recognized knowledge and practice” from graduate courses/research activities in W&O: 50% of the credits on W&O courses from graduate studies/pre EuroPsy basic, maximum 30 ECTS (*Double counting*).

### 2. Professional experiences and competencies

Practice for minimum 3 year fulltime in the field of W&O Psychology (after having fulfilled EuroPsy basic level), at least 400 hours per year of coached/supervised/mentored practice and 150 hours of supervision (mentoring). The following information is needed:

- Description and documentation of professional experiences
- Description of competencies needed and developed during practice, concerning primary/professional competencies and enabling competencies
  - For primary competencies, it is required to show evidence of 15 out of the 20 primary competences. In particular: at least 6 competencies possessed at level 4 (competence to independently perform complex tasks), one in each key function area. The other 9 competencies must be on level 3.
  - For enabling competences it is required to show evidence of 6 out of the 8 enabling competencies. Level 4 is required for at least 3 competencies. The other three must be at level 3.

### 3. Other professional learning, training and development activities

In addition to those activities already mentioned under -1- or -2-

- Description and documentation of activities

## 1. Educational and research activities

### 1.a. Educational activities (equal to 60 ECTS)

For each activity, documentation should show the content of the different areas of W&P psychology that was included in the program/courses and amount of credits courses (add rows if needed!)

<b>University or other structured and acknowledged education program in W &amp; O Psychology After Graduation</b>				
Educational program – name/ content shortly described	Institution	Period	ECTS*	Documented by

\*If ECTS not are given, the national S-NAC makes an evaluation of established post graduate educational programs in W&O Psychology.

<b>Other educational activities, e.g. shorter educational programs, courses, workshops<sup>16</sup></b>				
Name and type of activity shortly described	Provide by (Institution)	Period	ECTS/ Hours	Documented by

<b>Courses/research activities from W&amp;O courses from graduate studies/pre EuroPsy basic (“Double counting”)</b>				
Name, content shortly described	Provided by (Institution)	Period	ECTS	Documented by

<sup>16</sup> What is countable? All type of learning activities. Preferably chose: a) Structured programs over a one day seminars; b) Programs, courses, workshop that have explicit learning objectives; c) Programs, courses and workshops that are recognized as a CPD, or activity offered by a national association.

**1.b. Research activities and developmental work (equal to 30 ECTS)**

Documentation should show evidence of:

- a) dissertation, articles or book chapters required by educational programs (e.g. one year master or academic specialization) and/or
- b) any other scientific and/or professional paper that involved an empirical study (as for instance a survey of organizational climate, or an empirical study related to selection procedures or change interventions) that was presented at conferences or written for a client or consultancy service.

Professional reports implying data collection, survey, and similar (that shows competencies in research/ W&O methods) <sup>17</sup>			
Title - theme	Competencies needed/developed	Client	Documented by

Publications (in peer/professional journals or books) <sup>18</sup>	
Complete reference (title, year, journal/publisher, etc.)	Theme

Presentations at scientific/professional conferences			
Title of presentation	Theme	Conference	Doc.by

<sup>17</sup> The documentation should give evidence that you have been responsible for the publication/report, what type of W&O competencies that was needed to produce the work and the outcomes of the publication/report.

<sup>18</sup> If you have a long list of publications, report those where you are the first or second author.



## 2. Professional experiences and competencies

It is required:

- a practice for minimum 3 year fulltime in the field of W&O Psychology after fulfilled the requirements for the EuroPsy basic level,
- at least 400 hours per year of supervised/mentored practice and
- 150 hours of supervision (mentoring).

The following information is needed:

- a. Description and documentation of professional experiences<sup>19</sup>
  - o Workplace/employer
  - o Amount of time dedicated to the role/activity (has to be a minimum 50% position related to W&O Psychology)
  - o The W&O Psychology characteristics of the role/activity
  - o Name of mentor/supervisor and hours of supervision/mentoring
- b. Description of competencies needed and developed during practice. For what concerns the 20 primary/professional competences and the 8 enabling competences:
  - o 15 out of the 20 primary competences must be possessed. Level 4 (competence to independently perform complicated tasks) is required for at least 6 competences, one in each key function area. The other 9 must be on level 3.
  - o For enabling competences, 6 out of the 8 enabling competencies must be possessed. Level 4 is required for at least 3 competences. The other three must be at level 3.

### 2.A) Description and documentation of professional experiences

*The sections on competencies are similar to the ones used for the grand-parent route, reported in Appendix 2.*

---

<sup>19</sup> Please indicate whether the professional experiences listed are relevant to work psychology, personal psychology and organizational psychology, and to which organizational level: individuals (including leaders), groups, and the organization as a whole.

### 3. Other professional learning, training and development activities

In addition to those activities already mentioned under -1- or -2-.

This would typically include activities often labeled as Continuous Professional Development activities (CPD).

- Examples of such activities (not an exclusive list)
  - Participation at courses, workshops, etc.
  - Organizing courses, workshops, etc.
  - Participation in scientific or professional conferences
  - Organizing scientific or profession or conferences
  - Editorial work for scientific or professional journals/books
- Provide a description (especially the competencies these activities are relevant for) and attach documentation of these activities

#### **PARTICIPATION AT RECOGNIZED COURSES /WORKSHOPS (repeat as many times as needed)**

Title of the course/workshop:

Institution accrediting/recognizing the course/workshop

Date:

Duration in hours or credits:

Competency developed (e.g. Goal Specification: Needs Analysis):

Evidence of meeting the competency in this activity (max 150 words per competency)

#### **ORGANIZATION OF COURSES /WORKSHOPS (repeat as many times as needed)**

Title of the course/workshop:

Institution accrediting/recognizing the course/workshop

Date:

Duration in hours or credits:

Competency developed (e.g. Goal Specification: Needs Analysis):

Evidence of meeting the competency in this activity (max 150 words per competency)

#### **PARTICIPATION IN PROFESSIONAL OR SCIENTIFIC CONFERENCES (repeat as many times as needed)**

Title of the conference

Institution offering the course/workshop

Date:

Duration in hours or credits:

Competency developed (e.g. Goal Specification: Needs Analysis):

Evidence of meeting the competency in this activity (max 150 words per competency)

#### **ORGANIZATION OF PROFESSIONAL OR SCIENTIFIC CONFERENCES (repeat as many times as needed)**

Title of the conference

Institution offering the course/workshop

Date:

Duration in hours or credits:

Competency developed (e.g. Goal Specification: Needs Analysis):

Evidence of meeting the competency in this activity (max 150 words per competency)