



The British
Psychological Society
Promoting excellence in psychology

Application for Chartered membership and/or Full Division membership via Research

When you have completed the form please email it to membership@bps.org.uk or post to:

The British Psychological Society
St Andrews House
48 Princess Road East
Leicester LE1 7DR

Frequently asked questions

Who is this form for?

This application form is for those who wish to become a Chartered member and/or Full member of the Division of Academics, Researchers and Teachers in Psychology (DATRP), Division of Health Psychology (DHP), Division of Occupational Psychology (DOP) or Division of Sport & Exercise Psychology (DSEP) on the basis of their research experience. If you're not currently a Society member we will also assess your eligibility for Graduate membership with the Graduate Basis for Chartered membership (GBC).

What are the requirements for this grade of membership?

In very broad terms, candidates need to be eligible for the GBC. In addition, we need to see a doctoral level of psychology research. For the DHP, DOP or DSEP this needs to be research in either health psychology, occupational psychology, or sport & exercise psychology.

How are these applications assessed?

If applying on the basis of a PhD you should attach a copy of the abstract and give details of who the supervisors and external examiners were.

If you don't hold a research doctorate in psychology you can still apply listing on a separate sheet your 'top 5' research pieces. Submitting a CV may also be useful.

Applications are considered individually by Divisional advisors to the Society's Membership team. They will take into account the whole application and references.

Do I have to send in proof of my qualification(s)?

You will need to provide copies (we do not require original documents) of your psychology qualifications.

Where applicable, transcripts (the list of subjects and grades) should be submitted.

Translations are required for any documents not in English.

If your name differs from that on your certificates/transcripts, etc. please provide evidence such as a copy of your marriage/partnership certificate, deed poll certificate, etc.

How long does the application process take?

The average time for Chartered membership applications to be approved is 10 working days.

Will my details appear on your website?

Anyone admitted to Chartered membership will appear on our online List of Chartered members allowing people to check your Chartered Status with the Society. The standard format is for the list to show your name and address, the form enables you to specify which address you are happy to be made public.

Should you not want any address to appear on the list please tick *No* in the Contact address field and leave the Chartered member list address field blank.

Will I be able to register with the HCPC?

Election to Full membership of the DHP, DOP or DSEP via this route will *not* give you eligibility to register with the HCPC as a health psychologist, occupational psychologist or sport & exercise psychologist.

How much do I need to pay?

You will need to pay the relevant subscription and any processing fees. The total amount due will vary depending on whether you are applying to join the Society, upgrade current membership and/or join a Division, Member Network or both. *Full details of all of the rates and fees are on **page 5** of this document.*

We can only process applications where full payment has been made. We cannot run Direct Debit payments for applications. If you are not eligible for membership you will receive a refund of the subscription fee(s) but the application processing fee is non-refundable.

Please note: The Society's subscription year runs from January to December and future subscription payments are due in January regardless of when you first joined.

A full year's subscription is *a/ways* required upon application. If you join between:

- **Jan – June** you will be charged the yearly rate which will all be allocated to this year's subscription.
- **Jul – Sept** you will be charged the yearly rate but half the payment will be carried forward reducing the amount due from you for the following year.
- **Oct – Dec** your full payment will be allocated to the following year.

Membership will renew automatically at the end of each calendar year unless you notify the Society in writing (email accepted) that you wish to discontinue membership. Any balance arising from a change in subscription rates will be due on 1 January immediately following your admission.

Can I also join a Member Network?

The Society has a number of Member networks to further members' professional and scientific interests. Benefits include receipt of specialised journals, discounts on registration for events, opportunities to participate in meetings, and much more. Belonging to a Member Network makes your Society membership more relevant to you and you can join as many as you like. Each Network's fee is shown on page 5; for any you chose to join their fee(s) will be added to the Society application and subscription fee required.

For further information on each Member Network please visit www.bps.org.uk/member-networks

Can I email the form to the Society?

Yes, please remember to attach your transcripts/certificates, references, etc.

Do you keep paper record of my application?

Your application information will be input to, and held in, our secure electronic database. We will not retain paper record of your application, certificates, etc. this will be securely destroyed within two weeks of your application's approval, withdrawal or expiration of the time period to lodge an appeal.

Queries

e: applications@bps.org.uk

t: +44(0)116 252 9911

I wish to apply for (please tick)

Chartered membership

Full membership of the (please circle)

DARTP

DHP

DOP

DSEP

Member Network Membership (please specify) _____

Contact details - Please complete using BLOCK CAPITALS and black ink

Title (please circle)	Mr Mrs Miss Ms Dr Professor No Title Other		
Surname		Previous surname (if applicable)	
Forenames		Date of birth	
BPS membership number (if known)		Approx lapse date if you are rejoining	
Contact address (Where no Chartered Member List address is entered, this address will be available to the public unless otherwise indicated below) Postcode This address to be made public?		Chartered Member List address (this address will be available to the public – typically your work address) Postcode	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Email		Daytime telephone	
Mobile telephone		Fax Number	
If you have a Discount Code please enter here:			

Qualifications - Applicants must include documentary proof of qualifications

Title and classification of qualification	Name of awarding University or Institution	Start date	Date of award or expected completion
<i>e.g. BSc Hons Psychology 2:1</i>	<i>University of Newcastle</i>	<i>Sept 1997</i>	<i>July 2000</i>

If you don't hold a research Doctorate in psychology please list your top 5 research pieces on a separate sheet, submitting a CV may also be useful

References

Both proposers should be Chartered Psychologists who can complete the reference forms within the application documentation. If you do not know two Chartered members who can support your application then we will need two professional references from senior work colleagues who are familiar with your work. Blank reference forms are available at the end of this document, completed reference forms should be submitted with the application.

Declaration

I declare that the information given in this form and any supporting documentation is true and accurate. I have read the *Member Conduct Rules* and undertake to abide by and operate within them at all times. The *Member Conduct Rules* are available on the Society's website www.bps.org.uk

Signed:

Date:

Communication

The BPS is committed to respecting your right to privacy and data security and to handling the information you provide responsibly within the requirements of the UK Data Protection Act. Our full privacy policy is available at: www.bps.org.uk/privacy-policy or by written request to 'Enquiries' at the Society offices.

From time to time we may wish to contact you with relevant products and services.

Please send me Society information by email

Please send me Society promotions by email

You can change your preferences any time by contacting us, or through the 'my account' area of the website.

Payment

The appended subscription and application fees sheet has details of the amount you need to pay. Payment methods are detailed below:

Cheque:

Made payable to *The British Psychological Society*.

Telephone:

Once we receive your application we can provide the number for our automated payment line.

Yes, I'd like to pay by phone (please tick)

Online:

We can provide detail of how to pay online once we receive your application.

Yes, I would like to pay online (please tick)

Subscription and application fees 2019

We can only process applications where full payment has been made. We cannot run Direct Debit payments for applications. If you are not eligible for membership you will receive a refund of the subscription fee(s) but the application processing fee is non-refundable.

Non-members

Those applying to join the Society will need to pay **£196 (£134 annual subscription plus a one off £62 application processing fee)**.

Current members

There is a one off **£41** non-refundable application processing fee to apply for Chartered membership.

Division/Member Network(s) membership

If you are applying to join and Divisions or any of the other Member Networks, you will also need to make payment for that.

Divisions (DARTP, DHP, DOP DSEP = Full membership; other Divisions = General membership)			
Division of Clinical Psychology (DCP)	£16	Division of Health Psychology (DHP)	£30
Division of Counselling Psychology (DCoP)	£35	Division of Neuropsychology (DoN)	£15
Division of Educational and Child Psychology (DECP)	£30	Division of Occupational Psychology (DOP)	£40
Scottish Division of Educational Psychology (SDEP)	£30	Division of Sport and Exercise Psychology (DSEP)	£35
Division of Forensic Psychology (DFP)	£15	Division of Academics, Researchers & Teachers in Psychology (DARTP)	£15
Sections			
Cognitive Psychology Section	£15	Political Psychology Section	Free
Community Psychology Section	£10	Psychobiology Section	£10
Consciousness & Experiential Psychology Section	£10	Psychology of Education Section	£10
Crisis, Disaster & Trauma Section	£10	Psychology of Sexualities Section	£15
Cyberpsychology Section	Free	Psychology of Women & Equalities Section	£15
Defence & Security Psychology Section	Free	Psychotherapy Section	£15
Developmental Psychology Section	£10	Qualitative Methods In Psychology Section	£10
History & Philosophy of Psychology Section	£12	Social Psychology Section	£15
Male Psychology Section	Free	Transpersonal Psychology Section	£10
Mathematical, Statistical & Computing Psychology Section	£10		
Special Groups			
Special Group for Coaching Psychology	£12	Special Group for Psychology & Social Care	£15
Special Group for Independent Practitioners	£10		

If you have any queries regarding your application:

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Reference form (completed form should be enclosed with application)

Chartered membership

Full membership of the (please circle) **DARTP** **DHP** **DOP** **DSEP**

Applicant:		Mem No:	
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Referee:		Mem No:	
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1. I have known the applicant for years and my relationship with the applicant is as a supervisor/work colleague/other (please give details).

.....

2. To the best of your knowledge is the information given on the application form correct?
 Yes No If no, please give details (continue on a further sheet if necessary)

.....

.....

3. Given the criteria (below) and form, do you support the candidate's application?
 Yes No If no, please give details (continue on a further sheet if necessary)

.....

4. Please add additional comments regarding the applicant's suitability (continue on a separate sheet if necessary)

.....

.....

Signed:

Date:

Eligibility for Chartered membership

To be included on the list of Chartered members an applicant shall be a member of the Society and shall have established the Graduate Basis for Chartered Membership (GBC). It is acceptable for an applicant to apply simultaneously for Graduate membership, GBC and for Chartered membership.

Statute 5(2)(b) sets out the criteria for Chartered status. These require that, since the date of first becoming eligible for GBC an applicant:

"shall have successfully completed a period of study of, or practice in, psychology, or a combination of both, acceptable to the Board of Trustees, the relevant period being of three years' duration if full-time or an equivalent period if part-time or such greater period as the Board of Trustees may stipulate."

Please note: Full membership of a Division will normally confer eligibility for Chartered membership. If you are unsure of any of the routes to, or qualifications needed for, Full membership of a Division please see our website www.bps.org.uk/member-networks or call the Membership Team on +44(0)116 252 9911

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