



(le français suit)

## **Registrar, Accreditation Panel, Canadian Psychological Association**

The Accreditation Panel of the Canadian Psychological Association announces an opening for the position of Registrar. This is a .4 FTE position (approx), located in Ottawa, open to a psychologist with the following credentials:

- Registration, or eligibility for registration, as a psychologist.
- Doctoral training, preferably from a CPA-accredited programme, in an area of professional psychology (clinical psychology, counselling psychology, school psychology, clinical neuropsychology).
- Familiarity with standards and requirements for training, accreditation, credentialing and registration in psychology in Canada.
- Good interpersonal skills, efficient, organized, able to work independently and with a team, good communicator, able to process and review high volumes of written materials.
- Administrative experience an asset
- Bilingualism an asset
- Some travel necessary.

### **Position and Duties**

The Registrar is responsible to the Accreditation Panel of CPA through its Chairperson and reports administratively within CPA to the Executive Director. The Accreditation Panel is a 7 member, volunteer, term-limited board which is responsible for setting Accreditation Standards and Policies, reviewing applications for accreditation and re-accreditation, and making accreditation and annual affirmation decisions for its 50+ accredited doctoral and internship programmes. Information about the activities of the Accreditation Panel can be found at <http://www.cpa.ca/accreditation/>.

The Registrar's duties are as follows:

- Liaise with members of the psychological training community and act as a source of information to programmes seeking and maintaining accreditation.
- Initiate and maintain written communication and correspondence in Psynopsis and with accredited programmes.
- Monitor Policy and Procedure and, in collaboration with the Chairperson of the Panel and the Accreditation Assistant, revise these when necessary.

- Prepare tentative yearly budget, monitor expenditures, advise the Executive Director of status of budget.
- Supervise Accreditation Assistant.
- In collaboration with Chairperson and Accreditation Assistant, prepare agendas and organize Accreditation Panel meetings held semi-annually (meetings are two days long, one and sometimes both of which are convened over a weekend).
- In collaboration with the Accreditation Assistant, maintain the official set of Panel archives.
- In collaboration with the Accreditation Assistant, maintain records to ensure that accredited programmes comply with Standards and Procedures to include remittance of fees, scheduling of site visits, and submission of self studies and annual reports.
- Review annual reports submitted by accredited programmes and prepare re-affirmation letters for review by the Panel.
- Review applications for accreditation and re-accreditation for the purposes of authorizing site visits as directed by the Accreditation Panel.
- In collaboration with senior staff, attend meetings and engage with partners on matters relating to training, accreditation, and credentialing.
- Participate in other related educational activities as these may arise.

**Start Date:** as soon as possible

**Application Process:**

Letters of application, with accompanying curriculum vitae, should be sent by **October 1<sup>st</sup>, 2010** to:

Director of Administration  
Canadian Psychological Association  
141 Laurier Avenue West, Suite 702  
Ottawa, Ontario  
K1P 5J3  
[Admindirector@cpa.ca](mailto:Admindirector@cpa.ca)

For more information about the position, contact:  
Ms. Marie Christine Pearson  
Director of Administration  
Canadian Psychological Association  
[Admindirector@cpa.ca](mailto:Admindirector@cpa.ca)  
613-237-2144, ext. 329 or 888-472-0657, ext. 329