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| Name: | Address |
| Email |
| Qualifications in Business Psychology:  |
| Level of Certification applied for (delete as required):Associate Business Psychologist/Senior Business Psychologist/Fellow of the ABP |

**Framework requirements**

You are required to present evidence of sustained and successful experience and/or leadership in Business Psychology mapped against the ABP criteria. Once you have collated your evidence and completed the Business Psychology Certification Evidence Submission, you should submit this application form, providing the names of referees who are able to comment on your claim.

**Referee Details:**

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| First referee |
| Name: |  |
| Job title: |  |
| Department/Service |  |
| Email: |  |
| In what capacity do you know this person? |
| Second referee  |
| Name: |  |
| Job title: |  |
| Department/Service |  |
| Email: |  |
| In what capacity do you know this person? |

**Checklist**

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| (delete as required) | **Date submitted** |
| Initial registration form submitted  | Yes/No |  |
| Submission form attached  | Yes/No |  |
| Referees’ statements attached  | Yes/No |  |
| Declaration signed (below) | Yes/No |  |

**Declaration**

I am applying for Certification to the Association for Business Psychology and wish to present evidence of my professional practice to the next available Recognition Panel.

Signature: ………………………….… Date:…………………

Please return this form to admin@theabp.org.uk together with the Submission form and all references.

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| **Level applied for:** | 1: Associate Business Psychologist / 2: Senior Business Psychologist / 3: Fellow of the ABP *(please select one)* |
| **Applicant’s name:** |  |

**Evidence required:**

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| **Section:** | **Required by:** | **Completed?** |
| 1: Evidence Matrix | Associate, Senior Business Psychologist |  |
| 2: Continuing Professional Development | Associate, Senior Business Psychologist |  |
| 3. Evidence for a psychological evidence-based approach to practice and personal development.  | Senior Business Psychologist only |  |
| 4. Evidence of sustained and successful leadership in the field of Business Psychology and/or mentoring of staff to support Business Psychology | Senior Business Psychologist only |  |
| 5. Evidence of impactin the field of Business Psychology (national and international level). | Fellow only |  |

***For each section, please refer to the detailed criteria in the Certification Papers to ensure you are providing sufficient evidence that you are meeting what is required for the desired level.*** ***Please review and discuss this with your mentor before submission.***

**Section 1: Evidence Matrix: *Associate, Senior BP***

Here we ask you to write up short examples of your experiences (up to 500 words each) which are mapped against the Areas of Practice, Business Practice Principles, Consulting Cycle and ABP Values. This allows us to check you have covered the required criteria for your desired level. Please refer to the Certification Papers for the detail of the criteria required, and ensure you are providing sufficient evidence to support the criteria being applied for. At Associate and Senior level, we ask you to show a professional commitment to the ABP Values.

As a guide, you will need a minimum of **4 in-depth** or a maximum of **10 brief examples**. Each example should have a header summarising the criteria covered by each example and the word count. Note that one example may represent more than one criteria.

When you have completed the detailed table, please complete the evidence matrix summary, and ensure that this is presented at the front of your evidence submission.

**Evidence Matrix Summary**

Please use the table below to summarise the areas of practice, professional business practice, consulting cycle stages and ABP Values you have mapped for each detailed example. Please refer to the Certification Papers for further explanation of each.

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| --- | --- | --- | --- | --- |
| **Example** | **Areas of Practice** | **Professional Business Practice** | **Consulting Cycle Stages** | **ABP Values** |
| AP1 | AP2 | AP3 | AP4 | AP5 | PB1 | PB2 | PB3 | PB4 | PB5 | PB6 | CC1 | CC2 | CC3 | CC4 | CC5 | V1 | V2 | V3 | V4 | V5 |
| e.g. 1 | 🗸 |  |  | 🗸 | 🗸 |  |  |  | 🗸 |  | 🗸 | 🗸 | 🗸 |  |  | 🗸 | 🗸 |  | 🗸 |  |  |
| 2 |  |  | 🗸 | 🗸 |  |  | 🗸 |  |  |  |  |  |  | 🗸 |  |  |  | 🗸 |  |  |  |
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**Evidence Matrix Detail**

Please provide examples of your experiences in the boxes below, adding rows as needed. Each example should have a header summarising the criteria covered by each example. Note that one example may represent more than one criteria.

As a guide, you will need a minimum of **4 in-depth** or a maximum of **10 brief examples**. Each example should have no more than 500 words. Please provide the word count for each example. E.g.

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| --- |
| Example 1: AP2, AP4, AP5; PB4, PB6; CC1, CC2, CC5; V1, V3 (*n* words) |
| Enter text to describe this example here. Outline your work covered in this example considering the understanding of psychological theory, professional business practices and stage(s) of the consulting cycles covered. Consider also how you have shown support for the ABP Values. Refer to the certification papers to review the criteria at each level.  |
| Example 2: AP3, AP4; PB2; CC3; V2 (*n* words) |
| Enter text to describe this example here.  |
| Example 3…. |
| Enter text to describe this example here.  |

**Section 2: Continuing Professional Development *Associate, Senior BP***

Demonstrate your engagement with appropriate Continuing Professional Development activities, through **5 but no more than 10 examples**, which you have undertaken in the **previous three years**. Against each one, reflect briefly on how each example has contributed to the development of your practice (indicative word limit of 150 per example; maximum for this part is 1,500 words).

Emphasis is placed on your capacity to reflect on your practice through the examples you provide by articulating your learning and realising your impact on the processes and evidence presented.

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**Section 3: Evidence for a psychological evidence-based approach to practice and personal development**

***Senior Business Psychologist***

How have you incorporated psychological research, scholarship and psychological evidence in your activities showing a scientist practitioner approach to practice? Emphasis is placed on your capacity to reflect on the examples you provide by integrating your subject matter expertise in psychology into your practice.

Show how examples of relevant research/scholarship/evidence from psychology has informed your thinking. Against each one, comment briefly on how it has contributed to your own or others’ practices (Please provide **between 3 and 6 examples**, indicative limit of 250 words per example; total maximum 1,500 words).

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**Section 4: Evidence of sustained and successful leadership in the field of Business Psychology and/or mentoring of staff to support Business Psychology *Senior Business Psychologist***

Complete **EITHER** section A Case studies **OR** section B Narrative reflection. Maximum 1,500 words.

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| ***EITHER A: Case studies***Write 2 case studies of your professional practice. The focus of your case studies should be on leadership, co-ordination, support, supervision, management and/or mentoring of other colleagues (whether individuals and/or in teams) in relation to business psychology. They should include consideration of the outcomes and effectiveness of these roles, as well as your influence and impact on the experience of others. The total word limit for the two case studies is 1,500 words.  |
| ***OR B: Narrative reflection***Write a narrative description of your practice that incorporates the elements of leadership, co-ordination, support, supervision, management and/or mentoring of other colleagues (whether individuals and/or in teams). Reflect on the sustained record of your practice against the elements presented in the previous sentence and demonstrate the significance of your contribution in terms of impact, effectiveness and enhancement of experience in the workplace (1,500 words). |

**Section 5: Evidence of national / international impact in Business Psychology** ***Fellow only***

Applicants for Stage 3 Fellow of the ABP, will typically be highly experienced psychologists who have a sustained record at a strategic level in Business Psychology. Applications for Fellow must provide sustained evidence of the impact of your strategic leadership of Business Psychology.

You are asked to provide evidence (e.g. case examples, publications, workshops, national talks, etc.,) that evidence your commitment to the values of the ABP and impact outside of your organisation (for example, changes in work practices, policy making, government white papers etc.,).

Please provide evidence to respond to each of the following four criteria (Maximum 2,000 words per box):

CR1: Candidates should provide an overview of their current role and how their personal development has informed the championing of the values of the ABP. CR1 should include a discussion of your own psychological philosophy and how that has developed over time, in relation to the dimensions of the ABP framework.

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CR2: Provide evidence of your successful strategic leadership towards the enhancement of Business Psychology at a national/international level. For example, supporting your discipline through executive or board positions, quality enhancement initiatives; innovations in business psychology.

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CR3: Evidence how you have established effective organisational strategies for supporting the development and promoting of others. For example, through the development of widely used resources or workshops that target national strategies for employment; involvement in organisational reviews; championing diversity and inclusion etc.

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CR4: A continual commitment to and engagement with professional development related to your professional practice.

What impact has your engagement with your personal CPD had on the work of others/strategy/the values of the ABP. Evidence could be drawn for example, through demonstrating the impact of invited talks or key note speeches. For example, organisational change or innovation.

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