|  |  |
| --- | --- |
| Name: | Address |
| Email: |
| Telephone number: |
| Level of Certification applied for (delete as required):  Certified Business Psychologist / Certified Principal Business Psychologist | |

**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:**

|  |  |
| --- | --- |
| 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**

|  |  |  |
| --- | --- | --- |
| (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](mailto:admin@theabp.org.uk) together with the Submission form and all references.

**Case for support**

**Evidence required:**

|  |  |  |
| --- | --- | --- |
| **Section:** | **Required by:** | **Completed?** |
| 1: Evidence Matrix | Certified, Certified Principal Business Psychologist |  |
| 2: Continuing Professional Development | Certified, Certified Principal Business Psychologist |  |
| 3. Evidence for a psychological evidence-based approach to practice and personal development. | Certified Principal 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 | Certified Principal Business Psychologist 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: *Certified / Certified Principal Business Psychologist***

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 criterion.

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.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 criterion.

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.

|  |
| --- |
| 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 *Certified / Certified Principal Business Psychologist***

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 as a business psychologist, including an explanation of the theories and methods you have developed and how you have been able to put that new understanding into practice

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.

(indicative word limit of 150 per example; maximum for this part is 1,500 words).

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

***Certified Principal 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 (i) leadership in the field of Business Psychology; and/or, (ii) the sustained and successful mentoring of staff to support Business Psychology\***

***For those applying to Certified Principal Business Psychologist:*** Complete **EITHER** section A Case studies **OR** section B Narrative reflection. Maximum 1,500 words.

**\*** Candidates who wish to focus on mentoring relationships should be clear in their accounts that they are reflecting on mentoring relationships and not managerial / supervisor tasks or objectives relating to the development of their direct reports.

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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. Your reflection should explore the ways in which psychology has informed your practice.  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 and peers (whether individuals and/or in teams).  In all cases, candidates should reflect on the sustained record of their practice against the elements and demonstrate the significance of their contribution in terms of impact, effectiveness and enhancement of experience in the workplace. This reflection should explore the ways in which psychology has informed practice. The total word limit is 1,500 words. |