



Step-by-step guide to named provider applications for Psychological Services

This information is to help applicants complete a full or provisional named provider application for the PS contract.

Section 1 – General information

The general information section of the application must be completed by suppliers.

Service provider details (membership)

For this section, you will need to have on hand membership evidence for the applicant and attach it to their application.

We require:

- a copy of the applicant's current Annual Practising Certificate with the New Zealand Psychology Board; and
- evidence of current membership with either the New Zealand College of Clinical Psychologist (NZCCP) or New Zealand Psychological Society; or
- an international professional body acceptable to ACC.

Adverse findings

Applicants must declare all past adverse findings. This helps us ensure the safety of our kiritaki (clients).

Supervision

Suppliers are required to provide us with the applicant's supervision arrangements, including contact details and qualifications.

A letter of support or agreement from the supervisor must be included as part of the application.



Psychologists who are new to providing mental injury assessments to ACC, as well as provisional named providers, must adhere to additional supervisory requirements, which should be documented in the supervisory agreement letter.

Section 2 – Qualifications and experience

Suppliers are required to collaborate with the service provider to fulfil this section. However, if the service provider is already approved under another supplier's contract, this section will not be necessary.

Qualifications – Service Schedule requirements

Applicants must ensure that the evidence they submit substantiates their NZQA Level 8 or higher qualifications.

You must provide evidence that the content of your Level 8 or above qualifications cover:

- assessment, classification, and formulation
- abnormal psychology
- skills in two or more therapeutic intervention models
- human development, and
- psychometric tools (if applicable)

This evidence must include training in the assessment and diagnosis of mental health disorders as part of a Level 8 or above qualification.

Undergraduate papers cannot fulfil the Psychological Services requirements.

We need a copy of your academic transcript and will consider any other official university documents confirming the necessary content and training in the Psychological Services contract.

Experience and professional development

The applicant's CV and application must be current, reflecting all relevant experience and competencies.

To qualify as a full named provider, the applicant needs to show they have all the following:

- at least one year of full-time postgraduate experience in mental health (excluding clinical placements and internships)



- recent (within the last five years) experience working with clients facing mental health issues due to physical injuries or work-related trauma
- documentation of participation in workshops, seminars, and conferences
- knowledge and competency in using current classification systems:
 - ❖ Diagnostic and Statistical Manual of Mental Disorders (DSM, e.g., DSM5)
 - ❖ International Classification of Diseases (ICD, e.g., ICD11)
 - ❖ Psychodynamic Diagnostic Manual (PDM, e.g., PDM-2)
 - ❖ Diagnostic Classification of Mental Health and Developmental Disorders of Infancy and Early Childhood – Revised (DC:0-5)
- noted areas of specialisation (e.g., children, adolescents, specific cultural skills like a second language)

Applicants who don't have the required experience working in mental health (as noted above) may apply to be considered as a provisional named provider.

Section 3 – Declaration

Suppliers and service providers must complete and sign the application to certify the accuracy of all provided information. It also allows us to make an informed decision about the applicant. It must be:

- signed by the applicant (service provider), and
- signed by the supplier (if you serve as both the service provider and supplier, please sign both declarations).