

Overview of the Academic Credential Review Process

1. Create an account via the [MyCAP Login](#) and complete the online **Application for Evaluation of Academic Credentials**. For more information about each step of the process, go to [CAP's website](#).
2. There are 4 different pathways for the academic credential review process: "regular psychology pathway," "substantial equivalency pathway," "CPA/APA approved Doctoral pathway," and "CAP approved programs pathway." These pathways are explained in greater detail in CAP's [Criteria for Evaluating Academic Credentials](#) and PAA's [Guide to CAP's 4 Application Pathways](#). Your pathway will impact which supporting documentation is required.
3. Submit any required supporting documentation digitally to credentials@cap.ab.ca or mailed to CAP's Edmonton office.
4. Pay the application fee. Your application will not be processed until the application fee has been paid in full. For more information on the application fee cost, please see CAP's [fee schedule page](#).
5. After you send in the application, you wait. The Credentials Evaluation Sub-Committee (CESC) that evaluates credentials is comprised of volunteers and meets 8 times a year. In order to have your credentials reviewed at the next available meeting, you must submit everything prior to the next deadline date listed on [CAP's website](#). You should expect to hear back from CAP within 90 business days of the submission deadline.
6. If your credentials are approved, you are ready to move on to the next step: finding a supervisor. Doctoral candidates will complete their supervised hours through their internship. Connect with PAA staff via paa@paa-ab.ca to gain access to the list of psychologists willing to supervise provisional psychologists. You will also gain access to the "Application for Registration as a Provisional Psychologist" and the "Hours of Supervised (Evaluated) Practice Form" on the MyCAP Login portal. You have 1 year to apply for registration as a provisional psychologist after having your academic credentials evaluated. After 1 year, you will have to re-apply to have your academic credentials evaluated and pay another application fee.
7. If your credentials do not get approved, your application will either be deferred or denied. You might need to take another course, or sometimes a degree altogether doesn't qualify. CAP has more information about next steps under the "Application Stages, Reviews, & Outcomes" section of their [FAQ page](#)

*If you have any questions about this process, please redirect them to CAP via credentials@cap.ab.ca. PAA is not involved in the academic credential review process.