Dear Instructor;

Welcome to the Psychological Services and Counselling Training Centre (PSCTC). This information package is designed to (re)introduce you to the procedures and policies of the PSCTC. Once you have decided to include the use of the PSCTC within your course curriculum, there are a number of procedures that must be followed to ensure that your needs, as well as those of your students, are met. The PSCTC provides two services to faculty and students, use of Test Library materials and resources, and use of PSCTC Facilities (client rooms, group meeting rooms and supervision/monitoring rooms). Instructors can arrange to use any of these services for themselves and students by contacting the PSCTC before the start of classes to identify the services needed. For more information about the PSCTC facility or services, please review the PSCTC website or contact the PSCTC staff by telephone or email. Instructions on how to coordinate your needs with the PSCTC are listed below by each service.

If you have any questions, require more information, or would like to set up for an upcoming class, contact can be made in person, phone, fax, or e-mail.

Thank you for your co-operation.

Contacts:

PSCTC Test Library:
PHONE: (604) 822-1364
FAX: (604) 822-9097
EMAIL: psctc.testlibrary@ubc.ca
Website: https://psctc.educ.ubc.ca/

Director:
Dr. William McKee
PHONE: (604) 822-6572
EMAIL: william.mckee@ubc.ca

Hours: Summer Term 2021

PSCTC Facilities:
Monday and Wednesday, 10:30 am to 7:00 pm
Tuesday and Thursday, 10:30 am to 3:00 pm

Test Library:
Monday and Wednesday, 10:30 am to 7:00 pm
Tuesday and Thursday, 10:30 am to 3:00 pm
PSCTC Facilities Use Only (Clinical Training Facilities – Client Rooms)

Instructors requiring students to access the Clinical Training Facilities Only, should complete all of the following steps.

1. **Before the start of classes** arrange for **Block Booking of rooms if required**.
   - To request a block booking, complete the enclosed **Block Booking Form** and submit to the Test Library. Block bookings are approved on a first come first served basis, and be arranged for the duration of the term of the class.
   - **Note:** Instructors may request a weekly 2-hour CRO block booking for their student class time. Students can book additional room use on an *ad hoc* basis through the Test Library staff.

2. **By the beginning of classes**, instructors should have:
   - Completed a **Faculty Registration Form**, if not already registered
   - Provided the PSCTC Staff with a class list and syllabus
   - Booked a class orientation of the Client rooms to be used for the class. (During the orientation, students will be introduced to the client room configuration, including use of the in-room recording and monitoring system, block and *ad hoc* booking procedures, facilities access and hours of operation, and guidelines for use of PSCTC equipment and facilities).
   - Booked an instructor orientation, if needed (Booking and scheduling session recordings for student sessions, managing monitoring system for supervision, identify resources and supports needed for the class).

3. Students will complete a **PSCTC Facilities Registration Form** (students require a new registration form each term)
   - **Note:** Instructors can direct their students to complete registration forms in advance, or they can be completed during or immediately following a scheduled orientation session. Use of PSCTC facilities, materials and resources is restricted to qualified registered users

**Test Library Users**

Instructors requiring students to access Test Library materials should complete all of the following steps.

1. **Before the start of classes**, instructors should contact the Test Library, and:
   - Complete a **Faculty Registration Form**, if not already registered
   - Provide information on relevant course requirements (reverse side of Faculty Registration Form),
   - Identify test titles students will be required to access (identify specific protocols required
   - the type of access required (i.e., viewing on site, sign out manuals and sample protocols, administration, scoring and interpretation)
   - whether students will be purchasing protocols to be used or borrowing sample protocols
   - **Note:** If students will be purchasing protocols:
     - purchasing arrangements should be discussed (i.e., costs of packages, individual protocols, scoring and reporting allocations). If all students will be purchasing an identical set of protocols and scoring access, we can prepare a protocol package for your students. Students can also purchase Individual test protocol throughout the term using cash, cheque or credit card.
     - **Note:** The PSCTC Test Library may have to order materials and will require advanced notice *(at least 4 weeks)* to ensure delivery.

2. **By the beginning of classes**, instructors should have:
   - submitted a course syllabus with assignment details identified
   - submitted an up-to-date class list
booked a class orientation session of the Test Library (During the orientation, students will be introduced to the PSCTC and Test Library, hours of operation, and general guidelines for using the facilities, copyright and ethical use of test materials)

If students will also use PSCTC facilities for clinical training activities, the orientation will also include a class orientation of the Client rooms. (During the orientation, students will be introduced to the client room configuration, including use of the in-room recording and monitoring system, ad hoc booking procedures, facilities access and hours of operation, and guidelines for use of PSCTC equipment and facilities).

Booked an instructor orientation, if needed

3. Students will complete a **Test Library Registration Form** (students require a new registration form each term)

   **Note:** Use of PSCTC facilities, materials and resources is restricted to qualified registered users. Instructors can direct their students to complete registration forms in advance, or students can complete them during or immediately following a scheduled orientation session. Registration forms include an acknowledgement of conditions of use of PSCTC materials, equipment and facilities, and require agreement to abide by PSCTC guidelines and procedures, including adherence to ethical guidelines and practices. Once registered, students may access PSCTC the relevant range of services for the duration of the course for which they have registered. Registration may be reviewed and revoked for any user who fails to adhere to the agreed conditions of registration.