

Registration Guide

Wechsler Intelligence Scale for Children[®] – Fourth Edition (Hong Kong) can only be used and purchased by registered WISC-IV (HK) users. Please observe the following procedures when you apply for registration as a WISC-IV (HK) user. For an overview of the registration procedure, please refer to the flow chart attached (Download the flowchart).

Step 1: Download the Registration Form from the Authorized Agent's¹ Webpage (http://hk.king-may.com.cn/Registration_form.pdf) and Complete Sections A & C.

Section A: Personal Particulars of the Applicant

- Fill in your name in English block letters and Chinese;
- Select your title and delete the inappropriate;
- Fill in your HKID or passport number. Only the first 4 DIGIT (without the alphabet) are required;
- Tick your discipline and fill in your current employment agency;
- Fill in your correspondence address in block letters;
- Fill in your contact phone number. Area code is required for overseas application;
- Fill in your e-mail address.

Section C: Declaration of the Applicant

- Read carefully ALL the declarations given and insert a '✓' in the appropriate box(es) to indicate your confirmation. Application without confirming ALL the declarations given will not be accepted;
- Sign and write your name in block letters.

¹ 'Authorized Agent' refers to King-May Psychological Assessment Technology & Development Limited Company

Step 2: Seek Certification of Professional Qualification from an Authorized Organization² via one of the following 3 options

Section B: Statement of Professional Eligibility

Option 1: As a registered HK-WISC user

- Seek certification from The Panel on the Control of Sales and Distribution of HK-WISC/WISC-IV (HK) Panel³
- Complete Annex A (Download Annex A)
- Send your **Registration Form** (with Sections A & C completed) with a self-addressed stamped envelope and **Annex A with supportive documents attached**, whenever necessary to the following address:

Secretary of the HKWISC/WISC-IV(HK) Panel
Educational Psychology Service (Kowloon) Section
Education Bureau
Room W201, 2/F West Block
Kowloon Tong Education Services Centre
19 Suffolk Road, Kowloon Tong

Option 2: As a full member of the Division of Clinical / Educational Psychology of the Hong Kong Psychological Society

- Seek certification from the **Division of Clinical / Educational Psychology of the Hong Kong Psychological Society**
- Send your **Registration Form** (with Sections A & C completed) with a self-addressed stamped envelope to either of the following address:

Honorary Membership Secretary
Division of Clinical Psychology
Hong Kong Psychological Society
Room 506, Lemmi Centre
50 Hoi Yuen Road
Kwun Tong, Kowloon
Hong Kong

Convener of the Membership Sub-Committee
Division of Educational Psychology
Hong Kong Psychological Society
Room 506 , Lemmi Centre,
50 Hoi Yuen Road
Kwun Tong, Kowloon
Hong Kong

² 'Authorized Organization' includes (a) The Panel on the Control of Sales and Distribution of HK-WISC / WISC-IV (HK) Panel and (b) Division of Clinical / Educational Psychology (DCP/DEP) of the Hong Kong Psychological Society (HKPS)

³ The WISC-IV (HK) Panel has accepted the transfer of authority from The Panel on the Control of Sales and Distribution of HK-WISC to certify HK-WISC user registration status when the latter ceased to operate.

Option 3: Eligible for full membership of the Division of Clinical / Educational Psychology of the Hong Kong Psychological Society

- Request **Statement of Eligibility for Full Membership** from the **Division of Clinical / Educational Psychology of the Hong Kong Psychological Society**. For details, see the webpage <http://www.dcp.hkps.org.hk/> or <http://www.dep.hkps.org.hk/index.php?language=eng>
- Send your **Registration Form** (with Sections A & C completed) with a self-addressed stamped envelope and the **Application Form for Statement of Eligibility for Full Membership with supportive documents and application fees attached** to either of the following address:

Honorary Membership Secretary Division of Clinical Psychology Hong Kong Psychological Society Room 506 , Lemmi Centre 50 Hoi Yuen Road Kwun Tong, Kowloon Hong Kong	Convener of the Membership Sub-Committee Division of Educational Psychology Hong Kong Psychological Society Room 506 , Lemmi Centre 50 Hoi Yuen Road Kwun Tong, Kowloon Hong Kong
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Step 3: Receive reply in the self-addressed stamped envelope from the Authorized Organization

Step 4: Send the Completed Registration Form (with professional qualification certified in Section B) to the Authorized Agent in the following address

King-May Psychological Assessment Technology & Development Limited Company
3/F, Building B3, South software park, No.1 Ruanjianyuan Rd., Tangjiawan Zhuhai City,
Guangdong, China 519080

中文地址 (建議使用)
京美心理測量技術開發有限公司
珠海市唐家灣鎮軟件園路一號南方軟件園B3棟3層
郵編：519080

Step 5: Receive Reply from the Authorized Agent

Successful applicant will receive the following documents for confirmation of his/her registration status:

- a WISC-IV(HK) Registration Number given on the Registration Form returned
- a certificate

- END

**Supportive documents for Certification by The Panel on the Control of
Sales and Distribution of WISC-IV(HK)/WISC-IV (HK) Panel**

Applicant must provide at least one of the following supportive information for the Panel to verify his/her status as a registered HK-WISC user. *(Please insert a “✓” in the appropriate box(es) to indicate the supportive information that you have provided).*

HK-WISC user registration number (Registration no: _____)

A copy of the master diploma or transcript used in HK-WISC user application

Correspondence address used in HK-WISC user application

(Correspondence address: _____
_____)

Name of employment agency used in HK-WISC user application

(The name of the employment agency: _____
_____)

Name of applicant: _____

(as given in Section A of the Registration Form for the WISC-IV(HK) users)