

International Society of Sport Psychology

ISSP-R Established Practitioner and Established Practitioner (Emerging Countries) application and payment instructions

Here are some short instructions for the application process and payments during your ISSP-R application.

Become an ISSP member

Visit [ISSP's membership page](#) for information and instructions on how to become an ISSP member. You must be a member to apply for ISSP-R.

Collate the required criteria

Familiarize yourself with the application guide and criteria found on the ISSP-Registry page. Gather the indicated documents and compress them into a zip file. Instructions on how to create a zip file can be found [here](#). Use the checklist found below to ensure you have all of the required documents.

Complete the Application and Assessment Fee payment

To access the ISSP-R payment portal, visit your membership dashboard and view the available plans. View the ISSP-R plans and select the plan that applies to you. To determine if you qualify for the Emerging Country plan, please see the list of countries this plan applies to, located on the [ISSP-R Table of Fees page](#). Select the Application and Assessment Fee and complete the payment. This is a one-time payment when submitting your application.

Submit your application

Submit your application zip file, including the completed checklist below, to isspr@issponline.org before the end of the application window.

Once your application has been submitted and fee has been paid, your application will enter the assessment process. If your application is missing any documents, you will be notified via email and given one week to submit these missing documents. Should you fail to provide these documents during this window, you will be required to resubmit your application during the next application cycle; your application fee will be held over during this time and applied to your submission during the next application cycle. If all documents are in order, your application will be sent on to two assessors for evaluation. Following assessment, the assessors will make a recommendation to the ISSP-R Certification Board. Assessors may recommend the board accept an application, request minor revisions by the applicant, request major revisions by the applicant, or reject the application. Examples of minor revisions are additional information or evidence in a certain area. Major revisions may include substantively more details or evidence. The ISSP-R Certification Board will make a decision upon your application and you will be notified via email. In cases where an in-depth reassessment is necessary, your application may be subject to the Application Resubmission Fee (see below).

Certification and practicing certificate fee

Following approval from the ISSP-R Certification Board, you will be notified of your successful application via email. To complete the certification process and receive your certificate, you will be required to pay the Practicing Certificate Fee, found in the ISSP-R payment portal. You will receive your PDF certificate through email; this certificate is valid for 5 years, after which you will need to be recertified and pay this fee again. You will then receive your new PDF certificate through email, valid for another 5 years.

Resubmission and the application resubmission fee

Based on the extent of the revisions requested by the board, your application may require in-depth reassessment by assessors. In this case, your application will be subject to the Application Resubmission Fee. This fee can be found in the ISSP-R payment portal.

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ISSP-Registry Established Practitioner Applicant checklist

Applicant: _____

Required document	X	Checked by ISSP-R staff (applicant leave blank)
Application and Assessment Fee paid		
Up-to-date curriculum vitae (CV)		
Formal education background		
Reflective practical philosophy to consultation		
Training and competence in practical ethics and cultural safety		
Evidence of an established professional practice and contribution		
Practical experience – Case one		
Practical experience – Case two		
First letter of reference		
Second letter of reference		
Practical supplemental evidence of professional experience		