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APPLICANT CHECKLIST FOR PROVISIONAL MEMBERSHIP

This form is provided for your own use and does not have to be submitted to MSHA. Please date each item as it is completed as a way of ensuring that you have fulfilled all of your requirements.

Item	Date
Completed application form (submitted to MSHA 6 weeks before starting employment)	
Application processing fee submitted to MSHA	
Official transcripts for all undergraduate course work completed, with an official notation of the degree appearing on the transcript, mailed directly to the MSHA office from the university or college.	
Official transcripts for all graduate course work completed, with an official notation of the degree appearing on the transcript, mailed directly to the MSHA office from the university or college.	
If your degree was not conferred before applying, have you arranged for your Department chair to send a letter directly to MSHA stating that you have completed all of the academic and clinical requirements for graduation? (Note that you must still have your official transcripts forwarded to the MSHA office when your degree is conferred.)	
Summary of clinical practicum hours signed by your supervisor(s) submitted to MSHA	
Apply for and submit a "Criminal Records Check" to the MSHA office	
Apply for and submit a "Child Abuse Registry Check" to the MSHA office	
Read the MSHA Code of Ethics and agree to abide by the ethical principles therein	
Confirmation of Provisional Registration received from MSHA	
Annual professional dues submitted to MSHA	
Supervision Proposal submitted to MSHA (due 1 month after start of employment)	
Interim Supervision report submitted to MSHA (due no later than 7 months after start of supervision period)	
Final Supervision report submitted to MSHA (due no later than 13 months after start of supervision period)	
Confirmation of Full Registration received from MSHA	
"Fully Registered Practicing" Certification fee submitted to MSHA	