

## **Facility Accreditation Application Form**

### **Requirement**

1. Valid National Identification Form
2. Certificate of Professional Qualification for Practitioner
3. Licensure Certificate of Practitioners
4. Full Documentation of Registrar General's Certification
5. SSNIT registration for staff
6. Introduction Letter from Owner if practitioner In-Charge is Different from owner
7. Letter of Intent signed by the owner (application Letter stating the type of facility to be operated, the location (landmark) profession of practitioner –in – charge etc.)
8. Application Fee of GHC500.00
9. Infrastructure (Minimum):
  - a. Copy of Lay out of building
  - b. One Consulting Room and One Relaxation
  - c. Testing Room
  - d. Reception
  - e. Waiting Area
  - f. Utility Room:
    - i. Pantry etc.
    - ii. Toilet (s)
10. Minimum Human Resource Requirement
  - a. One permanent psychologist (full time; should have worked for at least five years in Ghana)
  - b. One professional nurse (psychiatry or mental health)
  - c. Two psychologists Assistants (full time)
  - d. A Clerk or Records Officer
  - e. A cleaner
  - f. Two Security officers (for day and night shifts)

Note: For non-Ghanaian: In addition to the above should have:

1. Resident Permit
2. Work Permit
3. A Valid Ghana National Identification Card
4. A Ghanaian Psychologist of equal qualification as the foreign counterpart

Contact Number: 0268303722 for further information