



# Psychoeducational Research and Training Centre

University of British Columbia, Faculty of Education, 1100 Scarfe, 2125 Main Mall, Vancouver, BC V6T 1Z4

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Dear Instructor;

Welcome to the Psychoeducational Research and Training Centre. This information package is designed to (re)introduce you to the procedures and policies of the PRTC. Once you have decided to include the use of the PRTC 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 PRTC provides two services to faculty and students, the Test Library and the Video Therapy Rooms (VTR). Instructors can arrange to use either or both services by contacting the PRTC before the start of classes to indicate the extent of services required. For more information about either of these services please consult the enclosed information packages. Instructions on how to coordinate your needs with the PRTC are listed below by each service.

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

Thank you for your co-operation.

## Contacts:

### PRTC Test Library:

PHONE: (604) 822-1364

FAX: (604) 822-9097

e-mail: prtcgaa@interchange.ubc.ca

### Website:

[www.educ.ubc.ca/prtc](http://www.educ.ubc.ca/prtc)

## Hours:

### Video Therapy Rooms:

Monday through Thursday,

11:00am to 8:00pm

Friday & Saturday

11:00am to 3:00pm

## Director:

### Dr. William McKee

PHONE: (604) 822-6572

e-mail: william.mckee@ubc.ca

### Test Library:

Monday through Thursday,

11:00am to 8:00pm

Friday & Saturday

11:00am to 3:00pm

## **Video Therapy Rooms (VTR) Only**

Instructors requiring students to access the VTR should complete all of the following steps.

1. Before the start of classes arrange for Block Booking if required.
  - To request a block booking, complete the enclosed form and submit to the Test Library. Block bookings are approved on a first come first served bases

**Note:**  
Instructors may request a weekly 2-hour VTR block booking for their students
2. By the beginning of classes, instructors should have:
  - Completed a Faculty Registration Form
  - booked a class tour of the VTR (During the tour, students will be introduced to the VTR, sign up procedures, hours of operation, and general guidelines for using the machinery and facilities)
3. Students will have to complete VTR registration forms (students require a new registration form each term)

**Note:** Instructors can pick up registration forms for their students to complete in advance, or they can be completed during a scheduled tour.

## **Test Library Only**

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
  - Provide information on current course requirements (reverse side of Faculty Registration Form), including:
    - the test titles students will required to access (submit a list)
    - the type of access required (i.e., viewing on site, sign out manuals and sample protocols, administration and interpretation)
    - whether students will be purchasing protocols

**Note:** If students will be purchasing protocols:

  - billing arrangements should be discussed (i.e., tabs, packages, etc.). It is helpful if you provide us with a list of measures so that we can formulate protocol packages for your students. If a package is not suitable, arrangements for individual student tabs can be made with the PRTC staff. In this case, students are asked to submit a blank cheque that will be held as a deposit. The student's purchase costs of materials will be tallied during the term, and a final price will be calculated at the end of term. A student's deposit will be returned upon final payment to the PRTC.
  - the 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
  - submitted an up-to-date class list
  - booked a class tour of the Test Library (During the tour, students will be introduced to the PRTC and Test Library, hours of operation, and general guidelines for using the facilities, copyright and ethical use of test materials)
3. Students will have to complete registration forms (students require a new registration form each term)

**Note:** Instructors can pick up registration forms for their students to complete in advance, or they can be completed during a scheduled tour. Once the registration forms have been completed and submitted to the PRTC, they will be reviewed and approved by the PRTC Director. Review and approval is normally completed within 2 working days. Once approved, students may access PRTC services for the duration of the course for which they have registered.