

**Part I - COURTESY REGISTRATION APPLICATION**

Each calendar year, Part I is to be completed by the Applicant and then forwarded to the Home Jurisdiction for completion of Part 2.

It is the applicant’s responsibility to ensure both Part I & II are received by the Nova Scotia Board of Examiners in Psychology before Courtesy Registration Applications will be considered.

Applicant’s Name \_\_\_\_\_ Email Address: \_\_\_\_\_

Dates of Courtesy Registration being requested for the Calendar Year

\_\_\_\_\_  
(If dates are not available please provide the range of dates (e.g., March 1 – December 31, 2019))

Short Description of Work in NS \_\_\_\_\_

Employer in NS \_\_\_\_\_

**Insurance Requirements**

In order to issue Courtesy Registration, NSBEP requires you to hold professional liability coverage with at least \$1,000,000 of liability coverage per occurrence, extending to the province of Nova Scotia. This is in addition to any liability coverage that may be provided by an employer. Do you hold such coverage?

Yes or No? \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Part 2 - CONFIRMATION OF STANDING FOR COURTESY REGISTRATION**

Part 2 is to be completed by the Home Jurisdiction and forwarded to NSBEP.

Registration/Certificate# \_\_\_\_\_ Date issued: \_\_\_\_\_

Registration/Certification Status \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Are there any conditions or restrictions on the Registrant? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes please explain using a separate sheet.

Are there any past or outstanding complaints? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes please explain using a separate sheet.

Verified by:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Board / Agency: \_\_\_\_\_

Thank you for completing this form. To expedite the transfer process, it may be emailed or faxed to NSBEP at: [nsbep@nsbep.org](mailto:nsbep@nsbep.org); 1-902-423-0058 (fax). Please forward the original document to:

The Registrar, Nova Scotia Board of Examiners in Psychology, Suite 455, 5991 Spring Garden Road  
Halifax, Nova Scotia B3H 1Y6