



Nova Scotia Board of Examiners in Psychology

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GUIDE TO THE ONLINE REGULAR APPLICATION SYSTEM

The Nova Scotia Board of Examiners in Psychology (NSBEP) is pleased to provide a secure online information system for submitting an application for registration.

This system will save time by ensuring that your information is received by the Board very quickly since this information does not need to be sent by mail. This is because your information will be captured electronically as soon as you select the option to save it – at any time during the application process. This system will also help you save money since you don't need to use paper, toner, or other stationary; and you don't need to pay for postage.

Note: We are committed to providing applicants and our registrants with a secure and protected online information management system. Our site employs 128-bit encryption, which is the strongest and most secure form of encryption generally available.

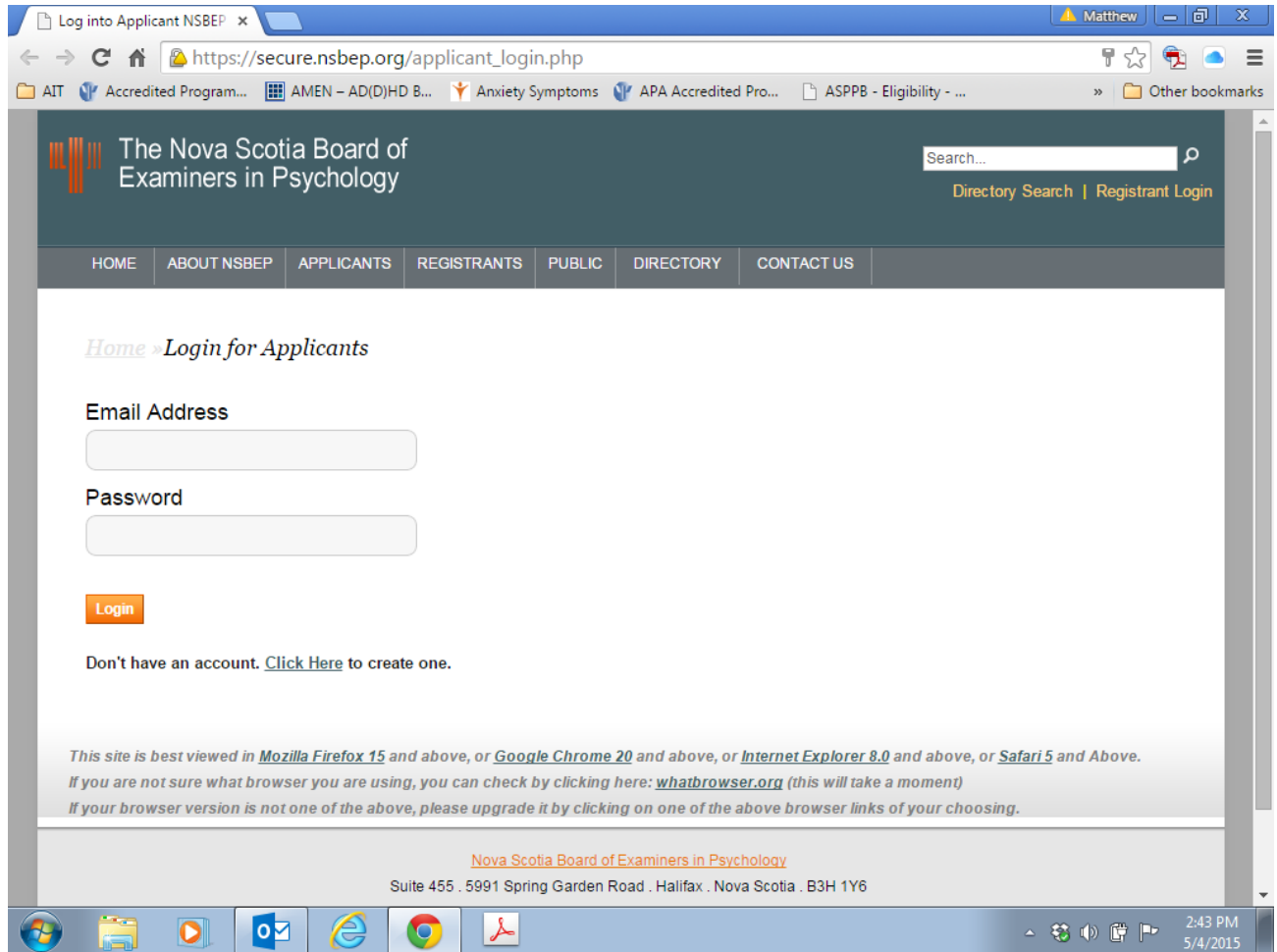
Components of the Online Regular Application Process

The following information outlines the sections of the online application system. For ease of use, the online application system has been arranged into tabs, rather than individual pages that could take more time to load into your browser.

Although you may discover that the application process can be readily completed in one session, you can choose to incrementally complete your application by saving your information along the way. Just make sure you click the button entitled "Save Application Form" otherwise your information will not be automatically saved. You can then return at any time by logging back in and finishing your application.

Creating an Account

The first time you use the system you will need to create an account with NSBEP. At the beginning of the process, you will see the following page:



Underneath the Login Area (shown above), you will note the following message:

Don't have an account. Click Here to create one.

You will simply click where instructed and then complete the process by entering your email address and creating a password.

Main Tabs of the Online Application System

Once you have created an account, you will then begin to complete the main tabs of the online application. The screenshot on the next page provides an overview of what the main tabs look like:

Regular Application Form

Main Info | Address | Contact Number | Email | Degrees | Supervision | Foundational Knowledge | Core Competencies | References | Questionnaire | Release of Information

History | Practice Profile | Payment

Salutation

Last Name

First Name

Sex Male Female

Date Of Birth

Please state the reason you are seeking registration in Nova Scotia

Do you have a prospective NS Employer at this time? Yes No

Are you legally entitled to work in Canada? Yes No

If No, Please provide detail:

Save Application Form

If required, you can hit "Save Application Form" button at any time and return later to complete the application.

Identifying Information and Contact Information

The initial tabs of the process require each applicant to provide certain identifying information and whether one is eligible to work in Canada.

The Board also requires at least one valid physical address, one email address and one contact number. However you can enter as many addresses, emails and contact numbers as desired.

Academic Qualifications

This is where you will be entering information on the degrees you possess, such as the date they were awarded, the educational institution, and the title of the program.

Please note that you will need to separately request transcripts of all academic degrees (undergraduate and graduate). These will need to be sent directly by the universities to NSBEP.

Collegial Support & Supervision

Candidates must have access to registered psychologists for collegial support, consultation and supervision relating to their work. In this tab, you will identify your

workplace supervisor and the names of psychologists whom you can consult and receive collegial support from about workplace matters. If, at the time of completing the application, this information is unknown, please check the option to indicate that you will provide this information later.

Foundational Knowledge

Applicants should identify at least one full credit psychology course or two half-credit psychology courses in each of the 4 Foundational Knowledge areas.

Graduates who are applying for registration on the basis of a doctoral program in psychology that is accredited by the Canadian Psychological Association are deemed to meet the Foundational Knowledge criterion set out in the criteria for Degrees in Psychology Acceptable to the Nova Scotia Board of Examiners in Psychology. As such, graduates of a CPA Accredited Program are not required to complete the section on Foundational Knowledge and simply need to check the option indicating they are applying on the basis of a doctoral program accredited by CPA.

Core Competencies

All applicants seeking entry to the profession of psychology are evaluated on the five core competencies. Canadian Psychology Regulators agreed to evaluate applicants seeking entry to the profession on the following core competencies by July 1, 2003.

You may enter the required information for each Core Competency within the online application process. However, if you prefer to prepare this information in a word processing application, you may instead upload your completed document on the core competencies, using the upload feature. As well, if you have prepared such documentation for provisional psychology registration in another jurisdiction and saved a copy of this submission, you may upload this information. Alternatively, if you have retained paper copies you scan this information and upload it. Just be sure that your uploaded document addresses all 5 Core Competency areas. Please note that you will need to have the information on Core Competencies in one document that can be uploaded to this section.

References

You will need to enter the names and contact information for three references. You will be required to list the name, position, address, and phone number of three referees who are well acquainted with you and your professional work. Two of these referees must be registered or licensed psychologists.

Background Questionnaire

This is a series of questions about your conduct and whether or not you have had any past convictions or disciplinary findings.

Release of Information

If you hold psychology registration then you will need to provide information about your psychology registration in all jurisdictions where you hold such registration/licensure; and you will need to complete a release allowing the Board to follow up with questions pertaining to your registration, if required.

Relevant Employment

Fill in this section only in relation to psychology positions. We would consider such a position to either have “psychology” or “psychological” in the title or be primarily psychological in content and involve the practice of psychology in the core competency areas. On the other hand, experience from practica or internships should be noted in the Verification of Practica /Internship Form; and other related work experience (but not strictly a psychology position) should be listed on your CV.

Psychological Practice Profile

This profile is asking about the work that you intend to do in Nova Scotia. If you do not currently have employment then please answer on the basis of what you would consider to be within your areas of competence.

The profile has three main sections: A, B, C.

Part A asks about your employment status, practice setting(s), and language(s)*. Please indicate whether your employment status is full or part time. (Those working part time please indicate how many hours per week.) Then select the applicable practice setting (s) in which you are employed and identify the applicable languages in which you are comfortable providing services.

Part B of the Psychological Practice Profile asks you to select the areas of your psychological practice and estimate the percentage of time you spend working in each area. For instance, if you spend four days per week engaged in clinical work and one day per week doing research, you would select #1, Clinical, and #5, Research. You would then enter 80% for Clinical and 20% for Research. The total percentage of time should add up to 100%.

Part C of the Psychological Practice Profile asks you to indicate the activities and services you provide within the areas of practice indicated in Part B.

Payment

An application fee, which is non-refundable, is required for receipt and processing of your application. You can pay the Application Fee online using Visa, MasterCard or American Express. You also have the option to defer payment and send a cheque by mail. However, please note that payment by cheque will slow down the process since you will need to mail payment to the office before your application can be reviewed.

Missing Information

After completing the tab with your payment information, you may click the button to submit your application. The system will then run a check to ensure that you have entered all required information in the online application. If you are missing information, then you will not be able to proceed until the missing details are filled in. If you are missing information, the missing fields will be noted in red text along with a message next to each field that is missing information. You will need to review all tabs to look for any red text.

Final Steps of the Online Application

Once the payment tab has been completed and your application has been submitted, a final page will load in your browser. Below is a screenshot of the remaining tabs of the online application process. **Please note** that the below page will not be visible until the previous steps in the application process are complete.

The screenshot shows a web interface for a 'Regular Application Form'. At the top, there is a dark blue header with the text 'Regular Application Form'. Below the header is a horizontal row of seven navigation tabs: 'Upload Photo ID and CV', 'Verification of Practica & Internship', 'Supervisor's Consent Form', 'Reference Form', 'Child Abuse Check', and 'Criminal Record Check'. The 'Upload Photo ID and CV' tab is highlighted. Below the tabs, there is a paragraph of text: 'If you do not currently have a scanned copy of your Photo ID and CV then you can come back and upload a scanned copy or you can email scanned copies of your Photo ID and CV to: nsbep@nsbep.org or (as a last resort) mail a photocopy to the office though this will take longer to reach the office.' Below this is another paragraph: 'Upload process may take a moment or two depending on the size of the attachment.' There are two file upload sections. The first is labeled 'Upload Photo ID:' and has a 'Choose File' button and the text 'No file chosen'. The second is labeled 'Upload CV:' and also has a 'Choose File' button and the text 'No file chosen'. Below these sections is a section titled 'Temporary Registration' with a paragraph of text: 'If you are registered with another psychology regulatory body, you can request placement on the courtesy register until the transfer interview is completed. In order to obtain such courtesy registration you would need to submit a request in writing (email would suffice) to the NSBEP. Please note: The Confirmation of Standing Form (next page) must be completed by the jurisdiction(s) in which you are registered and received by NSBEP prior to placement on the Courtesy Register.' At the bottom of the form, there is a prominent orange button with the text 'Upload Photo ID and CV & Submit Child Abuse Declaration'.

CV and Photo ID

In this section you can upload a copy of your CV and Photo ID. To use this option, simply ensure you have a scanned copy of your Photo ID and a copy of your CV on your computer. However you can also email scanned copies of your Photo ID and CV to: nsbep@nsbep.org

Confirmation of Good Standing

If you hold any registration with another psychology regulatory body then you will need to download or print off the Confirmation of Standing Form and send it to the respective jurisdiction with instructions that they complete and return the form directly to NSBEP. If desired, you can download this form directly from the NSBEP website via the following URL: <http://www.nsbep.org/supplemental-forms>

Verification of Practica / Internship

In this tab, you will see the icons for the Internship Form (available in both Word format and PDF Format). You will need to either download or print off the Verification of Practica / Internship form. This form is meant to capture any practica and internships you completed with your program of study which you are using to support your application for registration. It will need to be completed by a person authorized to do so by the university(ies) and sent directly to the NSBEP. If you download the form to your computer then you may be able to send the form to the university by email (as an email attachment) or by fax. Optionally, the form can be printed off and you can mail a copy to the university. Please include instructions for the university to mail the results directly to NSBEP.

Alternatively, you can download the Verification of Practica / Internship form directly from the NSBEP website via the following URL: <http://www.nsbep.org/supplemental-forms>

Supervisor's Consent Form

You will see the icons for the Supervisor's Consent Form (available in both Word format and PDF Format). You will need to either download or print off The Supervisor's Consent Form. Fill out and sign your portion. Then provide it to you proposed NSBEP Supervisor.

Alternatively, you can download the Supervisor's Consent form directly from the NSBEP website via the following URL: <http://www.nsbep.org/supplemental-forms>

Reference Form & Practice Profile Download

- a. You will see the hyperlink entitled "Download Prepopulated Practice Profile". You need to click on the link to download or print off your Psychological Practice Profile. This will download a PDF document that will contain the information you entered in the Psychological Practice Profile, earlier in the application process. (If for some reason, you need to update your profile at this point, you can click on the link entitled "Update Practice Profile" and this will take you back to the actual Practice Profile tab. Once you enter and save your changes by

- selecting the “Save Application” button, then you will be taken back to the tab where you can download your updated Practice Profile.)
- b. You will see the icons for the Reference Form (available in both Word format and PDF Format). You need to either download or print off this form.
 - c. You need to send a copy of the Reference Form and your completed Psychological Practice Profile to each of the three referees that you identified earlier in the application process.

Alternatively, you can download the Reference form and a blank copy of the Psychological Practice Profile directly from the NSBEP website via the following URL: <http://www.nsbep.org/supplemental-forms>

Note: Ultimately, however, you will still be required to fill out the Psychological Practice Profile using the Online Application Process.

Child Abuse Section

Part 1 is completed by everyone.

If a Child Abuse Check is unavailable in your jurisdiction as a stand-alone-check, then you will also need to complete Part 2 of the Child Abuse Declaration. If such a check is in fact available, then you will need to arrange for this check to be provided to the Board.

When you have finished with the tabs for the CV, Photo ID, and Child Abuse Declaration, then you will need to click the button entitled “Upload Photo ID and CV & Submit Child Abuse Declaration.” This will transmit the information to NSBEP. Please note that even if you choose to send the CV and Photo ID later, you still need to click the button to submit your Child Abuse Declaration.

Criminal Record Check

Applicants from Canada

While the Board does not complete this check, we suggest and provide a link to the website of an online provider: myBackCheck.com . This option is recommended because the results of the check can be provided fairly quickly and directly to the Board by myBackCheck. The added benefit is that the results of your check could be shared with other organizations, if you make this request to myBackCheck.

However, you can also use your local police to obtain a criminal record check, but you should be aware that this option will likely take longer, and until the results are received by the Board, this will delay your ability to obtain registration.

Please note: that background checks must have been completed within the last 6 months from the date of application in order to be considered acceptable to the Board.

Applicants from outside Canada

While the Board does not complete this check, we suggest and provide a link to the website of an online provider: CSI Background Screening. They can provide background checks for countries outside of Canada. This option is recommended because the results of the check can be provided fairly quickly and directly to the Board by CSI. The added benefit is that the results of your check could be shared with other organizations, if you make this request to CSI.

However, you can also use your local police to obtain a criminal record check, but you should be aware that this option will likely take longer, and until the results are received by the Board, this will delay your ability to obtain registration.

Please note: that background checks must have been completed within the last 6 months from the date of application in order to be considered acceptable to the Board.

The above items comprise the steps of the online application process.