

## NSBEP Annual Registration Renewal Policies

### A. General Requirements

<b>1. Due Date</b>	<p>Each registrant with the Nova Scotia Board of Examiners must 1) pay to the Nova Scotia Board of Examiners an annual registration fee and 2) submit the completed renewal documents on or before December 31<sup>st</sup> of each year. This applies to all registrants regardless of placement on the Full Register or Candidate Register. A reduced registration fee is available if paid on or before November 15<sup>th</sup> and accompanied by the renewal documents.</p>
<b>2. Mailing of Materials to the Board</b>	<p>Registrants are responsible for ensuring that the renewal fee and completed renewal documents arrive at the Nova Scotia Board of Examiners by December 31<sup>st</sup>. Registrants are encouraged to take institutional financial processing and mailing procedures into account in ensuring that materials arrive at the Nova Scotia Board of Examiners by the due date. If Registrants are taking advantage of early payment (Nov.15<sup>th</sup>) the same conditions apply.</p>
<b>3. Suspension and Reinstatement</b>	<p>The registration of a registrant who fails to submit a completed annual renewal form (i.e. a form completed in the required manner including all requested information along with a copy of the registrant's current liability insurance) in accordance with subsection 7(2) of the Psychologists Regulations, shall be suspended. Also, as per the Psychologists Act, 2000, section 17(4), any registered psychologist or candidate who fails to pay the prescribed annual registration fees as required by subsection (1) "shall be suspended in accordance with the procedure prescribed by the regulations".</p> <p>Where the registration of a registered psychologist or candidate has been suspended pursuant to subsection 7(2) of the Psychologists Regulations, 17(2) of the Psychologists Act, or in any other case where the registration of a registered psychologist or candidate has expired or lapsed pursuant to this Act or the former Act for non-payment of fees, such person may apply to the Registrar for re-registration. When the suspended registrant has paid all fees or any other amount owing to the Board (e.g., prescribed late and administrative fees) and submitted a completed annual renewal form (if applicable), the Registrar may re-register the person.</p> <p><b>NSBEP Reinstatement Fees</b></p>

	Registrants who are removed from either register are required to pay a reinstatement fee equal to 50% of the current annual registration fee. Registrants who have voluntarily removed themselves from either register are required to pay a \$50 reinstatement fee.
<b>4. Possible Disciplinary Action</b>	Registrants who allow their registration to lapse and continue to practice while their registration is suspended are guilty of an offence (Psychologists Act 2000, c. 32, s. 23(2)).
<b>5. Annual Certificate</b>	A registrant must prominently display his/ her current annual registration certificate in the premises routinely used by the registrant to practice psychology. Receipt and annual certificate(s) will be mailed to those who have completed their renewal.
<b>B. Fees</b>	
<b>1. No Late Payments</b>	As per the Psychologists Act, the Registrar <b>must</b> suspend the registration of a registrant who has failed to pay his/her renewal fee on time. Registrants who submit their payments after December 31 <sup>st</sup> will be removed from the Register.
<b>2. Amount Due</b>	<p>Annual Registration in the full amount is due on or before December 31<sup>st</sup>. There are <b>no</b> payment plans and fees are pro-rated* only in specific circumstances. Cheques may be post-dated no later than December 31<sup>st</sup>. Mastercard and Visa are accepted. Cheques dated after December 31<sup>st</sup> will not be accepted. If Registration is paid on or before November 15<sup>th</sup> a 15% discount will be applied.</p> <p><b>* Pro-rated Fees</b></p> <p>Registration fees are only pro-rated if registration occurs after June 30<sup>th</sup> of any year. To calculate the pro-rated fee owed after June 30<sup>th</sup>, the annual fee for the year is divided by 12 and then multiplied by the number of months remaining for the year. No refunds will be given for early withdrawals. Registrants resuming their registration are required to pay a reinstatement fee in addition to the registration fee and this amount depends on the circumstances. For information concerning reinstatement fees, please see the Suspension and Reinstatement section of the Annual Registration Renewal Policies.</p>

<b>3. Returned Cheques</b>	Registrants whose cheques are returned by the bank for any reason will be considered to have not paid their renewal fee. As such they will be required to pay the reinstatement fee, in addition to their yearly fee.
<b>C. Renewal Form and Supporting Documents</b>	
<b>1. Insurance</b>	NSBEP requires all registrants to maintain professional liability insurance in an amount not less than \$1,000,000.00 per occurrence. Registrants are required to provide proof of insurance at time of renewal.
<b>2. Limited Registers</b>	<p>a) <b>Out of Province Register.</b> Registrants requesting placement on the Out of Province Register must submit documentation of their registration/licensure to practice psychology by a regulatory body in a jurisdiction other than Nova Scotia and pay a required fee of 50% of the required Registration fee in Nova Scotia. This category does not hold practice privileges in Nova Scotia.</p> <p>b) <b>Academic Register.</b> Yearly Registration is \$100.00. Registrants requesting placement on the Academic Register must be employed full-time in an academic setting and engaged in the teaching of psychology. No clinical work is permitted under this registration category.</p> <p>c) <b>Retired Register.</b> Yearly Registration is \$100.00. Registrants requesting placement on the Retired Register must provide a written attestation they are not engaged in practice in Nova Scotia or any other jurisdiction at time of renewal. They are not entitled to engage in any clinical practice including the supervision of students/ interns, consultation or the administration of psychological services. Registrants placing themselves in this category are not expected to return to practice. If they resume practice mid year, they will be expected to pay the full registration fee. Registrants who request to resume active practice must make an application as a new applicant and meet current registration criteria if they have not been practicing for a period greater than two years.</p>
<b>D. Making Changes at Renewal</b>	
<b>1. Change of Address</b>	Registrants must notify the Registrar if there is a change in his/her registration information. A registrant is expected to provide the Registrar with new information within 30 days of a change. There is a \$100 processing fee if information sent to the registrant is returned due to a failure to notify. Please note a legal

	address is required. If the mailing address is a box number, a land address must also be provided.
<b>2. Change of Address Where Records are Kept</b>	Registrants should notify NSBEP whenever there is a change of address where records are kept or change of directory address.
<b>3. Change of Name</b>	Registrants who are married and assume a new last name or amend their last name are required to provide notice to NSBEP along with a photocopy of their marriage certificate. Registrants who have changed their name (other than for the above reason) are required to review the Name Act and the requirements of Nova Scotia Vital Statistics, and provide the appropriate documentation to support a legal name change.
<b>4. Change of Registration Categories</b>	Registrants moving to categories within the Limited Register – Out of Province, Courtesy, Academic, Retired, or Non-Practicing – must provide documentation supporting the change. A criminal record check is not required for a registrant to change from one registration category to another.
<b>5. Change of Credentials</b>	Registrants who are currently registered at the masters' level and wish their registration status to reflect a recently acquired doctorate degree must make a written request to have the doctorate reviewed by the Board. The request must include an original transcript. The doctorate degree will be reviewed according to current registration criteria (available on the Nova Scotia Board of Examiners website under Registration Requirements).
<b>6. Change of Area of Practice</b>	Registrants making changes or additions to their areas of competence or expertise must consult the 'Information for Registrants' section on the NSBEP website. <a href="http://www.nsbep.org">www.nsbep.org</a>

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