

Overview of Appeal Process for Registration Decisions Nova Scotia Board of Examiners in Psychology

An appeal must be made in writing to the Registrar no later than 30 days following the date of the letter from the Registration Subcommittee of the Board.

An overview of the Appeal Process is presented below, but you may also view the Board's [Policy](#) on this matter, [presented after this document](#).

When initiating the appeal process appellants may provide any additional documentation they would like to be considered as part of the appeal process.

If additional information is provided, the Registration Subcommittee would first review this information at its next available meeting.

If after reviewing the additional information provided by the appellant, the decision of the Registration Subcommittee remains unchanged, or in the event that no additional information is submitted with the request for appeal, all of the individual's application materials and the findings of the Committee will be provided to the Registration Decision Review Subcommittee of the Board ("Registration Review Subcommittee").

The purpose of the Registration Review Subcommittee is to provide an independent review of registration decisions made by the Registration Subcommittee of the Board, when these are not in favour of the applicant. No one who acted as a decision-maker in respect of a registration decision may act as a decision-maker in an internal review in respect of that registration decision.

The Registration Review Subcommittee will meet to consider its decision. It may contact the appellant for additional materials prior to issuing its decision. The appellant is notified of the decision at the end of the process.

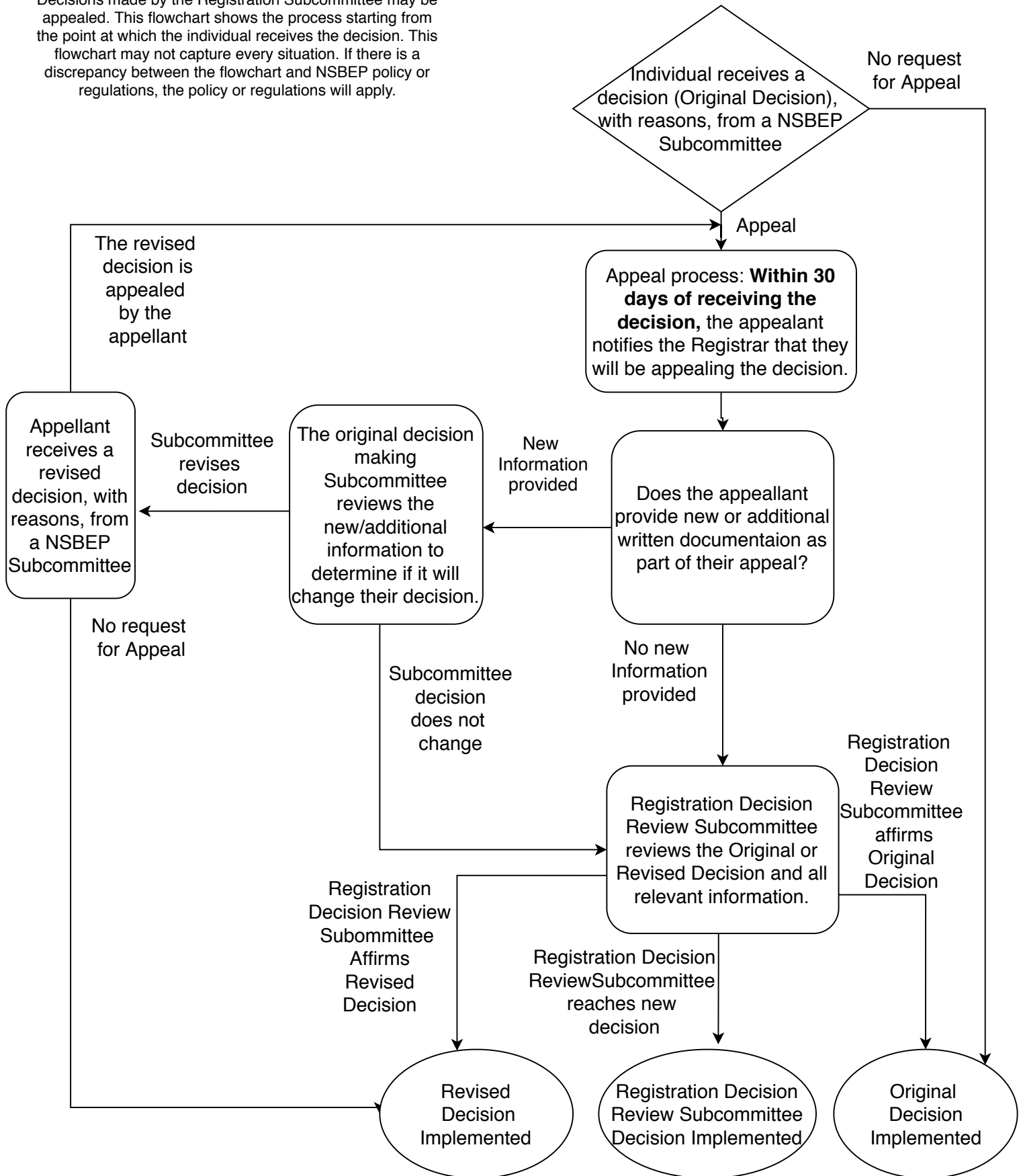
If a review is requested, your materials will be reviewed at the next meeting of the Subcommittee. Board Subcommittees typically meet every month, with the exception of one month in the summer. Meeting dates are posted on the NSBEP website and available by [clicking here](#) in the PDF version of this document.

Materials must be received 2 weeks prior to the meeting. If the deadline is missed, then the materials will be reviewed at the next meeting. A written decision will be provided within one month of the decision being made by the Subcommittee.

If you have any questions, please contact the Registrar.

APPEAL FLOWCHART

Decisions made by the Registration Subcommittee may be appealed. This flowchart shows the process starting from the point at which the individual receives the decision. This flowchart may not capture every situation. If there is a discrepancy between the flowchart and NSBEP policy or regulations, the policy or regulations will apply.



NSBEP POLICY AND PROCEDURE

APPLICATIONS

Policy Number: 3-51

Date of Board Approval: 16th October 2009

SUBJECT: REVIEW OF REGISTRATION DECISIONS

POLICY STATEMENT: Under the Fair Registration Practices Act & Psychologists Act, where the Board does not accept an applicant's degree, the applicant will be offered the option of a review of that decision.

PROCEDURE:

1. Where the Registration Subcommittee makes a decision to deny an application or to impose conditions or restrictions, it shall provide a written decision with reasons and instruct the Registrar or delegate to send the decision to the applicant. The Subcommittee shall also instruct the Registrar or delegate to advise the applicant there is a right of review to the *Registration Decision Review Subcommittee* which must be exercised through notification in writing to the Registrar within 30 calendar days from the date of the decision. The applicant must state the grounds for the review.
2. The Board shall appoint at least three members which shall be established as the *Registration Decision Review Subcommittee* "*Registration Review Subcommittee*" for purposes of reviewing a registration decision where an applicant or registrant requests such review. No members of the Registration Subcommittee who considered the application under review shall participate in the review process. The Registration Review Subcommittee shall have at least two members who are psychologists.
3. A quorum of the Registration Review Subcommittee of the Board consists of 2 members of the Subcommittee, with at least one psychologist.
4. Meetings of the Registration Review Subcommittee shall be chaired by a member of the Subcommittee decided by the Subcommittee.
5. The review by the Registration Review Subcommittee will consist of a review of all material submitted to the Registration Subcommittee. Where an applicant seeking review requests the Registration Review Subcommittee to review new

information that was not previously before the Registration Subcommittee, the Registrar or delegate shall return the information to the Registration Subcommittee for review and the issuing of a new decision.

6. If the applicant disagrees with the new decision issued by the Registration Subcommittee following its consideration of the new information, the applicant may commence a new request for review under section 1 above.
7. The Registration Review Subcommittee shall review the documents submitted by the applicant requesting review, together with the final decision issued by the Registration Subcommittee. The Registration Review Subcommittee shall determine whether the Registration Subcommittee was correct in its decision. The Registration Review Subcommittee may confirm, amend, or overturn a decision made by the Registration Subcommittee, and shall give reasons in writing for doing so. The decision of the Registration Review Subcommittee is final.
8. Members of the Registration Review Subcommittee may meet in person, by video or teleconference.
9. The decision of the Subcommittee following its review shall be sent to the applicant, together the reasons of the Subcommittee. A copy shall be concurrently sent to the Registrar or delegate for delivery to the Registration Subcommittee.
10. The Registrar shall implement the decision of the Registration Review Subcommittee.

Revision June 2018