



Nova Scotia Board of Examiners in Psychology

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After Candidates have accrued the minimum required period of supervised practice and other requirements of the Board, they become eligible to schedule the Oral Examination. Candidates are required to have filed the appropriate documentation to take their Oral Exam within six months of having accrued the minimum required period of supervised practice. Even after the minimum required period of supervised practice has been accrued, Candidates are still required to continue with supervision until successful completion of the Oral Exam. This information is stated in the Candidate's Conditions of Candidacy which is provided at the beginning of Candidacy.

After completion of the minimum required period of supervision, Candidates may submit an Oral Examination request to NSBEP. The request must include the following documentation:

- Copy of Candidate's current Curriculum Vitae
- Completed Final Evaluation Report (which can be downloaded from our website www.nsbep.org)
- Supervision Report which includes all supervision sessions to date, since the Candidate's last report was submitted. (For example, if it's November and the last supervision report submitted included the months of March through August, then a report must be submitted covering the months of September through November.)
- An indication of how the Candidate wishes his/her name to be printed on the Registration Certificate, issued upon successful completion of the Examination, for ex. Jane Smith, Jane A. Smith or Jane Angela Smith. If NSBEP is not advised of a preference, the Candidate's name will be printed as it appears in the NSBEP database.

Deadline to apply for the Oral Exam: Due to the workload volume and required processes for the Registration / Review Subcommittees and the Board, it is necessary for the Board to impose a two week cutoff for any agenda items. This means that all agenda items must be complete and submitted two weeks in advance of [monthly meetings](#). This includes but is not limited to the following: applications for registration, requests for oral exams, or any other registration items. In the event that a candidate misses the monthly deadline, no documentation has to be re-completed or resubmitted, the application will simply be reviewed at the next meeting.

Once the necessary information is received, it will be reviewed by the Board at its monthly meeting. In order to ensure requests are reviewed at the next meeting, all documentation must be received two weeks in advance of the meeting. Meeting dates are posted on the NSBEP website via the following URL:

http://www.nsbep.org/about-nsbep/information-for-registrantsfor-all-registrantsnewsmeeting_dates/

Following the meeting, Candidates will be notified of the Board's decision and advised of the time and date of their exam. The Examination will typically be scheduled for the date of the subsequent Board meeting. For example, if your request is reviewed and approved at the meeting in September, your Exam will typically be held on the date of the October meeting.

Please note: The number of Oral Exam requests will have a bearing on whether all requests can be accommodated in a particular month; if there are more requests than available timeslots, the Exam will typically be scheduled for the date of the next available Board meeting. (Typically the Board can complete 4 Oral Exams a month.)

All required documentation can be faxed or emailed to our office, at 902-423-0058, and the original copies are then not required. Candidates for an Oral Exam will have their file reviewed by the Oral Examination Committee. Finally, the fee for the Oral Exam is \$500.00 and must be paid one week prior to your Exam.

Revised July 23, 2018