



Nova Scotia Board of Examiners in Psychology

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Supporting Documentation to Accompany your Application

2.2.1 Current Curriculum Vitae (resume) of applicant

This item can be uploaded as part of the Online Application and or sent by email.

2.2.2 Photo ID

Official Photo Identification (photo ID) i.e. Driver's license, Passport, etc. – Please do not fax. A photocopy or scanned copy is acceptable. This item can be uploaded as part of the Online Application and or sent by email.

2.2.3 Criminal check

Applicants outside of Canada may obtain a criminal check by [clicking here](#) and visiting the website for [CSI](#), a company that completes international background checks:
https://www.csiscreening.com/?option=com_content&view=article&id=3&Itemid=3

It is generally quickest to obtain your check via the online option provided in the link above, and you can arrange for the results of your check to be sent directly to NSBEP. If using the above option to order your criminal check online you can arrange for the organization completing the background check to share it with NSBEP and any other organization that requires such information, e.g. your employer in Nova Scotia. However you can also go to the local police in your country of residence to obtain your check. If you are ordering checks from your local police, you should order enough copies of any background checks so that an original copy will be provided to the NSBEP and also your Nova Scotia employer, and any other organization(s) that requires this information for you. For a tool created by the Canadian Government on where to obtain a background check by country, you can visit the following URL:
<http://www.cic.gc.ca/english/information/security/police-cert/index.asp#S>

2.2.4 Child Abuse Check

In some jurisdictions, another organization will provide a separate check in relation to matters involving child abuse. The onus is on the applicant to contact the appropriate

authorities in his/her jurisdiction and obtain the required check. If you are applying from a jurisdiction that does not allow this information to be provided to the Nova Scotia Board of Examiners in Psychology, please ensure that you electronically sign the Child Abuse Registry Declaration in the application form. You should order enough copies of any background checks so that an original copy will be provided to the NSBEP and also to your Nova Scotia employer, and any other organization(s) that requires this information for you. **Please note:** Background Checks must be received before an individual can be registered. Applicants must allow sufficient processing time when submitting their application. 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.

2.2.5 Transcripts

Official transcripts of all relevant degrees sent directly from the awarding university or institute. **Photocopied or faxed transcripts are not acceptable.** Transcripts must indicate the date in which the degree has been conferred/awarded. Your degree must be conferred before you can be registered. If a university outside Canada or the United States is unable to send a transcript directly to NSBEP, then the Board may accept a notarized copy of the transcript the university issued to the applicant. If the transcript and official university documents are in a language other than English, the applicant must arrange to have these documents translated by an official translator.

2.2.6 Information about Program of Study and Coursework

Information about the graduate program **when you undertook your studies** which also includes coursework descriptions: This information could take the form of a program handbook which provides information about the program, course descriptions, and admission requirements; or you could provide links to the appropriate documentation online if such information is available online from your university. Alternatively, you may need to contact the university to have them obtain this information from archives and send it directly to the Board.

The Board will need access to information about the graduate program and faculty when you the program was taken by the applicant. For example, determining the professional status of faculty members (e.g., whether the majority and core faculty were comprised of psychologists, etc.), the admission requirements and other elements of the training program. This information could take the form of a program handbook which provides information about the program, course descriptions, and admission requirements. Generally if your graduate program was taken in the last 5 years then such information may be available online via the university's website. You should determine whether this is the case. If this is the case, then it is sufficient to provide website links (full URL address) for information about your program so the Board can quickly verify programmatic information. This information can be provided in your application materials. However, if such programmatic information is not readily available online, the onus to provide complete evidence rests with the applicant and you should not rely on the Board to obtain this information. In such an instance (where information about the program is not readily available online), you should provide documentation about the

graduate program along with your application if you possess such documentation (electronic /scanned copies can be provided). Lastly, you may need to contact the university to request that they obtain programmatic information from their archives and send this information to the Board.