



Nova Scotia Board of Examiners in Psychology

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GUIDE TO THE ONLINE NSBEP APPLICATION SYSTEM INTERNATIONAL APPLICANTS

The Nova Scotia Board of Examiners in Psychology (NSBEP) is pleased to provide a secure online information system for international applicants to complete the final stage of applying for registration. This application form is specific to requirements in Nova Scotia and must be completed secondarily to the process with the ACPRO Portal.

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.

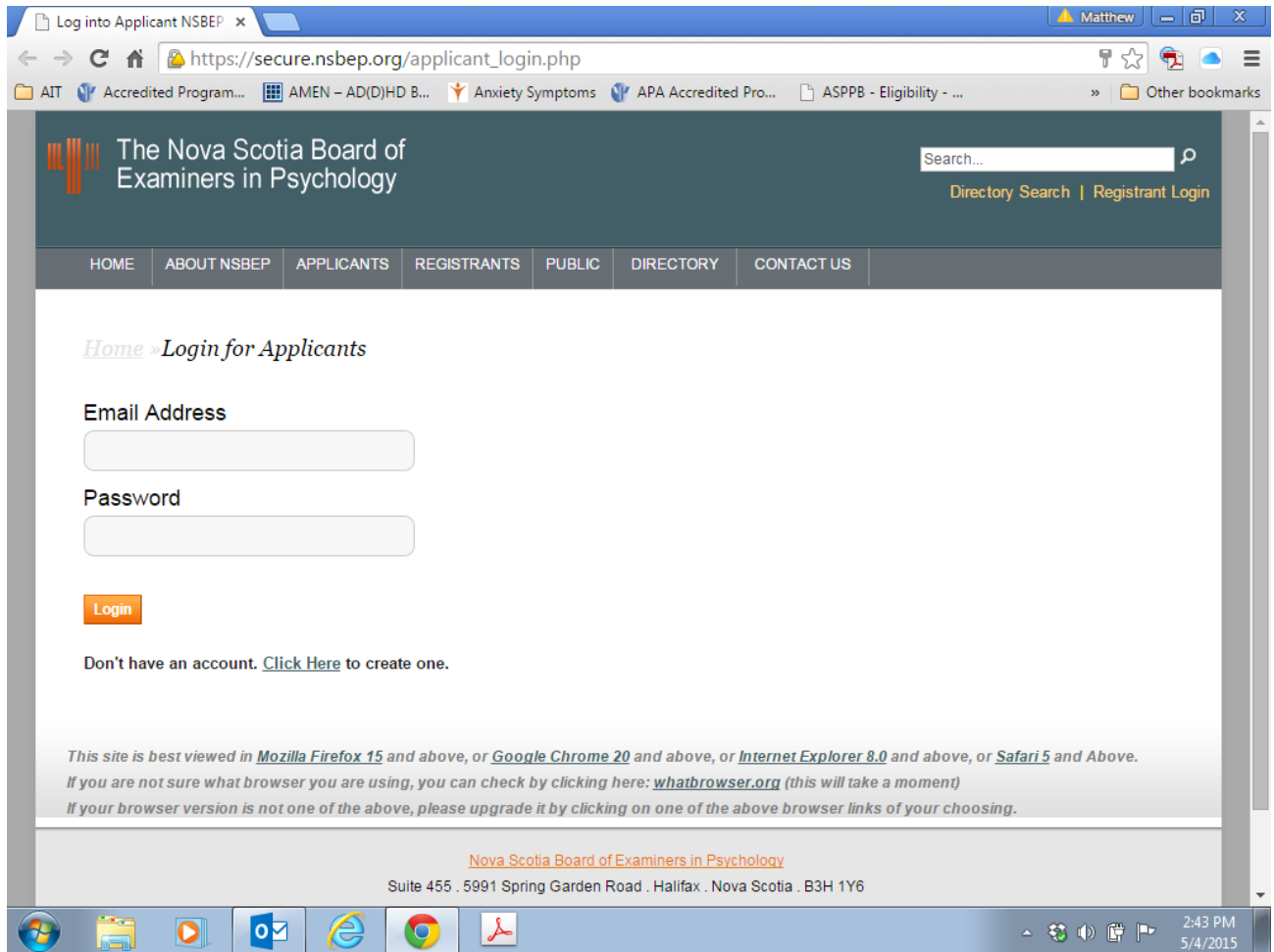
Components of the Online NSBEP Application Process

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:

A screenshot of a web browser displaying the login page for The Nova Scotia Board of Examiners in Psychology. The browser's address bar shows the URL 'https://secure.nsbep.org/applicant_login.php'. The page features a dark blue header with the organization's logo and name. Below the header is a navigation menu with tabs: HOME, ABOUT NSBEP, APPLICANTS, REGISTRANTS, PUBLIC, DIRECTORY, and CONTACT US. The main content area is titled 'Home » Login for Applicants' and contains a login form with fields for 'Email Address' and 'Password', followed by an orange 'Login' button. A link for new users is provided below the form. At the bottom, there is a footer with contact information and a browser compatibility notice. The Windows taskbar at the bottom shows the time as 2:43 PM on 5/4/2015.

Log into Applicant NSBEP x Matthew

https://secure.nsbep.org/applicant_login.php

AIT Accredited Program... AMEN – AD(D)HD B... Anxiety Symptoms APA Accredited Pro... ASPPB - Eligibility - ... Other bookmarks

The Nova Scotia Board of Examiners in Psychology

Search... Directory Search | Registrant Login

HOME ABOUT NSBEP APPLICANTS REGISTRANTS PUBLIC DIRECTORY CONTACT US

Home » Login for Applicants

Email Address

Password

Login

Don't have an account. [Click Here](#) to create one.

This site is best viewed in [Mozilla Firefox 15](#) and above, or [Google Chrome 20](#) and above, or [Internet Explorer 8.0](#) and above, or [Safari 5](#) and Above.
If you are not sure what browser you are using, you can check by clicking here: [whatbrowser.org](#) (this will take a moment)
If your browser version is not one of the above, please upgrade it by clicking on one of the above browser links of your choosing.

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2:43 PM 5/4/2015

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:

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 simply enter the basic information on the degrees you possess, such as the date they were awarded, the educational institution, and the title of the program.

Please note: you are not required to separately request transcripts of academic degrees as this documentation will be sent to NSBEP through the ACPRO Report that is completed through the ACPRO Portal for international applicants.

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

NSBEP requires international applicants to complete this step in the specified format of the online application. You should identify at least one full credit psychology course or two half-credit psychology courses in each of the 4 Foundational Knowledge areas.

Core Competencies

NSBEP requires international applicants to complete this step in the specified format of the online application. 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 simply need to enter the basic information about your psychology registration in all jurisdictions where you hold such registration/licensure. You are not required to submit additional documentation of registration to verify registration since (if applicable) such verification is completed through the ACPRO portal for international applicants.

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

Please refer to the following URL to access the detailed Guidelines on how best to complete your Psychological Practice Profile:

https://www.nsbep.org/downloads/Practice_Profile_Revised_Instructions.pdf

This profile is asking about the work that you intend to do in Nova Scotia. If you do not currently have potential employment then please answer on the basis of what you would consider to be within your scope 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 area of your psychological practice and estimate the percentage of time you spend working in each area. For instance, if you spend five days per week engaged in clinical work, you would select #1, Clinical. You would then enter 100% for Clinical.

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

You can pay the Application Fee using Visa, MasterCard, American Express or Interac Transfer. You also have the option to defer payment and send a cheque or money order (must be in Canadian funds) 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 NSBEP 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.

Regular Application Form

Upload Photo ID and CV

Verification of Practica & Internship

Supervisor's Consent Form

Reference Form

Child Abuse Check

Criminal Record Check

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.

Upload process may take a moment or two depending on the size of the attachment.

Upload Photo ID:

Choose File

No file chosen

Upload CV:

Choose File

No file chosen

Temporary Registration

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.

[Upload Photo ID and CV & Submit Child Abuse Declaration](#)

CV and Photo ID

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

Please note: you are free to upload another copy of your Photo ID, but this is not required since this documentation will be sent to NSBEP in the ACPRO Report that is completed through the ACPRO Portal for international applicants.

Confirmation of Good Standing

If you hold any registration with another psychology regulatory body then this documentation will be sent to NSBEP in the ACPRO Report that is completed through the ACPRO Portal for international applicants.

Verification of Practica / Internship

International applicants are not required complete this documentation since it is completed through the ACPRO Portal for international applicants.

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>

You can contact the NSBEP Office for a list of potential supervisors (nsbep@nsbep.org).

Your application may be reviewed by the Board if all other required information is received (i.e., only documentation outstanding is the Supervisor's Consent Form & CV).

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

Please complete Part 1 and complete Part 2 if applicable.

Note: A background check is completed through the ACPRO Portal for international

applicants, and we are not expecting international applicants to arrange for another child abuse check.

When you have finished with the tabs for the CV 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 later, you still need to click the button to submit your Child Abuse Declaration.

Criminal Record Check

International applicants are not required to complete another criminal record check degrees as this process is completed through the ACPRO Portal for international applicants.

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