



## **Nova Scotia Board of Examiners in Psychology**

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### **GUIDE TO THE ONLINE TRANSFER APPLICATION SYSTEM**

The Nova Scotia Board of Examiners in Psychology (NSBEP) is pleased to provide a secure online information system for submitting an application for registration.

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.

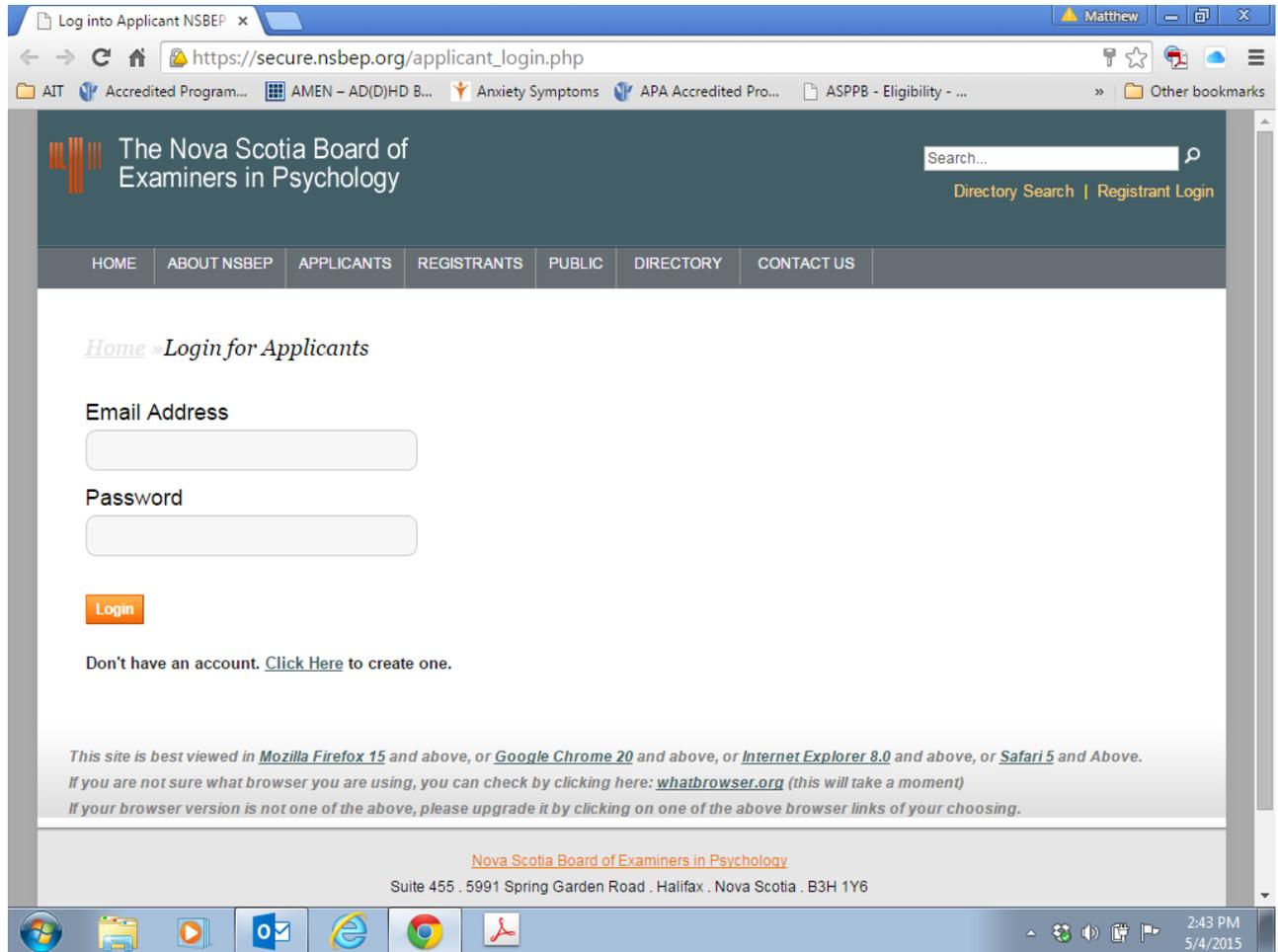
#### **Components of the Online Transfer Application Process**

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:



The screenshot shows a web browser window with the URL [https://secure.nsbep.org/applicant\\_login.php](https://secure.nsbep.org/applicant_login.php). The page header includes the logo for The Nova Scotia Board of Examiners in Psychology and a search bar. A navigation menu contains links for HOME, ABOUT NSBEP, APPLICANTS, REGISTRANTS, PUBLIC, DIRECTORY, and CONTACT US. The main content area features a login form with the following elements:

- Breadcrumbs: [Home](#) » [Login for Applicants](#)
- Form fields: "Email Address" and "Password", each with a corresponding input box.
- Buttons: An orange "Login" button.
- Text: "Don't have an account. [Click Here](#) to create one."
- Footer: "Nova Scotia Board of Examiners in Psychology" and "Suite 455 . 5991 Spring Garden Road . Halifax . Nova Scotia . B3H 1Y6".

The browser's taskbar at the bottom shows the Windows Start button, several application icons (including Firefox, Chrome, and Adobe Reader), and the system tray with the date and time: 2:43 PM, 5/4/2015.

Underneath the Login Area above, you will note the following message:

**Don't have an account. Click Here to create one.**

You will simply click where instructed (as above) and then complete the process by entering your email address and creating a password.

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

## 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 matters.

## **Release of Information**

In this section you will provide information about your psychology registration in all jurisdictions where you hold such registration/licensure and complete a release allowing the Board to follow up with questions pertaining to your registration in each of the jurisdictions.

## **Psychological Practice Profile**

This profile is asking about the work that you intend to do in Nova Scotia. If you do not currently have employment then please answer on the basis of what you would consider to be within your areas 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 areas of your psychological practice and estimate the percentage of time you spend working in each area. For instance, if you spend four days per week engaged in clinical work and one day per week doing research, you would select #1, Clinical, and #5, Research. You would then enter 80% for Clinical and 20% for Research. The total percentage of time should add up to 100%.

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**

An application fee, which is non-refundable, is required for receipt and processing of your application. You can pay the Application Fee online using Visa, MasterCard or American Express. You also have the option to defer payment and send a cheque 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 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.

## **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 containing the below tabs of the online application process. This is what the tabs look like on the final page:

The screenshot displays a web browser window with the URL [https://secure.nsbep.org/transfer\\_application\\_form.php?tid=11](https://secure.nsbep.org/transfer_application_form.php?tid=11). The page title is "NSBEP Registry Information Management System" and the date is "Monday, May 4, 2015". The main heading is "TRANSFER APPLICATION FORM FOR REGISTRATION UNDER THE PSYCHOLOGISTS ACT (2000) c.32, OF NOVA SCOTIA". Below this, there are four tabs: "Upload Photo ID and CV", "Child Abuse Check", "Confirmation Of Standing Form", and "Criminal Record Check". The "Upload Photo ID and CV" tab is active. The page contains instructions for uploading documents and a "Reset" button. At the bottom, there is a note about browser compatibility and a "Log Out" link.

## **CV and Photo ID**

In this section you can upload a copy of your CV and Photo ID. To use this option, simply ensure you have a scanned copy of your Photo ID and a copy of your CV on your computer. However you can also email scanned copies of your Photo ID and CV to: [nsbep@nsbep.org](mailto:nsbep@nsbep.org)

## **Child Abuse Section**

Part 1 is completed by everyone. If a Child Abuse Check is unavailable in your jurisdiction as a stand-alone-check, then you will also need to complete Part 2 of the Child Abuse Declaration. If such a check is in fact available then you will need to arrange for this check to be provided to the Board.

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

### **Confirmation of Standing Form**

In this tab, you will see the icons for the Confirmation of Standing form (available in both Word format and PDF Format). You will need to either download or print off the Confirmation of Good Standing Form. This forms needs to be completed by each jurisdiction(s) where you hold psychology registration/licensure. If you download the form to your computer then you can either send the form to these regulatory body(ies) by email (as an email attachment) or by fax. Optionally, the form can be printed off and you can mail a copy to each jurisdiction. Please include instructions for the regulatory body in that jurisdiction to mail the results directly to NSBEP.

### **Criminal Record Check**

While the Board does not complete this check, we suggest and provide a link to the website of an online provider of Criminal Record Checks: CSI Background Screening. This option is recommended because the results of the check can be provided fairly quickly and directly to the Board by CSI. The added benefit is that the results of your check could be shared with other organizations, if you make this request to CSI.

However, you can also use your local police to obtain a criminal record check, but you should be aware that this option will likely take longer, and until the results are received by the Board, this will delay your ability to obtain registration.

**Please note:** that 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.

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