

# NSBEP POLICY AND PROCEDURE

## APPLICATIONS

Policy No: 3-130

Date of Board Approval: July 20, 2018

### **SUBJECT: POLICY FOR CHANGE FROM INACTIVE / RETIRED STATUS TO ACTIVE STATUS**

**POLICY STATEMENT: Psychologists who have indicated that they are retired and no longer practicing can apply to have their registration status changed to *Retired*. Psychologists who have indicated that they are no longer practicing due to health issues or other reasons, can apply to have their registration status changed to *Inactive*. Psychologists with Inactive/Retired status pay a reduced fee and are not required to participate in the Continuing Competence Program. They are required to complete the Background Questionnaire (which reports any disciplinary actions by other bodies, criminal convictions or guilty pleas related to summary conviction offense or an indictable offense, ethical violations, etc.), when they renew their annual registration.**

This policy applies to a psychologist with Inactive or Retired Status, who had previously been registered with NSBEP with an Active status; who have not had a lapse in their registration since moving to Inactive/Retired Status from Active Status; and who wish to change their status back to Active from Inactive/Retired. It only applies to psychologists who have been registered as Inactive/Retirement Status for more than two years. Psychologists who have been on the Inactive/Retirement Status list for less than 2 years may have their Active Status reinstated by making this request to the Registrar.

In practice, our previous policy has been to require a regular application, completion of core competencies and learning plan without academic documentation and three written references.

- (1) Psychologists who have been on the Inactive/Retired Status List for more than 2 years wishing to change their status from Inactive/Retired to Active will complete the form for Transfer Applications in order to provide NSBEP with information related to the psychologist's current plans.
- (2) With respect to completion of the Transfer Application Form; if there has been no lapse in their registration since they originally applied to NSBEP and they submitted yearly Attestation Forms with no identified issues, they do not need to complete the Criminal Record Check or the Child Abuse Register Check. If there has been a lapse in their registration and there

has been no subsequent Criminal Record Check or Child Abuse Register Check, then these must be completed and submitted.

- (3) There is no administrative charge to change registration status. In order to be able to submit the on-line Transfer Application, the psychologist will need to indicate a form of payment – they should indicate that they will be paying by “Cheque.” This will then be corrected in the office.
- (4) In addition to the Application form, the psychologist will submit a cover letter in which they describe how they have or will continue to develop their competency to practice. This is particularly important given that they may not have been actively practicing for several years. Their plan should also include a description of how they intend to meet the requirements of the NSBEP Continuing Competency Program for the current year.
- (5) The plan must include some type of peer supervision or mentorship (2 hours per month) for a minimum of six months if the psychologist has been off of the Active Register for 2-3 years, and for a minimum of 12 months if the Psychologist has been off of the Active Register for 3-4 years. Mandatory reports would be required every 3 months during the period of the mentorship.
- (6) When the materials are submitted the Registrar and Assistant Registrar will review them and if satisfactory, the Psychologist will be moved from Inactive/Retired to Active Status.
- (7) If the Psychologist has been off of the Active Register for more than 4 years, or if the Registrar or Assistant Registrar have concerns about the plan or the change to Active status, the application for change in status will be presented to the Board for their consideration and to determine if conditions, such as a longer period of supervision or more detailed supervision, or any other condition, might be required.
- (8) When a psychologist is moved from Inactive/Retired to Active status, they need to make arrangements to ensure that they have sufficient professional liability insurance in place.
- (9) When a psychologist moved from Inactive/Retired to Active status, they will need to pay the difference between the annual fees paid for Inactive/Retired and Active Status.