



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

Suite 455, 5991 Spring Garden Road  
Halifax, Nova Scotia  
B3H 1Y6  
[www.nsbep.org](http://www.nsbep.org)

Telephone: (902) 423-2238  
Fax: (902) 423-0058

### **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

You may obtain a Criminal Record Check online by [clicking here](#) and you will be taken to the website of MyBackCheck, a company that completes background checks:  
<http://www.backcheck.net/nsbep/>

Alternatively, you may also contact your local police. It is generally much quicker to obtain your check via the online option provided in the link above. 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.

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.

#### 2.2.4 Child Abuse Check

##### *Applicants from Nova Scotia*

To initiate the Child Abuse Registry Check, please [click here](#) to visit the appropriate page of the Nova Scotia Department of Community Services. Here is the direct URL:  
<http://novascotia.ca/coms/families/abuse/ChildAbuseRegister.html>  
Once your Check is completed, Community Services will mail you a letter with the

results which you will need to provide to the Board. Faxes are not acceptable unless they are source-verified to be a copy of the original. That is, your Employer must forward a copy with a statement that the document is a copy of the original which they have on file. Please be aware the timeframe to obtain a Child Abuse Check can take 4 weeks to process once your request is received by Community Services. 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.

#### *Applicants from outside Nova Scotia*

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. 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.** However, if the university has a process allowing the university to directly provide NSBEP with an electronic copy of official transcripts then an electronic version would be acceptable. If a university outside Canada or the United States is unable to send a transcript directly to NSBEP, then the Board may accept an 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.

Item 2.2.6 is not required for programs accredited by the Canadian Psychological Association or for the Master of Science in Clinical Psychology program from Acadia University or the Master of Arts in School Psychology Program from Mount Saint Vincent University, since the Board has sufficient information about such programs.

#### ALTERNATIVE PROCESS FOR UNAVAILABLE DOCUMENTS

There may be extremely exceptional circumstances when applicants are not able to provide certain documents (academic transcripts, course syllabi or program information, proof of internship and practical experience). This may be due to reasons such as loss by natural disaster, war-torn countries, institution no longer exists, etc. The Nova Scotia Board of Examiners in Psychology will strive to obtain confirmation of these documents using alternative pathways or methods where available. Applicants must provide evidence to support claims of unavailable documents.

Applicants who have encountered cases of extremely exceptional circumstances should review the Board's policy on the alternative process for unavailable documentation by [clicking here](#) or via the below URL:

[http://www.nsbep.org/downloads/POLICY\\_ALTERNATIVE\\_PROCESS\\_FOR\\_UNAVAILABLE\\_DOCUMENTS.pdf](http://www.nsbep.org/downloads/POLICY_ALTERNATIVE_PROCESS_FOR_UNAVAILABLE_DOCUMENTS.pdf)