

NSRP Annual Practising Licence Renewal Policies

Nova Scotia Regulator of Psychology

A. General Requirements

<p>1. Due Date</p>	<p>In order to practise in the upcoming renewal year, each registrant with the Nova Scotia Regulator of Psychology must (1) pay the applicable annual fee and (2) complete the online renewal process on or before June 30th of each year. This applies to all registrants regardless of placement on the General Register or Conditional Register.</p> <p>Registrants who do not intend to practise in the upcoming renewal year and wish to voluntarily allow their licence to lapse must notify the Registrar in writing prior to June 30th. Different requirements and fees apply to reinstatement following voluntary lapse versus involuntary suspension — see Section A.3.</p>
<p>2. Submission of Renewal Materials</p>	<p>Registrants are responsible for ensuring that the renewal fee and completed online renewal process are received by NSRP by the renewal deadline. Registrants who require payment through institutional processes are responsible for ensuring payment reaches NSRP by the deadline, regardless of internal processing timelines.</p>
<p>3. Suspension & Reinstatement</p>	<p>Registered Psychologists (General Register)</p> <p>Under section 154 of the <i>Regulated Health Professions Act</i> and the bylaws, a registered psychologist who does not renew their Practising Licence by the renewal deadline will have their Practising Licence suspended, unless they have notified NSRP in writing of their intention to allow their licence to lapse (see Voluntary Lapse below). Registration on the General Register persists in either case; it is the Practising Licence that is suspended or lapsed.</p> <p><u>Voluntary Lapse — Registered Psychologists:</u></p> <p>A registered psychologist who wishes to voluntarily allow their Practising Licence to lapse must notify NSRP in writing prior to the June 30th renewal deadline (notification by email to the Registrar is acceptable). Upon receipt of written notification, the Practising Licence will be recorded as lapsed rather than suspended. Failure to provide such notification while not renewing will result in suspension of the Practising Licence.</p> <p><u>Reinstatement Fees — Registered Psychologists:</u></p> <ul style="list-style-type: none"> • Suspension (involuntary — non-payment or non-renewal without prior written notification): reinstatement fee equal to double the annual licensing fee (Bylaw 24.2). • Voluntary lapse (with prior written notification to NSRP): reinstatement fee as set out in the Fee Schedule. <p>Candidates (Conditional Register)</p> <p>Under section 154 of the <i>Regulated Health Professions Act</i> and the bylaws, a candidate who does not renew their conditional licence by the renewal deadline will have their conditional licence suspended, unless they have notified NSRP in writing of their intention to allow their licence to lapse (see Voluntary Lapse below). The candidate's name remains on the Conditional Register while the licence is suspended.</p> <p><u>Voluntary Lapse — Candidates:</u></p> <p>A candidate who wishes to voluntarily allow their conditional licence to lapse must notify NSRP in writing prior to the renewal deadline (notification by email</p>

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	<p>to the Registrar is acceptable). Upon receipt of written notification, the conditional licence will be recorded as lapsed rather than suspended. The candidate's name remains on the Conditional Register while the licence is lapsed. Failure to provide such notification while not renewing will result in suspension of the conditional licence.</p> <p>Reinstatement Fees — Candidates:</p> <ul style="list-style-type: none"> • Suspension (non-payment or non-renewal without prior written notification): reinstatement fee equal to double the annual licensing fee (Bylaw 24.2). • Voluntary lapse (with prior written notification to NSRP): reinstatement fee as set out in the Fee Schedule.
<p>4. Possible Disciplinary Action</p>	<p>Registrants who allow their Practising Licence to lapse and continue to practise while suspended or lapsed are in contravention of the <i>Regulated Health Professions Act</i> and may be subject to disciplinary action. In addition, the Registrar may impose a fine under section 155 of the Act for practising without a current licence, which under Bylaw 24.1 is equivalent to double the annual licensing fee for each month, or portion thereof, that the registrant practised without a licence.</p>
<p>5. Annual Certificate</p>	<p>A registrant must prominently display their current registration certificate in the premises routinely used to practise psychology. Receipt and Annual Practising Licence Confirmation will be emailed to those who have completed their renewal.</p>

B. Fees

<p>1. No Late Payments</p>	<p>Under section 154 of the <i>Regulated Health Professions Act</i> and the bylaws, the Registrar shall suspend the Practising Licence or conditional licence of a registrant who has failed to pay their renewal fee by the deadline without prior written notification of a voluntary lapse.</p>
<p>2. Amount Due</p>	<p>The annual fee in full is due on or before June 30th. There are no payment plans and fees are pro-rated only in specific circumstances. Payment is accepted by credit card (Mastercard, Visa, American Express) or Interac Transfer through the NSRP registrant portal. Cheques are accepted; however, registrants paying by cheque are solely responsible for ensuring payment is physically received by NSRP by the renewal deadline. NSRP is not responsible for delays in postal or institutional processing, and a cheque received after the deadline will not prevent suspension of the licence.</p> <p>Pro-rated Fees</p> <p>Fees are only pro-rated if registration commences between January 1st and June 30th. To calculate the pro-rated fee, the annual fee is divided by 12 and multiplied by the number of months remaining in the year. No refunds are given for early withdrawals.</p> <p>Registrants reinstating their Practising Licence, or candidates re-entering the Conditional Register, are required to pay the applicable reinstatement or re-entry fee in addition to the annual fee. See Section A.3 above.</p>
<p>3. Failed Payments</p>	<p>A payment that is declined or reversed for any reason will be considered a failure to pay the renewal fee. The registrant will be required to pay the applicable reinstatement or re-entry fee in addition to their annual fee.</p>

C. Renewal Form and Supporting Documents

1. Insurance	NSRP requires all registrants holding a Practising Licence to maintain professional liability insurance in an amount not less than \$1,000,000.00 per occurrence . Proof of insurance is required at time of renewal.
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D. Making Changes at Renewal

1. Change of Address	Registrants must notify the Registrar of any change in registration information within 30 days of a change. There is a \$100.00 processing fee if information sent to the registrant is returned due to failure to notify. A legal address is required; if the mailing address is a box number, a land address must also be provided.
2. Change of Address Where Records Are Kept	Registrants should notify NSRP whenever there is a change of address where records are kept or a change of directory address.
3. Change of Name	Registrants who assume or amend a last name are required to provide notice to NSRP along with a photocopy of their marriage certificate or updated government-issued photo ID.
4. Change of Credentials	Registrants currently registered at the master's level who wish their registration to reflect a recently acquired doctorate must make a written request to have the doctorate reviewed by the Board. The request must include an original transcript. The doctorate will be reviewed according to current registration criteria.
5. Change of Area of Practice	Registrants intending to make additions or changes to their areas of competence or expertise must consult NSRP's document "Expanding Area of Practice versus Entering a New Area of Practice" available on the NSRP website under Registration Requirements.

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Previous revisions: June 2015, July 2008, May 2008, July 2006, May 2005