



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 NSRP 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 NSRP.

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 Opportunities and Social Development. Here is the direct URL:

<https://beta.novascotia.ca/apply-child-abuse-register-search>

You can apply online or by mail using the provided form. Once your check is completed, if your name is not found in the Child Abuse Register, you will receive a search confirmation email with a submission number. Forward this email directly to the NSRP. The NSRP will access the search results by clicking the link in the email and entering the submission number and your date of birth for verification. Please note that,

effective June 2025, paper confirmation letters are no longer issued. The confirmation is accessible online for 90 days from the date the search was completed. Please be aware the timeframe to obtain a Child Abuse Check can take 3 to 4 days to process once your request is received, though it may take longer if additional information is needed. Background checks must have been completed within the last 6 months from the date of application, in order to be considered acceptable to the NSRP.

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 NSRP 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 NSRP.

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 NSRP with an electronic copy of official transcripts then an electronic version (e.g., MyCreds) would be acceptable. If a university outside Canada or the United States is unable to send a transcript directly to NSBEP, then the NSRP may accept a 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 NSRP.

The NSRP 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 NSRP 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 NSRP 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 NSRP.

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 NSRP 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 Regulator of 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 NSRP's policy on the alternative process for unavailable documentation by [clicking here](#) or via the below URL:

http://www.ns-rp.ca/downloads/POLICY_ALTERNATIVE_PROCESS_FOR_UNAVAILABLE_DOCUMENTS.pdf