



Nova Scotia Board of Examiners in Psychology

Suite 455, 5991 Spring Garden Road
Halifax, Nova Scotia
B3H 1Y6
www.nsbep.org

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

Information for Employers

In order to assist employers, applicants and candidates with having accurate expectations about registration timeframes and requirements (and to reduce the administrative burden of excess/unnecessary emails/calls for all parties), NSBEP would also like to share information about registration with employers of psychologists.

Applications for Registration

While individuals cannot be registered until they have completed the requirements of their degree, they are encouraged to start the application process in advance to better allow sufficient time to meet all requirements for a completed application.

Convocation Policy

For applicants who have completed all requirements for their degree, but have not yet convoked, the Board will accept a pre-convocation transcript for the purposes of registration. The transcript must be accompanied by a signed letter from the Senate or Registrar of the University or Director/Dean Graduate Studies, confirming the date that all of the applicant's degree requirements have been successfully completed as well as the expected date of convocation. This letter and the transcript must be sent to NSBEP directly from the university. If the individual's degree is not conferred within six months of the expected convocation date, or if at an earlier time the Board determines the degree will not be conferred, such registration will be considered null and void. Individuals must provide verification to the Board once the degree has been conferred.

Acquisition of Doctoral Degree

If one is ultimately planning to become registered on the basis of a doctoral degree in psychology, but already possesses a master's degree in psychology [acceptable to the Board](#), they can apply for registration on the basis of their master's degree. After completing all requirements of the doctorate, they could request that the Board approve their doctoral degree. Candidate Register Supervision completed after successful completion of all requirements for the doctorate will be considered post-doctoral supervision.

Oral Exams

All candidates must pass an oral exam before placement on Register of Psychologists.

Transfer Interviews

Psychologists registered in another jurisdiction seeking full registration in NS must complete a Transfer interview prior to registration.*

*Psychologists registered in another Canadian jurisdiction which is a signatory to the Canadian Free Trade Agreement, are required to complete an [Attestation](#) instead of the interview. The Transfer Interview is not required for those who are approved for placement on the Register of Candidates.

Temporary Registration

Psychologists registered in another jurisdiction may request temporary registration called Courtesy Registration, which allows them to work for up to 40 practice days while they are waiting to complete their interview.

The Board completes about 24 - 30 oral exams and transfer interviews each year, and typically conducts between 2 - 4 oral exams and transfer interviews each month, with the exception of one month in the spring and one month in the summer. Oral Exams are not pre-booked. That is, the minimum period of supervision must be completed and then all required documentation forwarded to NSBEP before the candidate will be approved and scheduled for the Exam.

Submission Deadline

Due to the workload volume and required processes for the Registration / Review Subcommittees and the Board, it is necessary for the Board to impose a cut-off of two weeks before the meeting date for any agenda items. This includes but is not limited to the following: applications for registration, requests for oral exams, or any other registration items. All required materials must be received two weeks in advance of the meeting. Meeting dates are posted on the [NSBEP website](#).

Eligibility for Registration

Applicants sometimes request that a pre-approval letter (or similar) be sent to the employer in advance of their application being reviewed. This is not feasible. The Board Office cannot complete letters in advance of the Registration Subcommittee reviewing the application confirming an applicant is eligible for registration. The Board appreciates that employers require proof of registration, but it is not possible to pre-approve applications in advance of the meetings of the Registration Subcommittee. The Board makes every effort to process application decisions efficiently; however, due to the volume of files and because the letters must come from the Registration Subcommittee, applicants should allow two weeks of processing time following the meeting date when their application was reviewed. Clarifying information about registration timeframes is provided in the registration information provided on the website for applicants.

Notification of Registration Application Results

Typically applicants are notified of the results of their application review within two weeks of the Board meeting. However, in some circumstances, this process may take longer.

Work prior to registration

Any employment position that is taken prior to registration is not sanctioned by the Board as those individuals' do not have any registration status with NSBEP and their practice would not be regulated by the Board until they are on a register of NSBEP (Candidate Register or Register of Psychologists).

The Board does not prevent applicants from working prior to registration. However, they cannot be employed in a position in which they hold themselves out as a psychologist / psychologist (candidate register), as these titles are protected by legislation. Only after becoming registered can one use a title authorized by the Psychologists Act. However, individuals often work in a limited role prior to registration using a title that does not contravene the Act. Some examples of titles that have been used by eligible individuals prior to registration are: Psychology Technician, Psychometrist, Psychology Assistant, and Psychology Clinician. It is critical that anyone working prior to registration with NSBEP be clear with the public and others that they do not currently hold registration with NSBEP to ensure that any individual receiving services is not under the impression they are receiving services from a psychologist or registrant of the NSBEP. The Board expects such non-autonomous personnel to be working under the supervision of a registered psychologist. In this case, the public is protected since under NSBEP Standards of Practice the psychologist providing supervision assumes responsibility for the service. It would be important for the employer and/individuals employed to ensure there is liability insurance in place to cover any issues arising in relation to such practice by the supervisee.

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