



## **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

### **Supporting Documentation to Accompany your Application**

#### 2.2.1 Current Curriculum Vitae (resume) of applicant

This item can be uploaded as part of the NSBEP Online Application or sent by email.

#### 2.2.2 Photo ID

This step is completed as part of the initial process with the ACPRO portal.

#### 2.2.3 Criminal check

This step is completed as part of the initial process with the ACPRO portal.

#### 2.2.4 Child Abuse Declaration

Applicants are required to complete the Declaration (Parts 1 & 2) of the Child Abuse section of the NSBEP Online Application

#### 2.2.5 Transcripts

This step is completed as part of the initial process with the ACPRO portal.

#### 2.2.6 Information about Program of Study and Coursework

This step is completed as part of the initial process with the ACPRO portal.

#### 2.27 REFERENCES

The Board requires three references. Two of these referees must be registered or licensed psychologists. The Reference Form & the Psychological Practice Profile (which will first need to be completed by you as part of the NSBEP Online Application Process) must be provided to your three referees. Please send these forms to each referee by email, fax or regular mail. However, once the Reference form is completed, each referee must send his/her signed copy of the form directly to the NSBEP by email,

fax or regular mail. You can obtain the Reference Form here:  
<https://www.nsbep.org/supplemental-forms/>

#### 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)