

# Registration in Nova Scotia

## A Guide for New Applicants





# REGISTRATION FORM DATA

Please enter the personal data as requested.

## **Surname**

Enter your last name as you use it in your practice.

## **Given Names**

Enter your given names as you wish them to appear in the Register.

If you prefer to use your middle name then please provide your name as follows:

Susan Jane Doe = S. Jane Doe or Susan Jane Doe.

If the name you are registering under is different from that on your qualifications then you must provide a copy of marriage certificate, divorce decree or legal name change document.

## **Home Address = Home Mailing Address**

The college does not release your home address unless it is also your work address.

Please provide complete home address information including civic address and mailing address if different and you must provide your mailing address postal code.

## **Email Address**

Most of the College communication with members is done through email. Please provide the email address where you prefer to receive information from the College.

## **Language Proficiency**

Please indicate here which language(s) you are able to provide service in. With your consent this may be provided to members of the public looking for service provided in a specific language.

## **Birth Date**

Please enter in the format day/month/year

## **Eligibility**

To register with the College you must be eligible to work in Canada. To verify this you must provide one of the following: a copy of your birth certificate if you are a Canadian citizen;

a copy of your permanent resident card if you are a landed immigrant of Canada or a valid work permit.

## **Malpractice Insurance**

To register with the College you must carry malpractice insurance with no deductible, in the amount of at least \$5,000,000.00 for any one occurrence and for the policy year. This may be obtained through your employer or by you individually. Checking here indicates compliance.

## **Qualifications**

To register with the College you must meet the minimum qualifications as stated in the Act. You must have a minimum of a Baccalaureate or equivalent degree in Physiotherapy and, if not registered to practice in a Canadian province on or before March 22, 1999, you must have completed the Physiotherapy National Exam (PCE). In Nova Scotia we will register you under a Sponsored license only if you have successfully

completed Part 1 (written) of the exam and are registered for Part 2 (clinical) of the exam. Please include the date of the exam you are registered for.

### **Employment Status in NS**

It is important that we know your employer, employment status and your start date in order to issue your license under the proper classification. It is an easy process to change this when your employment status changes. We post member lists and employers so it is important to keep this information current.

### **Physiotherapy Education**

List your physiotherapy education in this section. Include the year of graduation, the name of the academic institution and the location of the academic institution. You will need to enclose a notarized copy of your degree to verify your educational qualification.

### **Other Education**

List your other degrees in this section. Include the degree title, year of graduation, the academic institute and the location of the institute.

### **Previous Registration**

If you were registered in Nova Scotia previously let us know here. List the jurisdiction you were last registered in and you will need to enclose a Letter of Good Standing from that jurisdiction verifying your registration there. We reserve the right to contact up to 3 previous jurisdictions.

### **Concurrent Registration**

List any other jurisdiction in which you presently hold a valid license. List your employer if you are working concurrently.

### **Employment for the past five years**

In Nova Scotia we require 1200 practice hours in the previous 5 years to maintain competency and licensure. (This only applies if in fact you have been working 5 years). List the year, province/place and the number of practice hours for each of the preceding years up to 5 years.

### **Practice Hours**

"PRACTICE HOURS" are those hours which you have worked. They do not include holidays, LOA, vacation or sick leave. We also record "OTHER HOURS" such as: volunteering that is physiotherapy related, and time spent in professional activities such as on the College Board or committees or professional association committee work. These are considered part of the practice hour totals.

### **Fees**

All fees are payable in Canadian funds and we accept cash, cheques, MasterCard and Visa card. Please fill in all the pertinent data with regard to payment type and credit card information if applicable.

### **Affidavit**

You must fill in your name, read carefully and sign and date the affidavit in order to complete the registration process. Failure to fully disclose could lead to a suspension of your license.

### **References**

The listed references may be contacted to verify information during the processing of the registration



# REGISTRANT CATEGORIES

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In Nova Scotia we have 2 Registers in which we record the members. We have a General Register for the active registrants, and a Defined Register.

In the General Register you will have a Practicing or Non-Practicing classification. (Refer to definitions for further clarity)

## **Practicing**

**Practicing (3 month)**

**Practicing (Sponsored)**

**Practicing (3 month Sponsored)**

**Non-practicing in NS**

**Non-practicing (LOA)**

**Non-practicing (Seeking Employment)**

The Defined Register is where we record those members who are not actively practicing or employed in Nova Scotia. These are the time-limited temporary licenses, the retired members and the members with suspended licenses.

## **Temporary licenses**

**Non-practicing (Retired)**

**Suspended**



# GENERAL INFORMATION

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## **Fees**

If you are not a current registrant of the Nova Scotia College of Physiotherapists, you are required to submit the appropriate application fee for your registration category. (See fee box in the top left corner of the Registration Form). There is no additional fee for new applications.

## **Incomplete Forms**

We will start a file as the registration documentation arrives, but until the file is complete and all the required documents are received in the office, we will not begin to process the application.

## **Copy of Degree**

A notarized copy of your degree must be submitted with the application form. This requires the services of a notary public to certify the copy as a true copy of the original.

In some circumstances we will accept, on a temporary basis only, a letter from the accredited Canadian institution where the degree will be granted, verifying the registrant's potential graduation from the program. This will suffice **only until the actual copy of your degree is available.**

## **Processing time**

Please allow 3-5 business days for a completed file to be processed.

## **Confirmation**

Confirmation of the completion of the registration process will be emailed to the applicant along with a receipt for fees paid, a Certificate of Licensure and a request for a response from you to confirm accurate email contact information.

## **Privacy**

The personal information collected on the Registration form is used by the NS college of Physiotherapists for regulatory purposes (registration and identification of registrants, administration of the Act and Regulations and the operation of the College). Aggregate and de-identified statistical information is shared for human resource and demographic studies. The College does not sell this information or provide it to commercial entities for marketing. See the complete version of our privacy code on the NSCP website [http://nsphysio.com/Privacy\\_Policy.html](http://nsphysio.com/Privacy_Policy.html)

## **Forms**

Any of the forms that are required for registration are available on the website. In addition to the registration forms you will also find under Download Forms, a form to request a Letter of Good Standing, and forms for notification of any changes in your personal information on file.

## **Use of Title**

In Nova Scotia the Physiotherapy Act 1998, c.22, s.2 defines a physiotherapist or physical therapist as a person licensed to practice physiotherapy in NS pursuant to the Act. This means that the ability to use the title is a privilege granted to registrants of the NS College of Physiotherapists who have proven they have the required educational qualifications, knowledge and skills to practice the profession. The Act goes even further (1998, c.22, s.34) and states

that no person, other than a physiotherapist who holds a license, shall practice physiotherapy or assume title or description implying entitlement to practice physiotherapy. This means that if you are not a licensed physiotherapist in NS you cannot call yourself a physiotherapist, practice physiotherapy or offer physiotherapy services of any kind. Use of title is not permitted when a registrant is practicing outside the scope of practice for physiotherapy in Nova Scotia.

### **How to use Title**

The standard for use of title for a physiotherapist in Nova Scotia is that for all correspondence related to patient care or discharge of professional duties, the protected title of PT or Physiotherapist shall immediately follow the name to indicate professional designation. Any academic credentials will be written on the line below.

E.g. Jane Smith PT  
BSc., MSc.PT.

### **Accredited Canadian Physiotherapy Programs**

The NS College of Physiotherapists recognizes the accredited physiotherapy education programs from Canadian educational institutions. For a current list of accredited programs in Canada go to <http://www.peac-aepec.ca/>

### **Internal Review/Appeals Process**

Review and appeal mechanisms exist for final registration decisions. The Credentials Committee of the Nova Scotia College of Physiotherapists (NSCP) will review applications upon request of the applicant. This committee is made up of a public member and an NSCP Board member.

This committee has the authority to review decisions of the Registrar and ratify, vary or vacate the license.

Applicants can access documents concerning the decisions made in their registration decision by submitting a request in writing to the Registrar.

***The Alliance has a separate appeals process for the credentialing and exam portions of the registration process.***