



*The Nova Scotia College of Nursing (NSCN) is the regulatory body for licensed practical nurses (LPNs), registered nurses (RNs) and nurse practitioners (NPs) in Nova Scotia. Our mandate is to protect the public by promoting the provision of safe, competent, ethical and compassionate nursing services by its registrants.*

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Every year, all nurses in Nova Scotia are required to renew their licence. The NSCN Licence Renewal Guide is a resource that provides important renewal information and can help answer any questions you may have.

## Important Renewal Dates

**September 4, 2024:** First day to renew your licence.

**October 31, 2024:** The renewal period and online renewal portal close. Applications received after the end of the business day on October 31 may not be processed until November 1. You may not work until your licence has been renewed.

**November 1, 2024:** First day of the new licensure year. Renewal on or after this date is subject to a reactivation fee. Working without an active licence may be considered professional misconduct and subject to a complaint.

We encourage you to start your licence renewal process early!

## How to Log In to the NSCN Registrant Portal

- Go to the NSCN portal page [here](#).
- Log in with your email and password.
- Have you forgotten your password? Click 'Forgot your password' and follow the instructions in the email you receive.
- Have you forgotten the email associated with your profile? Contact [registration@nscn.ca](mailto:registration@nscn.ca) for help. Do not create a new account.

## More Information/Documentation That May Be Required

### Changes to Your Name or Gender Require Supporting Documents

- Upload a copy of the name change document (i.e. marriage certificate) or gender change document (i.e. driver's license) directly into your portal.

### Good Standing Questions

- If there is a matter which could impact whether you have the capacity, competence or character to safely and ethically practice, you may be required to provide further detailed information. This could include if you have criminal charges, you have been the subject of a complaint or disciplinary matter or have been terminated from a role (not previously reported to NSCN). Please review the questions carefully to ensure you answer them accurately.

**PLEASE NOTE:** Change documents and "yes" answers to good standing questions must be reviewed by NSCN staff before your application can be approved and your licence renewed. This may take a few days. Please consider this when submitting your renewal application.

## Currency of Practice – Determining Your Practice Hours

Nursing practice occurs in a variety of roles and settings. To practice as a nurse in Nova Scotia, you must be registered and hold a current licence with NSCN. Only hours accumulated in a role that requires nursing knowledge, education, and meets the legal definition of nursing services can be counted towards your nursing practice hours. Our [Nursing Practice Hours Assessment Tool](#) can be used to determine if you can count your practice hours as nursing practice. Learn more about currency of practice requirements [here](#).

## Previously Reported Practice Hours

**Is there an error in previously reported practice hours?** Complete your renewal application as usual and contact [registration@nscn.ca](mailto:registration@nscn.ca) noting what errors are to be corrected. Please note: if you have only licensed with NSCN recently, you may not see the entire history of your practice hours.

### PREVIOUSLY REPORTED PRACTICE HOURS

| Year      | Total hours | Employer(s)  |
|-----------|-------------|--|
| 2022/2023 | 1612        | <ul style="list-style-type: none"><li>VON - Annapolis Valley</li></ul> |
| 2021/2022 | 1790        | <ul style="list-style-type: none"><li>VON - Annapolis Valley</li></ul> |
| 2020/2021 | 1710        | <ul style="list-style-type: none"><li>VON - Annapolis Valley</li></ul> |
| 2019/2020 | 1675        | <ul style="list-style-type: none"><li>VON - Annapolis Valley</li></ul> |


## Professional Licensure

Provide information about other nursing licences you have held in the last 12 months. To do this, click 'add' and fill in the required fields. If you hold licences for multiple designations with NSCN (i.e. RN and NP), you are not required to report this.

### PROFESSIONAL LICENSURE

*Please enter all the jurisdictions that you have held registration/licensure with in the past 12 months. It is not necessary to include your licence information with NSCN.*

**Add** Click here to add additional jurisdiction

New Jurisdiction 

\* Registration Number  Expiry date

\* Country  \* Province  \* Jurisdiction

## Education Information

Your application is populated with post-secondary nursing education information you previously reported.

**Is there an error in previously reported education information?** Complete your renewal application as usual and contact [registration@nscn.ca](mailto:registration@nscn.ca) noting what errors are to be corrected.

## Employment Information

Your application is populated with employer information you previously reported.

Please update the fields to reflect the previous licensure year – below is an example. If you are no longer with this employer, please fill in the 'leave or end date'.

**Have Questions?** Click on the '?' or check out the glossary below. Our [CIHI resource](#) also contains definitions on the options found in the employment role and practice area drop-downs.

## Employment

The College requires ALL registrants to ensure their employment information is accurate and current. Should any of the employment information below be inaccurate, please make the necessary changes to the employer in the section below.

### VON - Annapolis Valley

Employment type

Full time

Start date

2002-06-03

Please enter the total practice hours for this employer from 01-Nov-2023 to 31-Oct-2024.

\* Practice hours

\* Employment type

Full time

\* Employment status preference

-

\* Employment role

-

\* Practice area

-

\* Employment category

-

\* Employment funding source

Not Applicable

\* Virtual care delivery

-

\* Methods of care

-

Work phone

Example: 403-555-5555

Office/suite #

Work email

Leave or end date (if no longer working at this location)

yyyy-mm-dd

## How to Add a New Employer

- Click the blue 'add' button.
- Under "Organization" type in your employers. **If you work at Nova Scotia Health Health or another employer with multiple facilities**, type in the facility or site name (i.e., Dartmouth General Hospital or Arborstone Enhanced Care).

**Can't find your employer?** Try spelling out the full name versus using abbreviations.

**My employer is not listed.** Provide their name, location and phone number in the large "free" text box.

**PLEASE NOTE:** Employer information added to the large "free" text box must be reviewed by NSCN staff before your application can be approved and your licence renewed. This may take a few days. Please consider this when submitting your renewal application. **Have Questions?** Click on the '?' or check out the glossary below.

## Employer



Please enter the name of the facility where you work.

Organization

\* Employment type

-

\* Employment status preference

-

\* Employment role

-

\* Practice area

-

\* Employment category

-

\* Employment funding source

-

\* Virtual care delivery

-

\* Methods of care

-

Work phone

Example: 403-555-5555

Office/suite #

Work email

\* Date started

yyyy-mm-dd

End date (if applicable)

yyyy-mm-dd

If your employer facility is not available in the list please enter the name, full address and phone number here

Please enter the total practice hours for this employer from 01-Nov-2023 to 31-Oct-2024.

\* Practice hours

## Continuing Competence Program

The Continuing Competence Program (CCP) is a regulatory program and quality assurance mechanism. Every nurse in Nova Scotia is required to successfully complete the CCP requirements as part of their annual licensure requirement regardless of their employment status. The CCP requirement has been in place for all nurses for many years. For more information on the continuing competence program, visit [here](#).

## Professional Liability Protection

Nurses in Nova Scotia must have professional liability protection to legally practise nursing. Professional liability protection provides nurses with support and services if ever faced with allegations of professional negligence.

Nurses receive professional liability protection from a third-party vendor and it is incorporated into their nursing licensure fee each year during renewal.

LPNs receive professional liability protection through Lloyd Sadd Insurance. For more information on your coverage, [click here](#).

RNs and NPs receive professional liability protection through the Canadian Nurses Protective Society. For more information, [click here](#).

## Paying for Your Licence & Accessing Your Receipt

### How to Pay an Invoice in your Portal with a Credit Card

- [Log in to the portal](#) using your email and password.
- Select the '\$' for the invoice you wish to pay.
- Click the 'pay' button once you open the invoice.

### Payment Options

We accept the following payment options:

- Visa or MasterCard
- Prepaid Visa or MasterCard Credit Card (the pre-paid card must have a balance that can pay the entire fee. Multiple cards cannot be used).
- E-transfers sent to [finance@nscn.ca](mailto:finance@nscn.ca) – please include name of registrant, registration number and reason for payment.
- Canadian Certified Cheque payable to the “Nova Scotia College of Nursing”. Use of our precise title is required. **Use of our acronym (i.e. NSCN) will not be accepted.\***
- Personal Cheque payable to the “Nova Scotia College of Nursing”. Use of our precise title is required. **Use of our acronym (i.e. NSCN) will not be accepted.\***
- Canadian Money Order payable to the “Nova Scotia College of Nursing”. Use of our precise title is required. **Use of our acronym (i.e. NSCN) will not be accepted.\***

**Please Note:** If you are paying by Canadian Certified Cheque, personal cheque or Canadian Money Order, an additional 10 business days of processing time is required for the transaction to clear the bank. Consider this when submitting your renewal application.

Regardless of your payment method, your application will not be approved and your renewal will not be complete until payment in full is received.

## Pre-Authorized Debit

Our pre-authorized debit program gives you the ability to pay next year's licensure fee through monthly payments made throughout the year rather than paying in one lump sum.

To sign up, [log in to the portal](#) and select "Sign up for PAD" on the left menu and follow the instructions. Read more about the PAD here: [Pre-Authorized Debit Plan Frequently-Asked-Questions](#).

## I completed my renewal application but I did not receive an invoice

In some cases, such as requesting a name change or adding an employer not in the database, the payment process is not automatic because NSCN staff must review your application first. You will receive an email when the review is complete, and you can [log in to the portal](#) to pay your invoice.

## Accessing Your Receipt

- [Log in to the portal](#).
- On your main page, under 'invoices' choose 'include paid'.
- Select the desired receipt.

## Confirming Your Licensure

You will be notified by email when your licence has been renewed. You are expected to confirm that your licence has been renewed before practising after October 31, 2024. Please note that submission of your application or payment does not mean that your licence has been renewed.

You can verify that your licence has been renewed using our [Search for a Nurse tool](#). You will be able to see details including current registration, effective date and other information.

### Search for a Nurse

The Nursing Act requires that we publish specific information on our website about all the LPNs, RNs and NPs registered and/or licensed in Nova Scotia. To make this information easy to locate we have developed this "Search for a Nurse" tool. By using this tool you can confirm that a person who is providing nursing services in Nova Scotia is authorized to do so.

For a period of time as we continue our transition to one nursing regulator there will be some registration numbers for **different licensing categories of nurses** that will overlap. Please note, all three elements (name, licensing category and registration number), determines an individual's unique status.

Please note: if you are performing multiple searches, you are limited to six searches per minute. Once you exceed this limit, you may receive an error notice. You will be able to resume your search once this minute has passed.

For security purposes, if Search for a Nurse is experiencing search volumes that are higher than usual, you may be prompted to fill out a CAPTCHA notice before you can resume your search.

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> How to find a nurse

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Registration #  First name  Last name

Has Complaint Comment  Enable sound like names

Has conditions Has comment

| Registrant     | Registration  | Effective  | Expires     |   |
|----------------|---|------------|-------------|---|
| Registration # | Licensed Practical Nurse - Practising<br>Licensed Practical Nurses Register | 2023-Nov-1 | 2024-Oct-31 | <input type="button" value="Details &gt;"/> |

**Please note:** The current licence will only be visible in the directory once it has been processed and paid. If you are trying to view the 2024-2025 licence prior to the October 31 deadline, you have to click on the 'i' or details to see the future date licence.

| Registrant      | Registration   | Effective  | Expires  |
|-----------------|----------------|--|--|
| Registration #. | Licen<br>Licen | Future License                                     | -31  |
|                 |                | Status<br>Licensed Practical Nurse -<br>Practising | Effective<br>2024-Nov-1<br>Expiry<br>2025-Oct-31 |

## Not Renewing Your Licence On Time

You are responsible to renew your licence every year by **October 31**, to legally practise as a nurse. If you do not renew your licence, you are not eligible to practice as a nurse. Working without an active licence may be considered professional misconduct and subject to a complaint. Renewal on or after **November 1** is subject to a reactivation fee.

## Leave of Absence, Retiring from Nursing or Leaving Nova Scotia

If you plan to work at all after November 1, 2024, you must renew your licence and pay the annual fee. This applies even if you only work a few days or weeks before you go on a leave of absence from your work, retire from the profession or leave Nova Scotia.

If you do not plan to practice (for whatever reason) after October 31, 2024, you do not need to hold a practising licence and do not need to renew.

- [Learn more about maternity and paternity leave here.](#)
- [Learn more about illness leave here.](#)

### Retirement from the Profession

Retirement for the profession means you no longer to intend to practice or work as a nurse. This is different from retirement from your employment, which means you are no longer going to work at that specific nursing job but are free to take another nursing job elsewhere.

If you plan to get another nursing job post-employment retirement, you must renew your licence.

If you do not intend to practice nursing again, you can apply for a Retired Affiliation. This allows you to use the LPN retired, RN retired or NP retired designation. [Learn more about retirement here.](#)

### Pro-rated Fees

If you return to practice during the licensure year, NSCN offers prorated fees starting in May for LPNs and July for RNs/NPs. Before these dates, you are required to pay the full fee for the licensure year, and we do not offer any type of licence discount. [Learn more about fees here.](#)

## How to Contact NSCN

Do not hesitate to ask for help - NSCN offers a multitude of ways you can engage with us for the support you require.

We are happy to provide you with information related to renewal via phone call or email. Please contact [registration@nscn.ca](mailto:registration@nscn.ca) or call 902-444-6726. Additionally, NSCN has computers at our office, located at 300-120 Western Pkwy in Bedford if you require in-person assistance. Please call to book an appointment.

## Glossary

**Accountability:** the obligation to acknowledge the professional, ethical, and legal aspects of one's role, and to answer for the consequences and outcomes of one's actions.

**Competence:** means the ability to integrate and apply the knowledge, skills and judgment required to practise safely and ethically in a designated role and practice setting. Competence includes both entry-level and continuing competencies.

**Direct Care Provider:** Major role in the direct delivery of care and services, including case management and/or consultation

**Employed:** Employed (as an employee or self-employed); that is, actively providing services at the time of registration or renewal.

**Employment Status Preference:** Whether a provider's current employment status is by choice or if the provider is seeking employment (in or outside of the profession) at the time of registration or renewal

**Employment Funding Source:** The main funding source of your employer.

- **Public:** The public sector is the main source of funding for employed activities (i.e., federal, provincial or municipal government).
- **Private:** A private sector entity or an individual client is the primary source of funding for employed activities (i.e., non-governmental sources, corporations, foundations).
- **Mix of public and private:** Funding for employed activities is derived from a mixture of public and private sources.

**Methods of Care:** The method of how a provider interacts with clients in their primary care setting (i.e. in-person, email, telephone, etc.)

**Responsibility:** A activity, behaviour or intervention expected or required to be performed within a professional role and/or position.

**Self-Regulation:** Relative autonomy by which a profession is practised within the context of public accountability to serve and protect the public interest.

**Virtual Care Delivery:** The amount of virtual care that the provider provides to clients in their primary practice setting.