

*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. The term nurse in this document refers to LPNs, NPs, and RNs unless otherwise stated.*

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Revised May 2025, First published April 2025 as Authorized Prescribers - NPs and RN-APs Guide for Updating Contact Information

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Our practice support tools are developed using current reference material. The source of this material is available upon request.

If you are an authorized prescriber, effective June 2, 2025, as per [NSCN by-laws](#) you will be required to maintain your most up to date employer contact information in the registrant portal, and update that contact information within 30 days of change of information.

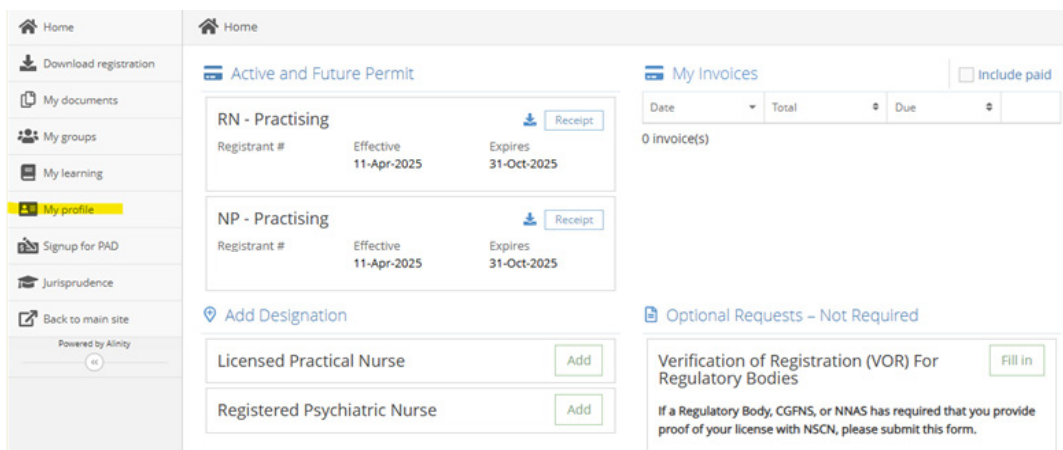
The following resource has been developed to support you with updating your employer contact information in the NSCN registrant portal by **June 1, 2025**.

### *Instructions for Updating Your Employer Contact Information*

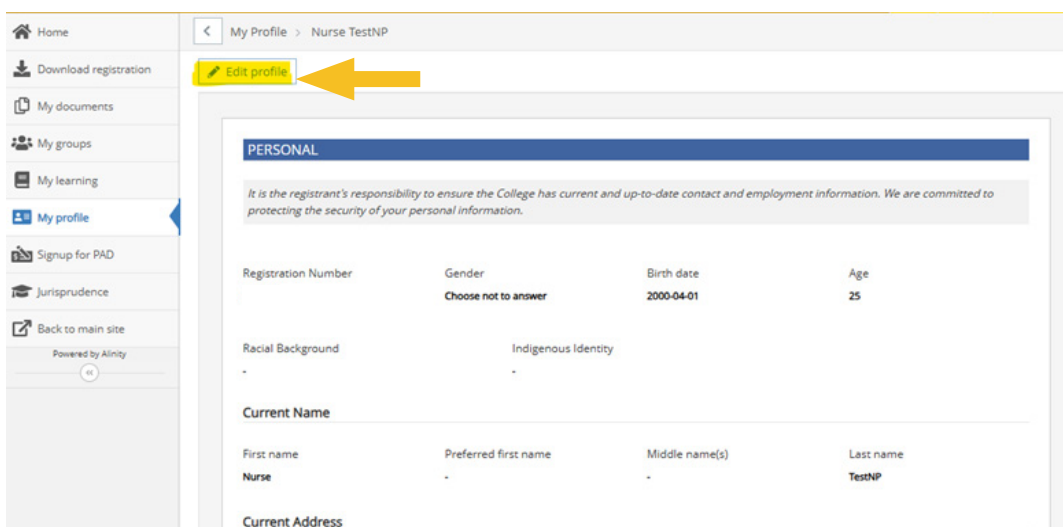
1. Log in to the [NSCN Registrant Portal](#).
2. If you have forgotten your password Click 'Forgot your password.' on the login page. Enter your username, which is the email address you use to communicate with NSCN. Enter the security code shown on the right and click 'submit'. You will receive an email with a link to reset your password. Follow the instructions to activate your profile.

If you have forgotten your username, please reach out to [registration@nscn.ca](mailto:registration@nscn.ca).


3. Once you have logged in, click on 'My Profile'.



4. Click on 'Edit Profile'.



5. Scroll down to 'Present Nursing Employer Status'.



**PRESENT NURSING EMPLOYMENT STATUS**

What best describes your employment status between **01-Nov-2024** and **31-Oct-2025**.

\* Employment status:       \* Is this your preferred status?: ☐ Yes ☐ No      \* Are you seeking employment?:

**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.

**Camp Hill Veterans Memorial Building**

Designation: **RN**      Display on Public Directory? **Yes**

Employment type: **Full time**      Employment role: **Staff Nurse/Direct care provider**      Practice area: **Geriatrics**

Work fax: **-**

Start date: **2025-04-04**

\* Employment type:       \* Employment status preference:       \* Employment role:       \* Practice area:

\* Employment category:       \* Employment funding source:       \* Virtual care delivery:       \* Methods of care:

\* Display on Public Directory?  
The work contact information entered below (phone, email, and/or fax), will display in [Search for a Nurse](#), NSCN's public nurse directory which provides information on registrants registered and licensed in Nova Scotia.

Work phone:       Work email:       Work fax:

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

- a) NSCN has been made aware of a system issue where the designation for NPs is being displayed as RN in the employment section. This issue has been rectified and you now have the ability to change the designation when you update your profile via the dropdown. You may also contact our registration team at [registration@nscn.ca](mailto:registration@nscn.ca) if you need assistance with changing your employment designation.

**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.

\* Designation:       -      NP      **RN**

Employment type:      Employment role:      Practice area:

- b) Note: If you have multiple employers since your last renewal, you can add them now and determine which employer information you would like posted.

- c) The default on Display on Public Directory is “no”. You will be required to change this to yes. If you have multiple employers, choose yes for the one you want to display and no for the other employer(s).

**Display on Public Directory?**  
The work contact information entered below (phone, email, and/or fax), will display in [Search for a Nurse](#), NSCN's public nurse directory provides information on registrants registered and licensed in Nova Scotia.

Please add at least (1) contact method for the employer you choose. If you have concerns with this information being displayed in [Search for a Nurse](#), please reach out to us at [practice@nscn.ca](mailto:practice@nscn.ca).

No

Yes

No

- d) You will be required to fill at least one contact information field. The system will not allow you to submit the update of your profile until you have filled at least one field.

Work phone: Example: 403-555-5555  
You must fill in at least one contact information

Work email:   
You must fill in at least one contact information

Work fax: Example: 403-555-5555  
You must fill in at least one contact information

Leave or end date (if no longer working at this location)  
yyyy-mm-dd

- e) If you are NSH employee, you will be asked to include the organization you work for. For example, instead of NSH, you will include South Shore Regional Hospital as the organization.

#### 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.

##### Nova Scotia Health Authority

Designation: <b>RN</b>	Display on Public Directory? <b>No</b>
Employment type <b>Full time</b>	Employment role <b>Staff Nurse/Direct care provider</b>
Work phone	Practice area <b>Primary care</b>
Start date	Work fax
	Work email

Please select the current facility/site location where you work from the list (i.e. Northside General Hospital, Aberdeen Hospital, Halifax Infirmary). If you work at more than one site/facility, please select the facility where you work most often.

##### \* New Employment Organization

* Employment type Full time	* Employment status preference By choice	* Employment role Staff Nurse/Direct care pr	* Practice area Primary care
* Employment category Permanent employee	* Employment funding source Not Applicable	* Virtual care delivery 10% to 49% of the time	* Methods of care In person

**Display on Public Directory?**  
The work contact information entered below (phone, email, and/or fax), will display in [Search for a Nurse](#), NSCN's public nurse directory which provides information on registrants registered and licensed in Nova Scotia.

Please add at least (1) contact method for the employer you choose. If you have concerns with this information being displayed in [Search for a Nurse](#), please reach out to us at [practice@nscn.ca](mailto:practice@nscn.ca).

If your facility is not on the list, please enter the facility name, address and phone number in the box and we will update it for you.

Organization

*You must select an item from the list*

\* 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

Work email:

Work fax: Example: 403-555-5555

\* 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

- f) You will need to complete required fields – every time you update your profile including Communication Consent and then click submit.

**COMMUNICATION CONSENT**

\* Release of Information for Research Purposes

NSCN requires your consent for the release of your personal information\* for research purposes.  
[Click to read NSCN's privacy policy](#)

☐ Yes ☐ No

\* Commercial Electronic Messages

Do you consent to NSCN sending you electronic messages of a commercial nature? You can unsubscribe from messages of a commercial nature at any time. You cannot unsubscribe from messages that relate to NSCN's core mandate of regulating the profession.

☐ Yes ☐ No

6. Once you submit, you will get a notification that your profile has been updated.

Nova Scotia College of Nursing Test Environment

Home

Download registration

My documents

My groups

My learning

My profile

Signup for PAD

Jurisprudence

Back to main site

Powered by Alinity

Active and Future Permit

RN - Practising

Registrant # Effective Expires

11-Apr-2025 31-Oct-2025

NP - Practising

Registrant # Effective Expires

11-Apr-2025 31-Oct-2025

Complete My Renewal

NP - Practising Apply

RN - Practising Apply

My Invoices

Include paid

Add Designation

Licensed Practical Nurse Add

Your profile update has been submitted.

If you have any questions related to updating your profile or encounter any difficulties, please reach out to [practice@nscn.ca](mailto:practice@nscn.ca).