

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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Instructions for Updating Your Employer Contact Information2

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

The following resource has been developed to support you with updating your employer contact information in the NSCN registrant portal.

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.

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

The screenshot shows the NSCN Registrant Portal home page. On the left is a sidebar with navigation links: Home, Download registration, My documents, My groups, My learning, My profile (highlighted), Signup for PAD, Jurisprudence, and Back to main site. The main content area is divided into three sections. The top section, 'Active and Future Permit', shows two rows: 'RN - Practising' and 'NP - Practising', each with a 'Receipt' button. The middle section, 'My Invoices', shows '0 invoice(s)' and a table with columns for Date, Total, and Due. The bottom section, 'Optional Requests - Not Required', features a 'Verification of Registration (VOR) For Regulatory Bodies' form with a 'Fill in' button.

4. Click on 'Edit Profile'.

The screenshot shows the 'My Profile' page in the NSCN Registrant Portal. The left sidebar is the same as in the previous screenshot. The main content area has a breadcrumb trail: 'My Profile > Nurse TestNP'. Below this is a yellow button labeled 'Edit profile' with a pencil icon, which is highlighted by a yellow arrow. The page content is titled 'PERSONAL' and includes a disclaimer: 'It is the registrant's responsibility to ensure the College has current and up-to-date contact and employment information. We are committed to protecting the security of your personal information.' Below the disclaimer are several form fields: 'Registration Number' (1), 'Gender' (Choose not to answer), 'Birth date' (2000-04-01), 'Age' (25), 'Racial Background' (-), 'Indigenous Identity' (-), 'Current Name' (First name: Nurse, Preferred first name: -, Middle name(s): -, Last name: TestNP), and 'Current Address'.

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: Full time * Employment status preference: By choice * Employment role: Staff Nurse/Direct care pr * Practice area: Geriatrics

* Employment category: Permanent employee * Employment funding source: Mix of Publicly & Privately * Virtual care delivery: Never * Methods of care: In person

a) Complete all mandatory fields with a '*' (asterisk) beside them.

b) Note: If you have multiple employers since your last renewal, you can add them by selecting 'add'.

Add Click here to add additional employer(s)

c) 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: RN Display on Public Directory? No

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

Work phone: - Work fax: - Work email: -

Start date: -

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

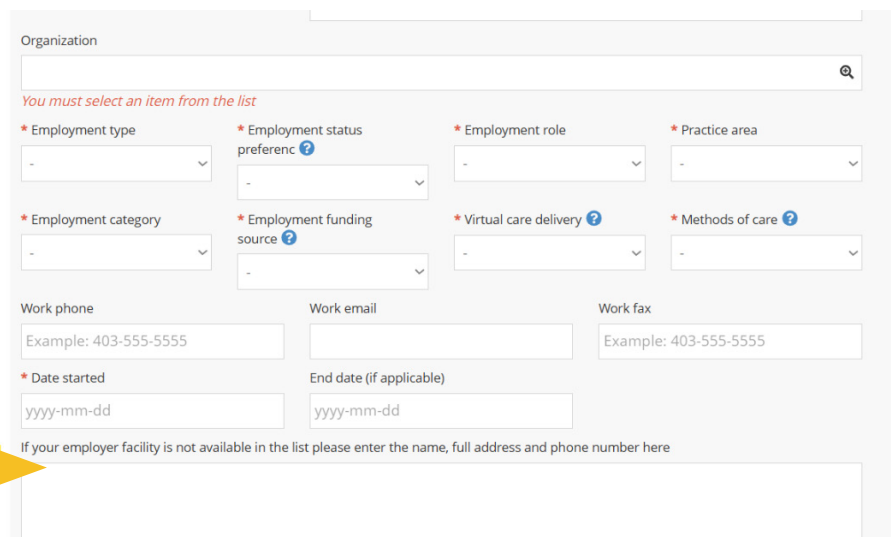
* Employment type: Full time * Employment status preference: By choice * Employment role: Staff Nurse/Direct care pr * Practice area: Primary care

* 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.

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:

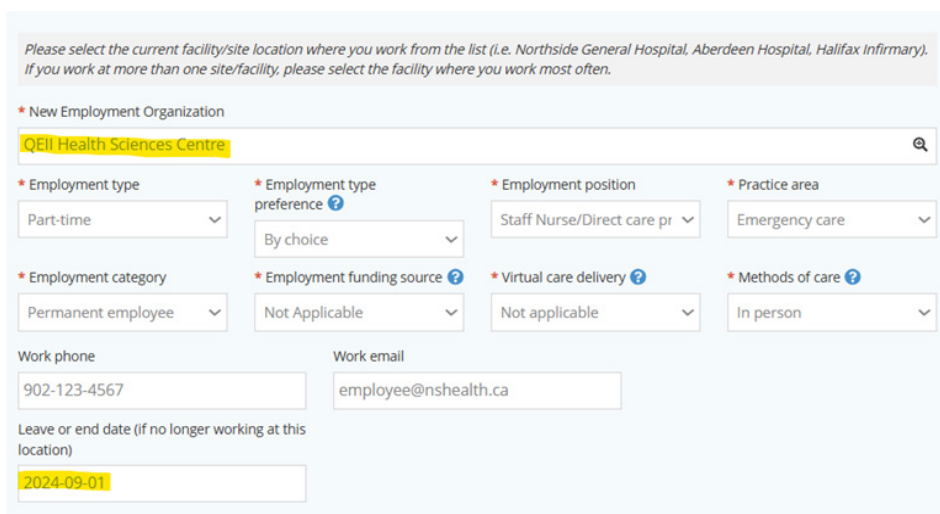
Work fax: Example: 403-555-5555

* 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

- d) If you need to remove an employment record, you will need to complete all the mandatory fields with a '*' (asterisk) beside them. You will need to select a 'New Employment Organization' by typing in the facility/site name. Once all the required fields are completed, please enter a 'Leave or End Date' of employment. This will remove the employer from your record once the profile update has been submitted.



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: QEII Health Sciences Centre

* Employment type: Part-time

* Employment status preference: By choice

* Employment position: Staff Nurse/Direct care pr

* Practice area: Emergency care

* Employment category: Permanent employee

* Employment funding source: Not Applicable

* Virtual care delivery: Not applicable

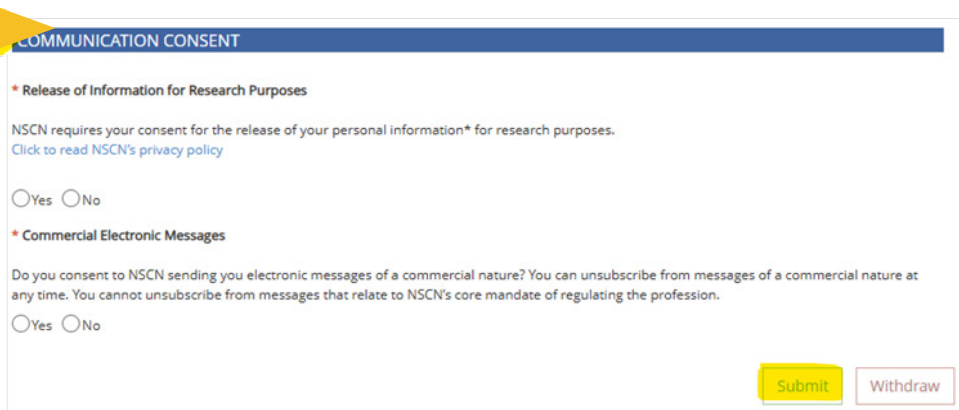
* Methods of care: In person

Work phone: 902-123-4567

Work email: employee@nshealth.ca

Leave or end date (if no longer working at this location): 2024-09-01

- e) 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

Submit Withdraw

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

If you have any questions related to updating your profile or encounter any difficulties, please reach out to registration@nscn.ca.