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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First published June 2025 as Guide for Updating Employer Contact Information

Our practice support tools are developed using current reference material. The source of this material is available upon request.
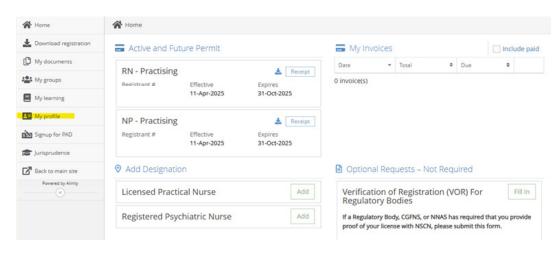
The following resource has been developed to support you with updating your employer contact information in the NSCN registrant portal.

Instructions for Updating Your Employer Contact Information
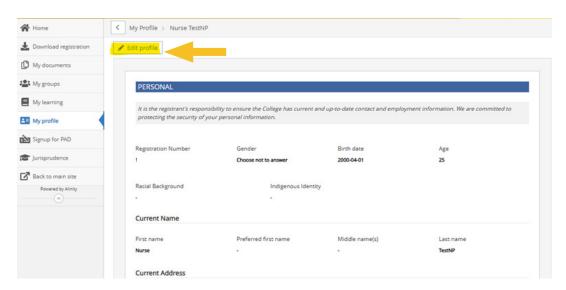
1. Log in to the NSCN Registrant Portal.

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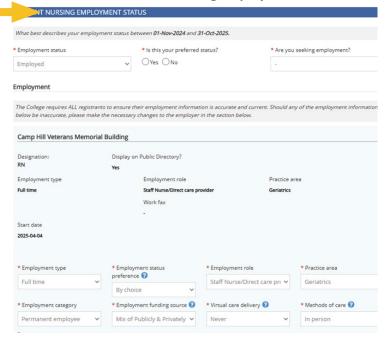
3. Once you have logged in, click on '**My Profile'.**
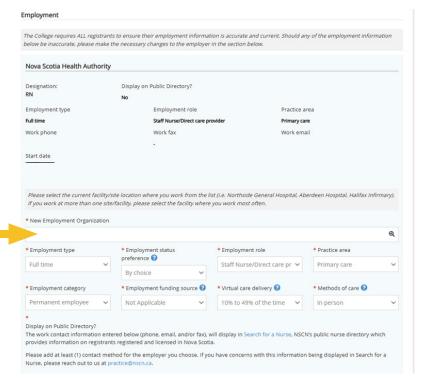

4. Click on '**Edit Profile'.**
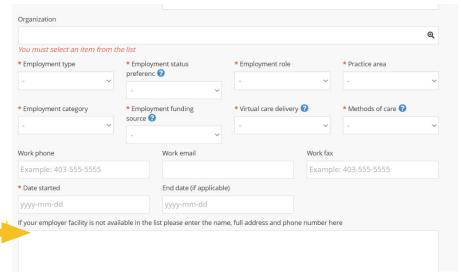
5. Scroll down to '**Present Nursing Employer Status**'.

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'.
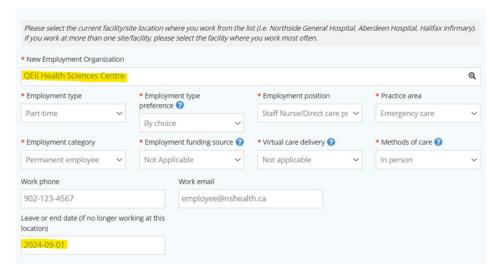

c) If you are NSH employee, you will be asked to include the organization you work for. For example, instead of NSH, you will include South Shore Regional Hospital as the organization.
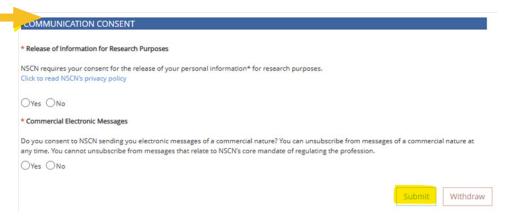
If your facility is not on the list, please enter the facility name, address and phone number in the box and we will update it for you.

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.

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

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.