



AUTHORIZED PRESCRIBERS – NPS AND RN-APS GUIDE FOR UPDATING CONTACT INFORMATION

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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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.

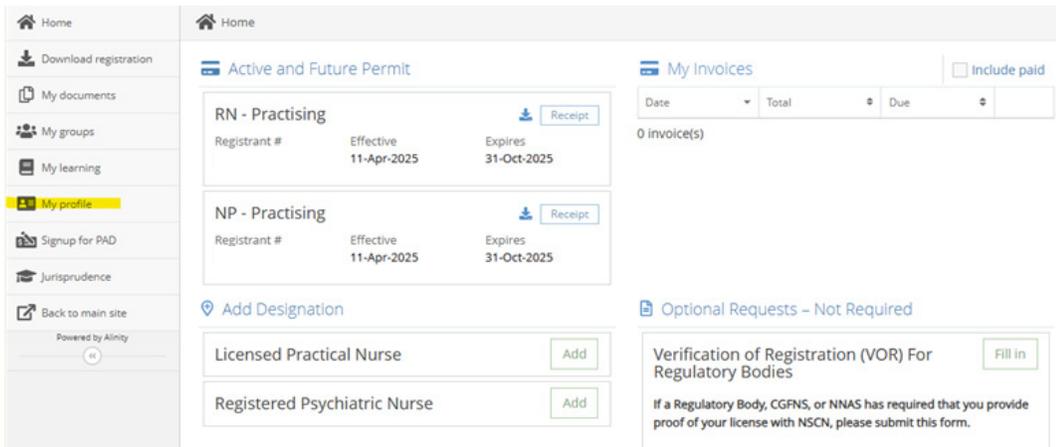
The following resource has been developed to support you with updating your employer contact information in the NSCN registrant portal by **June 1, 2025**.

Instructions for Updating Your Employer Contact Information

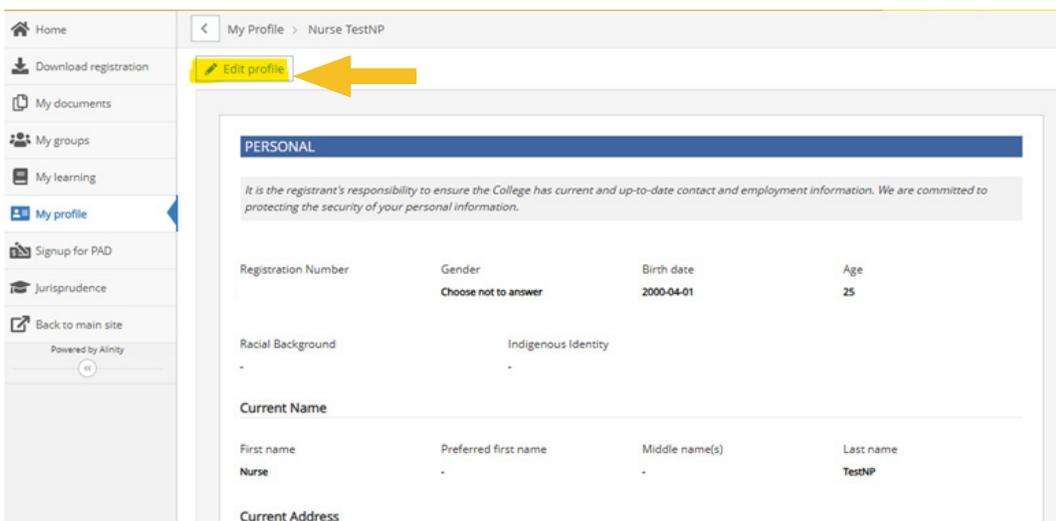
1. Log in to the [NSCN Registrant Portal](#).
2. If you have forgotten your password Click 'Forgot your password.' on the login page. Enter your username, which is the email address you use to communicate with NSCN. Enter the security code shown on the right and click 'submit'. You will receive an email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

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: 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

* Display on Public Directory? Yes

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: Example: 403-555-5555 Work email: Work fax: Example: 403-555-5555

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

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

Add Click here to add additional employer(s)

b) 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 direct 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 Se Nurse, please reach out to us at practice@nscn.ca.

No

Yes

No

- c) 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 <input type="text" value="Example: 403-555-5555"/> <i>You must fill in at least one contact information</i>	Work email <input type="text"/> <i>You must fill in at least one contact information</i>	Work fax <input type="text" value="Example: 403-555-5555"/> <i>You must fill in at least one contact information</i>
Leave or end date (if no longer working at this location) <input type="text" value="yyyy-mm-dd"/>		

- d) 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

<input type="text"/>			
* 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.

- 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

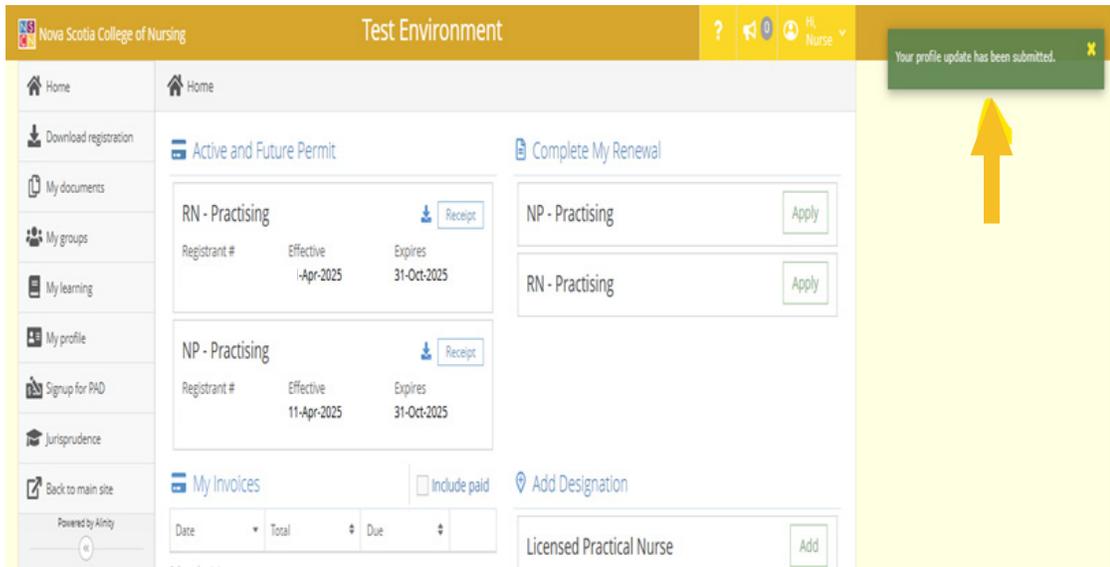
Do you consent to NSCN sending you electronic messages of a commercial nature? You can unsubscribe from messages of a commercial nature at any time. You cannot unsubscribe from messages that relate to NSCN's core mandate of regulating the profession.

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 practice@nscn.ca.