



NSPA Application Instruction Guide

Please read this application instruction guide before filling out the application form. Failure to do so may result in the application being delayed or denied. Complete every section fully and carefully to the best of your knowledge, if an area is not relevant please put a line through it and write N/A.

Notes:

What does 'certified true copy' mean? This means that a photocopy of a document can be used just as the original document. To certify a document as a true copy you need to see a Notary Public, Lawyer, Commissioner for Oaths, Officer of an Embassy or Consulate.

All supporting documents submitted with the application form must be in English. Any documents that are not in English must be officially translated by an authorized translator.

Personal Information *page 1 of 11*

Please complete in full as directed on the form.

Photo *page 2 of 11*

It is important that we can verify your identity so please attach a countersigned passport style photograph taken within the last twelve (12) months.

The countersignatory must have known you for a minimum of two (2) years. Be able to identify you, eg: a friend, neighbour, or colleague. Be a person of good standing in their community or work in (or be retired from) a recognised profession (see example list below).

The countersignatory cannot be closely related or involved with you, eg: related by birth or marriage; be in a relationship with or live at the same address as you.

The countersignatory must countersign the form and the back of the photograph with the following phrase:

'I certify that this is a true likeness of (applicant's title and full name)'

then date and sign it.

Examples of recognised professions include:

- accountant
- airline pilot
- bank manager
- barrister
- commissioner for oaths
- councillor
- dentist
- engineer
- fire service official
- funeral director
- insurance broker
- journalist
- Justice of the Peace
- local government officer
- Member of Parliament
- optician
- paralegal
- pharmacist
- podiatrist
- police officer
- post office official
- professional body fellow, member or associate
- solicitor/lawyer
- surveyor
- teacher/lecturer

Education and Residency/Fellowship Training*page 3 of 11*

Please complete in full as directed on the form. You are required to provide certified true copy(ies) of all degrees and certificates.

Please make additional copy(ies) of this page if more space is required

Previous and Current Employment*page 4 of 11*

Please complete in full as directed on the form. There should be no unexplained gaps in your full employment history.

Please make additional copy(ies) of this page if more space is required

Licences and Associate Memberships*page 5 of 11*

Please complete in full as directed on the form. You are required to provide certified true copy(ies) of all Licences and Memberships.

Please make additional copy(ies) of this page if more space is required

Disclosure Information*page 6 of 11*

You must disclose all pertinent information of these questions with regard to you and your practice of podiatry or any other profession in any jurisdiction. If you have answered YES to any of these questions you must provide written details in space provided.

Please make additional copy(ies) of this page if more space is required

Health History*page 7 of 11*

In the interest of safety for you and the public, it is important for us to verify that you are fit and able to practice podiatry safely and competently in Nova Scotia. Please read and sign the Health Declaration form.

Please make additional copy(ies) of this page if more space is required

Employment Location*page 8 of 11*

If you are to be employed please provide your employer's name and address. If you are going to be self-employed please provide your clinic details.

Please make additional copy(ies) of this page if more space is required

Continuing Competency requirements / CPD*page 8 of 11*

Please complete in full as directed on the form. Please provide a certified true copy of your 'First Aid / CPR' Certificate. Please provide an explanation if no certificate in the space provided

Please make additional copy(ies) of this page if more space is required

Insurance Requirements*page 9 of 11*

As part of the Nova Scotia Podiatry Association mandate to protect the public, all members of the Nova Scotia Podiatry Association are required to procure appropriate medical liability insurance on a yearly basis, and required to supply proof of insurance to the Registrar every year.

Criminal Record Check*page 9 of 11*

Due to the variety of patients that we may treat each applicant must obtain a police **Criminal Record Check** including a **Vulnerable Sector Check** from all jurisdictions in which you have lived and send the results with your application. You can obtain the required forms from your local RCMP detachment. International applicants must supply a certified true copy of their equivalent police check.

Standards and Ethics Documents *page 9 of 11*

Please read the two documents attached and sign in the space provided to confirm that you have read and understood the documents.

Declaration *page 10 of 11*

Please read the declaration and then sign in front of a Notary Public, Lawyer, Commissioner for Oaths, Officer of an Embassy or Consulate.

If you take all of your supporting documents and copies of these documents with you the person you are signing in front of should be able to certify these documents as true copies.

References *page 11 of 11*

Please provide two (2) referee's with their names, contact details, profession and how long they have known you. They must have known you for a minimum of two (2) years and cannot be a family member. Referee examples are Employers, Lawyer, Doctor etc.