

Frequently Asked Questions

A reference guide for applicants,
registrants, & general inquiries.

Nova Scotia College of Counselling Therapists
Administrative Team
info@nscct.ca

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NOTES & UPDATES

This FAQ is an interim resource to support applicants and registrants. It will continue to be reviewed and updated as new questions arise and as processes are finalized. While every effort has been made to ensure accuracy, some information may be subject to revision.

LAST UPDATE

- October 21 2025

INITIAL REGISTRATION & APPLICATIONS

Do I need to live in Nova Scotia to apply for licensure?

No. RCTs and RCT-Cs are not required to reside in Nova Scotia, but they must reside in Canada.

I am trying to apply for licensure, but I can't access the Registrant Portal to apply.

The Registrant Portal is intended for current registrants only. It does not host applications for licensure. Applicants will receive an email with instructions on how and when they will be eligible to access the portal, including instructions on how to do so.

What are the required documents for a complete RCT-C application?

Our RCT-C applications are based on where you completed your counselling related counselling degree geographically.

- If you are graduate of a Canadian Counselling Therapy Master's Program you can find the requirements for licensure [Here](#).
- If you are a graduate of a Counselling Therapy Master's Program in the United States you can find the requirements for licensure [Here](#).
- If you are a graduate of a Counselling Therapy Master's Program Outside Canada or the United States you can find the requirements for licensure [Here](#).

Once you have collected all the required documents, you can find the "Apply Here" link at the bottom of the corresponding webpage.

I hold a current license with another regulated province or territory. What are the documents for a complete application?

If you hold a current license in another regulated Canadian province or territory (i.e., currently Ontario, Quebec, New Brunswick and PEI), you can have your license transferred to Nova Scotia under the terms of the *Canada Free Trade Agreement* (CFTA). You can find the requirements for licensure [Here](#).

Can I submit my application before my transcripts arrive?

Yes. However, your application will not be considered complete or forwarded to the Registrar for review until all required items have been received, including documents sent by third parties, such as transcripts.

My program isn't listed as pre-approved on your website. Can you tell me if it meets your requirements?

No. NSCCT does not currently conduct pre-approvals of programs, courses, or any other aspect of application requirements. All fully completed applications are reviewed against existing criteria by the Registrar and Registration Committee.

If you are planning to pursue a graduate degree in counselling (or a related field) with the goal of becoming registered with NSCCT, we recommend the following:

- Carefully review the registration requirements in their entirety.
- Compare NSCCT's published course content requirements with the required and elective courses offered by your prospective university before enrolling or finalizing course selections.

To assist with this, please consult our [Graduate Level Course Content Requirements](#) document as a guide for self-evaluation.

I require a letter of support to have my vulnerable sector check issued. Can you provide me with this?

Yes. The letter you are looking for (titled "Confirmation of Need for Vulnerable Sector Check") is available on our website in the [Policy Suite](#) under the "Forms" section.

I've been a counsellor for over 20 years, but I am not registered with a regulated province or territory. Can I apply for RCT licensure?

No. You are to apply as an RCT-C and complete the candidacy requirements regardless of prior experience. All RCT-Cs begin their candidacy at 0 hours.

I have CCC designation with CCPA? Can I apply for RCT licensure?

No. You are to apply as an RCT-C and complete the candidacy requirements regardless of prior experience. All RCT-Cs begin their candidacy at 0 hours. CCPA is a voluntary membership association, not a regulatory body. Many of our registrants choose to join CCPA either as a Certified Canadian Counsellor (CCC) or a Professional Member for access to membership benefits, professional development, and networking opportunities. However, NSCCT does not require CCPA membership, and it is not considered a transfer route for licensure.

STUDENTS AFFILIATE MEMBERS & THE PRACTICUM

INTRODUCTION

Student affiliate memberships is a voluntary non-licensed category. Affiliate membership with NSCCT does not qualify you as a Registered Counselling Therapist (RCT) or Registered Counselling Therapist Candidate (RCT-C) and mention of membership is not to be utilized on any advertising or identification materials such as business cards, letterhead, signatures, in resumes. It must not in any way be construed as a credential.

Affiliate memberships simply allow you access to our online portal where you can view board meetings and other organizational documents.

NSCCT does not have jurisdiction over students, their practicum or practicum supervisors. We rely on your academic institution to oversee and validate their practicum requirements and arrangements.

Do I need to apply for student membership to complete my practicum?

No. NSCCT does not regulate students who are completing practicum placements as part of a graduate counselling therapy program. You do not need to be a student member with the College during your practicum.

What title should I use if I am a student?

NSCCT does not regulate students or practicum placements. While completing your practicum, you should follow the title guidelines provided by your academic institution or placement site. You may not use protected titles such as “Registered Counselling Therapist (Candidate)” or imply that you are licensed with NSCCT in any way. This includes using misleading phrases like “pre-licensed” or “qualifying professional,” or listing NSCCT affiliation on websites, business cards, or social media profiles.

What is the difference between student affiliate membership and RCT-C?

Student Affiliate Membership is a non-licensed membership category intended for individuals currently enrolled in a qualifying graduate-level counselling therapy program. It provides access to updates, communications, and relevant information from the College but does not confer licensure status. This membership is entirely optional.

RCT-C (Registered Counselling Therapist - Candidate) is a licensed designation granted to individuals who have completed a qualifying master's-level counselling therapy program and have been approved to begin the candidacy period under NSCCT supervision requirements. RCT-Cs are authorized to provide counselling therapy services (within scope and under supervision) and may use the protected title “Registered Counselling Therapist (Candidate).”

Does my practicum supervisor need to be from NSCCT's approved list?

No. NSCCT does not regulate students, practicum placements, or practicum supervisors. Your practicum supervisor must meet the requirements set by your academic institution, not NSCCT.

The NSCCT Schedule of Approved Supervisors applies only to those supervising Registered Counselling Therapist - Candidates (RCT-Cs) during the post-graduate candidacy period, not to student placements.

That said, many of the individuals on our approved supervisor list also supervise practicum students through separate arrangements with universities, however, it is not a requirement that your practicum supervisor be listed with NSCCT.

Can my practicum be completed online, out of province, or outside of Canada?

NSCCT does not regulate students, practicum placements, or practicum supervisors. Your practicum must meet the requirements set by your academic institution, not NSCCT.

Can my practicum hours be applied towards the 2000 candidacy hours required under RCT-C licensure? What if my practicum was supervised by an NSCCT approved supervisor?

No. All RCT-Candidates begin their candidacy period at 0 hours, regardless of prior experience or who supervised their practicum. Hours accumulated during your graduate practicum or prior employment cannot be applied to the candidacy period. You cannot start accumulating candidacy hours until you have received a registration number (not an affiliate membership number) from NSCCT.

If I am approved for Student Affiliate Member, does that mean my educational program meets the education requirements for licensure when I am ready to apply for RCT-C?

No. Approval for Student Affiliate Membership is not an assessment of your program's eligibility for licensure. Your program will be formally assessed only after you submit a complete RCT-C application, including all required documentation.

My Practicum Supervisor is listed on NSCCT's approved list. Am I allowed to also use them as my supervisor for my candidacy period with NSCCT once I am licensed?

Yes. As long as they are not 1) a family member or relative or 2) an employer, manager or contractor of you during the duration of your candidacy.

RENEWALS & REINSTATEMENTS

I let my license lapse. I want to reinstate, but I can't access the Registrant Portal.

When a license lapses, access to the Registrant Portal becomes restricted. You will need to contact the College directly to restore your access. At that time, administrative staff will notify you of any outstanding documents or fees required to proceed.

CANDIDACY & CURRENT REGISTRANTS

I recently became registered with NSCCT. Do I need to order a certificate?

There is no charge for your initial license certificate. It's included as part of your registration. You would only need to formally request (and pay for) a certificate if you require an additional one. For example, if you work in more than one location and need multiple certificates displayed. If that applies to you at any point, you can refer to our [Representation of Professional Qualifications Policy](#) for details.

I recently finished my candidacy and was granted RCT licensure. Do I need to order a new certificate?

There is no charge for your initial RCT license certificate. It's included as part of the transition. You would only need to formally request (and pay for) a certificate if you require an additional one. For example, if you work in more than one location and need multiple certificates displayed. If that applies to you at any point, you can refer to our [Representation of Professional Qualifications Policy](#) for details.

I am a registrant with NSCCT. Can I see a client who moved to another province or territory?

Please see our policy on [inter-provincial tele-counselling](#).

Why am I not showing on the Public Registry?

The Public Registry is optional. If you are not appearing, it likely means you have not opted in. You can update your preferences by logging into your Registrant Portal and completing the Public Registry opt-in form. Once submitted, your listing will appear with the information you've chosen to share.

I recently finished my candidacy hours and my supervisor submitted my final report. How do I switch registration categories (RCT-C to RCT)?

Log into your Registrant Portal and complete the "Transfer Registration Form" to initiate the process.

How do I change or add an additional supervisor?

- Log into the [Registrant Portal](#)
- Navigate to the *Candidacy Program* Tab
- Under the *Supervisor(s)* table, click the link to change the supervisor, or add a co-supervisor.



Overview Information Continuing Competence Payment Summary Library Complaints **Candidacy Program**

Supervisor(s)

Supervisor Name ↓	Upload Hours	Change Supervisor	Contract	Candidacy Supervision Report Form
Supervisor's Name				

How do I upload the Candidate-Supervisor Contract?

- Log into the [Registrant Portal](#)
- Navigate to the *Candidacy Program* Tab
- Under the *Supervisor(s)* table, click the link to upload the contract.

Supervisor(s)

Supervisor Name ↓	Upload Hours	Change Supervisor	Contract	Candidacy Supervision Report Form
Supervisor's Name		↗	📄	📄

Upload Candidate-Supervisor Contract



Candidate Name

Supervisor Name

Please upload your contract here *

* Required

GENERAL INQUIRIES

What is the difference between the Public Directory and the Official Registry?

The **Official Registry** is a mandatory public record of all individuals currently licensed with NSCCT. It reflects a registrant's legal status and licensure details, and is updated in real time to meet regulatory obligations.

The **Public Directory** is optional and allows registrants to share additional information, such as practice locations and areas of focus, and practice languages to support public access and visibility. Registrants must opt in to be listed in the Public Directory through their Registrant Portal.

Does NSCCT set or recommend billing rates?

No. As a regulatory body, NSCCT does not set, mandate, or recommend billing rates for counselling therapy services. Registrants are responsible for determining their own fee structures.

For general guidance, registrants may wish to consult professional associations such as the Canadian Counselling and Psychotherapy Association (CCPA) or peer networks for benchmarking information.

Can I see Nova Scotian clients if I am licensed in another province or territory?

Please see our policy on [inter-provincial tele-counselling](#)

Can I advertise a job to your Registrants?

As a regulatory body, NSCCT does not promote job opportunities, professional development events, or similar initiatives to registrants. This type of outreach falls under the role of professional associations. You may wish to connect with the Nova Scotia Chapter of the Canadian Counselling and Psychotherapy Association (CCPA), which you can find [Here](#).

Is NSCCT responsible for decision about GST/HST exemption?

No. NSCCT does not determine GST/HST exemption status. Decisions regarding tax exemption for counselling therapy services are made by the Canada Revenue Agency (CRA).

STILL HAVE QUESTIONS?

If your question is not addressed in this guide or you require further clarification, you can explore additional details in our [Policy Suite](#) or contact the appropriate person below:

General inquiries, applications, registration/licensing, renewals, financial, or technical support:

Mary Kate Jollymore

Administrative Coordinator

info@nscct.ca

renew@nscct.ca

finance@nscct.ca

Complaints or professional conduct concerns:

Patience Faubert

Director of Complaints and Professional Conduct

professionalconduct@nscct.ca

Regulatory or practice-related questions:

John Hubert

Executive Director & Registrar

registrar@nscct.ca