Declaration Instructions – Conviction(s) to Declare

To complete your declaration when you have a conviction(s) to declare, please follow the steps below.

Step 1: Log into the ESS Portal (where you check your pay statements)

https://nssb-webapps.gov.ns.ca/nwbc

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Step 2: On the "My Requests" tab you must select "My Offense Declaration".

Home	New Features											
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				Salary Statement	Personal Data	<u>.</u>	My Offense Decla					

If you don't see the **"My Requests"** tab, click on the **(**Toggle Settings) icon and click on the box for the my "My Requests" tab.

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Step 3: The "Offence Declaration Form" will be displayed. You must click on the boxes to confirm you accept the mandatory "Personal Information and Privacy" & "Consequences of Non-compliance" Statements.

Home New Features	
Criminal Conviction Process for Employee:	
Check Send	♣ 💽 ₄
Offense Declaration Form	^
Full Name: Date of Birth:	
Position (Job Title): Personnel Number:	
Personal Information and Privacy	
I understand that the personal information I provide for this Offence Declaration is for the purpose of student protection as outlined in the Student Protection Policy.	
Collection of this information is authorized under the Education Act, the Freedom of Information and Protection of Privacy Act, and related legislation.	
This information will be used to implement the Student Protection Policy and will only be disclosed in accordance with the policy and related procedures. Questions about how personal information is collected, used, maintained, or disclosed, can be directed to the RCE/CSAP information Access and Privacy Manager.	
Cuestions about now personal information is collected, used, maintained, or disclosed, can be directed to the RCE/CSAP information Access and Privacy Manager.	
Consequences of Non-compliance	
Understand that employees who submit an inaccurate or misleading Offence Declaration may be subject to discipline up to and including termination of employment.	
Employees who do not provide an Offence Declaration by the date prescribed by the RCE/CSAP may be subject to suspension without pay until the form is completed and received in a manner	
satisfactory to the RCE/CSAP. Employees who demonstrate an ongoing failure to provide their Offence Declaration may be subject to further discipline up to and including termination of employmer	
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Step 4: To declare your conviction information click on the **'Conviction'** button. You must fill all the fields (Conviction Date, Court Location, Conviction & Section of Criminal Code) in the **"Offence Declaration Form"**.

If you have more than three (3) convictions to declare, you must include the information in the **"Additional comments"** section.

I DECLAR	Image: Send and a send a s		
	E that: (check one)		
	O No Conviction	Conviction	
	I have no convictions under the Criminal	I have been convicted of the following offences	
	of Canada or the Controlled Substances	Act,	under the Criminal Code of Canada or the
	up to and including the date of this declar	ation,	Controlled Substances Act for which a record
	for which a record suspension has not be	en granted.	suspension has not been granted.
List of Offe	ences (Use additional comments section if ne	cessary)	
1.	Conviction Date:	09.01.2021	
1.	Conviction Date: Court Location:	09.01.2021	
1.			Section of Criminal Code:
1.	Court Location:	Halifax	

Step 5: You must select the mandatory check box at the bottom of the **"Offence Declaration Form"** (I acknowledge the data entered on this offense declaration form is accurate and true). Click on **"Check"** (if you have missed any fields, you will be prompted to complete it).

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		Conviction.	OVER SPEED		Section of Chiminal Code.	^
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	3.	Conviction Date:	1			
		Court Location:				
		Conviction:			Section of Criminal Code:	
	Additional Comments:					
	TEST CONVICTION					
	TEST CONVICTION					
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	I acknowledge th	he data entered on this offens	e declaration form is accurate a	nd true.		

Home New Features					
Criminal Convict	tion Process for Empl	oyee:			
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	Additional Comments:				
	TEST CONVICTION				
				-	
	I acknowledge th	e data entered on this offens	e declaration form is accurate and true.		

Step 6: Click on "Send" to submit the "Offence Declaration Form".

Step 7: You will receive a reference number to confirm your declaration has been submitted.

New Features									
p Completed									
O Data sent (process reference number: 000000003509)									