

## Fair Registration Practices – the making of Plain Language.....

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### BEFORE

*The Fair Registration Practices Act* (FRPA; the Act) requires regulatory authorities to be responsible for carrying out registration practices that are transparent, objective, impartial and procedurally fair. Regulatory authorities (also called regulatory bodies or regulators) set the standards and regulate the activities for an occupation(s). Occupations can be regulated directly by government or self-regulated by an external organization (i.e. an organization with delegated authority by government).

FRPA applies to 53 [regulatory bodies](#) in Nova Scotia, covering 58 occupations and 65 designated trades. Not all regulatory bodies are currently listed in Schedules A and B of the Act (FRPA lists 43 regulatory bodies); however, the remaining regulatory bodies will be added.

### AFTER

*The Fair Registration Practices Act* (FRPA; the Act) applies to 53 [regulatory bodies](#) in Nova Scotia, covering 58 occupations and 65 designated trades. Schedules A and B of the Act now list 43 of these and the rest will be added.

A regulatory body (regulatory authority or regulator) sets the standards and regulates how people practice as members of an occupation. Everyone who practices within a regulated occupation must register with the regulatory body. FRPA governs the process a regulatory body follows to register a person who applies to practice as a member of that occupation. FRPA states that registration must follow a fair procedure and be transparent, objective, and impartial.

The government may directly regulate the occupations or delegate that authority to another organization.

## *How can we help?*

### **BEFORE**

The Review Officer will:

-Provide regulators with information and advice to help them meet their obligations under the Act

-Establish guidelines and assist the regulators with the reporting requirements

-Review registration practices of regulators for compliance with the Act

-Make recommendations and work collaboratively with the regulators

-Act as a resource for government departments and other stakeholders

The Review Officer does not provide assistance to individuals in getting their professional license. Additionally, the Review Officer cannot become involved in a registration or internal review decision on behalf of an applicant or accept any personal information.

### **AFTER**

The Review Officer works with and supports regulators. The Review Officer

-provides information and advice to help regulators meet their obligations under the act

-establishes guidelines and helps regulators understand and meet their reporting requirements

-reviews registration practices to help regulators make sure they are complying with the act

-makes recommendations to regulators and works directly with them to help them comply with the act

-acts as a FRPA information resource for government departments and other stakeholders

The Review Officer does **not** work with individual applicants.

The Review Officer can **not** accept any personal information about an applicant or help them to get a professional license. Additionally, the Review Officer cannot become involved in a decision that a regulatory body has made about an applicant's registration or their internal review process.

## *Working Towards Compliance*

### **BEFORE**

To meet the requirements under the Act the regulating body must make publicly available clear and understandable information about:

- registration requirements and assessment criteria
- the length of time the registration process takes
- applicant supports
- the required fees
- acceptable alternative documentation
- the internal review processes

All regulating bodies must:

- respond to inquiries from applicants in a reasonable time
- provide written confirmation within a reasonable time whether registration is granted or not granted
- provide the written decision, which will include the reasons for the decision, when registration is not granted
- provide information regarding measures or programs that may assist the applicant to obtain registration in the future, where practical
- provide applicants who are not granted registration information regarding the regulatory body's internal review and access to information processes
- ensure the people hearing the appeals are independent decision makers, and that they have had appropriate training

For more information, contact the [Review Officer](#) or look at our [Frequently Asked Questions](#) (FAQ).

### **AFTER**

All regulatory bodies must provide the following information to the public in a way that is clear and understandable

- the requirements applicants must follow to register with the body that regulates an occupation and the criteria that body uses to assess an applicant
- the length of time the registration process takes
- any supports available to help applicants become registered
- the fees an applicant must pay
- the documentation the regulating body will accept from applicants who are trained in other jurisdictions
- the way the internal review processes works

Regulatory bodies must give applicants information about their application process. The regulatory body

- answers applicants' questions within a reasonable time
- lets applicants know in writing, within a reasonable time, whether their registration is granted or **not** granted
- includes in the written decision the reasons for the decision
- gives to applicants who are **not** granted registration, information about steps they can follow or programs they can take to help them apply for registration in the future, where practical
- gives to applicants who are not granted registration, information about how the regulatory body's internal review process works and where to find information about the process
- makes sure the people who hear appeals from applicants have appropriate training for that position and are able to make independent decisions

For more information, contact the [Review Officer](#) or look at our [Frequently Asked Questions](#) (FAQ).