ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

FRPA Review Report

Province of Nova Scotia
Table of Contents

Background of the Regulatory Body ................................................................. 1
Definition of the Profession .............................................................................. 1
Staffing ............................................................................................................. 2
Types of Licences/Certificates Issued ............................................................... 2
Membership Categories and 2013 Numbers ..................................................... 3
Labour Market Outlook ................................................................................... 3
Access to registration information .................................................................. 3
2013 Fees charged .......................................................................................... 3
Steps in the registration process: ................................................................. 3
2013 Data ........................................................................................................ 4
Legislation ....................................................................................................... 4
Summary ......................................................................................................... 5
Two-year Action Plan ..................................................................................... 5
Disclaimer ....................................................................................................... 6
Appendix A – FRPA Review Assessment Questionnaire .................................. 7
Appendix B – Forms ....................................................................................... 26
Background of the Regulatory Body

Definition of the Profession

Surveying is a broad field which offers a diversity of work. Land Surveyors in this province are qualified to practice by the Association of Nova Scotia Land Surveyors (ANSLS; the Association) under Provincial statute and are members of the Association. Surveyors are involved in the production of topographic maps and hydrographic charts, the preparation of building sites and subsequent construction, the determination of differences in elevation over long distances, the layout of streets and roads, the determination of property boundaries, the gathering of land-related information and the management of geographic information systems. Surveyors are employed at every level of government. Many work for large organizations such as petroleum or utility corporations. Others operate their own businesses which provide corporate or individual clients with a variety of services. A land surveyor is one with expertise related to land boundaries and the extent of real property. He or she is an expert who is consulted on matters involving boundaries, and may be retained by property owners, lawyers, engineers, planners, architects or developers to advise and assist with projects that depend upon a knowledge of precise property limits.

The Organization

The Association of Nova Scotia Land Surveyors, incorporated in 1951, is a self-governing body under the authority of the Land Surveyors Act, Chapter 38, of the Acts of 2010. The Association is responsible for establishing and maintaining the standards of knowledge, skill and practice of its members. Under the broad direction of Council of the Association, the Board of Examiners is responsible for:

- The examination of individuals wishing to qualify as Nova Scotia Land Surveyors;
- The issuance of certificates of qualification; and,
- The admission of members to the Association.

In order to keep pace with change, the Board periodically reviews the requirements for licensing of candidates. Currently, the most direct route to become a licensed Nova Scotia Land Surveyor is to obtain a bachelor's degree in survey engineering or in survey science from a Canadian university, serve a period of formal articling with a land surveyor practicing in Nova Scotia, and fulfil the examination requirements.

The Association is a self-governing body operating under provincial statute. After several years of legislative work, ANSLS now has new legislation as of September 10, 2013. Accompanying the new Act are Regulations, By-laws, Code of Ethics, and Standards. Since 2004 there has been mandatory “professional development” with the Association (responsible for putting on educational seminars). There is also a program for peer review. The application process is documented and available in print or online. It is also under revision to reflect changes due to our recent legislative approvals. ANSLS’s
Board of Examiners is appointed annually by our Council but operates independently with the best interest of the applicant being a priority.

Registration Requirements for Candidate Members

Potential Candidate members must have an educational background that would suggest that they are able to complete the academic requirements of the Canadian Board of Examiners for Professional Surveyors (CBEPS), be articled/apprenticed to a Nova Scotia Land Surveyor and provide two letters of reference.

Active Membership Requirements

In order to become a commissioned Nova Scotia Land Surveyor/Active Member, a Candidate Member must first obtain a “certificate of completion” from CBEPS, serve a period of articles with a land surveyor as detailed in schedule “C” of our By-laws (approximately 3300 hours), write a 3-hour open book exam on statute law (text provided) and complete a survey project consisting of research, location of site data, plan preparation and survey report. More detailed information is provided in “The Handbook for Candidate Members” available from the Association’s office or website.

AIT Transfer

Under Chapter 7 (Labour Mobility) of the Agreement on Internal Trade (AIT) and the agreement on Labour Mobility signed by all Canadian land surveying associations, a land surveyor authorized to practice in any Province or Territory can apply to another survey association. Mutual agreement requires one to write and pass a half day jurisdictional examination, provide a letter of conduct from the home association and pay the prescribed annual membership dues.

International Applicant

Any international applicant is subject to the same application process as required by a Candidate Member. The Association of Nova Scotia Land Surveyors has no international agreements on reciprocity such as the AIT or any legal requirement to have such a policy at the present time. International candidates would be required to obtain a “certificate of Completion” from CBEPS and then be subject to the Association examination and article requirements.

Staffing

The Association at the present time has one full-time Executive Director, one Administrative assistant/bookkeeper at 66% and one office clerk at 80%. We also have a contract position for Manager of the Survey Review Department.

Types of Licences/Certificates Issued

A candidate member may qualify for a **certificate** from the Board of Examiners but is not licensed/commissioned until he/she swears an oath, pays the required fees and provides proof of errors & omissions insurance coverage or is exempt by virtue of employment. (i.e. Government). There is only one type of licence. Candidate Members do not have a licence and are only mentored until such time they qualify for active membership.
Membership Categories and 2013 Numbers
- Candidate Member – 24
- Active Member – 150
- Life Member – 19
- Retired Member – 35
- Honourary Member - 4
- Associate Member - 1

Labour Market Outlook
Employment for a Candidate Member is good and at the present time there are no Active Members not employed.

ANSLS has had 15 new licenced members since 2011 with 7 being AIT candidates. It is anticipated that another 8 may qualify as active members by the end of 2016.

Access to registration information
ANSLS provides information to all applicants and potential applicants through the website (www.ansls.ca), in addition to the website ANSLS provides applicant information via email, paper copies, and telephone. Applicants can begin the application process outside Canada but cannot become a candidate member until articled/mentored to a Nova Scotia Land Surveyor. The Handbook for Candidate Members is presently under revision and once complete will be available in print or as posted on the ANSLS website, www.ansls.ca.

2013 Fees charged
Total cost associated with registration for applicants who qualify as a Candidate member is $120.00 annually. There are no fees until the applicant becomes a Candidate Member.

Steps in the registration process:
An applicant normally contacts the ANSLS office by phone or email with inquiries as to how to become a land surveyor. Some already have some experience with surveying or are enrolled in a geomatics/survey course. Others, however, are still in high school or are thinking about a career change. First and foremost, an applicant needs to understand the academic requirements that are needed to obtain a “certificate of completion” from CBEPS. One does not need to have any affiliation with the ANSLS to register with CBEPS.

An applicant who wants to become a “candidate member” needs the following:
- an educational background approved by the Board that would suggest the candidates ability to be successful in obtaining a “certificate of completion” from CBEPS
- two letters of reference
- articling/apprenticeship experience with a Nova Scotia Land Surveyor
- the prescribed fee (one tenth that of Active Membership).
2013 Data
Length of time (from receipt of completed application) registration usually takes 30 days. Delays are usually a result of the applicant not providing the required information.

Number of internal reviews (2013): 0

Number of applicants who received training or qualifications outside of the province and a list of the provinces (including number accepted and number rejected for a given year): 1 accepted, 0 rejected, and 1 still in progress

- Northwest Territories: 1
- Ontario: 1

ANSLS received no applicants who received training or qualifications outside of Canada.

Legislation
The Land Surveyors Act of 2010 can be viewed at http://nslegislature.ca/legc/statutes/land%20surveyors.pdf
Summary

The Association of Nova Scotia Land Surveyors has long been in compliance with the Chapter 7 (Labour Mobility Chapter) of the Agreement on Internal Trade (AIT). ANSLS has been involved in meetings with other provincial survey associations since 1999 and established the first national agreement in June, 2001, along with annual reviews. The national agreement has since been revised to reflect the requirements of Chapter 7. The ANSLS was active with the development of the FRPA legislation, participating in meetings and reviews. The ANSLS has participated in FRPA training workshops for decision making and attends most bi-monthly breakfast meetings. The Association prides itself on being a highly professional organization with a mandate to protect the public and advance the profession. Attracting highly qualified and motivated individuals is certainly a priority for the sustainability of the profession and keeping pace with technology. The Association has established an appeal process for applicants and complaints should decisions be challenged.

Overall, ANSLS is in compliance with FRPA. Some of the deficiencies identified are detailed in the action items below. These actions must be completed on or before the next FRPA review in 2016.

Two-year Action Plan

Improve website to enhance navigation, accessibility of information, and linkages to steps in process.

Develop of Internal Procedures Manual including a formal process for providing accommodations for those with disabilities, information on what’s included in a written decision, process for applicants access to information, and definition of timelines (eg. Reasonable).

Develop a Handbook for Candidates to include steps in the registration process to become a Candidate Member and an Active Member at the end of the process.

Develop a flowchart that will include information on response time, fees, and documents required at each step.
Disclaimer

The Association of Nova Scotia Land Surveyors hereby declares that the information contained in this report is a true and accurate representation of current registration practices for their organization.

[Signature]

Registrar

July 21, 2014

Date
Appendix A – FRPA Review Assessment Questionnaire

FRPA Review Assessment Questionnaire
Association of Nova Scotia Land Surveyors

Question 1 (info q1)

How (what methods) do you use to provide information to potential applicants on your registration practices? (e.g. internet, individual counselling, hard copies)?

Respondent Answer

*Internet, Email, Hard Copy, Telephone*

Explain, specify, clarify, quantify, where appropriate. (info-q1)

*we employ whatever methods available*

Review Finding (info-q1)

*Level 2*

Action (info-q1)

*No action required at this time.*

Section 16(3)(g)

Question 1B (info q1b)

Can applicant begin the process outside of Canada?

Respondent Answer

*Yes*

Explain, specify, clarify, where appropriate (info-q1b)

*They can begin the process of academic accreditation regardless of location. Candidates must be articled in Nova Scotia unless they are a candidate under Chapter 7 of the AIT*

Review Finding (info-q1b)

*Level 2*
Action (info-q1b)

*No action required at this time.*

Question 2 (info Q2 Web Link)

Please provide a link to your website.

Respondent Answer

[http://www.ansls.ca](http://www.ansls.ca)

Question 2a (info Q2a)

a. I believe that information on our website is: clear and understandable; written in plain language?

Respondent Answer

2

Question 2b (info Q2b)

b. On what basis do you make changes to your website?

Respondent Answer

*Feedback from Applicants, Policy Change, News Postings*

Question 2c (info Q2c)

c. When was the section of the website pertaining to registration last updated?

Respondent Answer

*on-going*

Explain, specify, clarify, quantify, where appropriate. (info-q2)

*Our webmaster for the past 10 years passed away this year and we have now taken on this responsibility in-house*

Review Finding (info-q2)

*Level 2 - website is up to date but more direct linkages could be made to information such as fees, steps in the registration process, etc.*
Action (info-q2)

*Website updates will be made.*

Section 16(3)(g)

Question 3a (info Q2a)

a. Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?

Respondent Answer

*legislation, Regulation, Policy*

Question 3b (info Q2b)

b. Specify the appropriate section(s)?

Respondent Answer

*Our Handbook (currently under revision) is intended to provide the relevant sections.*

Question 3c (info Q2c)

c. Is this information made available to applicants?

Respondent Answer

*Yes*

Review Finding (info-q3)

*Level 2 - requirements in Act and regulations*

Action (info-q3)

*Will include a more comprehensive description of registration steps in the handbook for candidates currently under revision.*

Sections 7 (a), 7(c), 7(f), 16(3)(a), 16(3)(d)

Question 4 (info Q4)

Are you waiting for legislation to be passed?
Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (info-q4)

*We are however reviewing our Standards but they have no effect on candidates.*

Review Finding (info-q4)

Accepted

Action (info-q4)

*No action required at this time.*

Question 5a (info q5a)

a. Is the criteria for meeting the requirements of registration documented?

Respondent Answer

Yes

Question 5b (info q5b)

b. Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (e.g. the number of years of schooling needed to be considered equivalent to a degree)?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q5)

*The candidate is provided with correspondence with respect to academic requirements and other required information.*

Review Finding (info-q5)

*Level 3*

Action (info-q5)

*No action required at this time.*
Sections 7(d), 16(3)(b)

Question 6 (info q6)

If you require translation of specific documents how is the applicant informed?

Respondent Answer

*Other (please specify)*

Explain, specify, clarify, quantify, where appropriate. (info-q6)

*We have NEVER required translation.*

Review Finding (info-q6)

*Level 1*

Action (info-q6)

*Information should be included in handbook for candidates.*

Section 7(a)

Question 7 (info q7)

Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade)?

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate. (info-q7)

*A National labour mobility agreement.*

Review Finding (info-q7)

*Level 3*

Action (info-q7)

*No action required at this time.*
Sections 7(a), Ch 7

Question 8 (info q8)

Does your organization make accommodations for applicants with physical or mental disability?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (info-q8)

*We do not discriminate or have an affirmative action plan based on physical or mental disability.*

Review Finding (info-q8)

*Level 1*

Action (info-q8)

*ANSLS should indicate how accommodation will be considered.*

Section 16(3)(h)

Question 9a (info q9a)

a. Is any or all of your assessment process done by a third party (e.g. national bodies, credential assessment agencies, etc.)?

Respondent Answer

Yes

Question 9b (info q9b)

b. If so, please specify the name of the organization and describe their role.

Respondent Answer

*Canadian Board of Examiners for Professional Surveyors under the direction of Professional Surveyors Canada*

Question 9c (info q9c)

c. Please indicate the types of activities that they assist with?
Respondent Answer

Examinations

Question 9d (info q9d)

d. Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act including transparency, objectivity, impartiality and procedural fairness?

Respondent Answer

Service Level Agreement

Question 9e (info q9e)

e. Are you informed of all decisions made by third parties on applicants?

Respondent Answer

No

Question 9f (info q9f)

f. Does your third party have an internal review process for unsuccessful applicants?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q9)

The third party academic evaluators are independent and their candidates are not necessarily our candidates. CBEPS sets examinations and provides accreditation of those who pass the examinations as prescribed. www.cbeps-cceag.ca.

Review Finding (info-q9)

Level 3

Action (info-q9)

No action required at this time.

Section 16(3)(i)
Question 10a (info q10a)

a. What types of supports do you provide to applicants during the registration process?

Respondent Answer

*Internet, Telephone, Print Material*

Question 10b (info q10b)

b. Have you had applicants who need support mechanisms that you can’t provide or are not available?

Respondent Answer

*No*

Review Finding (info-q10)

*Level 3*

Action (info-q10)

*No action required at this time.*

Sections 7(e), 16(3)(k)

Question 11 (info q11)

Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate. (info-q11)

*We always try to counsel any person who may inquire of the Association as to how they can become a land surveyor. Some may be looking for a career change and not appreciate the education or time required to qualify.*

Review Finding (info-q11)

*Level 1*
Action (info-q11)

*No action required at this time.*

Section 8(d)

Question 2 (comm q2)

Do you have a reasonable timeframe to respond to inquiries from applicants?

Respondent Answer

*I Very Reasonable*

Explain, specify, clarify, quantify, where appropriate. (comm-q2)

*Usually within 24 hours.*

Review Finding (comm-q2)

*Level 1*

Action (comm-q2)

*Flowchart development is currently underway. This will include information on response times and/or fees at every step, where applicable.*

Sections 7(b), 8(a), 8(b), 8(c)

Question 3a (comm q3a)

a. Do you provide written decisions, responses and reasons for acceptance or rejection of an application?

Respondent Answer

*Yes*

Question 3ai (comm q3ai)

i. Do you have a formal policy for this process?

Respondent Answer

*No*
Question 3aii (comm q3aii)

ii. Do you have a standard timeline?

Respondent Answer

No

Question 3b (comm q3b)

b. Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such review)?

Respondent Answer

Yes

Question 3c (comm q3c)

c. Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you communicate the results?

Respondent Answer

I do not feel that we could improve on a 24 hour timeline response. We do not have a formal time line policy since it has never been an issue and we always give attention to any inquiry.

Review Finding (comm-q3)

Level 1

Action (comm-q3)

Include information on what's included in a written decision in ANLS internal policy/procedures manual.

Sections 8(b), 8(c)

Question 1a (docu q1a)

a. Do you provide information on what documentation of qualifications must accompany an application?
Respondent Answer

Yes

Question 1b (docu q1b)

b. Do you include a process for verification of documentation authenticity?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (docu-q1)

*Academic requirements must be verified by CBEPS and we also accept letters of references, copies of birth certificates or drivers licences, transcripts, resumes and anything relevant. Labour mobility candidates require a "certificate of conduct" from their home association.*

Review Finding (docu-q1)

Level 2

Action (docu-q1)

*ANSLS would benefit from including this information in a step-by-step process. Flow-chart is under development and will be included in the Handbook for Candidates.*

Section 9(a)

Question 2 (docu q2)

Do you provide information on the steps in the registration process including supporting documentation required at the various steps?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (docu-q2)

*A graduate from high school can expect a minimum of 5 to 6 years of education and training before being licenced. Two to three years of academic training is generally required before eligibility to become a candidate.*
Review Finding (docu-q2)

Level 1

Action (docu-q2)

Flowchart development (step-by-step process) is underway and will be published on the website (Handbook for Candidates).

Sections 7(c), 16(3)(a), 16(3)(b)

Question 3 (docu q3)

Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant’s control (e.g. a sworn statement in lieu of full documentation)?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate.(docu-q3)

We have NEVER encountered that situation.

Review Finding (docu-q3)

Level 1

Action (docu-q3)

No action required at this time.

Sections 9(b), 16(3)(c)

Question 4 (docu q4)

What difficulties or obstacles are faced by applicants who received their qualification in a country other than Canada?

Respondent Answer

verification of credentials, language proficiency or professional technical language
Review Finding (docu-q4)

Accepted

Action (docu-q4)

No action required at this time.

Sections 9(b), 16(3)(c)

Question 5a (docu q5a)

a. Do you have a process for which requests for access documentation related to registrations are considered?

Respondent Answer

No

Question 5b (docu q5b)

b. Is this made available to applicants?

Respondent Answer

Yes

Question 5c (docu q5c)

c. What information may you exclude?

Respondent Answer

Never had to consider such a request since most or all of the information is supplied by the candidate. There is nothing that would be withheld from the candidate including letters of reference or conduct reports in the case of labour mobility as required by Schedule "C" of the AIT Agreement; http://www.psc-gpc.ca/files/pdf/Mutual%20Recognition%20Agreement.pdf

Question 5d (docu q5d)

d. Do you charge a fee?

Respondent Answer

No
Explain, specify, clarify, quantify, where appropriate.(docu-q5)

_Virtually everything in a candidate's file has been provided by the candidate other than requests for more information as required._

Review Finding (docu-q5)

_**Level 1**_

Action (docu-q5)

**ANSLS will document current practice in internal policy/procedures manual.**

Section 12(1), 16(3)(j)

Question 1 (inte q1)

Does your Act include an authority to conduct an internal review of the registration decision?

Respondent Answer

_Yes_

Explain, specify, clarify, quantify, where appropriate.(inte-q1)

**Section 21 of the Regulations under the Land Surveyors Act.**

Review Finding (inte-q1)

_**Level 3**_

Action (inte-q1)

_No action required at this time._

Section 7(a)

Question 2 (inte q2)

Do you have a regulation or by-law that defines the internal review process?

Respondent Answer

_Yes_
Explain, specify, clarify, quantify, where appropriate. (inte-q2)

Sections 20-22 of the Regulations

Review Finding (inte-q2)

Level 3

Action (inte-q2)

No action required at this time.

Section 7(a)

Question 3 (inte q3)

When are unsuccessful candidates informed of their right to internal review of a registration decision?

Respondent Answer

Upon Request, Other (please specify)

Explain, specify, clarify, quantify, where appropriate. (inte-q3)

It has never been requested to my knowledge.

Review Finding (inte-q3)

Level 1

Action (inte-q3)

No action required at this time.

Sections 7(a), 10(1)

Question 4a (inte q4a)

a. Do you have an internal review process and procedures document (policy document)?

Respondent Answer

Yes

Question 4b (inte q4b)
b. Does this include time frames for the internal review?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (inte-q4)

Section 21 of the Regulations

Review Finding (inte-q4)

Level 3

Action (inte-q4)

No action required at this time.

Sections 7(a), 10(1)

Question 5a (inte q5a)

For the internal review process you make available to applicants that are not granted registration:

a. Summarize the process of the internal review?

Respondent Answer

A review has never been requested and our legislative review process was just proclaimed September 10, 2013

Question 5b (inte q5b)

b. Describe the opportunities made available to an applicant to make submissions respecting such review.

Respondent Answer

See section 21 of the Regulations

Question 5c (inte q5c)

c. Specify the format for the internal review submission
Respondent Answer

Written

Question 5d (inte q5d)

d. What is the timeline for submitting supporting evidence?

Respondent Answer

Days

Respondent Answer

less than 30 for the applicant

Question 5e (inte q5e)

e. Do you believe this is enough time to receive supporting evidence from outside Canada?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (inte-q5)

Exceptions would always be considered but we have never received a foreign application.

Review Finding (inte-q5)

Level 3

Action (inte-q5)

ANSLS woud benefit from a flow chart describing this process - No action required at this time.

Sections 7(a), 10(1), 10(2), 10(4), 16(3)(m)

Question 6a (inte q6a)

a. Are the results of the internal review made available to applicants in writing, with reasons?

Respondent Answer

Yes
Question 6ai (inte q6ai)

i. In what timeframe are the results of the internal review made available to applicants?

Respondent Answer

*less than 1 month*

Question 6aii (inte q6aii)

ii. Are these timelines communicated?

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate. (inte-q6)

*Section 21(8) state "a reasonable time" which we feel would be less than 30 days and satisfy "a reasonable time"*

Review Finding (inte-q6)

*Level 2*

Action (inte-q6)

*ANSLS should clarify how they interpret 'reasonable time' as per Section 21(8) in the Regulations.*

Sections 7(a), 10(3)

Question 7 (inte q7)

Have individuals who make internal review decisions received appropriate training?

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate. (inte-q7)

*Attended FRPA training and meetings*

Review Finding (inte-q7)
Accepted

Action (inte-q7)

_No action required at this time._

Sections 7(a), 11, 16(3)(p)

Question 8 (inte q8)

Do you have a prohibition that states ‘no one who acted as a decision-maker in respect of a registration decision acted as decision maker in an internal review’?

Respondent Answer

_No_

Explain, specify, clarify, quantify, where appropriate. (inte-q8)

_Not as worded but certainly in practice. It is a separate committee._

Review Finding (inte-q8)

_Level 3 - no to the specific wording but there is a separate committee mandated for this purpose._

Action (inte-q8)

_No action required at this time._

Sections 7(a), 10(5), 16(3)(n)
Appendix B – Forms

CANDIDATE MEMBERSHIP APPLICATION

PERSONAL

Name __________________________________________

Address _______________________________________

Tel: __________________________ Fax: __________________________

Email address: __________________________________________

Date of Birth: ____________________ Place of Birth: ____________________

EDUCATION

School / University Attended Location Grade / Course Completed

Year

______________________________________________

______________________________________________

Diploma or Degree Attained _________________________________

ARTICLED CANDIDATE □ LABOUR MOBILITY CANDIDATE □

Name and Address of Person Articled To:

______________________________________________

ARTICLING AGREEMENT
Between

__________________________________________________   The Nova Scotia Land Surveyor

And

__________________________________________________   The Candidate

The Candidate agrees:

- to faithfully, and to the best of his/her ability, serve the Nova Scotia Land Surveyor in the practice of professional land surveying.
- to act at all times act in accordance with the Code of Ethics.
- to keep at all times, in strict confidence, the business and affairs of the Nova Scotia Land Surveyor and his/her clients.

The Nova Scotia Land Surveyor agrees:

- to instruct the candidate, or cause him/her to be instructed, in the practice and professional land surveying in accordance with the Land Surveyors Act, Regulations, By-laws and Standards with the approval of the Board of Examiners.
- to be personally responsible for the training given and experience received as required by the Board of Examiners.
- to review and verify any terms of articles completed in part or in whole for approval by the Board of Examiners.

The Nova Scotia Land Surveyor and the Candidate agree that:

This agreement does not preclude any other arrangements between the Nova Scotia Land Surveyor and the candidate as to employment or such additional terms as the parties may agree to, in writing, and do not contradict the above provisions.

SIGNED in the presence of:

__________________________________________________
Witness (print name below)       Date       Nova Scotia Land Surveyor

__________________________________________________
Witness (print name below)       Date       Candidate

Approved by the Board of Examiners

This ______ day of _____________, 20____

__________________________________________________
For the Board of Examiners