
COSMETOLOGY ASSOCIATION OF NOVA SCOTIA

FRPA Review Report

Province of Nova Scotia

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Background of the Regulatory Body

Definition of the Profession

The Cosmetology Act of 2012 definitions as follows:

2 (d) “cosmetologist” means a person who is licenced pursuant to this Act to practise cosmetology and includes a person who holds a specific licence or a temporary licence;

(e) “cosmetology” means

(i) the provision of haircare, by the act of cutting, colouring, lightening, tinting, straightening, curling, drying, shaving or by any other act prescribed by the regulations, using mechanical, chemical or other means,

(ii) the affixing of eyelashes,

(iii) the application of non-permanent make-up,

(iv) the provision of nail care, by the act of manicuring, pedicuring, artificial nail enhancement or by any other act prescribed by the regulations,

(v) the removal of hair by the act of waxing, shaving, sugaring, tweezing or using cosmetic preparations, creams, oils or similar preparations or compounds or by any other act prescribed by the regulations, or

(vi) the provision of skin care by any act prescribed by the regulations.

The Organization

Cosmetology Association of Nova Scotia (CANS, the Association) is a non-profit organization dedicated to applying standards that insures the protection of the public and of all cosmetologists, as well as, raising the standards of the industry. It includes a professional group of hairdressers, estheticians, nail technicians, makeup artists, specific licence holders, salon/spas owners and schools. Membership (certification) in the Association is compulsory for those who wish to perform cosmetology services for “fee, gain or reward” and certification must be renewed on an annual basis by December 31st. CANS continues to seek benefits and access to help our members.

Staffing

Office staffing total - 6

Board Chairperson - 1

Board of Directors - 9

Executive Director - 1

Financial Administrator - 1

Inspections Officer – Inspector(s) - 1 officer 3 part-time inspectors on an as need only basis

Licensing Administration - 1

Provincial Examiner(s) - 12

Provincial Exam Coordinator - 1

Types of Licences/Certificates Issued

By-Law No.4 Licences and Permits

4.1 A member may hold one of the following categories of licence:

(a) **Cosmetologist (Hairdressing)**

A member who has successfully completed 1,500 hours of theory and practical instruction as required in the Act and these by-laws and who has successfully passed the examinations prescribed by these by-laws and pays the fees required in these by-laws shall be issued a Cosmetologist (Hairdressing) Licence.

(b) **Cosmetologist (Esthetics)**

A member who has successfully completed 1,500 hours of theory and practical instruction as required in the Act and these by-laws and who has successfully passed the examinations prescribed by these by-laws and pays the fees required in these by-laws shall be issued a Cosmetologist (Esthetics) Licence.

(c) **Master Cosmetologist (Hairdressing)**

A cosmetologist, who shows proof of employment in cosmetology in a registered cosmetology establishment for at least three years, has successfully completed three up-grading courses, and pays the fees required in these by-laws shall be issued a Master Cosmetologist (Hairdressing) Licence.

(d) **Master Cosmetologist (Esthetics)**

A cosmetologist, who shows proof of employment in cosmetology in a registered cosmetology establishment for at least three years, has successfully completed three up-grading courses, and pays the fees required in these by-laws shall be issued a Master Cosmetologist (Esthetics) Licence.

(e) **Master Cosmetologist Instructor (Hairdressing)**

A master cosmetologist (hairdressing) who has been engaged in cosmetology for five years or more in a registered cosmetology establishment who has successfully fulfilled such other requirements as may be determined by the association by policy, and pays the fees required in these by-laws shall be issued a Master Cosmetologist Instructor (Hairdressing) Licence.

(f) **Master Cosmetologist Instructor (Esthetics)**

A Master Cosmetologist (Esthetics) who has been engaged in cosmetology for five years or more in a registered cosmetology establishment who has successfully fulfilled such other

requirements as may be determined by the association by policy, and pays the fees required in these by-laws shall be issued a Master Cosmetologist Instructor (Esthetics) Licence.

(g) **Specific Licence (Salon Assistant)**

A person who has successfully completed 300 hours of theory and practical instruction as required in the Act and these by-laws and who has successfully passed the examinations prescribed by these by-laws and pays the fees required by these by-laws shall be issued a Specific Licence (Salon Assistant). This licence permits the person to mix chemicals and take down permanents.

(h) **Specific Licence (Nail Technician)**

A person who has successfully completed 300 hours of theory and practical instruction as required in the Act and these by-laws and who has successfully passed the examinations prescribed by these by-laws and pays the fees required by these by-laws shall be issued a Specific Licence (Nail Technician). This licence permits the person to perform the services of cutting, trimming, polishing, cleansing, applying artificial nail products to and manicuring the nails of any person as well as cosmetic massaging or stimulating the hands, arms, or feet of a client by hand, by the use of any apparatus or by the use and application of cosmetic preparations (oils, antiseptics, tonics, lotions or creams.)

(i) **Specific Licence (Makeup Artist)**

A person who has successfully completed 300 hours of theory and practical instruction as required in the Act and these by-laws and who has successfully passed the examinations prescribed by these by-laws and pays the fees required by these by-laws shall be issued a Specific Licence (Makeup Artist). This licence permits the person to perform all aspects of temporary makeup application upon any person by using cosmetic preparations.

(j) **Specific Licence (Body Hair Removal Services)**

A person who has successfully completed 300 hours of theory and practical instruction as required in the Act and these by-laws and who has successfully passed the examinations prescribed by these by-laws and pays the fees required by these by-laws shall be issued a Specific Licence (Body Hair Removal Services). This licence permits the person to provide body hair removal services by each or all of the following methods: body sugaring, waxing and tweezing.

(k) **Specific Licence (Eyelashes)**

A person who has successfully completed 300 hours of theory and practical instruction as required in the Act and these by-laws and who has successfully passed the examinations prescribed by these by-laws and pays the fees required by these by-laws shall be issued a Specific Licence (Eyelashes). This licence permits the person to provide the service of affixing eyelashes.

(l) **Specific Cosmetologist Instructor**

A Specific Cosmetologist who has been engaged in cosmetology for five years or more in a registered cosmetology establishment who has successfully fulfilled such other requirements as may be determined by the association by policy, and pays the fees required in these by-laws shall be issued a Specific Cosmetologist Instructor Licence.

(m) **Temporary Licence (Graduate)** (**See Section 28 of the Act*)

A person who wishes to work as a cosmetologist between the successful completion of a course of cosmetology and attainment of a cosmetologist licence must apply for and attain a Temporary Licence (Graduate). Upon providing evidence of successful completion of a course of cosmetology at a school as specified below, registering to write required examinations, and submitting the form in Schedule D to the Executive Director, the Graduate shall be issued a Temporary Licence (Graduate) which enables the Graduate to practise cosmetology only under the direct supervision of a cosmetologist. A Temporary Licence (Graduate) shall be valid for a specified time, to a maximum of one year, unless extended by association conjunction with the provisions of By-Law No. 6 respecting examinations.

(n) **Temporary Licence (Transfer)** (**See Section 28 of the Act*)

A person who practices cosmetology outside of Nova Scotia and who wishes to practice cosmetology in Nova Scotia must apply for a licence to practise in the same capacity in Nova Scotia. While waiting for the licence to be issued, the person may apply for a Temporary Licence (Transfer), which would allow that person to practise cosmetology while their application for a licence is being processed. An applicant for a Temporary Licence (Transfer) is required to complete the form in Schedule D outlining his/her qualifications to engage in the practice of cosmetology and pay the appropriate fee set out in Schedule B. Upon completion of both, the person may be issued a Temporary Licence to be valid for a specified time as set out in the temporary licence.

(o) **Temporary Licence (Visitor)** (**See Section 28 of the Act*)

A person who practices cosmetology outside of Nova Scotia and who wished to practice cosmetology in Nova Scotia for a short duration must apply for a Temporary Licence (Visitor). An applicant for a Temporary Licence (Visitor) is required to complete the form in Schedule D outlining his/her qualifications to engage in the practice of cosmetology and pay the appropriate fee set out in Schedule B. Upon completion of both, the person may be issued a Temporary Licence (Visitor) to be valid for a specified time.

(p) **Student Permit** (**See Section 28 of the Act*)

In accordance with Section 26 of the Act, a student who is registered in a course of cosmetology at a school must apply for and receive a Student Permit within thirty (30) days of beginning the course. Upon providing evidence that s/he meets the prerequisites set out below and submitting the appropriate application to the Executive Director, the student shall be issued a Student Permit which enables the student to engage in the practice of cosmetology under the direct supervision of a Master Cosmetology Instructor to the extent necessary to fulfill the requirements of the curriculum and in order to satisfy the requirements

set out in the Act. A Student Permit will be in effect for the term of the course in which the student is registered at the time the student applies for the Student Permit.

Membership Categories and 2013 Numbers

- Associate member: 22
- Honorary member – esthetics: 1
- Cosmetologist – hairdressing: 2256
- Master Cosmetologist – hairdressing: 3266
- Master Cosmetologist Instructor-hairdressing: 154
- Cosmetologist-esthetics: 1087
- Master Cosmetologist-esthetics: 353
- Master Cosmetologist Instructor-esthetics: 59
- Specific facial waxing (phased out): 551
- Specific artificial nails (phased out): 60
- Specific body hair removal (phased out): 37
- Specific eyelash extensions: 3
- Specific facial/makeup (phased out): 4
- Specific makeup artistry: 323
- Specific manicure/pedicure (phased out): 44
- Specific nail technician: 280
- Specific nail technician instructor: 2
- Salon assistant: 0
- Specific makeup artistry instructor: 3
- Student card- temporary work permit: 465
- Honorary member-hairdressing: 28
- Specific (basic aesthetics) phased out: 118
- Specific eyelash enhancements: 0
- Specific hair removal: 0

By-law No. 3 Membership

(See Section 21 of the Act)*

3.1 There shall be three classes of membership in the Association:

Active Members are those persons who are currently licensed as cosmetologists or own at least 50% of a school or cosmetology establishment, including corporations. Each active member has full voting rights.

Associate Member include: students who have registered with the Association and possess a valid student permit; former or retired cosmetologists; and beauty supply companies. Associate members are entitled to attend all meetings of the Association and may vote for directors of the Association but have no other voting rights.

Honorary Members must be former Active members or Associate members of the Association. They are selected by the Board and are chosen because they have advanced the cause of cosmetology in Nova Scotia. Honorary members are entitled to attend all meetings of the Association and may vote for directors of the Association but have no other voting rights.

Access to Registration Information

CANS provides access to information through the Internet, email, hard copies, and telephone. Applicants can begin the process from outside Canada.

Registration Practices

Registration requirements and criteria are outlined below.

Credential Recognition for Out-of-Province & Out-of-Country Applicants

Applicable to: Hair Stylists, Estheticians, Nail Technicians, Makeup Artists, and Hair Removal Technicians

The issuing authority is the Cosmetology Association of Nova Scotia. In order to qualify for Credential Recognition, an individual must apply with the following documentation:

- A valid current (not expired) licence credential issued by another Canadian province or territory in the same scope of practise
- A valid current (not expired) licence credential issued by another country in the same scope of practise
- Hold a completion certificate or diploma from a registered school of cosmetology in the same scope of practise
- A completed application for out-of-province or out-of-country Credential Review
- By-law Schedule D
- Registration fee(s) & Credential Review fee(s) as set in the By-laws Schedule B
- Government issued Photo ID
- Copies of all relevant documents, certificates, licences, upgrading courses etc.
- Proof of work history (e.g. letters of reference)
- All documents must be translated and notarized, unless they are already issued in English
- Credential Review fees must be paid

* All applications must be comprised of a completed package containing the above listed items and, Credential Review fees must be paid prior to document review.

* Licence or exam fee to be paid once Credential Review outcome is complete.

Mobility for Cosmetology Across Canada

Chapter 7 (Labour Mobility) of the Agreement on Internal Trade (AIT)

Labour Mobility is essential for the Canadian workforce. For skilled tradespeople a current Licence or the Red Seal is the recognized passport to mobility in trades across Canada.

To have a cosmetology licence from another country or province in Canada recognized in Nova Scotia, the licence must be current (not expired) in the place of origin, and the application form must be completed and submitted by the applicant with applicable fees.

Applications will be reviewed individually - this can take up to four weeks.

Reciprocity/ recognition, applies directly to current licence holders in another jurisdiction reflecting the same scope of practice, all non licence(d) individuals holding a certificate of completion or diploma from a registered school of cosmetology must challenge the provincial exam in cosmetology.

2014 Fees charged

One-time administration fee of \$45.00 + HST is payable on all fees.

Table 1: Annual Licence Fees

Cosmetologist (Hairdressing, Esthetics and Specific Licence)	\$65	Examination Fee	\$110	Late Registration/ Licensing Fee	\$25
Master Cosmetologist (Hairdressing and Esthetics)	\$70	Failure to Attend 1st Exam, 2nd Exam Fee	\$260	Credential Review Fee	\$100
Master Cosmetology Instructor (Hairdressing, Esthetics and Specific)	\$75	Failure to Attend 2nd Exam, 3rd Exam Fee	\$310	Exam Re-write Fee	\$110
Temporary Licence (Graduate, Transfer and Visitor)	\$65	Copy of Licence	\$20		

Steps in the Registration Process:

Step 1: - Applicant submits complete package containing:

- Current Credential Review Fee
- Out-of-Country/Out-of-Province Form
- Diplomas, licences, certificates, etc. that may validate skills/qualifications

Step 2: When needed, the applicant submits additional information at the request of CANS. Supplementary documents must be received between 30 to 60 days after the request has been made.

Applicant will receive a response from CANS within six to eight weeks. Applicant may yield one of three outcomes from their Credential Review process, as follows:

Outcome 1 - Successful Review

- Applicant pays licensing fee for current year
- Upon receiving payment, CANS will issue the applicant with a licence within two to four weeks

Result – Current Licence Holder**Outcome 2 - Provincial Exam**

- Applicant pays provincial exam fee for current year
- Upon receiving payment applicant registers for the provincial exam
- Applicant writes the provincial exam within three months of payment date

Result – Provincial Pass or Provincial Fail

Provincial Pass - upon successful completion of the provincial exam, applicant will receive a licence four to six weeks after scheduled exam.

Provincial Fail – upon unsuccessful completion of the provincial exam, applicant may schedule to rewrite the exam once exam rewrite fee is received. Applicant may only challenge the provincial exam three times, resulting in a maximum of three Temporary Work Permits.

Outcome 3 - Unsuccessful Review

- Applicant is declined and is not eligible for licensure
- Applicant may request an appeal process with CANS (see By-law 10)

Result – Declined**2013 Data**

Length of time (from receipt of completed application) registration usually takes: 17 days

Number of internal reviews (2012): 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): 17 accepted, one rejected, and three still in progress.

- Saskatchewan: 2
- British Columbia: 7
- New Brunswick: 4
- Ontario: 4
- Quebec: 3
- Prince Edward Island: 1

Number of applicants who received training or qualifications outside of Canada and a list of the countries (including number accepted and number rejected for a given year): five accepted, one rejected, and two still in progress.

- Korea: 2
- Romania: 1
- Philippines: 1
- England: 1
- Ireland: 1
- Vietnam: 1
- Japan: 1

Legislation

The *Cosmetology Act of 2012* can be viewed at <http://nslegislature.ca/legc/statutes/cosmetology.pdf>

Summary

CANS has been actively engaged in the various workshops and breakfast meeting regarding the Fair Registration Practices Act (FRPA) and compliance. Strategies have been and continue to be developed and implemented to ensure compliance with FRPA. Most recently the website underwent significant changes and upgrades to ensure a more user-friendly experience. In June of 2013, CANS initiated a complete revision of the *Act and By-laws*. Continuous improvement efforts made by CANS will help to ensure fair registration practices as required by the FRPA legislation, including transparency and objectiveness for all current and future members.

Overall, CANS 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.

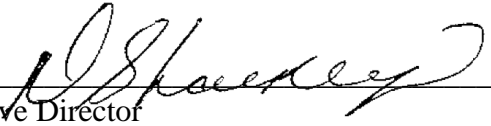
Two-year Action Plan

Improve website to enhance navigation, accessibility of information (e.g. automated forms).

Development of an internal procedures manual including a formal process for providing written decisions, accepting alternative information, accessing records/files, template letters, internal review/appeal process summary (step-by-step), and 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.’

Disclaimer

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



Executive Director

Date

July 22, 2014

Appendix A – FRPA Review Assessment Questionnaire

FRPA Review Assessment Questionnaire Cosmetology Association of Nova Scotia

Question 1: 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

Review Finding: Level 2 are in the process of developing automated forms

Action: Development of automated forms underway with website enhancements

Section 16(3)(g)

Question 1B: Can applicant begin the process outside of Canada?

Respondent Answer: Yes.

Explain, specify, clarify, where appropriate: <http://www.nscosmetology.ca>

Review Finding: Level 2

Action: No action required at this time.

Question 2: Please provide a link to your website.

Respondent Answer: <http://nscosmetology.ca>

Question 2a: I believe that information on our website is: clear and understandable; written in plain language?

Respondent Answer: 1 (Strongly Agree)

Question 2b: On what basis do you make changes to your website?

Respondent Answer: feedback from applicants, policy change, news postings

Question 2c: When was the section of the website pertaining to registration last updated?

Respondent Answer: On-going

Review Finding: Level 3 - website enhancements are currently underway

Action: Website enhancements will be complete this year

Section 16(3)(g)

Question 3a: 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: Specify the appropriate section(s)?

Respondent Answer: Act section 20-39(7) by-laws No.3-6.7 & No.11 & Schedule B

Question 3c: Is this information made available to applicants?

Respondent Answer: Yes

Explain, specify, clarify, quantify, where appropriate: Website and at the CANS office

Review Finding: Level 3

Action: No action required at this time.

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

Question 4: Are you waiting for legislation to be passed?

Respondent Answer: No

Review Finding: Accepted

Action: No action required at this time.

Question 5a: Is the criteria for meeting the requirements of registration documented?

Respondent Answer: Yes

Question 5b: 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: <http://www.nscosmetology.ca/about-us/acts-by-laws/>

Review Finding: Level 2

Action: No action required at this time.

Sections 7(d), 16(3)(b)

Question 6: If you require translation of specific documents how is the applicant informed?

Respondent Answer: Web Site, Email, Telephone, Other (please specify)

Explain, specify, clarify, quantify, where appropriate: Letter

Review Finding: Level 3

Action: No action required at this time.

Section 7(a)

Question 7: 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

Review Finding: Level 3

Action: Website enhancements are currently underway and will make the accessibility of information easier.

Sections 7(a), Ch. 7

Question 8: Does your organization make accommodations for applicants with physical or mental disability?

Respondent Answer: Yes

Explain, specify, clarify, quantify, where appropriate: For those challenging the provincial exam an oral exam may be requested in lieu of written

Review Finding: Level 3

Action: No action required at this time.

Section 16(3)(h)

Question 9a: Is any or all of your assessment process done by a third party (e.g. national bodies, credential assessment agencies, etc.)?

Respondent Answer: No

Question 9b: If so, please specify the name of the organization and describe their role.

Question 9c: Please indicate the types of activities that they assist with?

Question 9d: 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?

Question 9e: Are you informed of all decisions made by third parties on applicants?

Question 9f: Does your third party have an internal review process for unsuccessful applicants?

Review Finding: Accepted - do not use a third party

Action: No action required at this time.

Section 16(3)(i)

Question 10a: What types of supports do you provide to applicants during the registration process?

Respondent Answer: Internet, telephone, print material

Question 10b: Have you had applicants who need support mechanisms that you can't provide or are not available?

Respondent Answer: No

Review Finding: Level 3

Action: No action required at this time.

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

Question 11: 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: Links on our website direct applicants to registered training facilities in NS as well as ISIS amongst other resources
<http://www.nscosmetology.ca/services/links/>

Review Finding: Level 3

Action: No action required at this time.

Section 8(d)

Question 2: Do you have a reasonable timeframe to respond to inquiries from applicants?

Respondent Answer: 1. Very Reasonable

Explain, specify, clarify, quantify, where appropriate:

<http://www.nscosmetology.ca/licensing-fees/>

Review Finding: Level 3 - timelines are in a flowchart on the website.

Action: No action required at this time.

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

Question 3a: Do you provide written decisions, responses and reasons for acceptance or rejection of an application?

Respondent Answer: Yes

Question 3a (i): Do you have a formal policy for this process?

Respondent Answer: Yes

Question 3a (ii): Do you have a standard timeline?

Respondent Answer: Yes

Question 3b: 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: 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: <http://www.nscosmetology.ca/licensing-fees/>

Explain, specify, clarify, quantify, where appropriate:

<http://www.nscosmetology.ca/licensing-fees/>

Review Finding: Level 2

Action: Will formalize processes and procedures in the internal procedures manual under development.

Sections 8(b), 8(c)

Question 1a: Do you provide information on what documentation of qualifications must accompany an application?

Respondent Answer: Yes

Question 1b: Do you include a process for verification of documentation authenticity?

Respondent Answer: No

Review Finding: Level 2

Action: No action required at this time.

Section 9(a)

Question 2: 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: <http://www.nscosmetology.ca/licensing-fees/>

Review Finding: Level 3

Action: No action required at this time.

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

Question 3: 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: Yes

Review Finding: Level 1

Action: Will include policy in internal procedures manual under development.

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

Question 4: What difficulties or obstacles are faced by applicants who received their qualification in a country other than Canada?

Explain, specify, clarify, quantify, where appropriate: We haven't experienced this

Review Finding: Accepted

Action: No action required at this time.

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

Question 5a: Do you have a process for which requests for access documentation related to registrations are considered?

Respondent Answer: No

Question 5b: Is this made available to applicants?

Respondent Answer: Yes

Question 5c: What information may you exclude?

Respondent Answer: We have never had this happen so I'm not sure what we would exclude

Question 5d: Do you charge a fee?

Respondent Answer: No

Explain, specify, clarify, quantify, where appropriate: credential review is \$100 plus tax as stated in the by-laws

Review Finding: Level 1

Action: Policy/process will be documented in the internal procedures document under development.

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

Question 1: Does your Act include an authority to conduct an internal review of the registration decision?

Respondent Answer: Yes

Explain, specify, clarify, quantify, where appropriate: Section 52(3)(b) and by-law 10

Review Finding: Level 3

Action: No action required at this time.

Section 7(a)

Question 2: Do you have a regulation or by-law that defines the internal review process?

Respondent Answer: Yes

Explain, specify, clarify, quantify, where appropriate: Section 52(3)(B) and by-law 10

Review Finding: Level 3

Action: No action required at this time.

Section 7(a)

Question 3: When are unsuccessful candidates informed of their right to internal review of a registration decision?

Respondent Answer: Included with a registration decision

Explain, specify, clarify, quantify, where appropriate: <http://www.nscosmetology.ca/licensing-fees/>

Review Finding: Level 3

Action: No action required at this time.

Sections 7(a), 10(1)

Question 4a: Do you have an internal review process and procedures document (policy document)?

Respondent Answer: Yes

Question 4b: Does this include time frames for the internal review?

Respondent Answer: Yes

Explain, specify, clarify, quantify, where appropriate:
<https://service.clearservice.com/cosmetology/campaignimages/1/credentialappealprocess2.png>

Review Finding: Level 3

Action: No action required at this time

Sections 7(a), 10(1)

Question 5a: 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: Haven't had one to date because we assist with finding appropriate pathways.

Question 5b: Describe the opportunities made available to an applicant to make submissions respecting such review.

Respondent Answer : <http://www.nscosmetology.ca/licensing-fees/>

Question 5c: Specify the format for the internal review submission

Respondent Answer: Oral, Written

Question 5d: What is the timeline for submitting supporting evidence?

Respondent Answer: Weeks

Question 5e: Do you believe this is enough time to receive supporting evidence from outside Canada?

Respondent Answer: Yes

Review Finding: Level 1 - have no documented this as there has not been an appeal to date. Legislation provides authority.

Action: Will document policy on internal review/appeal.

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

Question 6a: Are the results of the internal review made available to applicants in writing, with reasons?

Respondent Answer: Yes

Question 6a(i): In what timeframe are the results of the internal review made available to applicants?

Respondent Answer: Less than a month

Question 6a(ii): Are these timelines communicated?

Respondent Answer: Yes

Explain, specify, clarify, quantify, where appropriate: <http://www.nscosmetology.ca/licensing-fees/>

Review Finding: Level 3

Action: This information will be documented in policy to be developed.

Sections 7(a), 10(3)

Question 7: Have individuals who make internal review decisions received appropriate training?

Respondent Answer: Yes

Review Finding: Accepted - Lawyer does orientation on board governance

Action: No action required at this time.

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

Question 8: 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

Review Finding: Level 1

Action: Will include in the internal procedure manual under development

Sections 7(a), 10(5), 16(3)(n)

Appendix B – Forms

Schedule D
Cosmetology Association of Nova Scotia
Application for a License to Practice Cosmetology

Please send completed form to:
Cosmetology Association of Nova Scotia
126 Chain Lake Drive
Halifax, NS B3S 1A2
(902) 468-6477 (ph.)
(902) 468-7147 (fax)

Category of Licence being Applied for: _____

Name: _____

Home Address: _____

Home Phone Number: _____

Business Address: _____

Business Telephone Number: _____

Business Fax Number: _____

Type of License Requested: _____

Reason for License Request: _____

Email Address: _____

Education and Training

School Attended: _____

Date Course Completed: _____

Designation Received: _____

Employment History: _____

Applicant's Signature

Date

Cosmetology Association of Nova Scotia
 126 Chain Lake Drive
 Bayer's Lake NS Canada
 B3S1A2
 Phone 902-468-6477
 Toll Free 902-765-8757
 Fax 902-468-7147

**Out of Province
 Out of Country
 Cosmetology Application
 and Contract for Nova Scotia**



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1	Trade	In what Cosmetology License Category are you applying to be certified?
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2 Personal Information		
Legal last Name:	Former last name (if applicable)	
Legal first name:	Middle name (no initials)	
Preferred first name:		
Mailing Address (po box, street, city, province, country):		
Postal code:	Home phone no.: ()	Daytime phone no.: ()
Email Address:	Gender: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	Birthdate (yyyy/mm/dd):
What is your citizenship status in Canada? Canadian Citizen <input type="checkbox"/> Permanent Resident of Canada <input type="checkbox"/>		
If you checked Permanent Resident of Canada, what is the effective date (yyyy/mm/dd)?		
If you wish to declare you are an Aboriginal person, please specify:		
Status Indian/ First Nations <input type="checkbox"/>	Non-Status Indian First Nations <input type="checkbox"/>	Metis <input type="checkbox"/> Inuit <input type="checkbox"/>

3 Consent to Disclose Personal Information	
I authorize the Cosmetology Association of Nova Scotia to disclose any personal information relating to my Cosmetology License Application:	
(a) to any group, organization for the purpose of information gathering necessary to further the process of Licensure consideration <input type="checkbox"/>	
(b)	
Signature of applicant:	Date (yyyy/mm/dd)

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4 Employer / Employment Information												
Legal name of business												
Legal name of business												
Mailing address (po box or street)												
Mailing Address (city, province, country):												
Postal code:								Home phone no.: ()		Daytime phone no.: ()		
Email Address:								Name of contact person:				
Wht date did the applicant begin to work in the field of Cosmetology in your business? (yyyy/mm/dd)												
How much TOTAL work/cosmetology expierence (current and previous employment) expressed in years, months days and hours should the applicant be granted credit for?								YEARS	MONTHS	DAYS	HOURS	
What are your reasons for making this recommendation?												
OFFICE USE ONLY												
<input type="checkbox"/> CHALLENGE EXAM											<input type="checkbox"/> ATTEND TECHNICA TRAINING	

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5 Education and Training		What is the highest level of education you completed? Do you have any additional upgrading certificates?		
Name of College or Private Career College attended for Training in the field of Cosmetology				
School or Training Facility Street Address (po box or street,)				
Province/ State and Country				
School or Training Facility Mailing Address if different from street address (PO box or street, Province/ State /Country)				
Postal code:		Home phone no.: ()		Daytime phone no.: ()
Email Address:			Name of contact person:	
Name of High School (most recently attended)				
City/ Town/Country of High School:			Last Year Attended	Last Grade Attended
Describe the formal or technical training courses you have completed in Cosmetology. If you need more space, put the additional information on a separate page. Attach the original or a certified copy of all supporting documentation (e.g., certificates, diploma, transcript, up-grading forms etc) to your application.				
Course or Program	University/College/Technical Institute	Location	Date Started	Degree/diploma/certificate obtained
			Date Completed	
Course or Program	University/College/Technical Institute	Location	Date Started	Degree/diploma/certificate obtained
			Date Completed	
What is the title of the type of Cosmetology on the Cosmetology Credential (e.g., hair, nail tech, esthetician, make-up artistry etc)				
What is the name of the province/country/company/organization that issued it?				
What is the date of issue on the credential?				
If there is an Interprovincial Red Seal on this credential, what is the Number on it?				

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6 Work experience in Cosmetology									
Legal name of current previous (company)									
Address (PO box or street, City)									
Province/ State and Country									
Postal code:				Home phone no.: ()			Daytime phone no.: ()		
Name of contact person:					Contacts Email Address:				
Contacts Position or Title:			Contacts fax number:			Contacts phone number:			
Time employed in occupation with this employer				From (yyyy/mm/dd)			To (yyyy/mm/dd)		
Tasks performed (what work did you do in the occupation)?									
TOTAL YEARS WORKED			TOTAL MONTHS WORKED			TOTAL DAYS WORKED			TOTAL HOUS WORKED

Work experience continued...									
Legal name of current previous (company)									
Address (PO box or street, City)									
Province/ State and Country									
Postal code:				Home phone no.: ()			Daytime phone no.: ()		
Name of contact person:					Contacts Email Address:				
Contacts Position or Title:			Contacts fax number:			Contacts phone number:			
Time employed in occupation with this employer				From (yyyy/mm/dd)			To (yyyy/mm/dd)		
Tasks performed (what work did you do in the occupation)?									
TOTAL YEARS WORKED			TOTAL MONTHS WORKED			TOTAL DAYS WORKED			TOTAL HOUS WORKED

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7 Payment Information

FEES ARE NON REFUNDABLE

Method of payment (check one)

- ☐ Certified Cheque (payable to Cosmetology Association of NS)
- ☐ Money Order (payable to Cosmetology Association of NS)
- ☐ Debit
- ☐ MasterCard
- ☐ VISA

If you checked MasterCard or VISA please provide all of the credit card information requested below.

Card Number:		Amount of Payment: (payment must be made in full)	XXXX.XX
Expiry Date:	Card Holder Name:	Card Holder Signature:	