
ASSOCIATION OF
NOVA SCOTIA
LAND SURVEYORS
(ANSLS)

Fair Registration
Practices Act (FRPA)
PROGRESS REPORT
April 2018

Province of Nova Scotia



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Introduction

The Fair Registration Practices Act (FRPA) mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair.¹ The FRPA review process was designed to fulfill the obligations of the legislation; it allows the FRPA Review Office and the regulating bodies to review existing registration practices for current compliance with the FRPA as well as continuous improvement of transparent, objective, impartial and procedurally fair registration practices.²

The purpose of the Fair Registration Practices Act (FRPA) Progress Report is twofold. First, it allows the Association of Land Surveyors of Nova Scotia (ANSLs) to review and report on its current registration practices. Second, it shares the ANSLs's progress on previously-identified areas for improvement and highlights the exemplary practices that have been developed by the ANSLs since their previous review.

Through the 2018 FRPA Progress Report, the FRPA Review Officer aims to build on the progress made by the ANSLs to date and identify opportunities to further improve and evolve registration practices.

¹ The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2014, c. 14.

² For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf

Summary from 2014 FRPA Review report:

The following table summarizes the Action Plan from the Association of Land Surveyors of Nova Scotia 2014 Review report and the progress that has been made by the ANSLs in achieving each action item.

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale
1	<ul style="list-style-type: none"> • Update website, including <ul style="list-style-type: none"> ○ direct links to fees, ○ direct links to steps in the registration process, 	16(3),(d), 16(3)(g)		x	Fees are voted on annually. By-laws section 22(4)(f) and section 23(k) budget approval. Current candidate fee is 10% of the present \$1500 annual fee for active members. Notice of fees is detailed in the minutes of annual meeting as published in our journal and by email on invoice by Dec. 1.
2	<ul style="list-style-type: none"> • Update candidate handbook to include, <ul style="list-style-type: none"> ○ a comprehensive description of the registration steps, ○ flowcharts of registration process (including information on timelines and fees), ○ information on translation requirements (if any) ○ flowchart on internal review process. 	7, 8, 9(a), 16(3)(a), 16(3)(d)		x	<ol style="list-style-type: none"> 1. Candidate handbook is still under review. We are creating a section on our website that will deal specifically with initial registration as a Candidate Member. Anticipated completion date July 1, 2018. 2. The steps involved to attain active membership status will be clearly identified, including timelines. 3. No translation requirements exist. 4. An internal review process of an application as a Candidate Member is described in the Regulations under the Land Surveyors Act, sections 15, 20, 21 & 22.
3	<ul style="list-style-type: none"> • Consider accommodations for applicants with physical or mental disabilities. 	16(3)(h)		x	No accommodations for applicants with disabilities have been considered since the duties require strong physical and mental skills. Individuals who identify as having disabilities but are eligible under labour mobility may apply and write the standard jurisdictional exam; mobility issues could be accommodated if required, special needs individuals would be assessed on an individual basis, candidates are given two months' notice of an exam sitting with other sittings possible if health issues are a concern..
4	<ul style="list-style-type: none"> • Include information on what's included in a written decision in ANSLs internal policy/procedures manual. 	Sections 8(b), 8(c)		x	No internal policy or procedures manual exists dealing with a written decision other than what is required by Regulation under the Land Surveyors Act.
5	<ul style="list-style-type: none"> • Document current process for considering requests for access 	Section 12(1), 16(3)(j)		x	All information in a candidate's file is either provided by the candidate or is a copy of communication with the candidate.

	to documentation in internal policy/procedures manual.				Section 21 of the Regulations provide for full disclosure of evidence by the Appeal Committee.
6	<ul style="list-style-type: none"> Clarify (in policy) the interpretation of 'reasonable time' (per section 21(8) of the Regulations) for the results of the internal review being made available to the applicant. 	8, 10(3)		x	No internal policy exists. The regulations state reasonable time and since the applicant must file an appeal to any decision within 30 days that same standard would hold for the Committee. However, any decision, once documented, would be forwarded to the applicant as soon as possible (most likely within 48 hours). It is our intent that once the webpage is available that all information under review would be posted. It would result in policy with the approval of the Board of Examiners as well as our governing Council.

Exemplary Practices

1. Participation in a national project dealing with accreditation of foreign trained professional land surveyors. Details available by request (<https://www.acls-aatc.ca/wp-content/uploads/2018/03/ANNUAL-REPORT-FINAL-ENGLISH-February-27th-2018.pdf>).
2. National labour mobility agreement being maintained under the Canadian Free Trade Agreement.
3. Completed an online archive of all publications of the Nova Scotian Surveyor since 1955.
4. Revising our Candidates' Handbook dealing with applications and membership requirements.

Participated financially and "in kind" to a public awareness campaign in 2016 by Professional Surveyors Canada valued at over \$150,000 - See Oct. 2017 and Jan. 2018 reports. <https://www.psc-gpc.ca/news-and-connect/initiatives/quarterly-reports/>.

2016 Registration Data

#	Question	Response
1	Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.	149
2	Number of registrations for the reporting year, from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant. 	3
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification. 	3
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant. 	0
	<ul style="list-style-type: none"> AIT Transfers, applicants already registered in another Canadian jurisdiction. 	2
	<ul style="list-style-type: none"> Total number of applicants. 	8
3	Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.	
	<ul style="list-style-type: none"> Nova Scotia Land Surveyor 	4
4	Number of completed applications submitted by applicants who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	3
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Still in process: 	4
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Withdrawn: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> File inactive or closed: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	1
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	0

	○ <i>Still in process:</i>	3
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	● Received qualifications (training/work experience for trades) internationally, new applicant:	
	○ <i>Accepted:</i>	0
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	● AIT transfers, applicants already registered in another Canadian jurisdiction:	
	○ <i>Accepted:</i>	1
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
5	For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.	
	● New Brunswick	1
6	For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).	
	● Not applicable	0
7	Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.	
	● Received qualifications (training/work experience for trades) In NS, new applicant:	30

	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	30
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	0
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	30
8	Average registration process time (or application approval) for those who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	30
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification 	30
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant 	0
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction 	30
9	Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	Regulatory body costs: \$150 Other: \$0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	Regulatory body costs: \$150 Other: \$0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant: 	Regulatory body costs: \$150 Other: \$0
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	Regulatory body costs: \$150 Other: \$0
10	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	0

	<ul style="list-style-type: none"> Total number of appeals, internal reviews or challenges related to a registration decision: 	0
11	Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	0
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	0
12	What does registration with your organization authorize?	Scope of Practice Rights and Rights to use an Occupational Title

FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<i>Internet Email Telephone</i>	16(3)(g)
1b	Can applicant begin the process outside of Canada?	<i>Yes An applicant can begin the process outside of Canada but cannot become a candidate member unless articulated (mentored or apprenticed) within Nova Scotia under the direction of a licenced Nova Scotia Land Surveyor. 1) Candidate membership: Regulations Section 7(1)(a); 2) Articles: Regulations section 19; By-laws section 41(2) subsections [1-4]. Sec. 18 should read 19. 3) By-laws Schedule "C"</i>	
2	Please provide a link to your website.	www.ansls.ca	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	2	
2b	On what basis do you make changes to your website?	<i>News Postings</i>	
2c	When was the section of the website pertaining to registration last updated?	<i>Within the last year The section of our website identified as Board of Examiners Handbook (draft copy is still under review).</i>	
3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	<i>Legislation Regulation</i>	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	<i>1) Land Surveyors Act: section 2(c), section 16(1 to 8); 2) Regulations: sections 11, 12 & 13; 3) By-laws: section 41 and Schedule "C".</i>	
3c	Is this information made available to applicants	<i>Yes Website posting</i>	
4	Are you waiting for legislation to be passed?	<i>No Last legislative approval for LSA and Regulations dated September 10, 2013</i>	

5a	Is the criteria for meeting the requirements of registration documented?	Yes	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?	Yes <i>Academic accreditation has been delegated to the Canadian Board of Examiners for Professional Surveyors, www.cbeps.ca. University accreditation or writing the equivalent exams twice yearly through home-study is also common.</i>	
6	If you require translation of specific documents how is the applicant informed?	<i>we do not provide translation services. Proficiency in the English language is deemed a necessity to become an active member in Nova Scotia.</i>	7(a)
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 / Canada Free Trade Agreement)?	Yes <i>National labour mobility agreement in place. File size larger than 2 MB but is available. Also Regulation section 13.</i>	3
8	Does your organization make accommodation for applicants with physical or mental disability?	No <i>We have never had an applicant with a physical or mental handicap apply. For a new candidate, physical field experience is a necessity. A mental handicap would most likely prevent an applicant from passing any required exam. A candidate licenced in another Canadian Jurisdiction may qualify if a physical handicap existed but a mental handicap would not qualify.</i>	16(3)(h)
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	Yes	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	<i>Academic accreditation is provided by the Canadian Board of Examiners for Professional Surveyors, www.cbeps.ca</i>	
9c	Please indicate the types of activities that they assist with.	<i>Credential Assessment Verification of Documents Examinations Recognition of Prior Learning</i>	
9d	Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act, including transparency, objectivity,	<i>Service Level Agreement Participation on Board</i>	

	impartiality and procedural fairness?		
9e	Are you informed of all decisions made by third parties on applicants?	No	
9f	Does the third party have an internal review process for unsuccessful applicants?	Yes <i>An individual need not be an applicant with the ANSLs in order to be registered and approved with CBEPS. CBEPS acts as the academic certificate grantor for all survey jurisdictions in Canada, save Ontario and Quebec.</i>	
10a	What types of supports do you provide to applicants during the registration process?	Internet Telephone	7(e), 16(3)(k)
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	No <i>Personal, one-on-one, consultation is also provided should a candidate ask for or if deemed prudent.</i>	
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?	Yes <i>We often get phone calls or emails asking for information about what it takes to become a land surveyor. Direction is given as to the appropriate route that an individual could take but for the most part, all potential candidates are well versed and educated on what is required. Our revised handbook should assist with any inquiries.</i>	8(d)
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	Very Reasonable <i>Replies are usually within 24 hours if possible.</i>	7(b), 8(a), 8(b), 8(c)
13a	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	Yes	8(b), 8(c), 10
13ai	Do you have a formal policy for this process?	Yes	
13aii	Do you have a standard timeline	No	
13b	Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)	Yes	
13c	Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you could communicate the results.	<i>We have never had an applicant application rejected who met the requirements. There does not appear to be an issue with time lines or communicating results. Any delay with an application is generally the fault of the applicant in not providing the required information.</i>	

		<p><i>A review process is legislated should it be required, Regulations section 20,21 & 22</i></p> <p><i>There does not appear to be an issue with time lines.</i></p>	
14a	Do you provide information on what documentation of qualifications must accompany an application?	Yes	9(a), 16(3)(a), 16(3)(b), 16(3)(e)
14b	Do you include a process for verification of documentation authenticity?	<p>Yes</p> <p><i>We require photo I.D, or birth certificate, copies of diplomas or degrees, academic transcripts, work experience as well as two letters of character reference for new applicants. Labour mobility candidates require a certificate of conduct from their home association as well as identification. Certificate of conduct is a requirement under our labour mobility agreement.</i></p>	
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	<p>Yes</p> <p><i>These are required for an application as a candidate member only. There are other requirements to become an active member. Regulation sections 11, 12 & 13; By-laws section 42 and Schedule "C"</i></p> <p><i>1) academic accreditation required; 2) article agreement 3) personal information</i></p>	7(c), 16(3)(a), 16(3)(b)
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	<p>Yes</p> <p><i>This has never been an issue for academic qualification since that issue is left to www.cbeps.ca.</i></p>	9(b), 16(3)(c)
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<p><i>Obtaining original documents</i></p> <p><i>Verification of credentials</i></p> <p><i>Identifying and participating in gap training programs</i></p> <p><i>Access to qualifying exam</i></p> <p><i>Language proficiency or professional technical language</i></p> <p><i>language would likely be the main obstacle with training second and document verification third.</i></p>	6, 9(b), 16(3)(c)
18a	Do you have a process for which requests for access documentation related to registrations are considered?	Yes	12, 16(3)(j)
18b	Is this made available to applicants?	Yes	

18c	What information may you exclude?	<i>All documentation in a candidates file is provided by the candidate save the letters of reference. There is no reason to deny a candidate access to their file with the Association.</i>	
18d	Do you charge a fee?	<i>No Do not charge a fee if an applicant wants access to their personal file. Have never had a request by an applicant to review their file.</i>	
19	Does your Act include an authority to conduct an internal review of the registration decision?	<i>Yes Regulations sections 20, 21 & 22</i>	7(a)
20	Do you have a regulation or by-law that defines the internal review process?	<i>Yes Regulations sections 21 & 22</i>	7(a), 10
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<i>Upon Request An applicant has 30 days to appeal a registration decision as per Regulation 21(2)</i>	7(a), 10(1)
22a	Do you have an internal review process and procedures document (policy document)?	<i>Yes</i>	7(a), 10(1)
22b	Does this include time frames for the internal review?	<i>Yes Regulations section 21(2) and (3)(a).</i>	
23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<i>The internal review process is detailed b Regulations Sections 20,21 & 22. There has never been an internal review requested or required so the summary is as per Regulation.</i>	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<i>Regulations section 21(3)(c)</i>	
23c	Specify the format for the internal review submission	<i>Oral Written</i>	
23d	What is the timeline for submitted supporting evidence?	<i>60 days as per section 21(3)(a) of the Regulations</i>	
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	<i>Yes 60 days would seem to be enough time given the methods of communication in today's society. That being said, any reasonable extension request would be taken into consideration.</i>	
24a	Are the results of the internal review made available to applicants in writing with reasons?	<i>Yes</i>	

24b	In what timeframe are the results of the internal review made available to applicants?	<i>Less than 1 month</i>	7(a), 10(3)
24c	Are these timelines communicated?	<i>Yes Section 21(8) states a reasonable time for a decision to be given and it would seem reasonable that that would be less than 1 month.</i>	
25	Have individuals who make internal review decisions received appropriate training?	<i>No The Association has not yet appointed a review committee since one has never been required and if appointed it would most likely be inactive. Appointments and training would be wasted if no appeals took place within the 1-year committee appointment as per By-law 30(2).</i>	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review?	<i>Yes The Board of Examiners and the Registration Appeal Committee are two different committees and no member could act on both committees due to a conflict of interest. This is not specifically stated but implied and based on legal principles and fairness.</i>	7(a), 10(5), 16(3)(n)
27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	<i>No No international agreements presently exist for potential candidate member applications.</i>	7
28	Has your organization experienced any unintended consequences—defined as an unintended negative impact on labour market, economic, social or other condition—arising as a result of the implementation of Chapter 7 of the Agreement on Internal Trade?	<i>No Our Association has had several applications from members in other provinces who have applied under our mobility agreement. Most have stayed in the Province while a few have left the Province.</i>	3
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian jurisdiction regardless of the requirements in the previous jurisdiction?	<i>Yes Regulations section 13</i>	Chapter 7, CFTA
30	Do you review the requirements of the other provincial regulatory bodies regularly?	<i>Yes There is a National labour mobility committee that meets yearly by conference call but there is communication on what each province requires for admission by regular applicants as well as mobility candidates. All mobility candidates are subject to a one-half day jurisdictional exam in each province</i>	3, Chapter 7, CFTA

		<i>with no mentorship. This, however, does not work very well without some practical experience with the land tenure system in each province.</i>	
31a	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?	No	
31b	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	Yes <i>Our present labour mobility agreement was assisted with a labour mobility coordinator.</i>	

Further Recommendations / Next Steps

Overall, the registration practices of the Association of Nova Scotia Land Surveyors (ANSLS) comply with the Fair Registration Practices Act. The ANSLS's draft Candidate Handbook provides comprehensive information on the requirements and criteria for licensure in an easy to understand format. Additionally, the ANSLS's third-party assessor, the Canadian Board of Examiners for Professional Surveyors, provides clear criteria for writing technical examinations or obtaining exemptions through existing academic qualifications. Through its participation on the Board, the ANSLS works with the CBEPS to develop fair registration practices, including a national project to recognize the credentials of foreign trained professionals.

In this context, I recommend the ANSLS continue to enhance the transparency and consistency of its registration practices by implementing the action items from the initial 2014 FRPA Review Report in addition to the following additional action items within the next two years:

#	Action	Questionnaire Reference	FRPA Reference
1	<ul style="list-style-type: none"> • Create a visual pathway to licensure that shows the interaction between the CBEPS and the ANSLS, and the potential for the articling process to bridge these two assessment processes. 	3	
2	<ul style="list-style-type: none"> • Revise the ANSLS website to consolidate information related to registration/licensing in a single section, including <ul style="list-style-type: none"> ○ a link to the CBEPS website, ○ the Candidate Handbook, and ○ applicable fees. 	2	7(f), 16(3)(i)
3	<ul style="list-style-type: none"> • Develop a policy for accommodating applicants with physical or mental disabilities, particularly in writing the jurisprudence exam. 	8	16(3)(h)
4	<ul style="list-style-type: none"> • Create a policy establishing standard timeframes for: <ul style="list-style-type: none"> ○ responding to initial inquiries from applicants, ○ providing a decision on an application, and ○ defining a 'reasonable time' for the Registration Appeal Committee to provide a decision on an appeal. 	12, 13, 24	8(a)-(b), 10(3)
5	<ul style="list-style-type: none"> • Explore possibilities for accepting alternative documentation when required documentation cannot be produced by an applicant for reasons beyond the applicant's control. 	16	9(b), 16(3)(c)
6	<ul style="list-style-type: none"> • Develop a training plan for internal review decision-makers, which may include training on administrative law and cultural competency. 	25	11
7	<ul style="list-style-type: none"> • Develop a policy to explicitly state that no one who acts as a decision-maker in respect of a registration decision may act as a decision-maker in an internal review in respect of that registration decision. 	26	10(5)
8	<ul style="list-style-type: none"> • Work with CBEPS to ensure that the decision-makers on examination and exemption appeals did not participate in originally marking the examination or deciding the original examination exemptions for a particular applicant. 	9, 26	10(5), 16(3)(i)

Disclaimer

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

Fred Hutchinson

April 9, 2018

Registrar

Date

Appendix

- ✓ Candidate Application Form
- ✓ Requirements for ANSLs Membership
- ✓ Requirements for ANSLs Membership through Labour Mobility
- ✓ Candidate Articling Agreement and Affidavit
- ✓ Draft ANSLs Candidate Handbook
- ✓ CBEPS Candidate Handbook



THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

325-A Prince Albert Road, Dartmouth, Nova Scotia B2Y 1N5
Tel: (902) 469-7962 Fax: (902) 469-7963 E-mail: ansls@eastlink.ca

CANDIDATE MEMBERSHIP APPLICATION

PERSONAL

Date: _____

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:



THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

Founded 1951

325-A Prince Albert Road, Dartmouth, Nova Scotia B2Y 1N5

TEL: (902) 469-7962 FAX: (902) 469-7963 E-mail: ansls@accesswave.ca

Requirements for ANSLS Membership

Candidate Membership

Candidate Application & Dues payment

Government Photo ID

Academic Transcripts / Certificates / Diplomas / Degrees

2 Letters of Reference

CBEPS Certificate or Status of

Résumé

Articling Agreement

Full Membership

Candidate Membership

CBEPS Certificate

Survey Project

Article Time & Affidavit

Jurisdictional Exam

Proof of Insurance/Liability Form



THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

Founded 1951

325-A Prince Albert Road, Dartmouth, Nova Scotia B2Y 1N5

TEL: (902) 469-7962 FAX: (902) 469-7963 E-mail: ansls@eastlink.ca

Requirements for ANSLs Membership through Labour Mobility

Candidate Membership

Candidate Application & Dues payment

Government Photo ID

Résumé

Certificate of Conduct from Home Association

CBEPS Certificate or Status of *(optional)*

Academic Transcripts / Certificates / Diplomas / Degrees *(optional)*

Full Membership

Candidate Membership

Jurisdictional Exam

Proof of Insurance/Liability Form

ARTICLING AGREEMENT

Between

_____ Nova Scotia Land Surveyor

And

_____ Candidate

The Candidate agrees:

- to faithfully, and to the best of his/her ability, serve and protect the public's interest in the practice of professional land surveying.
- to act at all times 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, employer and 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 assist with the training and experience 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

Date

Nova Scotia Land Surveyor

Witness

Date

Candidate

Approved by the Board of Examiners

This ___ day of _____, 20__

For the Board of Examiners

Affidavit of Articled Training

Affidavit by the Surveyor

1. I, _____, Nova Scotia Land Surveyor, of _____ do solemnly swear that _____ has served regularly and faithfully as a Candidate Member from the _____ day of _____, 20 ____ that he/she has been engaged in field and office practices related to the surveys listed on the attached sheet(s) which bears(s) the imprint of my professional stamp and/or my initials, and that the said _____ has conducted himself/herself with due diligence and honesty.

Subscribed and sworn to before me at _____

this ____ day of _____, 20 ____

Commissioner of Oaths or NSLS

Nova Scotia Land Surveyor

Affidavit by the Articled Candidate Member

2. I, _____, of _____,

make oath and say:

- a. That I am of the age of majority.
- b. That I have served regularly and faithfully as a Candidate Member under the direction of _____, Nova Scotia Land Surveyor from ____ day of _____, 20____ to the ____ day of _____, 20____
- c. That I have been articled by the said _____ in field and office practices related to the surveys herein set out.

Subscribed and sworn to

before me at _____, Nova Scotia

this ____ day of _____, 20____

Commissioner of Oaths or NSLS

Candidate Member

Confirmation by the Board

These affidavits have been accepted by the Board of Examiners

this ____ day of _____, 20____

A Member of the Board of Examiners

NOVA SCOTIA LAND SURVEYORS

HANDBOOK FOR CANDIDATE MEMBERS

Approved by Council of the Association of
Nova Scotia Land Surveyors
_____, 2015



Secretary, Board of Examiners
325-A Prince Albert Road, Dartmouth NS B2Y 1N5
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(Note: p 16-18 in Statute Law of NS Section -- List of Statutes was updated in 2007)

The aim of this handbook is to identify the requirements that must be satisfied in order to gain a license as a Nova Scotia Land Surveyor.

Herein are set out:

- a. A brief introduction to land surveying and the role of the Association of Nova Scotia Land Surveyors;
- b. The examination and qualifying structure laid down by provincial statute, by the Council of the Association of Nova Scotia Land Surveyors, by the Nova Scotia Board of Examiners for Land Surveyors and the Canadian Board of Examiners for Professional Surveyors (CBEPS);
- c. The syllabus of the CBEPS examinations;
- d. The schedule and syllabus of jurisdictional examinations;
- e. Matters relating to the articling process and the admission of candidates as members of the Association.

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SURVEYING

1. Surveying is a broad field which offers a diversity of challenging and rewarding work.
2. Surveyors are involved in legal, deformation, control, topographic, hydrographic, aerial, construction and as-built surveys. They determine differences in elevation over long distances, layout streets and roads, determine extent of title, gather land-related information and manage geographic information systems.
3. Surveyors are employed with various Government departments at the Municipal, Provincial and Federal Levels. 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.
4. Land Surveyors in this province are qualified by the Association of Nova Scotia and are members of the Association. A Land Surveyor is one with expertise related to land boundaries and the extent of real property. He or she 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 involve extent of title.
5. You must be an active member in good standing with the Association of Nova Scotia Land Surveyors to offer an opinion on extent of title.

QUALIFICATIONS

1. 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 (Section 3).
2. The Association is responsible for establishing and maintaining the standards of knowledge, skill and practice of its members (Section 4 of the Act).
3. Under the authority of Council of the Association, the Board of Examiners is responsible for (Section 16, 17 & 19 of the Act) (Section 9, Regulations):
 - a. The admissions and examination of candidate members wishing to qualify as Nova Scotia Land Surveyors;
 - b. The issuance of certificates of qualification; and,
 - c. The registration as member to the Association (Section 19 of the Act).
4. 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 practising in Nova Scotia, and fulfil the jurisdictional examination requirements.
5. An applicant for admission as an active member of the Association must:
 - a.
 - i. Hold a bachelor's degree from a survey program approved by the Board, or
 - ii. Pass such examinations equivalent to a bachelor's degree as approved by the Board and hold a CBEPS completion certificate;
 - b. Article with a Nova Scotia Land Surveyor for a period of time as determined by the Board.
 - c. Complete an assigned candidate project, to the satisfaction of the Board.
 - d. Pass the jurisdictional exam as set by the Board

6. Two approaches are open to those who wish to become Nova Scotia Land Surveyors:
 - a. Graduation from a university-level program in surveying (eg. Department of Geodesy and Geomatics, University of New Brunswick, Fredericton, NB); or,
 - b. Graduation from a technology-level program in surveying (eg. Geomatics Engineering Technology, NSCC Centre of Geographic Sciences, Annapolis Valley Campus, Lawrencetown, Annapolis County, NS).
7. The program at UNB offers a number of choices which lead to a degree within the Geodesy and Geomatics program. Some of these courses are required by CBEPS for licensing, while others are not. The candidate for a degree and licensing as a land surveyor should obviously ensure that his or her choices meet both requirements. One interested only in licensing could choose those courses required by the Board without regard to whether they were in sufficient number or combination to lead to a formal degree.
8. One graduating from a technology program would receive some credit for advanced standing at UNB (or at another university) in their surveying programs. The technology graduate would probably find at least a year of study at UNB would be needed (without regard to requirements for a degree) to acquire credits in courses not normally available at other than university level, but needed to fulfil the requirements of CBEPS.

Canadian Board of Examiners for Professional Surveyors (CBEPS)

9. The Nova Scotia Board of Examiners has delegated to CBEPS the assessment of candidates in respect to the academic requirements for a certificate of completion.
10. The schedule of examinations required by CBEPS

CBEPS SYLLABUS

Core Examinations

C1 – Mathematics
C2 – Least Squares Estimation & Data Analysis
C3 – Advanced Surveying
C4 – Coordinate Systems & Map Projections
C5 – Geospatial Information Systems
C6 – Geodetic Positioning
C7 – Remote Sensing & Photogrammetry
C8 – Cadastral Studies
C9 – Survey Law
C10 – Land Use Planning & Economics of Land Development
C11 – Business Practices & the Profession
C12 - Hydrography

Elective Examinations

E1 – Spatial Databases & Land Information Systems
E2 – (formerly Hydrography, now moved to Core Examinations)
E3 - Environmental Management
E4 – Advanced Remote Sensing
E5 – Advanced Photogrammetry

11. A copy of the schedule and syllabus of examinations, and information about registration and fees, may be obtained from:
The Registrar
Canadian Board of Examiners for Professional Surveyors
900 Dynes Road, Suite 100E
Ottawa, ON, K2C 3L6
www.cbeps-cceag.ca
12. Examinations listed above are those which have been delegated to CBEPS pursuant to Regulation 12(b).
13. CBEPS issues a Certificate to candidates who have passed or received exemption from the syllabus of examinations.
14. Candidates who have university degrees or university credits should submit their transcripts to CBEPS for evaluation. Credits may be given for university courses successfully completed.

15. Articling with a Nova Scotia Land Surveyor may be entered into following the completion of half of the CBEPS syllabus.
16. At least 50% of the articling period must be served after the student member has received a Certificate of Completion from CBEPS.

Surveyors Commissioned in Other Jurisdictions

17. An applicant possessing a valid and subsisting license from a professional survey association in Canada should communicate directly with the NS Board of Examiners. Professional Surveyors Canada has developed a Mutual Recognition Agreement on Labour Mobility for Land Surveyors in Canada which establishes a uniform standard within Canada for registration as a land surveyor. Land surveyors who are registered in one province may seek registration in another province by passing jurisdictional examinations. (Regulations Section 13).

Formal Training

18. In Canada there are presently two degree-programs in surveying which offer academic training at the professional level:
 - University of Calgary -- Geomatics Engineering
 - University of New Brunswick, Fredericton -- Geodesy and Geomatics Engineering
19. There are several technical and community colleges which provide academic training in surveying at the technician and the technologist level. The NSCC Centre of Geographic Sciences, Annapolis Valley Campus, Lawrencetown, is the only one in the Maritimes. It offers a two-year diploma Geomatics Engineering Technology program.

Continuing Education

20. A commission as a land surveyor is not the end of professional education and training. Changes in technology, law and professional practice require continuous study and attention.
21. The Association of NS Land Surveyors maintains a professional development program as outlined in section 36 of the By-Laws.

JURISDICTIONAL EXAMINATION AND SURVEY PROJECT

General

1. The schedule of examinations are:
 - Statute Law of Nova Scotia, Land Surveyors Act, Regulations, By-laws and Code of Ethics & Standards of Practice
 - Survey Project
2. The syllabus of each examination and the requirements pertaining to such are in the pages that follow.
3. Candidates must have the approval of the Board before sitting the jurisdictional examination.

Frequency and Location

4. Examinations are held as required.
5. They are normally written in the Association board room.

Notice

6. Candidates must give the Secretary of the Board at least two months' notice of their intent to write.

Fees

7. The fee is set by the secretary of the Board and payable to the Association of Nova Scotia Land Surveyors.
8. There is no fee associated with the retracement survey; the candidate, however, must bear the costs.

Review

9. A request for the review of an examination can be made with a fee set by the Secretary of the Board.

JURISDICTIONAL EXAM

Purpose

1. This examination enables the Board to verify that the candidate has an understanding and knowledge of those statutes of Nova Scotia which relate to the practice of land surveying.

Method

2. The examination refers to Statute Law of Nova Scotia with text provided, Land Surveyors Act, Regulations, By-laws and Code of Ethics & Standards of Practice is written in a 3-hour sitting.
3. The examination will be of the open-book variety; that is, the candidate is permitted to bring and use any reference material he or she wishes, including a laptop, but no outside contact is permitted.
4. The candidate's answer to each question must be supported by quoting the applicable Act or legislation with section, subsection, etc. as the case may require.
5. A sample question with the proper answer thereto is:
 - Q. What are the survey requirements relating to blueberry commons?
 - A. Such area or areas shall first be surveyed and properly marked by posts and stones by the Department of Natural Resources.

Blueberry Assoc. Act Sec. 2
6. No value will be given an answer, however correct otherwise, which is lacking the correct supporting authority.

Pass Mark

7. Candidates must achieve a percentage of **70** or better to be successful in this examination.

Credit

8. This examination is unique in its application to Nova Scotia. Credit for an equivalent examination in another jurisdiction will not be given.

Open-Book Exam

9. This kind of examination more closely approaches actual behaviour in practice than any other: one looks up the law, particularly as it relates to detail -- one does not attempt to memorize it.
10. The candidate should ensure that he or she understands the principles upon which the open-book examination is based: more questions can be asked in greater detail and a broader coverage of the topic can be obtained than with the closed-book approach.
11. The much larger number of questions ensures that the candidate who is unprepared cannot succeed by reading or studying the necessary material at the last minute. The open-book examination tends to reward the candidate who has read widely for understanding rather than memorizing.

Syllabus

12. Provincial statutes that have sections deemed relevant to land surveying (compiled July, 2007). Notes: A detailed listing of the applicable sections of the following Statutes on which a candidate may be examined are available in PDF format from the Association office.

References

13. The following articles refer directly to the surveying community. Other material is relevant also:

Allred, G.K., "Professional Ethics -- The Missing Link to a Complete Education", The Canadian Surveyor, Vol. 39, No. 4, 1985, pp. 385-390.

Allred, G.K., "The Surveying Profession", Chapter 11 of Canadian Institute of Surveying and Mapping, Survey Law in Canada, (Toronto, Carswell Co., 1989), ISBN 0-459-33191-4.

Weir, C.H., "Professional Practice", The Canadian Surveyor, Vol. 40, No. 1, 1986, pp. 3-12

Age of Majority Act	Land Actions Venue Act
Agricultural Marshland Conservation Act	Land Holdings Disclosure Act
Agriculture And Marketing Act	Land Registration Act.
Angling Act	Land Surveyors Act
Assessment Act	Land Titles Clarification Act
Beaches Act	Legal Profession Act
Beaches and Foreshores Act	Limitation of Actions Act
Blueberry Association Act	Marketable Titles Act
Builders' Lien Act	Married Women's Deeds Act
Business Electronic Filing Act	Married Women's Property Act
Canada - NS Offshore Petroleum Resources Accord	Matrimonial Property Act
Cemeteries Protection Act	Mineral Resources Act
Cemetery And Funeral Services Act	Mining Companies Easements Act
Common Fields Act	Municipal Government Act
Companies Act	Notaries and Commissioners Act
Condominium Act	Nova Scotia Power Privatization Act
Conservation Easements Act	Occupational Health and Safety Act
Conveyancing Act	Partition Act
Corporations Miscellaneous Provisions Act	Petroleum Resources Act
Crown Lands Act	Pipeline Act
Ditches and Water Courses Act	Private Ways Act
Electronic Commerce Act	Probate Act
Engineering Profession Act	Provincial Parks Act
Environment Act	Public Highways Act
Escheats Act	Public Trustee Act
Evidence Act	Public Utilities Act
Expropriation Act	Quieting Titles Act
Fences and Detention of Stray Livestock Act	Railways Act
Fences And Impounding of Animals Act	Real Property Act
Fisheries and Coastal Resources Act	Real Property Transfer Validation Act
Flight 111 Special Places Memorial Act	Registry Act
Forests Act	Regulations Act
Forest Enhancement Act	Retail Business Uniform Closing Day Act
Freedom of Information And Protection of Privacy Act	Sale of Land under Execution
Gas Distribution Act	Small Claims Court Act
Halifax - Dartmouth Bridge Commission Act	Special Places Protection Act
Heritage Property Act	Statute of Frauds
Indian Lands Act	Survivorship Act
Internal Trade Agreement Implementation Act	Underground Hydrocarbons Storage Act
Interpretation Act	Wharves and Public Landings Act
Intestate Succession Act	Wills Act

SURVEY PROJECT

Assignment and Presentation

Setting

1. The survey project is assigned by the Board during the last third of the candidate's period of articulated training and the candidate has two years to complete the retracement survey. This 2-year period begins on the date the Board approves the location of the candidate's project. The candidate will also submit one update to the Board on the progress of the survey project halfway through the assigned time period.
2. Selection of the project site will be at the discretion of the Board.
3. The lands assigned may be either publicly or privately owned but shall be of a charitable or non-profit in nature, eg. church, public lands, cemetery, park, community center or the like..

Execution

4. Prior to commencing the survey project, the candidate will provide to the Board a detailed estimate of;
 - a) the number of hours to complete the survey,
 - b) the total cost to complete the survey as if the candidate is carrying out the survey for profit and
 - c) the deliverables that will be provided at the conclusion of the survey (four bound copies).
5. Permanent marks shall not be put in place during the course of the retracement survey.
6. The owners and abutters of the property shall be notified by the candidate that a candidate survey project, not a legal survey, is proposed.
7. The report of survey should be an exposition of methods employed, evidence found and the sources of same, searches made and with what success, and decisions taken with the reasons for same.
8. The survey, the resulting plan(s) and the report must be the candidate's work, not a reflection of the views and ideas of others who have been invited to express an opinion or to suggest approaches.
9. The candidate is responsible for any costs incurred during the survey for materials, labour, transportation, searching fees, etc.
10. The survey will be conducted in accordance with the provisions of the Act, Regulations thereunder and standards of practice.

Presentation

11. The project will be reviewed and rated by three special examiners appointed for the purpose by the Board.
12. The candidate will furnish the Board with four complete sets of the plan(s), description(s) and report of the completed project.
13. The candidate will provide to the board, as part of the report, a representative invoice for the survey services associated with the survey. The invoice will show in detail the number of hours for each segment of the survey, the rates charged for the various classifications of service providers, the rates charged for equipment used and for all consumables. The report will include justification of the rates and incorporate all direct and overhead costs.
14. The Board, in appointing special examiners, will specify the senior member who will be responsible to the Board for organizing and coordinating the work to be done.
15. The special examiners should be prepared to meet as a group within one month of being designated to review a particular survey project. At this meeting, the candidate will be present and prepared to defend the survey and report.

ARTICLED TRAINING

(See By-Laws Schedule “C”)

General

1. A candidate must be a candidate member of the Association in order to become articulated.
2. It is the candidate's responsibility to find a practicing land surveyor to whom he or she can be articulated. Opportunities for articling exist among surveyors in private practice, in corporations, and in government employ at federal, provincial or municipal levels.
3. The fundamentals of articling are set out in the By-Laws Section 41 (2).
4. A Candidate Membership Application for registration is made to the Secretary. It must be accompanied by a copy of the Articling Agreement, unless this form has been forwarded beforehand, and evidence of both the educational standing and good character of the applicant.
5. An official transcript of marks, diploma or degree is normally acceptable as verification of education standing. An official transcript is one that has been sent directly to the Secretary by the educational institution at the request and at the expense of the applicant.
6. Two letters of reference are normally acceptable as evidence of good character. The persons writing the letters should state their connection with the applicant and say something of their own background or occupation, eg. family friend, member of clergy, professional associate.
7. A Candidate Membership Application and the Articling Agreement should be submitted promptly after having been completed. The Board will only count as articulated training time a period not exceeding 30 days before the receiving date of the Articling Agreement.

License in Other Association

8. An applicant with a valid license from another professional association in Canada may apply for membership under Chapter 7 of the Agreement on Internal Trade. The host association will require a certificate of conduct from the applicant's home association. The applicant will also be required to write the Jurisdictional Examination. No articulated time is required.

Length of Articled Training

9. **Candidates members, other than those with a valid license from another association in Canada, must serve articulated training as described in Schedule “C” of the Association’s By-laws. Section 41(1) & (2) of the By-laws also deals with the Board’s responsibilities and articles**

10. At least twelve months of the twenty-four month period of articulated training should be served after the student member has received a Certificate from CBEPS.
11. A student member may articulate with successive members, but only one member at a time.

Commencement of Articled Training

12. Prior to the commencement of articulated training, the following matters should be discussed by the prospective candidate member and the surveyor:
 - a. The articling and training process;
 - b. The additional responsibilities, beyond those normally existing between employer and employee, which apply to those joined by the Articling Agreement;
 - c. The surveyor's capacity to provide the range of experience needed; and
 - d. The candidate's capacity to meet expectations.

Surveyor's Responsibilities

13. The candidate must receive adequate training and experience in the fields of surveying in which the surveyor is competent.
14. The surveyor is personally responsible for the day-to-day training activities of the candidate.
15. The surveyor must assist the candidate to obtain well-rounded training and experience. This may require the transfer of articulated training to another surveyor if deemed appropriate.
16. The surveyor has a duty to instruct and inform the candidate member which goes beyond providing the minimum information needed to get a particular job done.
17. The surveyor should be aware that articling presents an opportunity to improve his or her understanding of matters in which the candidate member may be particularly proficient by reason of academic training or previous experience.

Candidate Member's Responsibility

18. The candidate member must develop the capacity to accept increasing responsibility as articulated training progresses.
19. The individual's academic training has to be related to the practicalities of surveying, technical expertise must be related to problems at hand, and logical, informed decisions must be made both in the office and in the field.

20. As articulated training progresses, the candidate member will find that his or her responsibilities will require thought, action and attention beyond a nine-to-five routine.
21. A daily journal of work done must be kept to assist in the preparation of the report of articulated training and the Affidavit of Articled Training form.
22. Each page of the report of articulated training must bear the imprint of the surveyors stamp and/or initials of the member to whom he or she is articulated with.

Guidelines for Work Experience

23. In addition to instruction in the principles and practice of surveying, the surveyor should help the candidate member develop a progressive appreciation and understanding of the elements involved in operating a business. The principal ones are noted below.
24. Record keeping: filing; retrieval; database management and the like.
25. Public relations: communication with clients, members of the public, other members of the profession, members of other professions and employees.
26. Finances: job estimating; cash flow; federal and provincial taxes; overhead; depreciation; Work-in-progress; fixed assets; profit margin; elements of the professional fee.
27. Management: scheduling office and field activities; group life and medical insurance; workers' compensation; equipment and project insurance; leasing; liability insurance; quality control; safety; staff relations.

Admission to Membership

28. Once all parts of the articulated training have been completed, the candidate member may make application for membership in the Association.
29. If not done beforehand, a copy of the applicant's birth certificate must be furnished to the Board as proof that the age of majority has been attained.
30. The fee payable shall be the membership fee for the current year, plus any assessment or levy payable under the by-laws, pro-rated for the balance of the Association's fiscal year.
31. The oath prescribed for a Nova Scotia Land Surveyors shall be administered by a member of the Board of Examiners or by a member of the Association specifically designated by the Board for that purpose.

GUIDELINES FOR ARTICLED TRAINING

Schedule “C”

TERMS OF REFERENCE FOR ARTICLES

General

The period of articles shall include 24 months of acceptable professional land surveying work experience based on the *Guidelines* and *Elements* stated below. The 24 months of experience assumes a minimum of 3300 hours that must be totaled, signed off by the Nova Scotia Land Surveyor and submitted to the Board. The Nova Scotia Land Surveyor only signs off on the articles when he/she feels that the candidate has acquired the appropriate level of experience to obtain active membership. For a minimum of 50% of the 24 months a Candidate shall be in a supervisory position or role. The objective of this work experience is to ensure that all candidates gain acceptable experience that is practical and varied, and to allow them to progress to the level of maturity required to make reliable professional judgments.

Guidelines

1. Application of Theory

The skilful application of theory is an important component of professional land surveying. Experience should include active participation in and supervision of:

- (c) project research and analysis, including scope and operating conditions, safety and environmental issues, economic feasibility, technical merit;
- (d) collection and assessment of field evidence;
- (e) applying technical and legal solutions;
- (f) making final project decisions in a practical and timely manner;
- (g) delivering final product and managing finances/budget.

2. Practical Experience

The Candidate may gain experience by:

- (i) Attending work sites, locating and assessing evidence, taking measurements, setting out positions, dealing with clients, regulatory authorities and the public;
- (ii) Conducting research at relevant locations, and applying statutes and regulations to projects;
- (iii) Observing and participating in all record keeping requirements and practices including field notes and project files;
- (iv) Reading and understanding the legal aspects of relevant contracts and ensuring the terms are followed;
- (v) Achieving an understanding of professional and business ethics and applying this understanding in his/her business practices;
- (vi) Gaining an insight into the importance of being part of a team, and participating in a team environment.

3. Management

It is important that the candidate gain first hand knowledge of management techniques by:

- (i) Ensuring that all aspects of a project assigned to him/her are effectively managed including cost, time, human resources, material and equipment;
- (ii) Accurately estimating project costs, resources and time,
- (iii) Dealing effectively with issues as they arise during the course of a project such as cost overruns, resource changes, and project/company priorities;
- (iv) Participating in the analysis of the collected information, the determination of conclusions and decisions on appropriate action to be taken.

4. Communications

The Candidate must learn to communicate (both oral and written) effectively with management, colleagues, clients, government regulators and the general public by:

- a. Presenting project status reviews and reports to management and peers;
- b. Actively participating in meetings;
- c. Preparing daily correspondence, record keeping, descriptions and final project reports;
- d. Becoming involved in Association activities.

5. Professional Practice

The Candidate should become familiar with the objects and purpose of the Association of Nova Scotia Land Surveyors and the societal role of Nova Scotia Land Surveyors by:

- a. Understanding the responsibilities in providing professional services;
- b. Understanding the benefits that the profession provides to the public;

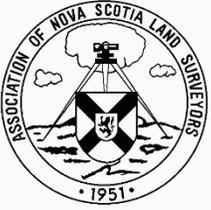
Elements of Experience

The Candidate must gain experience in the following elements of professional land surveying using the associated minimum time (percentage) criteria. The Guidelines should be applied to these elements as applicable.

Element	Minimum Time Percentage
Boundary Retracement	20
Boundary Establishment	10
Technical Surveys (eg. Site, control, location certificates, etc)	10
Research and Analysis of Evidence	5
Preparation of Description of reports	5
Professional Development (eg. Client interaction, estimates, business management, etc)	5

Discretionary Practice 45
(determined by the candidate and the member)

Total 100



THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS

325-A Prince Albert Road, Dartmouth, Nova Scotia B2Y 1N5
Tel: (902) 469-7962 Fax: (902) 469-7963 E-mail: ansls@accesswave.ca

CANDIDATE MEMBERSHIP APPLICATION

PERSONAL

Name _____

Address _____

Tel: _____ Cell: _____ 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

Date

Nova Scotia Land Surveyor

Witness

Date

Candidate

Approved by the Board of Examiners

This _____ day of _____, 20____

For the Board of Examiners

Affidavit of Articled Training

Affidavit by the Surveyor

1. I, _____, Nova Scotia Land Surveyor, of _____ do solemnly swear that _____ has served regularly and faithfully with from the _____ day of _____, that he/she has been engaged with me in field and office practice related to the surveys listed on the attached sheet(s) which bear(s) the imprint of my professional stamp and/or my initials, and that the said _____ has always conducted himself / herself with all due diligence and honesty on the said surveys.

Subscribed and sworn to

before me at _____

this _____ day of _____, 20_____

Commissioner of Oaths

Nova Scotia Land Surveyor

Affidavit by the Articled Candidate

2. I, _____, of _____,
make oath and say:
- a. That I am of the age of majority.
 - b. That I have served regularly and faithfully with _____,
Nova Scotia Land Surveyor as an articled candidate from the
____ day of _____, _____ to the ____ day of _____, _____
 - c. That I have been engaged with the said _____ in
field and office practice related to the surveys herein set out.

Subscribed and sworn to

before me at _____

this ____ day of _____, _____

Commissioner of Oaths

Candidate member

Confirmation by the Board

2. These affidavits have been accepted by the Board of Examiners

this ____ day of _____, _____

Chairman



**The Canadian Board of Examiners
for Professional Surveyors**

Candidate Handbook

July 2016

BECOMING A CANDIDATE

In order to become eligible to become a professional surveyor in British Columbia, Alberta, Saskatchewan, Manitoba, New Brunswick, Nova Scotia, Newfoundland, Prince Edward Island, or a Canada Lands Surveyor, a candidate must have a Certificate of Completion, issued by the Canadian Board of Examiners for Professional Surveyors.

A Certificate of Completion of Academic Requirements for Professional Surveyors will be issued upon:

- proof of sufficient academic qualifications
- by successful completion of examinations set by the CBEPS
- or by a combination of academic qualifications and completion of CBEPS examinations.

1) ADDRESS AND PAYMENT

Please note that all correspondence must be addressed to the CBEPS Registrar:

**The Registrar
Canadian Board of Examiners for Professional Surveyors
900 Dynes Road, Suite 100E
Ottawa ON K2C 3L6**

The direct contact numbers are: Tel. (613) 274-7115; Fax (613) 723-5558;
Email: registrar@cbeps-cceag.ca or info@cbeps-cceag.ca

Fees should be remitted in the form of a cheque or money order payable to the Canadian Board of Examiners for Professional Surveyors, or through the CBEPS website using Visa or MasterCard. Documents of value should be sent by registered mail.

2) APPLICATION FOR ADMISSION AS A CANDIDATE

(1) The minimum entrance requirements to become a CBEPS candidate are proof of graduation from, or proof of enrolment in, a two-year geomatics program at a recognized technical institute or in a degree program at an accredited university. Other applicants with a bachelor degree in a related field of study will be assessed on a case by case scenario.

To become a CBEPS candidate:

- a. register on the CBEPS website
- b. submit the appropriate fee
- c. in the case of persons who have graduated from a geomatics program at a CBEPS recognized technical institute or accredited university program, a summary of all academic education and training together with an official transcript of marks. (Please note that official transcripts of marks must be sent directly from the educational institution to the Board).
- d. in the case of those enrolled in a geomatics program at a CBEPS recognized technical institute or accredited university program, an official letter from the institute confirming their enrolment in the program, in addition to a summary of all academic education and training together with an official transcript of marks. (Please note that official transcripts of marks must be sent directly from the educational institution to the Board).
- e. a certified copy of any certificate, commission or other similar evidence of standing given by a certifying body or professional association.

Persons who have been graduated from a non CBEPS recognized technical institute or non-accredited university program, can apply for exemptions by providing an Exemption Request Form. For each subject, the following information is required:

- A separate detailed description of material covered by the relevant course(s), together with a breakdown of the number of hours spent on each major part. The description must be issued by the learning institution.
- Numbers of hours in the academic term that were reserved for classes, and lab assignments.
- The prerequisites for the course(s).
- Copies of the examination question papers written during the course in question.
- Copies of lab assignment descriptions done during the course.
- Name of instructor who gave the course.

(2) Candidates must inform the Board of any changes of address, telephone or fax numbers, or email address.

(3) The Registrar will confirm approval of candidacy and awarded exemptions. Those who have graduated from a CBEPS recognized technical institute or accredited university program, who feel that they should be awarded *more* exemptions from some of the subjects listed in the Candidates Handbook, can apply by submitting an Exemption Request. Each form shall be accompanied by the documents listed above.

(4) An application must be received 60 days prior to the next sitting of CBEPS examinations if the candidate wishes to write any of the examinations in the next sitting.

3) EXAMINATIONS FOR CANDIDATES TO OBTAIN A CERTIFICATE OF COMPLETION OF ACADEMIC REQUIREMENTS FOR PROFESSIONAL SURVEYORS

(1) A candidate must successfully pass the 12 core examinations, as well as any 1 of the 4 elective examinations set out in the Syllabus in order to earn the Certificate of Completion.

(2) A candidate has 7 years to successfully complete the core and elective examinations.

(3) A candidate who has not completed the examinations in the allowed 7 years must reapply under Section 2 (Application for Admission as a Candidate). The candidate's file will be reassessed.

(4) Before granting a Certificate of Completion to a candidate, the Board may require that the candidate be re-examined in any subject that the candidate had passed more than 12 years previously.

(5) Those who were accepted as candidates while enrolled in a geomatics program at a technical institute and have completed their CBEPS examinations must provide a transcript indicating graduation before being granted a Certificate of Completion.

4) DATE OF EXAMINATIONS

(1) Examinations are held twice annually. Unless notified otherwise, examinations will take place in the months of March and October.

(2) Special examinations in addition to those referred to above may, if deemed necessary, be held at such time and place as the Board chooses.

(3) Notice of the time and place of the examinations shall be distributed at least two weeks before the commencement of the examinations.

5) EXAMINATION CENTRES

Examination centres are selected on the basis of applications received, or in the case of other examinations, as may suit the circumstances.

6) TIMETABLE FOR EXAMINATIONS

For examinations held simultaneously at different centres, the examination questions are the same for the respective schedules and according to the timetables supplied by the Board.

7) DESCRIPTION OF SUBJECTS

In the descriptions given in the following pages, specified textbooks are recommended in most cases. However, these textbooks are sometimes supplemented by other reference books. In general, the examinations will be based on the recommended texts, although other texts of the same standard may be acceptable for preparation and study.

8) PERSONS ADMITTED TO THE EXAMINATION ROOM

No person other than members of the Board, the invigilator, other authorized persons and the candidates will be admitted to the examination room while the candidates are writing.

9) INSTRUCTIONS TO BE BROUGHT TO THE ATTENTION OF CANDIDATES

Before the beginning of an examination and as often as necessary afterwards, the invigilator will provide a copy to, or will read, and make clear to the candidates Sections 11-20 below.

10) HOURS OF EXAMINATIONS

The examination sittings begin at 9:00 a.m. and continue until 12:00 noon. They begin again at 1:30 pm and continue until 4:30 pm, Monday through Friday or until all sittings are completed. A candidate arriving later than 15 minutes after examinations begin will be refused admission to the examination room.

11) CLOSED BOOK EXAMINATIONS

All examinations are closed book examinations.

12) UNAUTHORIZED CONDUCT

The sharing or borrowing of written material between candidates, or the use of any unauthorized material or device during the examination, is not allowed under any circumstances.

13) STATIONERY SUPPLIED BY THE BOARD

The Board supplies the stationery needed for writing examination papers. The answers are to be written in ink on one side of the paper, except for necessary diagrams, which may be in pencil.

14) CANDIDATES NUMBERS

Each candidate writing examinations will be assigned a candidate number at the beginning of each examination cycle for purposes of tracking and anonymity. The candidate will use the same number throughout the examination cycle, regardless of the number of exams being written. This number will change from cycle to cycle.

The candidate's number is to appear in the space provided on each sheet of exam answer paper turned in by the candidate. Except for the candidate's number, no name, signature, or any other mark identifying the candidate is to

appear on the answer paper. *It is extremely important that the candidate has his/her candidate number on each sheet of answer paper.*

15) ATTENDANCE RECORD

Candidates will be asked to sign an attendance sheet at the beginning of each examination, and must also provide a government-issued photo ID.

16) EXCERPTS FROM ALMANACS, ETC. SUPPLIED

The Board supplies excerpts from publications required during an examination when required. Candidates are not allowed to use their own copies, except when authorized.

17) USE OF CALCULATORS

For examinations that require them, candidates are to supply their own programmable calculators. Calculators used are to be silent and battery operated. The presiding examiner may inspect any calculator brought into the examination room and may forbid use of any which do not meet the requirements of this section.

18) INFORMATION ON EACH SHEET

Each sheet of paper must have at the top the number of the examination as listed in this booklet, and the number of the candidate. It is not necessary to copy the question on the sheet.

19) METHOD OF DEDUCING ANSWERS

- (1) Only answer one question on any one sheet except where a question has many subsets, (e.g. a, b, c, d), or where questions have very short answers, as long as the answers are clearly separated.
- (2) The candidate is to arrange his/her answer papers in an orderly manner and the work should not be cramped. In mathematical work, the candidate must show clearly at least the full equation or expression which was used to arrive at the answer. Partial marks for incorrect mathematical answers can only be assigned where the intermediate steps used in arriving at an answer are shown.
- (3) Unless directed otherwise in an examination question, all the work is to be clearly shown. If the examiner is not satisfied that the candidate has understood the question and cannot see what process was used, marks will not be given even if the answer is correct. The use of an electronic calculator does not relieve the candidate from this requirement.
- (4) Each answer must be confined to the question asked. Marks will be deducted where a single answer is requested and the candidate gives a number of possible answers for the question.

20) CANDIDATES TO ARRANGE SHEETS

Before handing in his/her answer papers, the candidate is to arrange the sheets in the consecutive order of the questions. The sheets are then to be numbered in

the manner 1 of 12, 2 of 12, 3 of 12, etc., and then fastened together at the upper left-hand corner.

21) RESULTS OF EXAMINATIONS

(1) After the Board has released the results of examinations, candidates will be provided with the total mark they received for each written examination.

(2) Upon request, the original written examinations will be returned to the candidate along with a template showing the mark achieved for each question. Note that answers to the questions are not provided, and examiners are not required to provide comments or direction on the marked exams.

22) FEES

The following fees apply:

(1) Application to become a candidate:

- From an institution that has been granted exemptions by CBEPS: \$125.00
- From an institution that has not been granted exemptions: \$250.00
- Foreign-trained candidates \$350.00

(2) Application for examination (per subject) \$175.00

(3) Application for appeal of each examination \$100.00

(4) Penalty for bounced cheque or declined credit card \$30.00

23) APPLICATION FOR EXAMINATION

(1) Every candidate intending to write an examination will register and pay via the CBEPS website. Candidates can contact the CBEPS office if they require an alternative method of registration and payment. The application must be received no later than six weeks before the starting date of the examinations.

(2) A candidate who has not applied to write an examination, on payment of the examination fee, can be admitted to the examination if there is sufficient room for the candidate and a copy of the examination is available for the candidate.

24) EXAMINATION FEE REFUNDS AND CREDITS

(1) A candidate who cancels an examination registration six weeks before the start of the examinations will receive a full refund of the examination fees.

Weeks are counted from the beginning of the examinations week, not from the date of an individual examination.

(2) A candidate who cancels an examination registration during the four-week period between the deadline date and two weeks before the starting date of the examinations will receive a full credit towards the next round of examinations.

Credits are carried forward for the next round of examinations only. If the examinations are not written in the next round the examination credits will expire.

(3) A candidate who cancels an examination registration during the two-week period before the date of commencement of the examinations, or who does not appear for an examination and has not given proper notice of cancellation, will not receive any refunds or credits.

25) PASS REQUIREMENTS

The pass mark for all core and elective examinations is 60 percent.

26) MARKING PAPERS

Every examination, written by a candidate will be reviewed and marked except where a candidate:

- (1) is found by the Board to be ineligible to be examined
- (2) is found by the Board to have contravened subsection 23 .(1) or (2)
- (3) has not paid the examination fee
- (4) has not complied with the requirements or the instructions of the Board
- (5) has contravened section 12.

27) APPEALS

Every candidate may appeal to the Board for a review of any decision or examination result. The candidate must make a written application to the Registrar within 30 days after the decision or exam result was issued, and submit the required fee (\$100 for an exam appeal).

28) ARTICLES AND PROFESSIONAL EXAMINATIONS

Candidates should apply to the Registrar of the applicable surveying organization for information concerning articling and writing professional examinations. These organizations may be contacted at the following addresses:

Alberta Land Surveyors' Association

Suite 1000
10020 – 101A Avenue
Edmonton, AB T5J 3G2
www.alsa.ab.ca

Association of British Columbia Land Surveyors

#301-2400 Bevan Ave.
Sidney BC V8C 1W1
www.abcls.ca

Association of Manitoba Land Surveyors

Room 202, 83 Garry Street
Winnipeg, MB R3C 4J9
www.amls.ca

Saskatchewan Land Surveyors' Association

408 Broad Street, #230
Regina, SK S4P 2K5
www.slsa.sk.ca

Association of Canada Lands Surveyors

900 Dynes Road, Suite 100E
Ottawa ON K2C 3L6
www.acls-aatc.ca

Association of Ontario Land Surveyors

1043 McNicoll Avenue
Toronto
M1W 3W6
www.aols.org

Association of Nova Scotia Land Surveyors

325A Prince Albert Rd.
Dartmouth NS B2Y 1N5
www.ansls.ca

Association of New Brunswick Land Surveyors

212 Queen St, Suite 312
Fredericton NB E3B 1A8
www.anbls.nb.ca

Association of Newfoundland Land Surveyors

62-64 Pippy Place, Suite 203
St. John's NL A1B 4H7
www.surveyors.nf.ca

Association of Prince Edward Island Land Surveyors

PO Box 20100
Charlottetown PE C1A 9E3
www.apeils.ca

CBEPS SYLLABUS

Core Examinations

C1 – Mathematics
C2 – Least Squares Estimation & Data Analysis
C3 – Advanced Surveying
C4 – Coordinate Systems & Map Projections
C5 – Geospatial Information Systems
C6 – Geodetic Positioning
C7 – Remote Sensing & Photogrammetry
C8 – Cadastral Studies
C9 – Survey Law
C10 – Land Use Planning & Economics of Land Development
C11 – Business Practices & the Profession
C12 - Hydrography

Elective Examinations

E1 – Spatial Databases & Land Information Systems
<i>E2 – (formerly Hydrography, now moved to Core Examinations)</i>
E3 - Environmental Management
E4 – Advanced Remote Sensing
E5 – Advanced Photogrammetry