
ASSOCIATION OF INTERIOR DESIGNERS OF NOVA SCOTIA

FRPA Review Report

Province of Nova Scotia

Table of Contents

Background of the Regulatory Body	1
Definition of the Profession	1
Staffing.....	2
Types of Licences/Certificates Issued	2
Membership Categories and 2012 Numbers	2
Labour Market Outlook	3
Registration Practices.....	3
Access to registration information	6
2013 Fees charged.....	6
Table 1: IDNS and ICD Dues	6
Steps in the registration process:.....	6
2012 Data	7
Legislation.....	7
Summary	8
Two-year Action Plan	8
Disclaimer	9
Appendix A – FRPA Review Assessment Questionnaire	9
Appendix B – Forms	32

Background of the Regulatory Body

Definition of the Profession

The “practice of interior design” means providing or offering to provide, for a fee, commission or hope of reward, design services in relation to the non-structural construction of and non-structural alterations to the interior area of a structure designed for human habitation and includes

1. analyzing the intended use of the interior area of a structure, the life-safety requirements and applicable codes
2. developing preliminary and final designs for the alteration or construction of an interior area of a structure
3. preparing and filing with the authority having jurisdiction for the purpose of obtaining a building permit, technical submissions for non-structural interior construction, materials, finishes, space planning, reflected ceiling plans, furnishings, fixtures and equipment
4. consulting and collaborating with licensed design professionals
5. preparing and administering bids and contract documents, and
6. reviewing and evaluating the implementation of projects while in progress and upon completion.

The association of Interior Designers of Nova Scotia (IDNS; the Association) is a self-regulating organization governed by the *Interior Designers Act*, which is a statute of the Province of Nova Scotia. IDNS was established in 1975 and is affiliated with the national association, the Interior Designers of Canada (IDC).

IDNS is committed to

- promoting and furthering the knowledge, skill and proficiency of its members
- administering the *Interior Designers Act*, in order that the public interest may be served and protected
- upholding excellence in the profession by establishing strong education, experience and examination standards for membership
- ensuring members meet mandatory liability insurance requirements
- ensuring members meet mandatory continuing education requirements
- ensuring members meet the code of ethics and standards of the Association
- promoting and extending the profession of interior design by providing a liaison between the profession and the public

Besides working in an interior design firm, interior designers are employed in a variety of other work environments including architectural firms, government offices, health care facilities, financial institutes and numerous facilities departments in larger corporations.

Staffing

The association is administered by an elected volunteer board and various committees. Board positions are

- President
- Vice-president
- Past President
- Secretary
- Treasurer
- Membership Director
- IDC Representative
- Continuing Education Unit (CEU) Director
- Public Member Director

Additionally, the Board appoints a Registrar to hold office on such terms and conditions and for such remuneration as is determined by the Board. Duties of the Registrar also include

- serving as a liaison between members of the public and members of IDNS
- receiving membership applications, evaluating for completeness and forwarding to the Membership Director
- issuing letters of acceptance or rejection to applicant and issue certificates and seals to IDNS members (with the Membership Director's agreement)
- maintaining a registrar of membership
- attending IDNS board meetings as a non-voting member to maintain a knowledge of the activities and policies of the association

Types of Licences/Certificates Issued

There are six categories of IDNS membership available and the criteria are outlined in the Interior Designer's Regulations. All members pay annual membership dues which are set by IDNS and Interior Designers of Canada. It is mandatory for registered, non-resident registered and inactive members to have the minimum levels of Commercial General Liability and Errors and Omissions insurance in accordance to the Interior Designer's Regulations. Only registered members are issued a professional stamp and may use the designation "Registered Member of the Association of Interior Designers of Nova Scotia" or the letters "IDNS".

Membership Categories and 2012 Numbers

- Registered – 32
- Intern – 2
- Inactive – 1
- Allied – 1
- Non-Resident Registered – 1
- Student – 1
- Applications 2012: 1 intern, 1 student

Labour Market Outlook

The employment outlook for this occupational group is fair, which indicates the chances of a qualified individual finding work is around average.

Employment in this occupation is largely dependent on construction and renovation activity in the residential, commercial, and institutional real estate sectors. As the level of construction activity in urban areas has been good in recent years, there have been opportunities for professional, registered interior designers. The occupation is regulated in Nova Scotia by IDNS. This is not a large occupational group in Nova Scotia and, although it is anticipated that there will be a number of retirements in the coming years, the number of job openings will remain small for this profession. The estimated opening due to growth and retirements between 2010 and 2015 is 23.¹

Registration Practices

Registration requirements and criteria are outlined below.

Registered Member

A person may be entered or renewed in the Register in the Registered Class of membership if the person

- satisfies the education qualification and the examination qualification or was a registered member under the former Act in good standing at any time between February 25, 1994 and the date the Act came into force
- has completed a sufficient number of full-time equivalent years of qualifying intern experience, not being fewer than three years, that, when added to the number of academic years duration of that person's education qualification, exceeds a total of seven years
- has completed the minimum number of continuing education unit credits required under the by-laws
- has qualifying practice experience and qualifying intern experience for a total of not less than the competency hours standard
- is of good character and adheres to the code of ethics and standards of the Association
- is in good standing with respect to the payment of membership fees and other fees prescribed by the Association
- is covered by professional liability insurance
- is a permanent resident of the province of Nova Scotia, or is temporarily resident outside the province and was a permanent resident of the province within five years of the date of their application or renewal

¹ Source: Canadian Occupational Projection System (COPS); NS Department of Labour & Advanced Education & Service Canada, 2011

Intern Member

A person may be entered or renewed in the Register in the Intern Class of membership if the person

- is engaged in the practice of interior design under the supervision of a registered member or a registered member of Nova Scotia Architect's Association (NSAA)
- satisfies the education qualification
- satisfies the examination qualification or undertakes, in writing, to apply for and commence writing the National Council for Interior Design Qualification (NCIDQ) qualification examination within 12 months of the time when the person's qualifying intern experience meets the requirements, and satisfies the examination qualification within five years of having been accepted by NCIDQ to write the NCIDQ qualification examination
- is in good standing with respect to the payment of membership fees and other fees prescribed by the Association
- is of good character and adheres to the code of ethics and standards of the Association

Inactive Member

A person may be entered or renewed in the Register in the Inactive Class of membership if the person

- is not engaged in the practice of interior design
- was a registered member under these regulations or under the former Act or both for a minimum of 12 consecutive months
- is in good standing with respect to the payment of membership fees and other fees prescribed by the Association
- is covered by professional liability insurance
- is of good character and adheres to the code of ethics and standards of the Association
- is a permanent resident of the province of Nova Scotia, or is temporarily resident outside the province and was a permanent resident of the province within 5 years of the date of application or renewal

Allied Member

A person may be entered or renewed in the Register in the Allied Class of membership if the person

- is not engaged in the practice of interior design other than activities described in Section 3 of the Act

- is engaged in full-time or part-time teaching or directing interior design programs at post-secondary schools, colleges or universities, or is manufacturing or supplying furnishings, materials or services related to interior design
- satisfies the education qualification
- is in good standing with respect to the payment of membership fees and other fees prescribed by the Association
- is of good character and adheres to the code of ethics and standards of the Association

Non-resident Registered Member

A person may be entered or renewed in the Register in the Non-resident Registered Class who

- is a member in good standing in the interior design association recognized by IDC or American Society of Interior Designers (ASID) for the jurisdiction in which they reside in the class of membership that has qualifications and requirements that substantially meet or exceed the qualifications and requirements for the Registered Class of membership, or who resides in a jurisdiction in which there is no interior design association recognized by IDC or ASID but who satisfies all qualifications and requirements for the Registered Class of membership
- has completed the minimum number of CEU credits required under the by-laws
- has qualifying practice experience and qualifying intern experience for a total of not less than the competency hours standard
- is of good character and adheres to the code of ethics and standards of the Association
- is in good standing with respect to the payment of membership fees and other fees prescribed by the Association
- is covered by professional liability insurance
- is not a permanent resident of the province of Nova Scotia

Student Member

A person may be entered or renewed in the Register in the Student Class of membership who

- is enrolled in an education program in interior design of not less than three academic years in duration that is accredited by Council for Interior Design (CIDA previously FIDER)
- is enrolled in a full-time program in interior design of not less than three academic years in duration that is not accredited by CIDA (previously FIDER) but that is approved by the Board as an appropriate program, and who applies for student membership before December 31, 2005

Access to registration information

Interior Designers of Nova Scotia provide access to information through the internet, email, hard copies and telephone. Generally, hard copy request are infrequent. Applicants can begin the process from outside Canada.

2013 Fees charged

One time application fee of \$35

Table 1: IDNS and ICD Dues

	IDNS Dues	IDC Dues	HST	Total
Registered Member	\$350.00	\$136.00	\$70.18	\$556.18
Intern Member	\$175.00	\$32.00	\$30.41	\$237.41
Allied Member	\$175.00	n/a	\$26.25	\$201.25
Inactive Member	\$175.00	n/a	\$26.25	\$201.25
Retired Member	\$175.00	n/a	\$26.25	\$201.25
Non-resident Member	\$350.00	n/a	\$52.50	\$402.50
Non-resident Registered Member (Nfld., NWT, PEI, Yukon)	\$350.00	\$136.00	\$70.18	\$556.18

Steps in the registration process:

The applicant prints the membership application form from the IDNS website. The applicant completes the application form and includes the documents as required for the membership category being applied for. The applicant mails the completed application form to the attention of

The Registrar
Interior Designers of Nova Scotia
PO Box 2042
Halifax, NS B3J 2Z1
Canada

- Upon receipt of the application, the Registrar reviews the submission for completeness in relation to the particular membership category being applied for

- The Registrar confirms receipt of the application with applicant, indicating an approximate time when the individual will receive the results of the application review. If necessary, the Registrar advises the applicant of information still required before the application can be considered complete
- Upon receipt of a complete application, the registrar sends a copy of the application to the Director of Membership, IDNS. The registrar asks the membership director to review the application and provide a direction regarding accepting or rejecting the application. The Director of Membership has the option of convening a meeting of the Membership Committee to review an application
- Upon receipt of a direction from the Director of Membership, the registrar prepares and sends an acceptance or rejection letter. The acceptance letter outlines
 - the application details that qualify the person for membership
 - the member rights and obligations under the *Interior Designers Act*
- If the letter is a rejection letter, that letter
 - identifies how the application was deficient and recommends steps the applicant can take to improve the application
 - the option to request the application be reviewed by the board according to the review process as identified in the IDNS regulations
- The Registrar arranges for the preparation, signature of a membership certificate for registered and non-resident members
- The Registrar issues a seal number for a new registered member and orders the rubber and digital seal for the individual
- The Registrar arranges the presentation of the certificate and the seal to the new member by the Director of Membership at the next general membership meeting

2012 Data

Length of time (from receipt of completed application) registration usually takes: 3-4 weeks

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): New applicants 2012: 1 intern, Ontario + 1 student, Ontario

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): 0

Legislation

The Interior Designers Act was amended May 10, 2011: This Bill narrows the scope of practice of interior designers to match limitations on the scope of practice of architects.

http://nslegislature.ca/legc/bills/61st_3rd/1st_read/b043.htm

Summary

IDNS had representation and involvement in the development of the *Fair Registration Practices Act* (proclaimed December 7, 2009). Since the proclamation IDNS was involved with starting dialogue between the Canadian Interior Design Associations that resulted in an interprovincial reciprocity agreement to prepare their profession for the impending FRPA legislation. IDNS is currently reviewing modifications to their processes and procedures, including action items in the two year plan below.

Overall, IDNS 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 2015.

Two-year Action Plan

IDNS will review their website and utilize bullets lists and plain language where possible. Additionally, links to pertinent websites will be made (e.g. ISIS, Nova Scotia Start, FLMM Labour Mobility).

A procedures manual is currently under development, and as part of this, time frames to respond to inquiries will be documented, a formal process for providing written decisions will be developed, a process for considering access to records will be developed, information about internal review process will be documented, and AIT provisions will be documented.

IDNS will develop and include “Steps in the Registration Process” on their website, including fees.

Disclaimer

The Association of Interior Designers 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.

Schirak Porter, BID, IDNS
Registrar

July 25, 2013
Date

Appendix A – FRPA Review Assessment Questionnaire

FRPA Review Assessment Questionnaire

Regulatory Body- **Interior Designers of Nova Scotia**

Last updated - Wednesday, July 24, 2013 - 16:11

SECTION - INFORMATION

Question 1

How (what methods) do you use to provide information to potential applicants on your registration practices? Can an applicant begin the process outside of Canada?

Survey Options: internet, email, hard copy, telephone or other

Regulator Response

Internet, Email, Hard Copy, Telephone

Regulator explanation, clarification or comment

hard copy very infrequently

Can an applicant begin the process outside of Canada? Yes, via internet, hard copy, telephone

Review Finding

Level 2

Regulator Action

No action required at this time.

Section 16(3)(g)

Question 2

Please provide a link to your website.

Regulator Response

<http://www.idns.ca>

Question 2a

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

Survey Options: 1 (Strongly Agree) - 5 (Strongly Disagree)

Regulator Response

3

Question 2b

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

Survey Options: feedback from applicants, policy change, news postings, or other

Regulator Response

Policy Change, Other (Please Specify)

Question 2c

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

Survey Options: on-going, within the last 6 months, within the last year, within the last 2 years, or never

Regulator Response

on-going

Regulator explanation, clarification or comment

b. membership listing updates

c. membership listing updates are on going

Review Finding

Level 2 - Should be a regular review schedule. Bulleted lists and plain language where possible. Link to pertinent websites (e.g. ISIS, Nova Scotia Start, FLMM Labour Mobility

Regulator Action

Review the website and incorporate review finding criteria.

Section 16(3)(g)

Question 3a

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

Survey Options: legislation, regulation, or policy

Regulator Response

legislation, Regulation

Question 3b

b. Specify the appropriate section(s)?

Regulator Response

Regulations 3 to 29

Question 3c

c. Is this information made available to applicants?

Survey Options: yes, no or not applicable

Regulator Response

Yes

Regulator explanation, clarification or comment

On the IDNS website, via email, phone & mail request

Review Finding

Level 3 - Ensure references to the Act go to <http://nslegislature.ca/legc/statutes/interior.htm>

Summarize fees on website.

Regulator Action

Website updates to reflect review finding

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

Question 4

Are you waiting for legislation to be passed?

Survey Options: yes, no or N/A

Regulator Response

No

Regulator explanation, clarification or comment

Interior Designers Act received royal assent May 22, 2003

Review Finding

Level 3

Regulator Action

No action required at this time

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

Question 5a

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

Survey Options: yes or no

Regulator Response

Yes

Question 5b

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

Survey Options: yes or no

Regulator Response

Yes

Regulator explanation, clarification or comment

Under website education page and in regs available on line

Review Finding

Level 3

Regulator 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?

Survey Options: web site, email, telephone or other

Regulator Response

Email

Regulator explanation, clarification or comment

Currently, IDNS uses the services of National Council for Interior Design Qualification (NCIDQ) as the means of evaluating documents. NCIDQ advises the potential applicant of the need for translation of documents in to English and refers to organizations that provide that service

Review Finding

Level 3

Regulator Action

No further 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)?

Survey Options: yes or no

Regulator Response

Yes

Regulator explanation, clarification or comment

There is reciprocity between Canadian associations recognized by Interior Designers of Canada.

The residency requirement is for a registered member. There is a non-resident registered membership covering those living in other provinces.

Review Finding

Level 2-3 - There is a residency requirement in regulation (and subsequent requirements they must fulfill); however, IDC is currently working on a reciprocity agreement for provincial regulators across the country.

Regulator Action

IDNS will work with IDC to ensure compliance with Chapter 7 (Labour Mobility) of the AIT

Sections 7(a), Ch 7

Question 8

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

Survey Options: yes or no

Regulator Response

No

Regulator explanation, clarification or comment

Have not had the requirement. Only accessible sites are used for examinations, typically universities. NCIDQ who administers the exam accommodates request for disabilities

Review Finding

Level 2 - NCIDQ accommodates for the exam. Should have the ability to make some accommodation even if there has been no requirement to date.

Regulator Action

No action required at this time.

Section 16(3)(h)**Question 9a**

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

Survey Options: yes or no

Regulator Response

Yes

Question 9b

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

Regulator Response

na

Question 9c

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

Survey Options: data collection, data storage, credential assessment, verification of documents, examinations, recognition of prior learning or other

Regulator Response

Other (please specify)

Question 9d

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

Survey Options: MOU, service level agreement, participation on board or other

Regulator Response

Other (please specify)

Question 9e

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

Survey Options: yes or no

Regulator Response

No

Question 9f

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

Survey Options: yes or no

Regulator Response

No

Regulator explanation, clarification or comment

National Council for Interior Designers Qualification is a third party (IDNS has representation). Council of Interior Design Accreditation (CIDA) accredit schools and are not involved in any other registration practices (therefore not a third party to IDNS).

Review Finding

Level 2 - should have them sign something that states that they adhere to the General Duties of the Regulatory Body as outlined in the Act.

Regulator Action

No action required at this time.

Section 16(3)(i)**Question 10a**

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

Survey Options: internet, telephone, print material or other

Regulator Response

Internet, Telephone, Print Material, Other (please specify)

Question 10b

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

Survey Options: yes or no

Regulator Response

No

Regulator explanation, clarification or comment

a. email
examples
-personal contact, help from registrar
-help includes explain process/requirements

Review Finding

Level 3

Regulator 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?

Survey Options: yes or no

Regulator Response

Yes

Regulator explanation, clarification or comment

Formal response to the application provides explanation of what has not been met and possible direction to complete the requirements

Review Finding

Level 3

Regulator Action

No action required at this time.

Section 8(d)

SECTION - COMMUNICATION

Question 1a

a. Do all applications come directly to your regulatory body or does a third party assessor receive initial applications?

Survey Options: direct or third party

Regulator Response

Direct

Question 1b

b. At what point in the registration process do you gain access to an application from an individual?

Regulator Response

First contact / receipt of the application or inquiry

Regulator explanation, clarification or comment

NCIDQ administers the qualifying examination for North America
IDC is the national interior design association. IDC provides a self serve database of continuing education credits for members.

Review Finding

National Council for Interior Design Qualification is a third party

Regulator Action

No action required at this time.

Section 16(3)(i)

Question 2

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

Survey Options: 1 (very reasonable) - 5 (very unreasonable)

Regulator Response

1 Very Reasonable

Regulator explanation, clarification or comment

Within one week of receipt or less. Usually the next day. Time frames for inquiries are not specified. They are typically addressed with a week. A process manual is being developed and this will be added.

Review Finding

Time frames should be documented in the process manual.

Regulator Action

Time frames will be documented as part of the development of the process manual.

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

Question 3a

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

Survey Options: yes or no

Regulator Response

Yes

Question 3ai

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

Survey Options: yes or no

Regulator Response

Yes

Survey Options: yes or no

Question 3a

ii. Do you have a standard timeline?

Survey Options: yes or no

Regulator Response

Yes

Question 3b

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

Survey Options: yes or no

Regulator Response

No

Question 3c

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

Regulator Response

Time lines are very good and communications are specific to each applicant vs. a form letter.

Regs section 7 indicates number of days of timeline.

The info regarding internal review is included in section 8 of regs.

Regulator explanation, clarification or comment

None Offered

Review Finding

Level 2 - Formalize written process in procedures manual. Consider provision of information on the internal review process to unsuccessful applicants.

Regulator Action

Will formalize written process in procedures manual and consider provision of information on the internal review process to unsuccessful applicants.

Sections 8(b), 8(c)

SECTION - DOCUMENTATION

Question 1a

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

Survey Options: yes or no

Regulator Response

Yes

Question 1b

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

Survey Options: yes or no

Regulator Response

Yes

Regulator explanation, clarification or comment

National Council of Interior Design Qualifications used to send a letter and now it is available through the NCIDQ website. University transcripts come directly to IDNS

NCIDQ is verified online (secure)

University transcript directly from the director of the university

Verification of experience - Employer / employers send written confirmation directly to the registrar

Review Finding

Level 2

Regulator 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?

Survey Options: yes or no

Regulator Response

Yes

Regulator explanation, clarification or comment

<http://www.idns.ca/index.php?id=37> IDNS membership page outlines the requirements. Fees are prorated pending date accepted however we acknowledge the information is not available - this could be added to the application form?

Review Finding

Level 2 - Fee is viably absent

Consider adding this information to the website

Regulator Action

IDNS will add this information to the website

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)?

Survey Options: yes or no

Regulator Response

No

Regulator explanation, clarification or comment

Never had this situation - there is no policy in place

NSIDQ would require this information.

Review Finding

Level 3

Regulator Action

No action required at this time.

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?

Survey Options: obtaining original documents, verification of credentials, identifying and participating in gap training programs, access to qualifying exam, language proficiency or professional technical language or other

Regulator Response

Other (please specify)

Regulator explanation, clarification or comment

An agreement is in place with NCIDQ for determining equivalency of education. Interior Designers of Canada may develop such a program as well.

Challenges that NCIDQ observe include education not being based on the same education standard used in North America.

Review Finding

Accepted

Regulator Action

No action required at this time.

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

Question 5a

a. Do you have a process for which requests for access to records are considered?

Survey Options: yes or no

Regulator Response

Yes

Question 5b

b. Is this made available to applicants to applicants?

Survey Options: yes or no

Regulator Response

Yes

Question 5c

c. What information may you exclude?

Regulator Response

a. the Registrar has to make the Register available to the public upon request.

No there is not process that we are aware of.

Question 5d

d. Do you charge a fee?

Survey Options: yes or no

Regulator Response

No

Regulator explanation, clarification or comment

None Offered

Review Finding

Level 1 - May wish to consider formalizing a process in the procedures manual.

Regulator Action

Will formalize the process in the procedures manual.

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

SECTION - INTERNAL REVIEW

Question 1

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

Survey Options: yes or no

Regulator Response

Yes

Regulator explanation, clarification or comment

Regs item #8, 9, 10, 11 outlines the appeal process

Review Finding

Level 3

Regulator 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?

Survey Options: yes or no

Regulator Response

Yes

Regulator explanation, clarification or comment

See question 1

Review Finding

Level 3

Regulator 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?

Survey Options: upon application, included with a registration decision, upon request or other

Regulator Response

Upon Request

Regulator explanation, clarification or comment

None Offered

Review Finding

Level 1 - Consider informing applicant at the time of decision

Regulator Action

Will formalize in procedures manual.

Sections 7(a), 10(1)**Question 4a**

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

Survey Options: yes or no

Regulator Response

No

Question 4b

b. Does this include time frames for the internal review?

Survey Options: yes, no or not applicable

Regulator Response

Yes

Regulator explanation, clarification or comment

a. See question 3 re internal review. A procedures manual is under development

Review Finding

Level 2 - Consider including in procedures manual.

Regulator Action

Will include in procedures manual.

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?

Regulator Response

Regs sections 8, 9, 10, 11
Appeal of decision received,
A board hearing is organized
Registrar follows direction of board
<http://www.gov.ns.ca/just/regulations/regs/intdregs.htm>

Question 5b

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

Regulator Response

Appeal from the application must be made in writing
Applicant has the right to appear and be represented by council at the appeal
Board can request additional information from the applicant

Question 5c

c. Specify the format for the internal review submission

Survey Options: oral, written or other

Regulator Response

Written

Question 5d

d. What is the timeline for submitting supporting evidence?

Regulator Response

Not specified but the appeal is within 60 days of receipt of the written notice

Question 5e

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

Survey Options: yes or no

Regulator Response

Yes

Regulator explanation, clarification or comment

None Offered

Review Finding

Level 3

Regulator Action

No action required at this time.

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

Question 6a

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

Survey Options: yes or no

Regulator Response

Yes

Question 6ai

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

Survey Options: less than 1 month, 1-2 months or greater than 6 months

Regulator Response

less than 1 month

Question 6aii

ii. Are theses timeline communicated?

Survey Options: yes or no

Regulator Response

No

Regulator explanation, clarification or comment

a. & b.: This is not specified in the regulations, however, our practice would be followed up within one week in writing.

Review Finding

Level 2 - Would suggest including these general practices and timelines in procedures manual

Regulator Action

Will include in procedures manual

Sections 7(a), 10(3)

Question 7

Have individuals who make internal review decisions received appropriate training?

Survey Options: yes or no

Regulator Response

No

Regulator explanation, clarification or comment

None Offered

Review Finding

Investigate some standardized board training.

Regulator Action

FRPA Review Office will look into.

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’?

Survey Options: yes or no

Regulator Response

Yes

Regulator explanation, clarification or comment

Regs 11

Review Finding

Level 3

Regulator Action

No action required at this time.

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

Appendix B – Forms



P.O. Box 2042, Halifax

Nova Scotia B3J 3B4

APPLICATION

For Membership

Tel: (902) 425-IDNS

I hereby make application for membership in the Association of Interior Designers of Nova Scotia. If accepted, I agree to abide by the By-Laws and Code of Ethics and professional practises of this Society and accept any decisions of the Board of Management.

NAME: _____

TITLE: _____

CATEGORY applying for:

☐ Registered ☐ Intern ☐ Allied ☐ Student

CURRENT EMPLOYMENT:

Company Name:

Position:

Duties:

Mailing Address

Street

City

Province

P.O. Code

Tel (work)

Tel (home)

EDUCATION:*(For Membership, the Association requires transcripts of college and/or university records).*

Institution

(College or University)

Course taken

Years attended

Grad Date

Institution

(College or University)

Course taken

Years attended

Grad Date

EMPLOYMENT RECORD: *(List latest first)*

FIRM

Position

From / To

FIRM

Position

From / To

FIRM

Position

From / To

EXPERIENCE RECORD SUMMARY:*(If applying for Registered or Intern, list projects)*

1. Project _____

Completed _____ Size _____

Description _____

2. Project _____

Completed _____ Size _____

Description _____

3. Project _____

Completed _____ Size _____

Description _____

4. Project _____

Completed _____ Size _____

Description _____

NCIDQ CERTIFICATION:

For Registered membership Applicant must have NCIDQ certification. If applicant has NCIDQ certification please attach copy of certificate.

PERSONAL REFERENCES:

(Members of IDNS preferred) Name and Telephone Number

1. _____

2. _____

3. _____

MEMBERSHIPS:

(Professional or other Organizations)

1. _____

2. _____

3. _____

I HEREBY AUTHORIZE IDNS TO MAKE INVESTIGATIONS
REGARDING FACTS STATED.

DATE

SIGNATURE

Please enclose \$ 35.00 for the application fee. If accepted Applicant will be invoiced for membership dues for the current year. Membership will commence upon receiving payment of dues.

THIS SPACE FOR IDNS USE ONLY:

Membership;

☐ Approved ☐ Deferred ☐ Disapproved

Date of Action:

Category

President

Secretary

Treasurer

Date: