
NOVA SCOTIA INSTITUTE OF AGROLOGISTS

FRPA Review Report

Province of Nova Scotia

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Background of the Regulatory Body

Definition of the Profession

Agrology is the application of science to agriculture, bioresources, food and the environment by professionals. The profession of Agrology addresses many of today's critical issues in production agriculture, food safety and environmental quality.

The Organization

Founded in 1953, the Nova Scotia Institute of Agrologists (NSIA; the Institute) is the provincial organization authorized under the Agrologists Act to govern the professional conduct of its members, in support of the public interest. Persons who hold themselves out to be a professional agrologist must be registered with NSIA under the Act. As Professional Agrologists we all work to serve our industry to the best of our ability, always keeping in mind the objectives of our Institute which are to serve, improve, protect and promote agriculture.

Across Canada, Agrology is a regulated profession, similar to accountants, doctors, engineers and lawyers. Registration to practice Agrology is required in Nova Scotia and most other provinces in Canada. Each province has its own regulator and registration requirements. In Nova Scotia, the Nova Scotia Institute of Agrologists is the regulator

Registration Requirements

Currently, NSIA accepts individuals as full members if they meet the following criteria:

- 4 Year Undergraduate B.Sc. in Agriculture or Environmental Science and a minimum of three years agricultural experience.
OR
- 4 Year Science degree and a M.Sc and/or Ph.D. in Agriculture or Environmental Science and a minimum of three years agricultural experience.
OR
- International degree in Agriculture or Environmental Science that has been deemed Canadian equivalent by World Education Services and a minimum of three years agricultural experience.

Individuals that meet the above education requirements but do not meet the work experience requirement will be recommended for acceptance into the Articling Agrologist program.

Staffing

Executive Director (Part time)

Types of Licences/Certificates Issued and 2014 numbers

Professional Agrologist (230)

A person is eligible for Professional Agrologist status in the Nova Scotia Institute of Agrologists if he/she has obtained an appropriate university degree and has equivalent to three years' experience as an Agrologist.

Articling Agrologist (4)

Articling status is granted to those qualified applicants without the experience requirement.

Retired Member

A full member who is no longer practicing agrology but still wishes to remain a member of the Institute can become a retired member.

Distinguished Life Member

The Council may, by unanimous vote, elect as Distinguished Life Member, any member who has reached the age of sixty (60) or any Member of the Agricultural Profession who has rendered signal service to the profession.

Associate Member

Any person who is deemed by Council to be ineligible to become a Professional Agrologist but who has an acceptable combination of education and experience may become an Associate Member.

Student Member

A student membership is available to undergraduate students for a nominal fee. This provides free admission to our professional development activities, the opportunity to network with professionals and stay current on the issues in agriculture in Nova Scotia.

The Agrologists Act of the Province of Nova Scotia obligates all persons practicing agrology in the province to be registered with the Nova Scotia Institute of Agrologists..

Access to registration information

The Institute provides information to all applicants and potential applicants through the website (<http://nslegislature.ca/legc/statutes/agrologi.htm>), in addition to the website NSIA provides applicant information via internet, email, and telephone. Applicants can begin the application process outside Canada.

Registration Fees

Professional Agrologist – \$150.00 per year

Articling Agrologists – \$75.00 in year of application. Subsequent fees shall be \$150.00 per year

Retired Agrologist – \$50.00 per year

Distinguished Life Members pay an annual membership fee of \$50.00. Upon reaching the age of 75 years, Distinguished Life Members shall not be required to pay a membership fee.

Associate Members – \$100.00 per year

Student Members – \$ 20.00 per year

Steps in the Registration Process

1. Those interested in becoming registered members of the NSIA are required to complete an application form and return to the NSIA office for processing along with a cover letter and C.V. The application form must be accompanied by an application fee of \$ 50.00 to be processed.
2. After receiving the completed application form, the Registrar and Chair of the Membership Committee will verify the educational background, as well as interview the references listed by

- the applicant. The applicant's name will be entered into the NSIA database with "conditional" status and will receive information regarding NSIA meetings and other relevant information.
3. Once the information has been verified, the application will be forwarded to the Membership Committee of NSIA for its consideration.
 4. The recommendation of the Membership Committee will be forwarded to the NSIA Council for consideration, or returned to the Registrar for further action.
 5. After consideration by the NSIA Council, applicants accepted for membership will be notified and their status changed to "Member, NSIA".

2014 Data

Length of time (from receipt of completed application) registration usually takes is 30 days for domestic, Canadian applicants, and international applicants.

Number of internal reviews (2014): 0

Number of applicants who received training or qualifications outside of the province: 1 accepted (British Columbia), 0 rejected, and 0 still in progress

Number of applicants who received training or qualifications outside of Canada: 6 accepted (United States – 2, India – 2, Egypt – 1, Iran – 1), 0 rejected, and 0 still in progress

Legislation

The Agrologists Act can be viewed at <http://nslegislature.ca/legc/statutes/agrologi.htm>

Summary

NSIA works closely with the national body, Agrologists/Agronome Canada to ensure full labour mobility for agrology professionals across Canada. All Institutes of Agrology allow a seamless transfer of membership for all professionals in good standing. Institutes are also working to achieve long term labour mobility through the adoption of best practices such as:

- Share information and develop common processes
- Work together through existing national forums
- Share information bilaterally and multilaterally
- Develop a common glossary of terms
- Match common categories of certification
- Develop common types and descriptions of limitations or restrictions
- Develop national databases of certified members

Overall, NSIA is in compliance with FRPA. Some of the short comings identified are detailed in the action items below. These actions must be completed on or before the next FRPA review in 2017.

Two-year Action Plan

Improve transparency of information to applicants (e.g. application process, timelines, fees)

On-line application and forms will be developed

Website improvements are underway to make information more readily available, including steps in the registration process

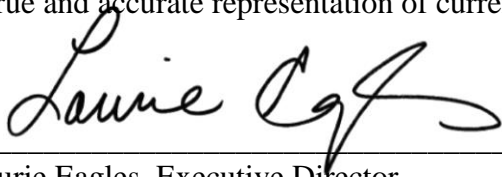
An internal procedures manual will be developed

An appeal process will be developed

NSIA will follow up with World Education Services to ensure that FRPA principles are being followed

Disclaimer

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

A handwritten signature in black ink, appearing to read "Laurie Eagles", written over a horizontal line.

Laurie Eagles, Executive Director

April 9, 2015

Date

Appendix A – FRPA Review Assessment Questionnaire

FRPA Review Assessment Questionnaire Nova Scotia Institute of Agrologists

Question 1 (info q1)

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

Respondent Answer

Internet, Email, Telephone

Review Finding (info-q1)

Level 2

Action (info-q1)

Automated forms will be developed.

Section 16(3)(g)

Question 1B (info q1b)

Can applicant begin the process outside of Canada?

Respondent Answer

Yes

Review Finding (info-q1b)

Level 2

Action (info-q1b)

No action required at this time.

Question 2 (info Q2 Web Link)

Please provide a link to your website.

Respondent Answer

<http://www.nsagrologists.ca>

Question 2a (info Q2a)

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

Respondent Answer

2

Question 2b (info Q2b)

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

Respondent Answer

Feedback from Applicants, Policy Change, News Postings

Question 2c (info Q2c)

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

Respondent Answer

within the last year

Review Finding (info-q2)

Level 3

Action (info-q2)

On line application will be developed. More transparency in the application process (e.g. timelines, fees, etc).

Section 16(3)(g)

Question 3a (info Q3a)

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

Respondent Answer

Legislation

Question 3b (info Q3b)

b. Specify the appropriate section(s)?

Respondent Answer

Section 9.1

Question 3c (info Q3c)

c. Is this information made available to applicants?

Respondent Answer

Yes

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

On our website

Review Finding (info-q3)

Level 3

Action (info-q3)

No action required at this time.

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

Question 4 (info Q4)

Are you waiting for legislation to be passed?

Respondent Answer

No

Action (info-q4)

No action required at this time.

Question 5a (info q5a)

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

Respondent Answer

Yes

Question 5b (info q5b)

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

Respondent Answer

Yes

Review Finding (info-q5)

Level 3

Action (info-q5)

Information will be made more readily available on the website.

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

Question 6 (info q6)

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

Respondent Answer

Email, Telephone

Review Finding (info-q6)

Level 3

Action (info-q6)

No action required at this time.

Section 7(a)

Question 7 (info q7)

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

Respondent Answer

Yes

Review Finding (info-q7)

Level 3

Action (info-q7)

No action required at this time.

Sections 7(a), Ch 7

Question 8 (info q8)

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

Respondent Answer

Yes

Review Finding (info-q8)

Level 1

Action (info-q8)

Will develop an internal procedures manual.

Section 16(3)(h)

Question 9a (info q9a)

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

Respondent Answer

Yes

Question 9b (info q9b)

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

Respondent Answer

World Education Standard

Question 9c (info q9c)

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

Respondent Answer

Credential Assessment

Question 9d (info q9d)

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

Respondent Answer

Service Level Agreement

Question 9e (info q9e)

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

Respondent Answer

Yes

Question 9f (info q9f)

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

Respondent Answer

Yes

Review Finding (info-q9)

Level 1

Action (info-q9)

Will follow up with WES to ensure that FRPA principles are followed.

Section 16(3)(i)

Question 10a (info q10a)

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

Respondent Answer

Internet, Telephone

Question 10b (info q10b)

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

Respondent Answer

No

Review Finding (info-q10)

Level 3

Action (info-q10)

No action required at this time.

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

Question 11 (info q11)

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

Respondent Answer

Yes

Review Finding (info-q11)

Level 2 - done on a case by case basis

Action (info-q11)

No action required at this time.

Section 8(d)

Question 2 (comm q2)

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

Respondent Answer

1 Very Reasonable

Review Finding (comm-q2)

Level 1

Action (comm-q2)

These will be put on the website.

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

Question 3a (comm q3a)

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

Respondent Answer

Yes

Question 3ai (comm q3ai)

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

Respondent Answer

No

Question 3aai (comm q3aai)

ii. Do you have a standard timeline?

Respondent Answer

Yes

Question 3b (comm q3b)

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

Respondent Answer

Yes

Question 3c (comm q3c)

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

Respondent Answer

We could develop a policy to outline procedures on timelines and communication to applicants. Information on appeal is provided if contacted.

Review Finding (comm-q3)

Level 1 - no appeal process in legislation

Action (comm-q3)

Will develop an interim process.

Sections 8(b), 8(c)

Question 1a (docu q1a)

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

Respondent Answer

Yes

Question 1b (docu q1b)

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

Respondent Answer

No

Review Finding (docu-q1)

Level 2 - WES verifies credentials where necessary

Action (docu-q1)

No action required at this time.

Section 9(a)

Question 2 (docu q2)

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

Respondent Answer

Yes

Review Finding (docu-q2)

Level 2

Action (docu-q2)

Information will be accessible on the website.

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

Question 3 (docu q3)

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

Respondent Answer

Yes

Review Finding (docu-q3)

Level 1

Action (docu-q3)

Will be included in internal procedures manual.

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

Question 4 (docu q4)

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

Respondent Answer

verification of credentials

Action (docu-q4)

No action required at this time.

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

Question 5a (docu q5a)

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

Respondent Answer

No

Question 5b (docu q5b)

b. Is this made available to applicants?

Respondent Answer

No

Question 5c (docu q5c)

c. What information may you exclude?

Respondent Answer

n/a

Question 5d (docu q5d)

d. Do you charge a fee?

Respondent Answer

No

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

n/a

Review Finding (docu-q5)

Level 1

Action (docu-q5)

Will include in Internal Review policy.

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

Question 1 (inte q1)

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

Respondent Answer

No

Review Finding (inte-q1)

No authority in Act

Action (inte-q1)

No action required at this time.

Section 7(a)

Question 2 (inte q2)

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

Respondent Answer

No

Action (inte-q2)

Will develop an internal review process.

Section 7(a)

Question 3 (inte q3)

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

Respondent Answer

Upon Request

Review Finding (inte-q3)

Level 1

Action (inte-q3)

Will include in the internal review policy.

Sections 7(a), 10(1)

Question 4a (inte q4a)

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

Respondent Answer

No

Question 4b (inte q4b)

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

Respondent Answer

Not Applicable

Action (inte-q4)

Will develop an internal review policy.

Sections 7(a), 10(1)

Question 5a (inte q5a)

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

a. Summarize the process of the internal review?

Respondent Answer

We do not have a formal process but would deal with this situation on an individual basis. This situation has not occurred but if it should we would accept a written appeal which would be dealt with at council. A response would be returned within 30 days.

Question 5b (inte q5b)

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

Respondent Answer

The applicant would be able to submit a written response to council and if this is not satisfactory, an in-person appeal would be considered.

Question 5c (inte q5c)

c. Specify the format for the internal review submission

Respondent Answer

Written

Question 5d (inte q5d)

d. What is the timeline for submitting supporting evidence?

Respondent Answer

Unlimited

Question 5e (inte q5e)

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

Respondent Answer

Yes

Review Finding (inte-q5)

Level 1

Action (inte-q5)

Will develop an internal review process.

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

Question 6a (inte q6a)

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

Respondent Answer

Yes

Question 6ai (inte q6ai)

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

Respondent Answer

1-2 months

Question 6aai (inte q6aai)

ii. Are these timelines communicated?

Respondent Answer

Yes

Review Finding (inte-q6)

Level 1

Action (inte-q6)

Will be included in the internal review policy.

Sections 7(a), 10(3)

Question 7 (inte q7)

Have individuals who make internal review decisions received appropriate training?

Respondent Answer

No

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

We have not encountered this situation but would be willing to undertake training in this area if required.

Action (inte-q7)

Will include in the internal review policy.

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

Question 8 (inte q8)

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

Respondent Answer

No

Action (inte-q8)

Will be included in internal review policy.

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

Appendix B – Forms



Nova Scotia Institute of Agrologists

Application for Membership

I hereby make application for registration and admission to the Nova Scotia Institute of Agrologists:

Name: _____ Place & Date of Birth: _____

Address: _____ Postal Code: _____

Bus. – Telephone: () _____ Bus. Fax: () _____ Home – Telephone: () _____

Home Fax: () _____ E-Mail: _____

Academic History

Institution	Degree	Year Granted	Specialization

Employment History

From	To	Position Held	Name of Employer

Note: Please include a letter stating how your work experience relates to professionalism and agrology.

References

Three references are required, two of which shall be professional associates and one character reference, include full address and phone number.

1) _____

2) _____

3) _____

Note: There is an application fee of \$50.00 due at the time of application. Membership application is not considered complete unless accompanied by the applicable membership fee.

I certify the foregoing information to be true:

Date: _____

Signed: _____

Nova Scotia Institute of Agrologists

Application for Membership



Procedures for Application for Membership in the Nova Scotia Institute of Agrologists

1. Applicants for membership are required to complete this form and return to the NSIA office for processing. The application form must be accompanied by an application fee of \$ 50.00 to be processed. For details on educational requirements, refer to the Membership Criteria or contact the Registrar.

January to December Membership Fees:

Agrologist (P.Ag.) - \$ 150.00

- Has at least 3 years work experience in agriculture after completion of post-secondary training

Articling Agrologist (A.Ag.) - \$ 75.00 *

- Has met academic requirement for membership but requires additional work experience in agriculture
- * A.Ag. members pay \$ 75.00 in year of application. Subsequent fees shall be \$150.00 per annum.

Associate Member - \$ 100.00

- Member does not meet the academic requirement for membership, but wishes to be associated with NSIA

2. After receiving the completed application form, the Registrar and Chair of the Membership Committee will verify the educational background, as well as interview the references listed by the applicant. The applicant's name will be entered into the NSIA database with "conditional" status and will receive information regarding NSIA meetings and other relevant information.
3. Once the information has been verified, the application will be forwarded to the Membership Committee of NSIA for its consideration.
4. The recommendation of the Membership Committee will be forwarded to the NSIA Council for consideration, or returned to the Registrar for further action.
5. After consideration by the NSIA Council, applicants accepted for membership will be notified and their status changed to "Member, NSIA".

For further information, please contact:

NSIA, 60 Research Drive, Perennia Innovation Park, Bible Hill, NS B6L 2R2

Phone: (902) 897-6742 Email: nsagrologists@eastlink.ca

Website: <http://www.nsagrologists.ca>