
NOVA SCOTIA REAL ESTATE COMMISSION (NSREC)

Fair Registration Practices Act (FRPA) PROGRESS REPORT July 2020

Province of Nova Scotia

Table of Contents

Executive Summary..... 2

Introduction 3

Context of the Profession in Nova Scotia..... 4

 Occupational Profile..... 4

 Organizational Description 4

 Active Licence Requirements..... 4

 Registration Requirements 4

 CFTA Transfers 4

 International Applicants..... 4

 Organizational Structure and Staffing..... 4

 Types of Licenses/Certificates Issued 5

Overview of Registration Process 5

 Registration Information..... 5

 Registration Process..... 5

Summary from 2018 FRPA Progress Report 7

2019 Registration Data 9

FRPA Review Questionnaire and Assessment..... 13

Action Plan 25

 Further Recommendations / Next Steps 25

Disclaimer..... 27

Appendix 28

Executive Summary

The Nova Scotia Real Estate Commission's (NSREC) 2020 Action Plan was developed in response to findings based on their biennial review of registration practices, as per requirements of the Fair Registration Practices Act (FRPA). The review identifies progress made on actions assigned in 2018 and opportunities for continuous growth toward fairer assessment of all applicants and registration practices.

At the beginning of this review it was noted that little progress had been made to address items in the 2018 Action Plan. However, NSREC has used this progress review as an opportunity clarify the actions assigned, improve their website and draft policies and procedures aimed at improving registration practices. Improvements include updates to the licensing section of the NSREC website to provide a licensing page for each applicant type: first time applicants, those transferring from another province, and those transferring from another country. These webpages now describe both requirements and a step by step application process for each of the three streams of applicants. This action has improved transparency and accessibility of information to those applying for licensure with NSREC.

Throughout the FRPA progress review NSREC has also drafted several registration policies and procedures that did not previously exist or were not documented. These drafts include: Communicating Licensure Decisions, Review of Licensure Decisions, Access to Applicant Records Requests, and Accepting Alternative Information to Required Documentation. Upon review and approval at the September Board meeting of the NSREC these policies will be fully implemented and relevant documents made accessible to applicants.

Assuming follow through on the finalization of draft policies and procedures that have been made available for review, findings of the 2020 progress review show that the registration practices of the NSREC are compliant with requirements of the FRPA. Over the next year the NSREC will address the four carry-over actions from 2018 and four additional actions for improvement documented at the end of this report. Actions include:

- Improving transparency by updating the website with registration policies and guidelines, including basic information on the licensure appeal process;
- Finalizing the draft Review of Licensure Decisions process document to ensure an impartial and objective process that includes: time frames, the opportunity to make submission of new information, written decisions and decision-makers;
- Establishing procedurally fair processes by:
 - Finalizing the draft Access to Records Requests process and making this available to applicants;
 - Finalizing the draft Accepting Alternative Information to Required Documentation policy;
- Establishing objective and impartial registration practices by:
 - Documenting a training plan for decision-makers;
 - Finalizing a documented and consistent internal Communicating Licensure Decisions process to ensure impartiality with regards to issuing written decisions;
- Amending by-law 316(a)(iii) to remove the experience requirement to become a broker in Nova Scotia for those already licensed as a broker in another jurisdiction in Canada to align with requirements of the CFTA.

Actions throughout the FRPA progress review indicate the NSREC is committed to understanding and improving their licensure practices. For this reason, I expect that draft policies and practices noted above will be finalized over the next year to ensure that applicants are being offered transparent, objective, impartial and procedurally fair registration practices. Thanks to Registrar Brad Chisholm and staff for their cooperation throughout this progress review.

Sincerely,



Patricia Mertins
Review Officer, Fair Registration Practices Act

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 Nova Scotia Real Estate Commission (NSREC) to review and report on its current registration practices. Second, it shares the NSREC's progress on previously identified areas for improvement.

Through the 2020 FRPA Progress Report, the FRPA Review Officer aims to build on the progress made by NSREC 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

Context of the Profession in Nova Scotia

Occupational Profile

Trading in real estate includes a disposition or acquisition of or transaction in real estate by sale, purchase, agreement for sale, exchange, option, commercial lease or rental or otherwise and any offer or attempt to list real estate for the purpose of such a disposition or transaction, and any act, advertisement, conduct or negotiation, directly or indirectly, in furtherance of any disposition, acquisition, transaction, offer or attempt.

Organizational Description

The Nova Scotia Real Estate Commission (NSREC; the Commission) is the regulator of the real estate industry in the province, whose goal is to ensure consumer confidence through the administration of the Real Estate Trading Act and the Commission Bylaw. The Commission is an independent, non-profit agency that supervises the professional activities of all real estate brokers and salespeople practicing in Nova Scotia.

Active Licence Requirements

To maintain a real estate licence, all licence holders hold errors and omissions insurance, complete the mandatory continuing education course specified for the licensing cycle by June 15th and renew their licence(s) by June 15th.

Registration Requirements

Salesperson licensing course

- To become licensed, the applicant must complete the Salesperson Licensing Course administered by the Nova Scotia Association of REALTORS®, which involves four weeks of classroom training or an online course that must be completed within a six-month time frame. After course completion, applicants must write and pass the Commission's salesperson examination.
- Commission salesperson examination - To qualify for a licence, applicants must write the Commission's salesperson exam and achieve a mark of 70 per cent or higher within one year of course completion. Applicants can write the exam twice to earn a passing grade. *

Broker licensing course

- To become licensed as a broker, managing associate broker, or associate broker, the applicant must complete the one-week online primer and two weeks of classroom training administered by the Nova Scotia Association of REALTORS®. After course completion, applicants must write and pass the Commission's broker examination.
- Broker examination - applicants must write the Commission's broker exam and achieve a mark of 70 per cent or higher within one year of course completion. Students can write the exam twice to earn a passing grade. *

CFTA Transfers

Licensees from other Canadian provinces are eligible to apply for a licence to trade in real estate in Nova Scotia if they:

- Hold a real estate licence in another Canadian province; or
- Have held a real estate licence in another Canadian province within the past 12 months.

International Applicants

Licensees from international jurisdictions with an occupational standard are eligible to write the provincial challenge exam. International licensees who pass the challenge exam are eligible to apply for a licence to trade in real estate.

Organizational Structure and Staffing

Nine full-time staff members.

Types of Licenses/Certificates Issued

- Salesperson – 1406
- Broker – 196
- Managing Associate Broker – 47
- Associate Broker - 97

Overview of Registration Process

Registration Information

NSREC provides information to all applicants and potential applicants through the website

(<https://nsrec.ns.ca/licensees/licensing>), in addition to the website NSREC provides applicant information via email, hard copies and telephone. Applicants can begin the application process outside Canada.

Registration Process

Applicants must complete the Real Estate Salesperson Licensing Course and pass the salesperson's licensing exam. *

After passing the salesperson exam, the applicant can apply for a salesperson licence. To apply for a licence, applicants must:

- Fill out the Salesperson and Associate Broker Licence Application form and a Schedule A. The broker/manager must sign the form.
- Provide a copy of exam letter.
- Provide a copy of birth certificate/citizenship card/permanent residence card and driver's licence.
- Provide a current (within six months) criminal record check.
- Provide a copy of high school transcript indicating the successful completion of Grade 12**
- Provide payment: cash, cheque, money order, Visa or MasterCard.

Any applications that do not have all the requirements listed above will be returned unprocessed.

*Interprovincial licence reciprocity—industry members from other Canadian jurisdictions with an occupational standard who wish to trade in real estate in Nova Scotia must:

- provide a licensing history acceptable to the Commission
- provide a current (no older than six months) criminal record check
- complete the appropriate license application
- sign the Out of Province Certification form
- provide payment: cash, cheque, money order, Visa or MasterCard

International licence reciprocity— industry members from international jurisdictions with an occupational standard who wish to trade in real estate in Nova Scotia must:

- provide a licensing history acceptable to the Commission
- provide proof of an occupational standard acceptable to the Commission
- provide a current (no older than six months) criminal record check
- provide proof that they are eligible to work in Canada
- achieve a mark of 70 per cent or higher on the licensing exam
- complete the appropriate license application
- provide payment: cheque, money order, Visa or MasterCard

**Effective July 1st, 2015, applicants for licensing who are first-time salespeople or an industry member who is unlicensed for two or more years must provide an official high school transcript indicating a successful completion or proof of GED or an equivalent education approved by the Registrar.

Cost of Registration (including payment methods)

New Applicant Licensing Fees:

Salesperson	\$655.50
Broker	\$730.75
Brokerage Licence Fee	\$500.25
Brokerage Audit Fee	\$400.00 + \$10 per licensee

Summary from 2018 FRPA Progress Report

The following table summarizes the Action Plan from Nova Scotia Real Estate Commission's 2018 Progress report and the progress that has been made by the NSREC in achieving each action item.

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale
1	<ul style="list-style-type: none"> Document basic information on the registration appeal process (including links or references to the Act and Bylaws) on the NSREC website. 	7(a) 16(3)(m)	In-progress		https://nsrec.ns.ca/licensees/licensing/first-time-applicants https://nsrec.ns.ca/licensees/licensing/first-time-applicants/transferring-from-another-province https://nsrec.ns.ca/licensees/licensing/first-time-applicants/transferring-from-another-country In-progress see updated licensing sections above. Communicating Licensure Decisions and Licensure Review Policy have been drafted. Awaiting approval.
2	<ul style="list-style-type: none"> Consolidate information on the registration requirements from the Act and Bylaws into a single section of the website or update the section of the website relating to licensing with references to the Act or Bylaws where appropriate. 	7	X		See above links, which are contained in the Licensing section of our website
3	<ul style="list-style-type: none"> Clarify Bylaw 358 – provide an explicit timeframe for the Licensing Committee to make a decision following an appeal hearing. 	10(3) 16(3)(o)	In-progress		Licensure Review Policy has been drafted. Awaiting approval.
4	<ul style="list-style-type: none"> Clarify Bylaw 360 – develop a policy/bylaw on when an applicant can obtain a copy of their registration documents and 	12	In-progress		Access to Records Requests has been drafted. Awaiting approval.

	how applicants are informed of this right.				
5	<ul style="list-style-type: none"> Develop/document a policy on the accommodation of applicants with disabilities and make it accessible to applicants. 	16(3)(h)	X		<p>See Exam Accommodation Requests on website: https://nsrec.ns.ca/licensees/licensing/first-time-applicants https://nsrec.ns.ca/licensees/licensing/first-time-applicants/transferring-from-another-country Accommodation of Applicants with Physical and Mental Disabilities has been drafted.</p>
6	<ul style="list-style-type: none"> Develop/document a policy on accepting alternative information if required documents cannot be obtained for reasons beyond the applicant's control. 	9(b) 16(3)(c)	In-progress		<p>Accepting Alternative Information to Required Documentation Policy has been drafted. Awaiting approval.</p>
7	<ul style="list-style-type: none"> Develop/document a policy on training for decision makers, which, in addition to annual training on administrative law and decision making, orients new and existing members to issues related to cultural competency, equity and diversity. 	11	In-progress		<p>Licensing Committee Terms of Reference (bolded section) has been drafted. Awaiting approval.</p>

2019 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.	1680
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. 	156
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification. 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant. 	0
	<ul style="list-style-type: none"> CFTA Transfers, applicants already registered in another Canadian jurisdiction. 	19
	<ul style="list-style-type: none"> Total number of applicants. 	175
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"> Brokers: 	159
	<ul style="list-style-type: none"> Managing Associate Brokers: 	53
	<ul style="list-style-type: none"> Associate Brokers: 	89
	<ul style="list-style-type: none"> Salespeople: 	1379
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: 	156
	<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: 	0
	<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: 	0
	<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: 	0
	<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 (training/work experience for trades) internationally, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	0
	<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: 	0
	<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"> CFTA transfers, applicants already registered in another Canadian jurisdiction: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	19
	<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: 	0
	<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
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.	
	<ul style="list-style-type: none"> N/A 	N/A
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).	
	<ul style="list-style-type: none"> N/A 	N/A
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:	1
	• Received qualifications In Canada, new applicant:	0
	• Received qualifications (training/work experience for trades) Internationally, new applicant:	1
8	• CFTA transfers, applicants already registered in another Canadian jurisdiction:	1
	Average registration process time (or application approval) for those who received their qualifications as indicated below.	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	1
	• Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification	0
9	• Received qualifications (training/work experience for trades) Internationally, new applicant	1
	• CFTA transfers, applicants already registered in another Canadian jurisdiction	1
	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.	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	Regulatory body costs: \$654 Other: \$7000
10	• Received qualifications In Canada, new applicant:	Regulatory body costs: \$0 Other: \$0
	• Received qualifications (training/work experience for trades) internationally, new applicant:	Regulatory body costs: \$655 Other: \$4000
	• CFTA transfers, applicants already registered in another Canadian jurisdiction:	Regulatory body costs: \$654 Other: \$4000
	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	0
	• Received qualifications In Canada, new applicant:	0

	<ul style="list-style-type: none"> CFTA 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: 	N/A
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	N/A
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	N/A
	<ul style="list-style-type: none"> CFTA transfers, applicants already registered in another Canadian jurisdiction: 	N/A
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	Compliance Guideline	Review Finding	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)?	<p>Internet Email Hard Copy Telephone Other: The Nova Scotia Association teaches students enrolled in the licensing courses how to apply for a licence.</p> <p>Licensing Fees and Forms https://nsrec.ns.ca/licensees/licensing/licensing-forms-fee-schedule</p> <p>Real Estate as a Career: https://nsrec.ns.ca/licensees/licensing/first-time-applicant</p> <p>First Time Applicants: https://nsrec.ns.ca/licensees/licensing/first-time-applicants</p> <p>Provincial reciprocity applicants: https://nsrec.ns.ca/licensees/licensing/first-time-applicants/transferring-from-another-province</p> <p>International reciprocity applicants: https://nsrec.ns.ca/licensees/licensing/first-time-applicants/transferring-from-another-country</p>	<p>Level 1 Paper forms and information made available to applicants via regular post, Telephone</p> <p>Level 2 E-mail forms and information, telephone.</p> <p>Forms and information can be downloaded from website to be emailed / faxed / mailed in after completion</p> <p>Level 3 Automated on-line form on website and information is easily accessible on a website</p> <p>Process in place for applicants to track application status</p>	Level 2	16(3)(g)
1b	Can applicant begin the process outside of Canada?	<p>Yes</p> <p>Applicants can apply via email or fax from anywhere in the world and we will issue a temporary licence. A permanent licence will be issued when the original application and criminal record check is received by mail or in person.</p>	<p>Level 1 No</p> <p>Level 2 Yes</p>	Level 2	
2	Please provide a link to your website.	http://nsrec.ns.ca	<p>Level 1 No website</p> <p>Level 2 Website is not up to date</p> <p>Website is not in plain language</p> <p>Website does not have links for international applicants</p> <p>Website does not contain all forms and/or guidelines</p>	Level 2	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	<p><input checked="" type="radio"/> 1 (Strongly Agree)</p> <p><input type="radio"/> 2</p> <p><input type="radio"/> 3</p> <p><input type="radio"/> 4</p> <p><input type="radio"/> 5 (Strongly Disagree)</p>	<p>Level 3 Website content is reviewed for accuracy and updated annually</p> <p>Website is in plain language</p>		
2b	On what basis do you make changes to your website?	<p>Feedback from Applicants Policy Change Other: Feedback from FRPA, fee changes</p>			
2c	When was the section of the website pertaining to	<p>Within the last year</p> <p>Updated fee schedule and updated links to Association of Realtors website.</p>			

	registration last updated?		Website is easy to navigate (e.g. international applicants) Website contains all forms and/or guidelines Information on pathway to licensure		
3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	<p><i>Legislation</i> <i>Policy</i></p> <p><i>Examination Challenge Booklet is a summary of the occupational standard</i></p> <p><i>Draft Licensing History Policy</i></p>	<p>Level 1 Policy describing the registration process does not exist or is not documented</p> <p>Documents only available upon specific request</p> <p>Level 2 Policy exists to describe certain aspect of registration process</p> <p>Available to the applicant</p> <p>Level 3 Policy exist to describe all aspects of the registration practices</p> <p>Available to the applicant</p>	Level 2	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	<p><i>Act sections 11 through 14, starting on page 11:</i> https://www.nsrec.ns.ca/images/Policies/NS-real-estate-trading-act.pdf#page=13</p> <p><i>Bylaw Part 3 Licensing and Part 4 Fees, starting on page C-1:</i> https://www.nsrec.ns.ca/images/Policies/Bylaw.pdf</p>			
3c	Is this information made available to applicants	<p>Yes</p> <p><i>It is all on the website and when requested, is provided over the phone or by email.</i></p>			
4	Are you waiting for legislation to be passed?	<p>Yes</p> <p><i>We have been trying for over five years to have our legislation updated. Currently the government has been provided information about the following items we are looking to change:</i></p> <ul style="list-style-type: none"> - <i>An exemption from maintaining a trust account</i> - <i>Requirements of agency agreements</i> - <i>Conduct unbecoming</i> - <i>Audit and inspection</i> - <i>Advertising and promotional activities</i> - <i>Discipline review</i> - <i>Licensing hearing process</i> - <i>Unlicensed trading</i> - <i>Custodianship of files</i> 	N/A	N/A	
5a	Is the criteria for meeting the requirements of registration documented?	<p>Yes</p> <p><i>Educated in Nova Scotia:</i> https://nsrec.ns.ca/licensees/licensing/first-time-applicants</p> <p><i>Licensed in another province:</i> https://nsrec.ns.ca/licensees/licensing/first-time-applicants/transferring-from-another-province</p>	<p>Level 1 Criteria is made available to applicants verbally but no supplemental documentation</p> <p>Level 2</p>	Level 2	7(d), 16(3)(b)

		<p><i>Licensed in another country:</i> https://nsrec.ns.ca/licensees/licensing/first-time-applicants/transferring-from-another-country</p>	<p>Criteria is documented and made available to applicants</p>		
5b	<p>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)?</p>	<p>Yes</p> <p><i>See links above in 5a for requirements. A degree is not required.</i></p> <p><i>Examination Challenge Booklet</i></p> <p>https://www.nsrealtors.ca/NSREALTORS/Content/BecomeaRealtor/salepersonlicensingcourses/Salesperson_Licensing_Course.aspx</p>	<p>Limited information about the standard you will be assessed against</p> <p>Level 3 Criteria is documented and made available to applicants</p> <p>Criteria clearly outlines all assessment methods to be used and what competencies are being assessed by each method</p> <p>Applicants know the required standards that they will be assessed to</p>		
6	<p>If you require translation of specific documents how is the applicant informed?</p>	<p><i>Website</i> <i>Email</i> <i>Telephone</i></p> <p><i>From website: All supporting documents must be in English (documents that are not in English must be translated by a certified translator)</i></p>	<p>Level 1 No indication of translation requirements</p> <p>Available to applicants upon request</p> <p>Level 2 Translation requirements indicated but not specific</p> <p>Available to applicants</p> <p>Level 3 Translation requirements documented with specific instruction</p> <p>Available to applicants</p>	Level 3	7(a)
7	<p>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)?</p>	<p>Yes</p> <p>Step 1: Obtain a licensing history and criminal record check Step 2: Review and complete the Salesperson/Associate Broker Licence Application or Managing Associate Broker/Broker Licence application and obtain clear copies of required documents Step 3: Submit your completed licence application to the Commission Step 4: Review of application and issue of licence Step 5: Home study courses</p> <p>https://nsrec.ns.ca/licensees/licensing/first-time-applicants/transferring-from-another-province</p>	<p>Level 1 Yes – process not documented</p> <p>Level 2 Yes – process documented</p> <p>Level 3 Yes – process documented and made public on website</p> <p>Any additional requirements approved by government are explained on website</p>	Level 3	3
8	<p>Does your organization make accommodation for applicants with</p>	<p>Yes</p> <p><i>See exam step in the following sections of the website</i></p> <p>https://nsrec.ns.ca/licensees/licensing/first-time-applicants</p>	<p>Level 1 Yes – process not documented</p> <p>Level 2</p>	Level 3	16(3)(h)

	physical or mental disability?	<i>Licensed in another country:</i> https://nsrec.ns.ca/licensees/licensing/first-time-applicants/transferring-from-another-country	Yes – process documented Level 3 Yes – process documented and available to applicant		
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	No	Level 1 Regulatory body assumes that the certifying organization meets FRPA standards Level 2 Regulatory body has received documentation indicating that the certifying organization meets FRPA standards Level 3 Regulatory body has influence with the certifying organization (e.g. membership) or has an agreement with the certifying organization	N/A	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	N/A			
9c	Please indicate the types of activities that they assist with.	N/A			
9d	Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act, including transparency, objectivity, impartiality and procedural fairness?	N/A			
9e	Are you informed of all decisions made by third parties on applicants?	N/A			
9f	Does the third party have an internal review process for unsuccessful applicants?	N/A			
10a	What types of supports do you provide to applicants during the	Internet Telephone Print Material	Level 1 None Level 2	Level 3	7(e), 16(3)(k)

	registration process?		Multiple types of supports exist but not well documented		
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	<p>No</p> <p><i>Everyone who requested support was accommodated.</i></p>	<p>Level 3 Multiple types of support exist, well defined and accessible</p>		
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?	<p>Yes</p> <p><i>Applicants who fail the licensing exam twice and are provided instructions on how and when to sign up to retake the licensing course. Applicants who let their licence lapse for more than two calendar years are provided instructions on how and when to retake the licensing course.</i></p> <p><i>Applicants are provided with a breakdown of their mark by section so they know where they went wrong.</i></p>	<p>Level 1 Only upon request</p> <p>Not documented</p> <p>Level 2 Yes – not documented</p> <p>Level 3 Yes – documented and available to applicant</p> <p>Applicants are told what their competencies gaps are that need to be addressed</p>	Level 2	8(d)
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	<p><input checked="" type="radio"/> 1 Very Reasonable</p> <p><input type="radio"/> 2</p> <p><input type="radio"/> 3</p> <p><input type="radio"/> 4</p> <p><input type="radio"/> 5 Very Unreasonable</p> <p><i>As per the website: "we will respond within five business days." https://nsrec.ns.ca/licensees/licensing</i></p>	<p>Level 1 No policy</p> <p>Level 2 Policy in Place</p> <p>Level 3 Policy in place and accessible</p>	Level 3	7(b), 8(a), 8(b), 8(c)
13a	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	<p>Yes</p> <p><i>Communicating Licensure Decisions Policy under development</i></p>	<p>Level 1 Upon request, limited documentation and no standard timeline</p> <p>Level 2 Some documentation</p> <p>Level 3 Well-documented process with clearly established timelines</p>	Level 2	8(b), 8(c), 10
13a i	Do you have a formal policy for this process?	Yes			
13a ii	Do you have a standard timeline	<p>Yes</p> <p><i>30 days</i></p>			
13b	Do you provide applicants who are not granted registration with	<p>Yes</p> <p><i>We do provide written reasons for applicants who are not granted a licence, what they need to do to get a licence, and advise them of their right to request a review of the decision by the Licensing Committee. We also advise them if</i></p>	<p>Level 1 Yes – upon request, limited documentation</p> <p>Level 2 Yes – limited documentation</p>	Level 2	

	information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)	<p><i>unsuccessful in their review by the Licensing Committee, of their right to then request a review by the Board.</i></p> <p><i>This is all set out in the Act and the Bylaw.</i></p>	<p>Level 3 Yes – well documented process</p>		
14a	Do you provide information on what documentation of qualifications must accompany an application?	<p><i>Yes, see updated sections of website and Schedule A:</i></p> <p>https://nsrec.ns.ca/licensees/licensing/first-time-applicants</p> <p>https://nsrec.ns.ca/licensees/licensing/first-time-applicants/transferring-from-another-province</p> <p>https://nsrec.ns.ca/licensees/licensing/first-time-applicants/transferring-from-another-country</p> <p>https://nsrec.ns.ca/images/documents/ScheduleA.pdf</p>	<p>Level 1 Documents indicated and communicated verbally</p> <p>Level 2 List of required documents indicated on website</p> <p>Process to verify document authenticity</p> <p>Level 3 N/A</p>	Level 2	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>Licence histories must be sent from the issuing jurisdiction directly to the Commission. Criminal record checks must be originals. Initial licence applications must be notarized.</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>https://nsrec.ns.ca/licensees/licensing/first-time-applicants</p> <p>https://nsrec.ns.ca/licensees/licensing/first-time-applicants/transferring-from-another-province</p> <p>https://nsrec.ns.ca/licensees/licensing/first-time-applicants/transferring-from-another-country</p> <p>https://nsrec.ns.ca/images/documents/ScheduleA.pdf</p>	<p>Level 1 General information</p> <p>Not broken into steps</p> <p>Level 2 Step by step process indicate where applicant needs to supply information</p> <p>Level 3 Step by step process indicate where applicant needs to supply information</p> <p>Pathway to licensure</p>	Level 3	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>On a case by case basis, upon approval from the Registrar.</i></p> <p><i>Policy on alternative documentation under development.</i></p>	<p>Level 1 Yes – on a case by case basis</p> <p>Level 2 Yes – examples documented</p> <p>Process not clearly laid out or documented</p> <p>Level 3 Yes – process clearly documented</p>	Level 2	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>Other: Hasn't happened</i></p> <p><i>We have not experienced any of these issues. We have had four internationally trained applicants in the last 10-11 years. Two were returning to Canada after working in the United States and were licenced (granted equivalencies pre-FRPA). The third, also licensed in the U.S. opted to do the licensing course before writing the challenge examination and was issued a licence. The fourth had the required documentation but failed the first attempt at the challenge exam and did not apply for a re-write.</i></p>	N/A	N/A	6, 9(b), 16(3)(c)
18a	Do you have a process for which requests for access documentation related to registrations are considered?	<p>Yes</p> <p><i>Applicants can request their information by phone, email, or in person.</i></p> <p><i>Access to Records Requests Policy has been drafted.</i></p>	<p>Level 1 Not documented</p> <p>Level 2 Documented</p> <p>Level 3 Documented and made available to applicants</p>	Level 2	12, 16(3)(j)
18b	Is this made available to applicants?	<p>Yes</p> <p><i>Policy will be posted to website after approval by board of directors</i></p>			
18c	What information may you exclude?	<p><i>We haven't excluded anything to date.</i></p> <p><i>We've received the following requests for information; Copy of criminal records check, copy of four-page licence application, one request for a copy of Joint Stocks registration (licensee couldn't find theirs), and requests for licence histories for licensees who wish to licence in other provinces.</i></p>			
18d	Do you charge a fee?	<p>Yes, as per draft Access to Records Requests Policy</p> <p><i>We charge \$50+HST for licensing histories.</i></p>			
19	Does your Act include an authority to conduct an internal review of the registration decision?	<p>Yes</p> <p><i>"14. (2) A person who is aggrieved by a decision of the Registrar may apply, in the manner and form prescribed by the by-laws, to the Licensing Committee to review that decision. (3) On a review pursuant to subsection (2), the Licensing Committee may (a) direct the Registrar to issue a license to the applicant or renew or reinstate a license in a manner the Licensing Committee considers appropriate; or (b) confirm the Registrar's decision. (4) On a review pursuant to this Section, the applicant may appear in person before the Licensing Committee in support of the application. (5) The Registrar shall cause the applicant to be informed, in writing, of the decision of the Licensing Committee regarding the review. (6) A person aggrieved by a decision of the Licensing Committee may apply to the Commission to have the decision reviewed. 15. The Licensing Committee or Registrar may (a) require further information or material to be submitted by an applicant for a license or renewal or reinstatement of a license; (b) require verification of any information or material that has been submitted or that is to be submitted."</i></p>	<p>Level 1 N/A</p> <p>Level 2 N/A</p> <p>Level 3 Yes</p>	Level 3	7(a)
20	Do you have a regulation or by-law that	<p>Yes</p>	<p>Level 1 N/A</p>	Level 3	7(a), 10

	defines the internal review process?	<i>"Licensing Hearing Process 347 Upon receipt of a written request from an applicant to be heard pursuant to Section 14(2) of the Act, the Registrar shall, within seven days of receiving a written request, fix a date for a hearing. 348 The Registrar shall notify the applicant of the date, time and place of the hearing. 349 Any applicant requesting to be heard and who is unable to appear for valid reasons on the specified date shall immediately contact the Commission office so that an application may be made to adjourn the hearing to an alternate date. 350 The Commission is not responsible for expenses incurred by or on behalf of the named applicant to attend a hearing. The named applicant and their legal counsel is entitled to be in attendance throughout the hearing. 351 The Licensing Committee may accept any evidence that it considers relevant to the matter and is not bound by rules of law concerning evidence."</i>	Level 2 N/A Level 3 Yes		
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<i>Included with a registration decision</i> <i>Documented in Act and Bylaw.</i> <i>Act section 12</i> <i>Bylaw 331</i>	Level 1 No specific timeline Level 2 Specific timeline Not documented Level 3 Specific timeline Documented and communicated	Level 2	7(a), 10(1)
22a	Do you have an internal review process and procedures document (policy document)?	<i>Reviews of Licensure Decisions Policy under development.</i> <i>The review process is set out in the Act and Bylaw.</i>	Level 1 Yes Not documented Level 2 Yes Documented	Level 2	7(a), 10(1)
22b	Does this include time frames for the internal review?	Yes <i>Within 30 days of the letter's date, an applicant who was refused licensure may request a review of the decision by the Licensing Committee by via email or mail.</i> <i>Within seven days of receipt of a request for review, the Registrar will contact the applicant schedule a date for the licensure review. The registrar will provide the Licensing Committee with all records related to the applicant's application within the same timeframe.</i> <i>The licensure review will occur within 60 days of receipt of the applicant's records by the Licensing Committee.</i> <i>A written decision will be delivered by the Licensing Committee within 15 days of the licensing hearing.</i>	Level 3 Yes Documented and available to applicant		
23a	With regards to the internal review process you make available to applicants that are not	<i>Should the Registrar deny their application, they may appeal the Registrar's decision to the Licensing Committee at the next following Licensing Committee meeting. See draft Reviews of Licensure Decisions Policy</i>	Level 1 Not documented Level 2 Documented Level 3	Level 2	7(a), 10, 16(3)(m)

	granted registration: summarize the process of the internal review.	<p><i>Within 30 days of the letter's date, an applicant who was refused licensure may request a review of the decision by the Licensing Committee by via email or mail.</i></p> <p><i>Within seven days of receipt of a request for review, the Registrar will contact the applicant schedule a date for the licensure review. The registrar will provide the Licensing Committee with all records related to the applicant's application within the same timeframe.</i></p> <p><i>The licensure review will occur within 60 days of receipt of the applicant's records by the Licensing Committee.</i></p> <p><i>A written decision will be delivered by the Licensing Committee within 15 days of the licensing hearing.</i></p>	Documented and made available to applicant		
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<p><i>See draft Reviews of Licensure Decisions Policy</i></p> <p><i>Either party may make submissions in writing to the Committee within 30 days after the review has been scheduled.</i></p> <p><i>The Committee will share submissions with both parties to review. The parties will be given at least 14 days to review submissions in advance of the hearing date.</i></p>			
23c	Specify the format for the internal review submission	<p><i>Written or oral, see draft Reviews of Licensure Decisions Policy</i></p> <p><i>At the Licensure Review Hearing, the Committee will review all submissions made by the parties.</i></p> <p><i>Both Parties will have the opportunity to appear before the committee.</i></p> <p><i>Parties may appear with or without legal counsel.</i></p>			
23d	What is the timeline for submitted supporting evidence?	<p><i>See draft Reviews of Licensure Decisions Policy</i></p> <p><i>30 days</i></p>			
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	<p><i>Yes</i></p> <p><i>Though it has never come up.</i></p>			
24a	Are the results of the internal review made available to applicants in writing with reasons?	<i>Yes</i>	<p>Level 1 Yes</p> <p>Level 2 Yes</p> <p>Specific timeline</p>	Level 2	
24b	In what timeframe are the results of the internal review made available to applicants?	<i>Within 15 days of the decision</i>	<p>Level 3 Yes</p> <p>Specific timeline and communicated</p>		7(a), 10(3)

24c	Are these timelines communicated?	Yes <i>See draft Reviews of Licensure Decisions Policy</i>			
25	Have individuals who make internal review decisions received appropriate training?	Yes <i>Committees are trained in administrative law decision making yearly. See attached Terms of Reference for the Licensing Committee. Training is highlighted in bold.</i>	N/A	N/A	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?	Yes <i>The Reviews of Licensure Decisions Policy states that no one who acted as a decision-maker in reaching the original licensing decision may serve on the internal review.</i>	Level 1 N/A Level 2 N/A Level 3 Yes	Level 3	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?	No	N/A	N/A	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 Canadian Free Trade Agreement?	Yes <i>Real estate education is province-specific. Brokers who were educated and licensed in other provinces lack education specific to the operation of a brokerage in Nova Scotia. As a result, nearly all of them fail trust account and transaction file audits.</i>	N/A	N/A	3
29	Does your legislation	Yes	N/A	N/A	Chapter 7, CFTA

	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>Bylaw 316 (a) Canadian Jurisdictions: Broker-level applicants - An applicant for licensing as a broker, managing associate broker or associate broker who is presently licensed as a broker in another jurisdiction, or who was licensed as a broker in another jurisdiction within the preceding year, must provide the Commission with: (i) a licensing and discipline history acceptable to the Commission; (ii) a current criminal record check acceptable to the Commission; (iii) an affidavit swearing the applicant meets the experience requirements to become a broker in Nova Scotia; and (iv) a signed Out of Province Certification form. (b) Canadian Jurisdictions: Salesperson - An applicant for licensing as a salesperson who is presently licensed as a salesperson in another jurisdiction, or who was licensed as a salesperson in another jurisdiction within the preceding year, must provide the Commission with a licensing and discipline history acceptable to the Commission, a current criminal record check acceptable to the Commission, and a signed Out of Province Certification form.</i>			
30	Do you review the requirements of the other provincial regulatory bodies regularly?	Yes <i>The Commission is a member of the Association of Licensing Law Officials, an international organization of real estate regulators. Licensure law is discussed at conferences, through newsletters, and through member communications. The Canadian regulators have also started holding monthly web meetings to discuss regulator issues, including licensure law.</i>	N/A	N/A	3, Chapter 7, CFTA
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	N/A	N/A	
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	No	N/A	N/A	

that informs other Canadian jurisdictions of the proposed change)?				
--	--	--	--	--

Action Plan

The FRPA Action Plan outlines measures required to either comply and/or improve registration practices in accordance with the Fair Registration Practices Code.

Further Recommendations / Next Steps

The actions listed in this section address registration practices that meet a minimum level of compliance with the FRPA and therefore focus on areas for improvement. Four of these actions are carry-over items from the previous action plan and are already in-progress. NSREC will address the following actions over the next year.

#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1	<ul style="list-style-type: none"> Continue to update the website with registration policies and guidelines including the following: Acceptable Licensing History Policy Access to records Timeline for communicating registration decisions 	Q. 2, 5	7(d),16(3)(b),(g)	<ul style="list-style-type: none"> Acceptable Licensing History Policy will be added to the Transferring from another Province webpage upon approval of the draft policy at the September Board meeting; Access to Records Policy will be made accessible to the Applicant webpages upon approval of the draft policy at the September Board meeting; Timeline for communicating registration decisions will be added to review of applicant and issue of license step for each applicant type on the relevant webpages.
2	<ul style="list-style-type: none"> Carry-over action: Document basic information on the registration appeal process (including links or references to the Act and Bylaws) on the NSREC website. 	Q. 22, 23, 26	7(a), 10, 16(3)(m),(n)	In-progress - Communicating Licensure Decisions and Licensure Review Policy have been drafted. Awaiting approval at the September board meeting.
3	<ul style="list-style-type: none"> Carry-over action: Clarify Bylaw 358 – provide an explicit timeframe for the Licensing Committee to make a decision following an appeal hearing. 	Q. 24	10(3), 16(3)(o)	Licensure Review Policy has been drafted. Awaiting approval at the September board meeting.
4	<ul style="list-style-type: none"> Carry-over action: Clarify Bylaw 360 – develop a policy/bylaw on when an applicant can obtain a copy of their registration documents and how applicants are informed of this right. 	Q. 18	12	Access to Records Requests has been drafted. Awaiting approval at the September board meeting.
5	<ul style="list-style-type: none"> Carry-over action: Develop/document a policy on 	Q. 16	9(b), 16(3)(c)	Accepting Alternative Information to Required Documentation Policy has

	accepting alternative information if required documents cannot be obtained for reasons beyond the applicant's control.			been drafted. Awaiting approval at the September board meeting.
6	<ul style="list-style-type: none"> Develop/document a training plan for decision makers who make internal review decisions. 	Q. 25	11	Licensing Committee Terms of Reference (bolded section) has been drafted. Awaiting approval at the September board meeting.
7	<ul style="list-style-type: none"> Finalize the draft Policy on Communicating Registration Decisions, and amend refusal to license letter to include: <ul style="list-style-type: none"> An appended copy of the Reviews of Licensure Decisions Policy Information on the process and how long they have to appeal the registration decision 	Q. 13, 21	7(a), 8(b),(c), 10	<p>Communicating Licensure Decisions Policy has been drafted. Awaiting approval at the September board meeting.</p> <p>Amended refusal to licence letter will include an appended copy of Reviews of Licensure Decisions (awaiting approval at the September board meeting), which contains all the details of the process and timelines.</p>
8	<ul style="list-style-type: none"> Amend By-law 316(a)(iii) to remove the experience requirement to become a broker in Nova Scotia for those already licensed as a broker in another jurisdiction in Canada. 	Q. 29	FRPA 3 Chapter 7 CFTA	Bylaw will be amended at the September board meeting.

Disclaimer

The Nova Scotia Real Estate Commission (NSREC) hereby declares that the information contained in this report is a true and accurate representation of current registration practices of their organization.



Registrar

July 20, 2020

Date

Appendix

- ✓ Salesperson or Associate Broker Licence Application Form
- ✓ Broker or Managing Associate Broker Licence Application Form

Salesperson or Associate Broker Licence Application



601-1595 Bedford Highway, Bedford, Nova Scotia, B4A 3Y4

Phone: 902-468-3511 800-390-1015

Fax: 902-468-1016 800-390-1016

Website: nsrec.ns.ca Email: licensing@nsrec.ns.ca

All questions must be answered completely and truthfully. The making of a false statement on this statutory declaration constitutes a criminal offense and is punishable by law. Any statutory declaration containing a material falsity may result in the refusal of this application and the suspension or cancellation of any license issued thereupon.

NOTE: Incomplete or illegible applications will be returned unprocessed.
If more space is needed to respond to questions, attach an additional sheet of paper.
A completed Schedule A or Schedule B, as appropriate, must be attached to this application.

PART A | NATURE OF APPLICATION

- ☐ First time applicant
- ☐ Re-licensing applicant - unlicensed for over 30 days and under two years
- ☐ Change of licence level

Licence level you are applying for:

- ☐ Salesperson
- ☐ Associate Broker

FOR INTERNAL USE

Approved By

Approval Date

Conditions/Restrictions

PART B | PERSONAL INFORMATION (PLEASE PRINT CLEARLY)

LAST NAME	FIRST NAME	MIDDLE INITIAL	NICKNAME (if being used in advertising & promotion)
RESIDENTIAL ADDRESS			SUITE/APT.
ALTERNATIVE MAILING ADDRESS			CITY/TOWN
PROVINCE	POSTAL CODE		HOME PHONE
EMAIL ADDRESS (REQUIRED)			CELL PHONE
Emails are required as the Commission occasionally communicates legislative and bylaw changes to licensees to ensure compliance. In applying for a real estate licence you are consenting to receiving this information.			DATE OF BIRTH (DD/MM/YYYY)

PART C | BROKERAGE INFORMATION

BROKERAGE NAME		
BRANCH OFFICE (IF APPLICABLE)	BROKERAGE MAIN ADDRESS	
CITY/TOWN	PROVINCE	POSTAL CODE

PART D | QUESTIONNAIRE

1. Have you had any licence or registration of any kind refused, suspended, or revoked? ☐ Yes ☐ No
If yes, provide details: _____
2. Will you be employed in any other business, occupation or profession? ☐ Yes ☐ No
If yes, provide details: _____
3. Are there currently any pending or unpaid judgments or lawsuits against you (including Revenue Canada)? ☐ Yes ☐ No
If yes, provide details: _____
4. Are you a discharged bankrupt, awaiting discharge, or presently a party to bankruptcy proceedings? ☐ Yes ☐ No
If yes, provide details: _____
5. Have you ever been involved as an officer, director, or majority shareholder with a corporation that is bankrupt or presently a party to bankruptcy proceedings? ☐ Yes ☐ No
If yes, provide details: _____
6. Were you convicted of any offence under any law of any country, province, or state, or disciplined by any professional/ occupational body or society? ☐ Yes ☐ No
If yes, provide details: _____
7. Were you licensed under a name other than the name that appears on this licensing form or taken educational courses under a different name? ☐ Yes ☐ No
If yes, provide details: _____
8. Are you legally able to work in Canada? ☐ Yes ☐ No

PART E | EMPLOYMENT INFORMATION

Name of Employer	Address of Employer	Nature of Employment	Start Date (MM/YY)	End Date (MM/YY)

PART F | ADDITIONAL INFORMATION

SECTION G | FIRST-TIME ASSOCIATE BROKER EXPERIENCE DECLARATION

Complete this section ONLY if you are applying for an associate broker licence for the first time (does not include CETA applicants). Check the box or boxes that apply. Salesperson applicants and applicants who were previously licensed at a broker level go to Part G.

An applicant for a broker-level licence must have three years experience as a licensed salesperson; and

- ☐ conducted a minimum of 20 residential real estate transactions, including five transactions where the applicant represented the buyer in single agency and five transactions where the applicant represented the seller in an agency relationship; OR
- ☐ conducted a minimum of 10 commercial real estate transactions; OR
- ☐ equivalent experience approved by the Commission.

I have read and understand the foregoing. I certify that I have the experience stated above and I am therefore eligible for a broker-level licence. I further understand that the Commission may take steps, at any time, to verify my trading experience.

PART G | AUTHORIZATION

I hereby authorize the Nova Scotia Real Estate Commission to verify with the appropriate sources any information given or supplied as part of this application, which may include a credit check or checking for judgements. I, the undersigned, make oath that all statements and answers in the foregoing application are true and correct to the best of my knowledge, information and belief.

Sworn before me at _____ on this _____ day of _____, 20_____.

COMMISSIONER, NOTARY OR SOLICITOR SIGNATURE

APPLICANT SIGNATURE

COMMISSIONER, NOTARY OR SOLICITOR NAME

APPLICANT NAME

PART H | BROKER ACCEPTANCE

I, _____ hereby certify that the information given by
BROKER/ AUTHORIZED MANAGING ASSOCIATE BROKER

_____ in the foregoing application is to the best of my knowledge and
APPLICANT

belief to be true. I certify that the applicant, if granted a ☐ salesperson or ☐ associate broker licence, is authorized to represent

BROKERAGE

upon approval of this application by the Commission.

AUTHORIZED SIGNATURE

TITLE OF SIGNING AUTHORITY

PRINT NAME

DATE

Broker or Managing Associate Broker Licence Application



601-1595 Bedford Highway, Bedford, Nova Scotia, B4A 3Y4

Phone: 902-468-3511 800-390-1015

Fax: 902-468-1016 800-390-1016

Website: nsrec.ns.ca Email: licensing@nsrec.ns.ca

INSTRUCTIONS: Current or previously licensed brokers/ managing associate brokers and CFTA applicants complete Section A and C.

First-time brokers/ managing associate brokers complete Sections A, B, and C.

Brokerage owners/directors complete Section D.

All questions must be answered completely and truthfully. The making of a false statement on this statutory declaration constitutes a criminal offense and is punishable by law. Any statutory declaration containing a material falsity may result in the refusal of this application and the suspension or cancellation of any license issued thereupon.

NOTE: Incomplete or illegible applications will be returned unprocessed.
If more space is needed to respond to questions, attach an additional sheet of paper.
A completed Schedule A or Schedule B, as appropriate, must be attached to this application.

SECTION A - APPLICANT INFORMATION

<input type="checkbox"/> Managing associate broker application			<input type="checkbox"/> Broker application		
First name		Last name		Middle initial	
Nickname		Date of birth (dd/mm/yyyy)			
Residential address					
Email address		Home phone		Cell phone	
Brokerage name					
Brokerage/ branch office address					
Brokerage phone number			Brokerage email address		

1. Have you had any licence or registration of any kind refused, suspended, or revoked? ☐ Yes ☐ No
If yes, provide details: _____
2. Will you be employed in any other business, occupation or profession? ☐ Yes ☐ No
If yes, provide details: _____
3. Are there currently any pending or unpaid judgments or lawsuits against you (including Revenue Canada)? ☐ Yes ☐ No
If yes, provide details: _____
4. Are you a discharged bankrupt, awaiting discharge, or presently a party to bankruptcy proceedings? ☐ Yes ☐ No
If yes, provide details: _____
5. Have you ever been involved as an officer, director, or majority shareholder with a corporation that is bankrupt or presently a party to bankruptcy proceedings? ☐ Yes ☐ No
If yes, provide details: _____
6. Were you convicted of any offence under any law of any country, province, or state, or disciplined by any professional/ occupational body or society? ☐ Yes ☐ No
If yes, provide details: _____
7. Were you licensed under a name other than the name that appears on this licensing form or taken educational courses under a different name? ☐ Yes ☐ No
If yes, provide details: _____
8. Are you legally able to work in Canada? ☐ Yes ☐ No
9. Provide your work history for the past three years, including any periods of unemployment.

Employer	Location	Type of business	Job title	Period of employment (start date to end date)

SECTION B - BROKER/ MANAGING ASSOCIATE BROKER EXPERIENCE DECLARATION

Complete this section if you are applying for a broker or managing associate broker licence for the first time. Check the box or boxes that apply.

10. An applicant for a broker-level licence must have three years experience as a licensed salesperson; and
- ☐ conducted a minimum of 20 residential real estate transactions, including five transactions where the applicant represented the buyer in single agency and five transactions where the applicant represented the seller in an agency relationship; OR
 - ☐ conducted a minimum of 10 commercial real estate transactions; OR
 - ☐ equivalent experience approved by the Commission.

I have read and understand the foregoing. I certify that I have the experience stated above and I am therefore eligible for a broker-level licence. I further understand that the Commission may take steps, at any time, to verify my trading experience.

Signature of applicant

SECTION C - APPLICANT AUTHORIZATION AND DECLARATION

I hereby authorize the Nova Scotia Real Estate Commission to verify with the appropriate sources any information given or supplied as part of this application (may include a Criminal Record Check). I, the undersigned, make oath and say that all statements and answers in the foregoing application are true and correct to the best my knowledge, information and belief.

Sworn before me at _____ in the Province of _____

this _____ day of _____, 20 ____ .

(Signature of commissioner, notary or solicitor)

(Signature of applicant)

(Print name)

(Print name)

SECTION D - BROKERAGE OWNER/ DIRECTOR AUTHORIZATION

I, _____ hereby certify that the information given by
(Name of owner/director)

_____ in the foregoing application is to the best of my knowledge
(Name of applicant)

and belief true. I further certify that the applicant, if granted a broker ☐ or managing associate broker licence ☐, is

authorized to represent _____
(Name of brokerage)

and that sponsorship will commence upon approval of this application by the Commission.

By _____
(Authorized signature) _____
(Title of official signing)

(Print name)

(date)