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Nova Scotia Association of Architects

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Fair Registration Practices Act (FRPA)  
Review Report  
May 6, 2022

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Province of Nova Scotia

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## EXECUTIVE SUMMARY

The *Nova Scotia Association of Architects* (NSAA) is specifically named in the *Fair Registration Practices Act* (FRPA or “the Act”) as a “regulating body” that is subject to the Act. Section 6 of the Act summarizes the “Duty” of each “regulating body”, including NSAA, as follows:

### *Duty of regulating body*

**6** *A regulating body has a duty to carry out registration practices that are transparent, objective, impartial and procedurally fair.*

The Review Officer, appointed under Section 13 of the Act and under the authority provided for under Sections 14 and 16 of the Act, facilitated a FRPA Review, which was initiated on December 1, 2021 and resulted in this final report. The purpose of this FRPA Review at the outset was:

- 1) To determine the current compliance status with the FRPA and, in particular, the fulfillment of above quoted “Duty” of a regulating body”; and
- 2) If areas of non-compliance are identified, to facilitate a path back to compliance through the requirement to develop an Action plan containing specific actions and completion dates as well as the requirement of progress reports on that Action plan until compliance is achieved.

The current compliance status was determined based on NSAA’s responses to 12 review questions, as well as corroborating information on NSAA’s website (<https://nsaa.ns.ca>). Upon review of this information, no compliance issues were identified and therefore no Action Plan was required. The review questions, NSAA’s responses, and the assessment of those responses based on compliance criteria are detailed in this report.

As required under Subsections 16(8) of the Act, another review will be conducted on NSAA’s registration practices within 5 years of the date of this report.

The collaboration and cooperation of the *Nova Scotia Association of Architects* throughout this review process is gratefully acknowledged.

Sincerely,



Frank Reinhardt  
Review Officer, Fair Registration Practices Act (FRPA)

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# I: INTRODUCTION

## 1.1. THE FAIR REGISTRATION PRACTICES ACT

[The Fair Registration Practices Act](#) (FRPA; the Act) applies to 49 [regulatory bodies](#) in Nova Scotia, covering over 62 occupations and 21 designated trades. A regulatory body (regulatory authority or regulator) sets the standards and regulates how people practice as members of an occupation or trade. Everyone who practices within a regulated occupation or trade must register with the regulatory body.

The FRPA mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair. Section 16(2) of the FRPA states: “Every regulating body shall review its registration practices in accordance with this Section and shall file a report on the results of the review with the Review Officer for the reporting period.” This review process is to occur as per the Act and if items are deemed to be noncompliant with the FRPA, an Action Plan is required to be completed by the regulatory body. The intent of the Action Plan is to identify how the items of noncompliance are progressing to ensure compliance, fairness, and transparency, as required by the Act.

## 1.2. OVERVIEW OF THE REGULATING BODY

<b>Name of Regulating Body:</b>	Nova Scotia Association of Architects
<b>Review Questions Due:</b>	2022-03-31
<b>Date Submitted:</b>	2022-03-31

### Occupational Profile

Architecture is the art, the science and the business of building. Architects create homes, office towers, schools and churches. They are talented people with a flair for design, an awareness of social trends, keen business sense, solid engineering skills and an understanding of the law. The word “versatile” may have been invented to describe Architects! Today’s Architect may practice alone or be part of a small, medium or large firm. Some Architects are self-employed. Others may be on salary, as employees of government, real estate developers or large corporations. “Clients” are the people who use the services of Architects. A client may be a family, a school board, a company, a housing authority, a government department or a building contractor ([Royal Architectural Institute of Canada website](#)). Architects hold public safety paramount in all decisions.

The profession of architecture is a self-regulated profession requiring architects to meet national standards of experience and education as well as pass a national exam prior to licensure. In order to become licensed, an individual must complete a 3-year undergrad degree, a 2-year Bachelor of Environmental Design Studies degree and a 2-year Master of Architecture degree from an

accredited university. Then, the individual must complete three-plus years as an Intern Architect and pass a national exam prior to becoming licensed for the first time in Canada. These are national standards as agreed upon by the Regulatory Organizations of Architecture in Canada (ROAC) which is comprised of the ten provincial and one territorial regulating bodies.

The practice of architecture is defined in Section 2 (q) of the Nova Scotia Architects Act, 2006 as “rendering or offering to render services, hereinafter described, in connection with the design and construction, enlargement or alteration of a building or group of buildings and the space within the site surrounding the buildings, that have as their principal purpose human occupancy or habitation and those services include pre-design services, programming, planning, providing designs, drawings, specifications and other technical submissions, the administration of construction contracts and the co-ordination of any elements of technical submissions prepared by others.”

The practice of architecture is a global profession. The NSAA has members who are licensed in jurisdictions outside of Nova Scotia as well as non-resident NSAA members whose home jurisdictions are outside Nova Scotia who have become licensed through Mutual Recognition Agreements.

### **Organizational Description**

The Nova Scotia Association of Architects was created by an Act of the Nova Scotia Legislature in 1932 and continues today as the licensing and regulatory body for the practice of architecture in Nova Scotia. At the end of March 2022, the NSAA’s membership consisted of:

- 434 Licensed Architects (comprised of 194 resident architects, 240 non-resident architects licensed through Mutual Recognition Agreements, and 1 temporary license)
- 41 Students
- 71 Intern Architects
- 4 Associate Members
- 21 Retired Members
- 1 Honorary Member

The majority of these 434 licensed architects work in 190 resident Nova Scotia and non-Nova Scotia architectural firms ranging in size from sole proprietor to a micro-business to medium-sized businesses. The remaining number of licensed architects work for the three levels of government.

As compared to the statistics reported in the 2018 Review, this is an increase of:

- 16% in the Licensed Architect demographic;
- 31% in the Intern Architect demographic; and
- 28% in the number of Corporate Permit (architectural firms of one or more licensed architects).

The decrease in the number of Student Members is a result of student membership expiring after 10 years as per Regulation 5. Student members are now required to renew annually effective 2022.

Architectural business entities, known as “corporate permit holders”, must also be compliant as per the Architects Regulations regarding composition (Regulation 23) and insurance coverage (Regulation 10). The membership categories are listed in Regulations 5 to 9 of the Architects Regulations, 2006.

Under the authority of the Architects Act, 2006, the Nova Scotia Association of Architects has the legislated authority to regulate the practice of architecture in Nova Scotia. Section 9 of the Architects Act, 2006, empowers the Association in:

- (a) the protection of the public through
  - (i) the maintenance of professional competence and ethical conduct of its members, and
  - (ii) the enforcement of this Act with respect to illegal practice;
- (b) the advancement of the knowledge, skill and proficiency of its members in all matters relating to the practice of architecture; and
- (c) the promotion of the architectural profession and architectural services in the public interest.

Self-regulation is a privilege our members recognize and support through active participation within the Nova Scotia Association of Architects. Approximately 60 of our Licensed Resident Architect Members and Intern Members are involved on various subcommittees ranging from the Board of Registration to Education. Also, there are over 60 licensed architects serving as either Mentors or Supervisors to the NSAA’s Intern Architects, as well as a number who volunteer on national committees and as assessors in the Broadly Experienced Foreign Architect Program.

As mentioned under **Organizational Profile**, the NSAA licenses architects to practice architecture in Nova Scotia. It also administers the Internship in Architecture Program in Nova Scotia for those wishing to become licensed architects for the first time. The 194 resident licensed architects (i.e. residing and practicing architecture in Nova Scotia) became licensed by: 1) completing the Internship in Architecture Program or 2) receiving Broadly Experienced Foreign Architect (BEFA) certification from the Canadian Architectural Certification Board (CACB) (a licensure pathway option for foreign trained and licensed architects immigrating to Nova Scotia who meet the program’s eligibility requirements); or 3) through the Canadian reciprocity or Canadian/American reciprocity Mutual Recognition Agreements and re-locating to Nova Scotia for employment.

While there are currently four Mutual Recognition Agreements (with another soon to be implemented with the European Union), the 239 non-resident architects are licensed to practice architecture in Nova Scotia through either the Canadian reciprocity agreement or the Canada/US agreement. There is one temporary license granted to a non-resident architect licensed to practice in Nova Scotia on one specific project only.

The NSAA's main registration page is found on its website under **Becoming an Architect**. This page is divided into three sections: 1) what it takes to become a licensed architect; 2) who must be a member of the NSAA and the registration process that is applicable for each membership category outlined in Regulations 5 to 8; and 3) the process if an application is not approved.

The "Becoming an Architect" page includes a link to the various types of Memberships; membership fees; and links to the specific membership application pages that contain links to a downloadable and fillable pdf applications. Specifically, "Becoming an Architect" page lists the application forms to apply for membership as a Licensed Architect to practice in Nova Scotia and a link to the **Licensed Architect** information and application page.

Also, application pathways are accessed at the bottom of the home page as well as outlined in the preceding paragraph.

The Internationally Educated Architects (IEA) Working Group is co-chaired by the Executive Director of the NSAA along with a member of the Immigrant Services Association of Nova Scotia (ISANS). The IEA Working Group is comprised of representatives from the architectural profession (NSAA, employers, and a BEFA-licensed architect), Labour and Advanced Education, Nova Scotia Office of Immigration, and Immigrant Services Association of Nova Scotia (ISANS). The NSAA works with ISANS, and refers foreign-educated architects to the organization so ISANS can introduce these candidates to government-supported financial grants to aid them in obtaining the CACB certification of their `academic credentials.

## II: QUANTITATIVE DATA - 2021

Quantitative data is collected from regulating bodies each year by way of a data survey. The following is a copy of the information provided by the *Nova Scotia Association of Architects*, covering the year 2021, in fulfillment of the quantitative reporting requirements under Section 15 of the FRPA:

<b>Total Practicing Members*:</b>	435
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\* As of December 31, 2021

<b>Applications</b>	Successful <sup>1</sup>	Unsuccessful <sup>1</sup>	In Progress <sup>2</sup>	Total <sup>3</sup>
New	8	0	2	10
Interprovincial	39	0	3	43
International	1	0	0	1

1. Refers to registration decisions rendered within the reporting year regardless of when the applications were received.

2. Refers to applications, regardless of when they were received, for which registration decisions were still pending on December 31 of the reporting year.

3. Total number of applications received in the reporting year, including withdrawn applications. Does not necessarily equal to the sum of "successful", "unsuccessful" and "In Progress" applications, which may include some received prior to the reporting year.

<b>Provinces of Origin of Interprovincial Applicants:</b>	
Ontario	24
New Brunswick	5
Alberta	5
Rest of Canada	5
<b>Total</b>	<b>39</b>

<b>Internal Reviews*:</b>	0
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\*Reviews of registration decisions conducted at the request of unsuccessful applicants.

### III: ANALYSIS OF REGISTRATION PRACTICES

As per Section 16 of the Act, the registration practices of a regulating body must be reviewed, and a public report produced. The FRPA Program works with regulatory bodies to assess the registration practices against the compliance criteria and develop an Action Plan to help each organization comply with the Act and improve registration practices, if applicable.

The *Nova Scotia Association of Architects* responses to the FRPA Review questions are detailed below, along with the review findings determined by the Review Officer in accordance with the Act.

#### SECTION I: INFORMATION AND REGISTRATION PROCEDURES

This section asks questions about all practices and policies your organization may use to provide information to the applicant during the registration process. The registration process includes the actions required to be taken by individual applicants, and any documentation required to be submitted which will be used to assess the applicant’s request for registration. Documentation examples could include transcripts, certificates, job descriptions, articles, letters of support, and evaluations. All communication to and from the applicant should be clear and understandable to all individuals, including those who may have received their qualifications outside of Canada.

##### QUESTION 1 (REGISTRATION OF NEW APPLICANTS):

Explain, in detail, the requirements for registration. Requirements include: 1) qualifications; 2) a list of the documentation an applicant must submit; and 3) the registration process and how requirements are met – from start to final decision. If there are steps (such as an exam or experience requirement) that take place as a part of the registration process, please include. Also, explain how this information is communicated to applicants. Include a link(s) to information published in the public domain.

Alignment with the FRPA: Section 7(c), 9(a), 16(3)(a), (b), (e) and (g)

<b>RESPONDENT ANSWER</b>	<p><b>Use the chart provided to identify each type of license issued (practising). In the rows below identify the documentation required, a step-by-step overview of the registration process, and how information is communicated for each type of license issued.</b></p> <table border="1" style="width: 100%;"> <tr> <td style="background-color: #003366; color: white;"><b>A. LICENSE TYPE</b></td> <td><b>Licensed Architect – First-time licensure through the Internship in Architecture Program (IAP)</b></td> </tr> <tr> <td style="background-color: #003366; color: white;"><b>QUALIFICATIONS (LIST)</b></td> <td>Academic Certification is verified by the <a href="#">Canadian Architectural Certification Board</a>. This is a national organization established by the Canadian Architectural Licensing Authorities (now know as ROAC) and the Canadian Schools of Architecture. This provides national consistency in the verification of national and international academic qualifications against Canadian Educational Standards (competencies) as determined by the profession.</td> </tr> </table>	<b>A. LICENSE TYPE</b>	<b>Licensed Architect – First-time licensure through the Internship in Architecture Program (IAP)</b>	<b>QUALIFICATIONS (LIST)</b>	Academic Certification is verified by the <a href="#">Canadian Architectural Certification Board</a> . This is a national organization established by the Canadian Architectural Licensing Authorities (now know as ROAC) and the Canadian Schools of Architecture. This provides national consistency in the verification of national and international academic qualifications against Canadian Educational Standards (competencies) as determined by the profession.
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	<p>Completion of the <a href="#">Internship in Architecture Program (IAP)</a>. The IAP requires a minimum of 3720 experience hours logged in 17 categories under the supervision of a licensed architect who signs off on the hours. Hours are reviewed by NSAA’s Board of Registration – comprised of senior architects. Depending on the applicant, required hours can be logged in approximately 3 years. Required hours are logged in approximately 940 hours blocks and are submitted for review.</p> <p>Passing National Exam: <a href="#">Examination for Architects in Canada (ExAC)</a>. The ExAC is written once a year. The Intern Architect must pass all 4 sections. If the Intern does not pass all 4 sections in 3 years, they must retake all 4 sections.</p> <p>Completion of Pre-license Interview: This interview is conducted by two senior architects on domain specific (NS) areas of practice such as the NS Building Code and the NS Builders’ Lien legislation.</p> <p>Interns must continue to log hours until they pass the ExAC and apply for licensure.</p>
<p><b>DOCUMENTATION (LIST)</b></p>	<p><b><u>Application</u></b></p> <p>Application includes:</p> <ul style="list-style-type: none"> <li>• Photo (passport size)</li> <li>• Copies of Academic Degree and CACB certification</li> <li>• Proof of eligibility to legally work in Canada (e.g. Canadian Passport, Permanent Residence Card)</li> <li>• Two reference forms completed and returned by the referees directly to the NSAA</li> <li>• Proof of Professional Liability insurance*</li> </ul> <p>*May need <a href="#">corporate permit</a> to comply with Regulation 10 (2) (b)</p>
<p><b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b></p>	<p>Under the Qualifications List Section of this form, the requirements and how they are met are listed and detailed with links.</p> <p>The IAP is administered by the Regulatory Body as are the national exams.</p> <p>As a first-licensure licensing body, the NSAA administers and has access to the full experience and examination documentation.</p>
<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<p>Please see above for details</p> <p>See specific details under <a href="https://nsaa.ns.ca/types-of-membership/licensed-architect/">https://nsaa.ns.ca/types-of-membership/licensed-architect/</a> and click on First Time License (Not currently licensed anywhere) to access the application form.</p>

REVIEW FINDINGS	Compliance Criteria:	Compliant? (YES/NO)
(To be completed by the FRPA Review Officer)	Requirement that the regulating body:	
	• provides information about its registration practices in a clear and understandable form;	YES
	• explains the qualifications required for registration;	YES
	• identifies documentation of qualifications that must accompany an application;	YES
	• explains the registration process and how requirements for registration are to be met;	YES
	• explains how information is communicated;	YES
	• provides information in a publicly accessible manner; and	YES
	• provides copies of blank application forms for registration in a publicly accessible manner.	YES
<b>Comments, to be completed by the FRPA Review Officer:</b>		
Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- NSAA's website ( <a href="https://nsaa.ns.ca">https://nsaa.ns.ca</a> ) on April 22, 2022, and with the information provided above.		

#### QUESTION 2 (REGISTRATION OF INTERNATIONAL APPLICANTS):

Do you have a registration process for applicants who have international qualifications? If so, describe the process and include a list of the documentation an applicant must submit. How is information on the registration process communicated to applicants with international qualifications? Include a link(s) to information published in the public domain.

Alignment with the FRPA: *Section 7(c), 9(a) and 16(3)(b), (e), (g)*

RESPONDENT ANSWER	Use the chart provided to identify each type of license issued (practising). In the rows below identify the documentation required, a step-by-step overview of the registration process, and how information is communicated for each type of license issued.								
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**BY APPLICANT (STEP-BY-STEP)**

Eligibility criteria:

1. Formally educated as an architect and completed an architectural education/degree.
2. Practiced as a licensed/registered architect in a foreign jurisdiction. If registration/licensure was not required to practice as an architect in the jurisdiction(s) of origin, the equivalents of registration/licensure in that/those jurisdiction(s) may be considered.
3. At least seven years of post-registration/licensure experience in architecture within the last twelve years.
4. Obtained at least six months of relevant experience in Canada before the assessment interview. This experience:
  - a. Must be gained within three years before the date scheduled for the assessment interview.
  - b. Must be gained under the personal supervision and direction of a registered/licensed architect within Canada.
  - c. Must expose applicants to the practice and regulatory requirements of architecture in Canada.

This is a three-phase program:

1. Self-Assessment Phase
2. Panel Review
3. Interview by Panel

Upon successful completion of the BEFA Program, a letter is sent to the successful candidate and the NSAA.

**Application Fees**

The total fee for the three phases of the BEFA application is \$6,983.40 including Harmonized Sales Tax (HST). The breakdown is as follows:

Eligibility: \$1,222.10 (\$1,081.50 + HST)

Demonstration of Competency: \$3,200.72 (\$2,832.50 + HST)

Interview: \$2,560.58 (2,266.00 + HST)

All fees are stated in Canadian dollars.

The fees are paid at the beginning of each phase and are non-refundable.

Based on the results of the online competency demonstration process or interview, the BEFA candidate may be required to pay additional fees if it is determined that the candidate requires re-assessment.

The candidate is also responsible for personal expenses incurred during their BEFA application process. These may include translation costs, certification or notary costs, and travel and accommodation costs if they need to travel to attend the interview.

Financial assistance may be available from other agencies. The NSAA provides a link to the ISANS page (so that the candidate may contact ISANS to inquire if there is any financial assistance) as well as a link to the Province of Nova Scotia's START Program.

	<p>The BEFA Candidate can now apply to the NSAA using the <a href="#">Internationally Educated and Licensed Architects immigrating to Nova Scotia</a></p> <p>The application includes:</p> <ul style="list-style-type: none"> <li>• CACB BEFA certificate</li> <li>• Proof of eligibility to work in Canada.</li> <li>• Proof of Professional Liability Insurance*</li> </ul> <p>*May need <a href="#">corporate permit</a> to comply with Regulation 10 (2) (b)</p> <p>The visual pathway to first licensure is also included in this section.</p> <p>Please refer to Steps 3 to 6 of the Application Process under “Who must be a member of the NSAA” found on <a href="#">Becoming an Architect</a>.</p>
<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<p><b>Please see above for details</b></p> <p>Additional information can be found under the Internationally Educated and Licensed Architects immigrating to Nova Scotia on the <a href="#">Licensed Architect</a> page.</p> <p>Please refer to Steps 3 to 6 of the Application Process under “Who must be a member of the NSAA” found at <a href="#">Becoming an Architect</a>.</p>
<p><b>B. LICENSE TYPE</b></p>	<p><b>Licensed Architect through <a href="#">Canada/US reciprocity (ROAC/NCARB MRA)</a></b></p> <p>Available to US architects whose home jurisdiction is a signatory to the Mutual Recognition Agreement (MRA).</p> <p>*If the US architect is licensed in another jurisdiction, the application and process is the <a href="#">same as for an architect licensed in another Canadian jurisdiction</a>. Details on this process can be found in Question 3.</p> <p>Eligibility – 1-year post-licensure experience</p>
<p><b>DOCUMENTATION (LIST)</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Application</a></li> <li>• NCARB Certificate of Support</li> <li>• NAAB or CACB academic certification</li> <li>• Confirmation of license from every jurisdiction in which the applicant is licensed</li> </ul>

	<ul style="list-style-type: none"> <li>• Confirmation of continuing education compliance from home reporting jurisdiction</li> <li>• Proof of Professional Liability Insurance*</li> </ul> <p>*May need <a href="#">corporate permit</a> to comply with Regulation 10 (2) (b)</p>
<p><b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b></p>	<ul style="list-style-type: none"> <li>• Application submitted</li> <li>• NCARB documentation received by the NSAA from all jurisdictions in which the applicant is licensed</li> <li>• NAAB or CACB academic certification submitted with application</li> <li>• Proof of Professional Liability – as per <a href="#">Regulation 10</a></li> </ul> <p>*May need <a href="#">corporate permit</a> to comply with Regulation 10 (2) (b)</p> <ul style="list-style-type: none"> <li>• Payment of application fee, stamp (architect’s seal) and dues (pro-rated quarterly)</li> </ul> <p>Please refer to Steps 3 to 6 of the Application Process under “Who must be a member of the NSAA” found on <a href="#">Becoming an Architect</a>.</p>
<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<p>Please refer to Steps 3 to 6 of the Application Process under “Who must be a member of the NSAA” found on <a href="#">Becoming an Architect</a>.</p> <p>Also refer to “Applicants under the US Inter-Recognition Agreement” under “Professional Mobility” on the “<a href="#">Licensed Architect</a>” page.</p>
<p><b>C. LICENSE TYPE</b></p>	<p><b>Licensed Architect through <a href="#">Canada, US and Mexico MRA (Tri-National)</a></b></p> <p><b>The <a href="#">Canadian Secretariat for this MRA</a> is the <a href="#">Ontario Association of Architects (OAA)</a>.</b></p>
<p><b>DOCUMENTATION (LIST)</b></p>	<p>The <a href="#">applicant must provide</a> to the Canadian Secretariat:</p> <ul style="list-style-type: none"> <li>• Proof of citizenship or permanent residency status</li> <li>• Minimum of 10 years post-licensure experience of which at least 2 years must be in responsible control of a comprehensive practice of architecture</li> <li>• Tri-National MRA Resume Form</li> <li>• Tri-National Dossier documenting a minimum of 3 projects demonstrating specific competencies</li> <li>• Letter of Good Standing</li> <li>• Payment of application fee(s)</li> </ul>
<p><b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET</b></p>	<p>As the Canadian Secretariat for the Tri-National MRA, the OAA is responsible for administering the <a href="#">Tri-National application process</a> for all architectural regulatory bodies – this ensures consistency across the country.</p> <p>As well as the above documentation, an assessment interview is conducted by a panel of architects from the other two countries.</p>

<p><b>BY APPLICANT (STEP-BY-STEP)</b></p> <p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<p>After the applicant successfully completes their Tri-National registration, the applicant applies to the NSAA using the Canadian Reciprocity Application (<a href="#">Architects Licensed Elsewhere in Canada</a>) along with the approval letter from the Canadian Secretariat (OAA). The applicant is required to fulfill the requirements of this application process including the payment of application fee, stamp (architect’s seal) and dues (pro-rated quarterly)</p> <p>*May need <a href="#">corporate permit</a> to comply with Regulation 10 (2) (b)</p> <p>Please refer to Steps 3 to 6 of the Application Process under “Who must be a member of the NSAA” found on <a href="#">Becoming an Architect</a>.</p> <p>Please refer to Steps 3 to 6 of the Application Process under “Who must be a member of the NSAA” found on <a href="#">Becoming an Architect</a>.</p> <p>Also refer to “Architects Licensed in Mexico or the United States (Tri-National)” under “Professional Mobility” on the “<a href="#">Licensed Architect</a>” page.</p>
<p><b>D. LICENSE TYPE</b></p> <p><b>DOCUMENTATION (LIST)</b></p>	<p><b>Licensed Architect – APEC Architect Designation – through reciprocity with Australia and New Zealand</b></p> <p>The <a href="#">Canadian Secretariat for this MRA</a> is the <a href="#">Architectural Institute of British Columbia (AIBC)</a></p> <p>The <a href="#">applicant must provide</a> to the Canadian Secretariat:</p> <ul style="list-style-type: none"> <li>• Proof of current license</li> <li>• Minimum of 7 years experience as a licensed architect in specified categories of practice through a work history/CV</li> <li>• Contact information for references <ul style="list-style-type: none"> <li>• Application for Assessment</li> <li>• Payment of application fee(s)</li> </ul> </li> </ul> <p>The applicant also has to declare the jurisdiction in which they want to practice architecture i.e. Nova Scotia, British Columbia, etc.</p>
<p><b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b></p>	<p>As the Canadian Secretariat for the APEC Architect Designation MRA, the AIBC is responsible for administering the <a href="#">APEC Architect application process</a>.</p> <p>There is also a <a href="#">an assessment interview</a> conducted by a panel of Canadian Architects on domain-specific items.</p> <p>Once the applicant receives their APEC Architect designation, the applicant applies to the NSAA using the Canadian Reciprocity Application (<a href="#">Architects Licensed Elsewhere in Canada</a>) along with the approval letter from the Canadian Secretariat (AIBC) as well as insurance. The</p>

<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<p>applicant is required to fulfill the requirements of this application process including the payment of application fee, stamp (architect’s seal) and dues (pro-rated quarterly).</p> <p>*May need <a href="#">corporate permit</a> to comply with Regulation 10 (2) (b)</p> <p>Please refer to Steps 3 to 6 of the Application Process under “Who must be a member of the NSAA” found on <a href="#">Becoming an Architect</a> .</p> <p>Please refer to Steps 3 to 6 of the Application Process under “Who must be a member of the NSAA” found on <a href="#">Becoming an Architect</a> .</p> <p>Also refer to “Architects Licensed in Australia and New Zealand” under “Professional Mobility” on the “<a href="#">Licensed Architect</a>” page.</p>
<p><b>E. LICENSE TYPE</b></p>	<p><b>Temporary License (for a Foreign Licensed Architect)</b></p> <p>For use on a project-specific basis in which there is a professional business relationship with an NSAA-licensed architect and there is no reciprocity agreement in place.</p>
<p><b>DOCUMENTATION (LIST)</b></p>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Confirmation of license from all jurisdictions in which the applicant is licensed sent to the NSAA</li> <li>• Signed confirmation from Applicant declaring intention to practice on a project-specific basis</li> <li>• Signed Confirmation of professional business relationship</li> <li>• Certificate of Insurance</li> <li>• Payment of Dues and Fees</li> </ul>
<p><b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b></p>	<p>*May need <a href="#">corporate permit</a> to comply with Regulation 10 (2) (b)</p> <p>Please refer to Steps 3 to 6 of the Application Process under “Who must be a member of the NSAA” found on <a href="#">Becoming an Architect</a> .</p>
<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<p>Please refer to Steps 3 to 6 of the Application Process under “Who must be a member of the NSAA” found on <a href="#">Becoming an Architect</a> .</p> <p>Also refer to “Temporary Licenses” under “Professional Mobility” on the “<a href="#">Licensed Architect</a>” page.</p>
<p><b>F. LICENSE TYPE</b></p>	<p>Coming soon <a href="#">ROAC/ACE MRA</a> for reciprocity between Canada and the European Union</p>
<p>If you do not have a process, please explain.</p>	

REVIEW FINDINGS	Compliance Criteria:	Compliant? (YES/NO)
(To be completed by the FRPA Review Officer)	Requirement that the regulating body:	
	<ul style="list-style-type: none"> <li>provides information about its registration practices in a clear and understandable form to individuals who received their qualifications outside Canada;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>identifies documentation of qualifications that must accompany an application;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>explains the registration process and how requirements for registration are to be met;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>explains how information is communicated;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>provides information in a publicly accessible manner; and</li> <li>provides copies of blank application forms for registration in a publicly accessible manner.</li> </ul>	YES
<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- NSAA's website (<a href="https://nsaa.ns.ca">https://nsaa.ns.ca</a>) on April 22, 2022, and with the information provided above.</p>		

**QUESTION 3 (REGISTRATION OF INTERPROVINCIAL APPLICANTS):**

Do you have a registration process for applicants who are registered/licensed in another jurisdiction in Canada (CFTA transfers)? If so, describe the process and include a list of the documentation an applicant must submit. How is information on the registration process communicated to applicants who are CFTA transfers? Include a link(s) to information published in the public domain.

Alignment with FRPA: *Sections 3, 7(c), 9(a) and 16(3)(b), (e), (g)*

**CFTA transfers:** applicants who are currently registered/licensed in another jurisdiction in Canada, in accordance with the Canadian Free Trade Agreement (CFTA).

RESPONDENT ANSWER	Use the chart provided to identify each type of license issued (practising). In the rows below identify the documentation required, a step-by-step overview of the registration process, and how information is communicated for each type of license issued.	
	<b>A. LICENSE TYPE</b>	Licensed Architect through <a href="#">ROAC reciprocity</a>
	<b>DOCUMENTATION (LIST)</b>	<ul style="list-style-type: none"> <li>Application</li> <li>Confirmation of license from all jurisdictions in which the applicant is licensed</li> <li>Confirmation of continuing education compliance from their home reporting jurisdiction</li> <li>Proof of Professional Liability Insurance*</li> </ul>

<b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b>	<ul style="list-style-type: none"> <li>• Submit <a href="#">Application</a></li> <li>• Confirmation of license from all jurisdictions in which the applicant is licensed sent directly by the jurisdictions to the NSAA</li> <li>• Payment of dues and fees</li> </ul> <p>*May need <a href="#">corporate permit</a> to comply with Regulation 10 (2) (b)</p> <p>Please refer to Steps 3 to 6 of the Application Process under “Who must be a member of the NSAA found on <a href="#">Becoming an Architect</a> .</p>
<b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b>	<p>Please refer to Steps 3 to 6 of the Application Process under “Who must be a member of the NSAA found on <a href="#">Becoming an Architect</a> .</p> <p>Also refer to “Architects Licensed Elsewhere in Canada” under “Professional Mobility” on the “<a href="#">Licensed Architect</a>” page.</p>

REVIEW FINDINGS	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	<ul style="list-style-type: none"> <li>• has a streamlined process to license applicants certified in another Canadian jurisdiction that regulates the same occupation;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>• identifies documentation of qualifications that must accompany an application;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>• explains the registration process and how requirements for registration are to be met;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>• explains how information is communicated;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>• provides information in a publicly accessible manner; and</li> </ul>	YES
	<ul style="list-style-type: none"> <li>• provides copies of blank application forms for registration in a publicly accessible manner.</li> </ul>	YES

**Comments, to be completed by the FRPA Review Officer:**

Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- NSAA’s website (<https://nsaa.ns.ca>) on April 22, 2022, and with the information provided above.

**QUESTION 4 (REGISTRATION PROCESS FEES):**

Do you charge a fee for the registration process? If so, describe the fee and explain how this information is communicated to applicants. Include a link to information published in the public domain. If there is a third-party process with associated fees, please explain. Provide a link to any published information.

Alignment with the FRPA: *Section 7(f) and 16(3)(d)*

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Describe and explain: NSAA licensed architect dues and fees are all the same except for a Temporary License. All dues and fees are listed with the “Types of Membership” <a href="https://nsaa.ns.ca/types-of-membership/">https://nsaa.ns.ca/types-of-membership/</a> and <a href="https://nsaa.ns.ca/wp-content/uploads/2022/03/Membership-Fees-for-2022.pdf">https://nsaa.ns.ca/wp-content/uploads/2022/03/Membership-Fees-for-2022.pdf</a> whose link is also on the page. There are third-party fees that the CACB charges for the BEFA Program <a href="https://befa-aeve.ca/fees-financials/">https://befa-aeve.ca/fees-financials/</a> (the fees are also detailed in the BEFA section of Question 2) and for academic certification under the “Fee Section” <a href="https://cacb.ca/modes-of-certification/">https://cacb.ca/modes-of-certification/</a> ; for the Tri-National, the OAA charges a fee for the application (\$500); a fee for the Dossier Review (\$2000) and a fee for the Interview (\$5000) ( <a href="https://roac.ca/professional-mobility/united-states-mexico-and-canada-tri-national/">https://roac.ca/professional-mobility/united-states-mexico-and-canada-tri-national/</a> ) and the AIBC charges an application fee (\$500) and an Interview fee of (\$2000) for the APEC Architect ( <a href="https://roac.ca/wp-content/uploads/2019/04/APEC-incoming-application-NZ-Amended-2016-1.pdf">https://roac.ca/wp-content/uploads/2019/04/APEC-incoming-application-NZ-Amended-2016-1.pdf</a> ) Please note that I cannot add the links as a “clickable” function as per the above answers so I have included the links in the reply.	
<b>REVIEW FINDINGS</b>	<b>Compliance Criteria:</b> Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	<ul style="list-style-type: none"> <li>provides information setting out any fees for registration in a clear and understandable form;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>describes the fees even if they are not applicable or are \$0; and</li> </ul>	YES
	<ul style="list-style-type: none"> <li>provides information about fees in a publicly accessible manner.</li> </ul>	YES
<b>Comments, to be completed by the FRPA Review Officer:</b>		
Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- NSAA’s website ( <a href="https://nsaa.ns.ca">https://nsaa.ns.ca</a> ) on April 22, 2022, and with the information provided above.		

**QUESTION 5 (ALLOWANCE FOR ALTERNATIVE DOCUMENTATION):**

When documentation cannot be obtained by an applicant for reasons beyond their control, do you advise the applicant about what alternative documentation could be supplied that may be acceptable to the regulating body? (Example: a sworn statement in lieu of full documentation.) If so, explain. How is this information communicated to applicants? Provide a link to information published in the public domain.

Alignment with the FRPA: *Sections 7, 9 and 16(3)(c)*

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please explain:
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	This may be the case with the certification of the academic credentials from foreign countries, which is handled by the CACB who accepts a certified copy. (A certified copy is a photocopy of the original document that has been signed and sealed by a lawyer, a notary or a commissioner of oath.) This information is located under the <a href="#">FAQ section</a> of the “modes of certification”.	
<b>REVIEW FINDINGS</b>	<b>Compliance Criteria:</b>	<b>Compliant? (YES/NO)</b>
	Requirement that the regulating body:	
	• provides clear and understandable information with respect to acceptable alternative documentation;	YES
	• advises applicants on what alternative information may be supplied when they cannot obtain documentation for reasons beyond their control; and	YES
	• provides information about acceptable alternative documentation in a publicly accessible manner.	YES
<b>Comments, to be completed by the FRPA Review Officer:</b>		
Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- NSAA’s website ( <a href="https://nsaa.ns.ca">https://nsaa.ns.ca</a> ) on April 22, 2022, and with the information provided above.		

**QUESTION 6 (SUPPORT PROVIDED TO APPLICANTS DURING THE REGISTRATION PROCESS):**

Do you provide any support to applicants during the registration process? If so, describe the type of support provided. (Examples: contact information, explanation of registration requirements, translation services, etc.). How is information about supports communicated to applicants? Provide a link to information published in the public domain.

Alignment with the FRPA: *Sections 7(e) and 16(3)(k)*

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, describe:</b> Support is provided via the Internet (NSAA’s website) via email, telephone and in-person meeting (pre-COVID and now developing a “Living with COVID” protocol for in-person meetings at the NSAA office).  The NSAA’s website has been revamped to ease the navigation of the application process and provide associated information and reference links in simple language.  As noted in the June 15, 2021, Action Plan update, the NSAA planned to hire a Registration and Program Officer (RPO). This hire has now occurred. As of February 7, 2022, the NSAA has a permanent full-time staff person (RPO) who handles all resident and non-resident membership applications and corporate permit applications – this includes being the point of contact for applicants as well as communicating outstanding documentation requirements and questions from the Board of Registration. The RPO has developed an internal tracking system to assist in monitoring applications and outstanding requirements and follow up with the applicants to complete applications in a
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timely manner for presentation to the Board of Registration at its monthly meetings which are held every second Tuesday of the month. Please refer to Steps 3 to 6 of the Application Process under “Who must be a member of the NSAA” found on [Becoming an Architect](#) for a condensed summary of the process in written and visual formats.

All application forms may be downloaded as fillable pdfs from the NSAA’s website. Application forms may be accessed through the “Becoming an Architect” pathway or at the bottom of the home page. Applications are accepted via email or in hard copy

All staff members are versed in the various application and corporate permit requirements to be able to answer inquiries from email and telephone. Customized information is provided to individuals based on their specific requirements – i.e. information and contact for BEFA and academic certification (CACB); contact information for ISANS. The NSAA’s Executive Assistant, who is the first point of contact, is enrolled in the ISANS’ “Welcome Ambassador” training program.

The NSAA now has a third-party online data management provider who is in the process of customizing an online data management process. At the current time, the renewal process is completely online in which the member can track their renewal application as well as download their license and corporate permit for the year; pay their renewal fees and download a detailed receipt; and upload current documents. For those licensed architects who report their continuing education, which is a mandatory requirement for renewal, to the NSAA – there is a new online continuing education transcript page. The login page is accessed at the top of the [NSAA’s homepage](#). (If a new applicant clicks on the “Member Log-In”, they are directed to an email link for the RPO.)

The NSAA is working with its third-party online data management provider to customize an online initial application which will mirror the renewal process including the payment of dues and fees (as well as the quarterly pro-rating of fees if applicable) and a detailed receipt.

REVIEW FINDINGS	<b>Compliance Criteria:</b> Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	<ul style="list-style-type: none"> <li>provides support to the applicant during the registration process;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>describes the type of support provided to the applicant during the registration process; and</li> </ul>	YES
	<ul style="list-style-type: none"> <li>provides information about the type of support provided to applicants during the registration process in a publicly accessible manner.</li> </ul>	YES

**Comments, to be completed by the FRPA Review Officer:**

Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- NSAA’s website (<https://nsaa.ns.ca>) on April 22, 2022, and with the information provided above.

**QUESTION 7 (ACCOMMODATION PRACTICES FOR APPLICANTS WITH A DISABILITY):**

Do you have a description of existing accommodation practices for applicants with a physical or mental disability? If so, describe how an applicant would request an accommodation and how requests are considered. How do you make this process available to applicants in a transparent, objective, impartial and procedurally fair manner? Include a link to information published in the public domain.

Alignment with the FRPA: *Section 6, 16(3)(h)*

Reference: [Human Rights Act \(nslegislature.ca\)](https://www.nslegislature.ca)

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, describe:</b> If applicants meet the registration requirements for licensure which also includes academic and experiential evidence as an Intern Architect or the years of experience (through either the BEFA program or MRAs), then the NSAA deems they are able to become licensed and follows the Human Rights Act and Labour Code requirements.  The only time that an applicant submits a request for special accommodations is for the written national exams. The special accommodation form is contained in the downloadable zip file at the bottom of the <a href="#">registration page</a> .	
<b>REVIEW FINDINGS</b>	<b>Compliance Criteria:</b> Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	• has a description of existing accommodation practices for applicants with a physical or mental disability;	YES
	• has a clear process for applicants to request an accommodation and understand how requests will be considered; and	YES
	• provides a description of accommodation practices in a publicly accessible manner.	YES

**Comments, to be completed by the FRPA Review Officer:**

Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- NSAA's website (<https://nsaa.ns.ca>) on April 22, 2022, and with the information provided above.

**QUESTION 8 (ACCESS TO REGISTRATION RECORDS):**

Do you have a documented process by which an applicant can request access to their registration records? If so, describe how an applicant can make this request, any exclusions to information that can be provided, and any fees that may apply. Include a link to any published information, if available.

Alignment with the FRPA: *Sections 12(1) through (5) and 16(3)(j)*

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, describe:</b> <p>The NSAA has not had a request from an applicant to access their registration records. Access to hard copy of files not available on the member’s online data management page would be through a written request to the Board of Registration who would review the request and seek legal advice. Requests for specific documentation not available online would be provided free of charge. For instance, there is no charge for sending a confirmation of license to another jurisdiction.</p> <p>Through the NSAA’s transition to online over the past three years, renewal information provided by the member is now online through the online data management system which the member can access at any time free of charge. The NSAA will be implementing a strategy to put a member’s membership history online which would consist of the initial application with supporting documentation and subsequent renewal applications as well as approved Canadian Experience Record Book (CERB) history that is part of the IAP process.</p> <p>Intern Architects wishing to transfer their approved CERBs as part of their application to become an Intern Architect in another jurisdiction can do so in writing to the NSAA who will transfer the approved CERBs to the Intern Architect’s new home jurisdiction.</p> <p>As part of the application process, the applicant signs a declaration which grants the NSAA permission to contact outside parties regarding disclosure of a complaint/disciplinary finding which calls into question an architect’s character as per the required confirmation of license.</p> <p><i>I hereby authorize the Nova Scotia Association of Architects to make such inquiries about me as it considers appropriate in connection with this application for a licence and consent to any third party releasing information to the Association in connection with this application.</i></p> <p><i>I further authorize the Association to disclose information about me, including, for example, copies of this form and documents submitted in this application process to other regulatory authorities and architectural registration boards</i></p>	
<b>REVIEW FINDINGS</b>	<b>Compliance Criteria:</b> Requirement that the regulating body: <ul style="list-style-type: none"> <li>• has an established process by which an applicant can make a request in writing for access to their registration records; and</li> <li>• describes how an applicant can make a request, any exclusions to information that can be provided and any fees that may apply.</li> </ul>	<b>Compliant? (YES/NO)</b>  YES  YES
<b>Comments, to be completed by the FRPA Review Officer:</b>  In order to better meet NSAA’s duty to be “ <i>transparent</i> ” (Section 6 of the FRPA) it was recommended, and NSAA agreed, that the process as described in Section 12 of the FRPA and in the above answer would be detailed on NSAA’s website.		

## SECTION II: ASSESSMENT CRITERIA AND COMMUNICATION OF DECISION PROCESSES

This section will explore assessment practices and how these practices are communicated to an applicant. An assessment measures an applicant’s skills, knowledge, qualifications, and credentials against the standard that must be met by your regulating body to be granted a licence/certification. Information on the criteria (Examples: exam material, competency information, work experience, requirements, etc.) used for assessment, how that information is communicated to the applicant, and how final registration/application decisions are provided will be requested in this section.

### QUESTION 9 (ASSESSMENT CRITERIA):

Explain, in detail, the criteria used by the regulating body to assess if an applicant has met requirements to be registered/licensed. (Examples: competencies, pass marks, experience standards, etc.) Also, explain how this information is communicated to applicants. Provide a link(s) to information published in the public domain.

If there is a third-party assessor involved in the process, describe their role in the space provided.

Alignment with the FRPA: *Section 7(d), 16(3)(b) and (i)*

### RESPONDENT ANSWER

Explain the criteria used for assessment and how the information is communicated:

For first-time licensure through the Internship in Architecture Program (IAP), senior architects who volunteer on the Board of Registration use the [IAP Manual](#) which lists and defines the 17 areas of competency required. Intern Architects log experience hours in the [Canadian Experience Record Book \(CERB\)](#). After each CERB is reviewed, a review letter with a periodic assessment form is sent to the Intern Architect, their Supervisor and Mentor. Each letter is customized with the total number of hours approved to date; their ExAC eligibility status if applicable, etc.

The other supporting documentation dependent on the membership type includes confirmation of license from all jurisdictions in which the licensed architect is licensed; proof of insurance, copies of degree(s); CACB certification number; BEFA certificate, etc. which are outlined on the application forms.

Is a third party involved in the assessment process?

Yes

No

If yes, name the third-party(s) and describe their role:

[Canadian Architectural Certification Board](#) administers the [BEFA program](#) in which the applicant’s competencies are assessed against the [Canadian Standard of Competency for Architects](#) and [certifies academic credentials](#) by comparing submitted academic credentials against the [Canadian Education Standards](#) which were developed and approved by all the Canadian jurisdictions.

[Committee for the Examination for Architects](#) (CEExAC) in Canada is a national committee of ROAC comprised of licensed architects. CEExAC ensures the exam meets [international standards for professional licensing exams](#) along with the national test consultants and prepares [annual reports](#) on the exams. Intern Architects receive a written

	transcript with either “Pass” or “Fail” with an overall “Complete” or “Incomplete” as well as the identification of “areas of weakness” which are the parts of the exam they did not pass.  Both the OAA and AIBC used trained, seasoned licensed architects from the BEFA program as their volunteer assessor and interview panels.	
<b>REVIEW FINDINGS</b>	<b>Compliance Criteria:</b> Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	• describes all criteria used to assess whether the requirements for registration have been met;	YES
	• explains how information is communicated;	YES
	• provides information in a publicly accessible manner; and	YES
	• describes the role of third-party assessors (if applicable).	YES
<b>Comments, to be completed by the FRPA Review Officer:</b>		
Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- NSAA’s website ( <a href="https://nsaa.ns.ca">https://nsaa.ns.ca</a> ) on April 22, 2022, and with the information provided above.		

**QUESTION 10 (COMMUNICATING REGISTRATION DECISIONS):**

Explain how you communicate registration decisions to applicants who are: a) successful; and b) not granted registration. Include the approximate length of time required to issue a registration decision, who makes the decision, and what information is provided with each type of decision.

Alignment with the FRPA: *Sections 8(b), (c), (d), 16(3)(l) and (m)*

<b>RESPONDENT ANSWER</b>	<p><b>Explain the registration decision communication process:</b></p> <p>a) Successful applicants: <a href="https://nsaa.ns.ca/how-to-join/">https://nsaa.ns.ca/how-to-join/</a> .and in <a href="#">a visual format</a> At the moment, initial applications are received in hard copy (submitted primarily by email). Information contained in the hard copy is inputted into the online data management system and shows as pending. Once the application is approved, the individual’s application status is changed from pending to approved – the applicant gets an email notification as well as a formal letter detailing how to update their information (and in the case of a licensed architect – how to download their license for the year) – this is the application approval notification process. Individuals will renew their membership (license) and if applicable their corporate permit online. The time between receiving an application form. All necessary supporting documentation complete the application varies and often depends on the number of confirmations of license to be submitted. A completed application is reviewed at the monthly meeting of the Board of Registration which occurs the second Tuesday of the month. If the Board approves it, they are entered into the online database management system and their acceptance is recorded there and a letter of approval is sent within two bus.</p> <p>b) Applicants not granted registration: <a href="https://nsaa.ns.ca/how-to-join/">https://nsaa.ns.ca/how-to-join/</a> and in <a href="#">a visual format</a> As per the application review pathway, a completed application which is rejected by the Board of Registration at its second Tuesday of the month meeting goes to Council at its monthly meeting which is held the third Thursday of the month. The applicant is notified after the Council meeting that the application was rejected including the reasons for the rejection. Rejections would be based on not meeting</p>
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	the compliance requirements such as insurance for example. To date, there has only be one refusal for an applicant in the past nine years and this was due to the applicant wanting to practice under a business entity which was not eligible for a corporate permit under <a href="#">Regulations 22-24</a> in order to use the entity’s insurance to comply with Regulation 10. Compliance requirements and eligibility criteria are communicated on the application form and on the NSAA’s website.	
<b>REVIEW FINDINGS</b>	<b>Compliance Criteria:</b> Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	• explains the process they use to communicate registration decisions, and the timeframe;	YES
	• provides written decisions to all applicants;	YES
	• provides applicants with reasons when registration has not been granted;	YES
	• provides information on programs/services available to support the future success of applicants, if applicable; and	YES
	• provides a description of the internal review process to applicants who are not granted registration.	YES
<b>Comments, to be completed by the FRPA Review Officer:</b>		
Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- NSAA’s website ( <a href="https://nsaa.ns.ca">https://nsaa.ns.ca</a> ) on April 22, 2022, and with the information provided above.		

## SECTION III: INTERNAL REVIEW/APEAL PROCESS

Section 10 of the Act states “Where a regulating body does not provide registration to an applicant, the regulating body shall provide an internal review process within a reasonable time and shall inform the applicant of the internal review process and of the procedures and time frames for the internal review.” This section focuses on the internal review/appeal process, including opportunities for an applicant to provide new information for a decision and details surrounding the decision-makers involved in the internal review/appeal process. Additionally, information on the training provided to individuals who make internal review/appeal decisions will be required.

<b>QUESTION 11 (INTERNAL REVIEW PROCESS):</b>
Do you have a documented internal review process for applicants who disagree with the registration decision? Provide a link to information published in the public domain.
If yes, describe the process including: <ul style="list-style-type: none"> <li>• time frames throughout the process; and</li> <li>• opportunities available to the applicant to provide new information and make submissions with respect to their internal review; and</li> <li>• how internal reviews decisions are communicated to applicants and what information is included with the decision; and</li> <li>• who makes internal review decisions.</li> </ul>

Alignment with the FRPA: *section 7(a) and 10, 16(3)(m) and (n)*

**Internal review:** a rehearing, reconsideration, review or appeal or other process provided by a regulating body in respect of the merits of a registration decision, regardless of the terminology used to describe the process.

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <p><b>If yes, explain:</b>                  The licensing appeals committee is set out in the NSAA’s legislation and Regulations. Regulations 16 to 17 detail the appeal process. This is found on the bottom of <a href="#">“Becoming an Architect”</a> with a <a href="#">clickable link to the Regulations</a>.–(Additional information added April 22, 2022: As per the regulations, the members of the Licensing Appeal Board are two licensed architects and a non-member. The members of the Board of Registration are licensed architects of the NSAA. No member of the Board of Registration is or can be a member of the Licensing Appeal Committee. I have attached a link to the <a href="#">NSAA's 2021 Annual Report</a> listing the members of the Board of Registration on page 10 and the members of the Licensing Appeals Committee on page 15.</p> <p><b>If no, explain why not:</b></p>
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REVIEW FINDINGS	Compliance Criteria:	Compliant? (YES/NO)
	Requirement that the regulating body:	
	1. has a documented internal review process;	YES
	2. describes time frames associated with the internal review process;	YES
	3. describes opportunities the applicant has to provide new information and make submissions with respect to their internal review;	YES
	4. describes how internal review decisions are communicated to applicants and what information is included with the decision;	YES
	5. ensures that no one who acted as a decision-maker in respect of a registration decision can act as a decision-maker in an internal review; and	YES
	6. provides information on the internal review process in a publicly accessible manner.	YES

**Comments, to be completed by the FRPA Review Officer:**

Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from- NSAA’s website (<https://nsaa.ns.ca>) on April 22, 2022, and with the information provided above.

**QUESTION 12 (INTERNAL REVIEW TRAINING):**

Have the decision-makers for the internal review received training on conducting on an internal review? If so, describe the training.

Alignment with the FRPA: *Sections 11 and 16(3)(p)*

**RESPONDENT ANSWER**

- Yes
- No

**If yes, please describe:**

The training will be conducted in 2022 as per the adopted Terms of Reference for the Licensing Appeals Committee.

NOVA SCOTIA ASSOCIATION OF ARCHITECTS (NSAA) LICENSING APPEAL COMMITTEE TERMS OF REFERENCE

1. MANDATE

The Licensing Appeal Committee (the "LAC") is appointed by Council in accordance with the Act and the Regulations to hear appeals of decisions to deny licenses or corporate permits rendered by the Board of Registration of the NSAA. The LAC renders a final decision and is an independent committee of the NSAA.

Sections 15 to 17 of the Regulations apply to the appointment and procedures of the LAC. Where there is any inconsistency between these terms of reference and the Regulations, the Regulations shall govern.

2. ACCOUNTABILITY

The LAC is established by the Council and is accountable to the public in accordance with the Architects Act.

3. COMMITTEE MEMBERSHIP

3.1 Number and Composition. The LAC consists of three members of the NSAA, appointed by Council, of whom:

- a. Two are members of the NSAA; and
- b. One person who is not a member of the NSAA.

From the LAC members, Council shall appoint a LAC Chair for a three-year term or as required.

3.2 Mandatory Training. All members must take mandatory training including but not limited to aspects of hearing and evaluating evidence and conducting hearings. This training must be taken minimum once per term and as determined appropriate by the LAC. The training may be in-person or online and come from Fair Registration Practice Office webinars or seminars, from the NSAA's regulatory lawyer, or other sources as determined to be appropriate by the LAC.

3.3 Term of appointment. LAC members are appointed for terms of three years and are eligible for reappointment based on the recommendation of the LAC through the Committee's Chair. LAC members are to be appointed in staggered terms so that at the end of each year there is at least one new term appointment or reappointment.

- 3.4 Criteria for Committee Membership: NSAA Members. To be eligible for appointment to the LAC, appointees who are members must:
- a. Be active members of the NSAA in good standing, as defined in the association By- laws, for practicing members;
  - b. Be able to undertake the required time commitment;
  - c. Be knowledgeable of applicable legislation, standards of architectural professional practice and standards of conduct;
  - d. Be able to make objective decisions based on written and verbal information;
  - e. Not be members of Council or employees of the NSAA;
  - f. Be knowledgeable of or be willing to become knowledgeable of privacy legislation; and
  - g. Agree to be bound by NSAA governance and conduct regulations and policies as implemented by Council from time to time (i.e. Council Charter).

- 3.5 Criteria for Committee Membership - Non-Members: To be eligible for appointment to the LAC, appointees who are not NSAA members must:
- a. Be able to undertake the required time commitment;
  - b. Understand the role of self-regulating professions;
  - c. Be willing to become knowledgeable of applicable legislation, standards of architectural professional practice and standards of conduct;
  - d. Be able to make objective decisions based on written and verbal information;
  - e. Not be current or former members of the NSAA nor current or former employees of a member of NSAA;
  - f. Be knowledgeable of or willing to become knowledgeable of privacy legislation; and
  - g. Agree to be bound by NSAA governance and conduct regulations and policies as implemented by Council from time to time (i.e. Council Charter).

#### 4. MEETINGS

The LAC conducts two types of meetings, each of which has its own processes and procedures. The meetings and hearings of the LAC may employ any meeting formats and procedures as outlined in the bylaws.

- 4.1 Committee Meetings. The LAC meets as required to fulfil its mandate and responsibilities, with at least two mandatory meetings:
- a. The first mandatory meeting is to be an orientation meeting held immediately after the first meeting of the newly elected NSAA Council.
  - b. The second mandatory meeting is held a minimum 60 days prior to the AGM to finalize the LAC's annual report.
- 4.2 Hearings. Procedures for hearing appeals to the Licensing Appeal Committee are set out in Sections 16 and 17 of the Regulations. The LAC may set additional rules of procedures that are consistent with the Regulations, or the Rules of Natural Justice, which can be summarized as the right to be heard, the right to adjudicators free from bias, and the right to reasons for decisions. 3
- 4.3 NSAA Staff. Staff members attending meetings or hearings are non-voting participants.
- 4.4 Recording Secretary and Minutes. The Executive Director or the Executive Director's proxy attends all meetings and is Recording Secretary for the LAC.

#### 5. RESPONSIBILITIES

The primary responsibilities of the Licensing Appeals Committee are to conduct hearings, make determinations, and provide decision in writing on matters brought before it in accordance with Parts 16 and 17 of the Regulations.

## 6. REPORTING

The LAC reports to the Council and the Board of Registration through its Chair. The LAC will provide an annual written report of its work to the Annual General Meeting of NSAA.

6.1 To Council. The LAC will establish an annual work plan and meeting schedule to define its intended activities, areas of focus, and anticipated frequency/number of meetings to be shared with Council. The Chair of the LAC will provide oral or written reports of its proceedings to Council at least annually, or as required by Council following each meeting of the LAC, including decisions on individual cases. If there is no action item or crucial information, written reports from the LAC may be included in the consent agenda without an oral report.

6.2 To the Board of Registration. Written decisions rendered during hearings will be provided to the Board of Registration.

## 7. DELIVERABLES

7.1 Annual Work Plan and Meeting Schedule

7.2 Decisions on Appeals

7.3 Reports to Council

7.4 Annual report to Annual General Meeting

The Canadian Medical Protective Association (CMPA) published "Understanding your rights -The rules of natural justice/" November 2018, which provides information that may be useful in considering the relevance of natural Justice<sup>1</sup> or procedural fairness<sup>1</sup> with respect to licensed professionals and complaints<sup>1</sup> hearings, and discipline, related to regulatory functions: <https://www.cmpa-acpm.ca/en/advice-publications/browse-articles/2018/understanding-your-rights-the-rules-of-natural-justice>

## 8. RESOURCES

The Executive Director or Executive Director's Proxy will attend all meetings of the LAC as an advisor, providing governance and administrative support to the LAC, including guiding the administration of hearings. The LAC Chair may, at the LAC Chair's discretion, invite guests to attend meetings as resources. The LAC has the authority, with consent of the Executive Director, to retain professional advisors, including access to legal counsel separate from the NSAA's regulatory lawyer, as the LAC deems necessary to carry out its duties.

## 9. CONFIDENTIALITY

Every member of the LAC shall preserve confidentiality with respect to all information that comes to their knowledge in the course of their duties and shall not communicate any information to any other person.

## 10. TERMS OF REFERENCE REVIEW

The LAC will review its Terms of Reference annually at the first mandatory meeting of the LAC

· · and report in the respective fiscal year-end its findings to the Governance Committee. The Governance Committee will review the LAC's findings and recommend any proposed changes to Council for approval.

	<b>I HAD TO CLICK YES IN ORDER TO PROVIDE DETAILS</b>	
<b>REVIEW FINDINGS</b>	<b>Compliance Criteria:</b> Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	<ul style="list-style-type: none"> <li>ensures that internal review decision-makers have received training on conducting an internal review; and</li> </ul>	YES
	<ul style="list-style-type: none"> <li>describes the training.</li> </ul>	YES
<b>Comments, to be completed by the FRPA Review Officer:</b> Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from the information provided above.		

## V: ACKNOWLEDGEMENTS:

The *Nova Scotia Association of Architects* hereby declares that the information contained in this report is a true and accurate representation of current registration practices of the organization and agrees to take action to address items of non-compliance as per the following Action Plan.

**SIGNATURE OF THE AUTHORIZED MEMBER OF THE REGULATING BODY:**

A handwritten signature in blue ink that reads "Margo Dauphinee". The signature is written in a cursive style.

**Name (print):** Margo Dauphinee

**DATE:** 2022-05-06