

**ACTION PLAN - YEAR 1 PROGRESS UPDATE
NOVA SCOTIA ENVIRONMENT – PESTICIDE APPLICATOR**

As per the following Action Plan Progress Report and FRPA Review Officer comments, all areas of non-compliance, as originally identified in the May 2021 FRPA review report, have now been addressed.

ACTION PLAN TIMELINES:

TIMELINES FOR ACTION PLAN PROGRESS UPDATES					
	Action Plan Deadline	Action Plan Progress Update 1			
Due Date	2021-03-22	2022-06-08			
Actual Completed Date	2021-05-20	2022-06-08			

ACTION PLAN:

ACTION PLAN – AREA #1:	Response to FRPA Review Question #3 (Registration of International Applicants):
FRPA SECTIONS:	Sections 6, 7(a), (c), 9(a), 16(a), (b) and (g)
AREAS OF NON-COMPLIANCE TO BE ADDRESSED:	<p>Areas of non-compliance to be addressed in an action plan are as follows:</p> <ul style="list-style-type: none"> - ensure that information regarding registration requirements and how requirements are to be met by applicants who received their qualifications outside of Canada is clear and easily accessible in the public domain through print and electronic media. - provide clear instructions on what documentation must accompany applications
REGULATOR ACTION PLAN:	<ul style="list-style-type: none"> • Update the application process to ensure instructions including accompanying documentation and all requirements for applicants outside of Canada are provided. • Update the website information with clear and readily accessible instructions and required documentation for applicants seeking reciprocity. • The Department has contacted the Labour Mobility Coordinator for assistance and advice.
INTENDED COMPLETION DATE:	<p>May 2022*</p> <p>*CNS advised of delays for website changes due to Covid response</p>
Year 1: Action Plan update. Due: 2022-06-08	New reciprocity process document for both international and inter-provincial applicants has been created and posted to our website by Communications Nova Scotia.
FRPA Review Officer Comments 2022-06-30	The information currently available on the Pesticide Certification website is sufficient to meet the requirements of the above cited Sections of the FRPA as they pertain to international applicants.

ACTION PLAN – AREA #2:	Response to FRPA Review Question #4 (Registration of Interprovincial Applicants):
FRPA SECTIONS:	Sections 3, 6, 7(a), (c), 9(a), 16(a), (b) and (g)
AREAS OF NON-COMPLIANCE TO BE ADDRESSED:	<p>Areas of non-compliance to be addressed in an action plan are as follows:</p> <ul style="list-style-type: none"> - ensure that information about registration requirements and how requirements are to be met by applicants who received their qualification outside NS but within Canada is clear and easily accessible in the public domain through print and electronic media. - ensure that information about registration requirements and how requirements are to be met by applicants registered in another Canadian jurisdiction are based on certificate-to-certificate recognition and are clear and easily accessible on the public domain through print and electronic media. - provide clear instructions on what documentation must accompany applications
REGULATOR ACTION PLAN:	<ul style="list-style-type: none"> • Update the application process to ensure instructions including accompanying documentation and all requirements for applicants in another Canadian jurisdiction are provided. • Update the website information with clear and readily accessible instructions and required documentation for applicants seeking reciprocity. • The Department has contacted the Labour Mobility Coordinator for assistance and advice.

INTENDED COMPLETION DATE:	May 2022* *CNS advised of delays for website changes due to Covid response.
Year 1: Action Plan update. Due: 2022-06-08	New reciprocity process document for both international and inter-provincial applicants has been created and posted to our website by Communications Nova Scotia.
FRPA Review Officer Comments 2022-06-30	The information currently available on the Pesticide Certification website is sufficient to meet the requirements of the above cited Sections of the FRPA as they pertain to interprovincial applicants.

ACTION PLAN – AREA #3:	Response to FRPA Review Questions #8 and #9 (Accommodation Practices for Applicants with A Physical or Mental Disability):
FRPA SECTIONS:	Sections 16(3)(h)
AREAS OF NON-COMPLIANCE TO BE ADDRESSED:	Areas of non-compliance to be addressed in an action plan are as follows: <ul style="list-style-type: none"> - document a description of the accommodation practices for applicants which includes: <ul style="list-style-type: none"> - how to request an accommodation - guidelines regarding types of accommodations - ensure that practices are adaptable if a new situation arises
REGULATOR ACTION PLAN:	<ul style="list-style-type: none"> • Develop and document a description for adaptive accommodation practices for applicants requesting physical or mental accommodations. • Information on accommodation practices will be clear and accessible on our website.
INTENDED COMPLETION DATE:	May 2022* *CNS advised of delays for website changes due to Covid response.
Year 1: Action Plan update. Due: 2022-06-08	The newly created Department-wide accommodations policy will be uploaded to the pesticides application webpage once complete and an url is set up for referencing the policy so it can be referenced on the pesticide application webpage. Expected completion is June 2022.
FRPA Review Officer Comments 2022-06-30	The information currently available on the Pesticide Certification website is sufficient to meet the requirements of the above cited Section of the FRPA .

ACTION PLAN – AREA #4:	Response to FRPA Review Question #14 (Internal Review Process):
FRPA SECTIONS:	Sections 7(a), 10(1)(2)(4) and 16(3)(m)
AREAS OF NON-COMPLIANCE TO BE ADDRESSED:	Areas of non-compliance to be addressed in an action plan are as follows: <ul style="list-style-type: none"> - document a clearly defined process for an internal review of the registration decision which includes: <ul style="list-style-type: none"> - procedures - timeframes - opportunities the applicant has to provide new information and to make submissions in support of their position (e.g. documented evidence, hearing, etc.) - ensure that information on the internal review process is clear and easily accessible in the public domain through print and electronic media - document the timeline and process by which an applicant who has been denied registration is informed about the procedures and time frames for the internal review.
REGULATOR ACTION PLAN:	<ul style="list-style-type: none"> • Ensure the current appeal process with the procedure, timelines and submission requirements is clearly defined, documented and accessible on our website. • The reasons for denying certification will be provided in writing and will include the availability of a review/appeal and a description of the above process. Communication will include a link to the Notice of Appeal Form.
INTENDED COMPLETION DATE:	May 2022* *CNS advised of delays for website changes due to Covid response.

Year 1: Action Plan update. Due: 2022-06-08	Application response letters/emails, including letter for applicants that have failed an exam, have been changed to include information on how to appeal a Minister/Administrator decision. The new response wording for exam failures or responses to those that are getting denied their exam grade, expressly includes instruction for Ministerial Appeal.
FRPA Review Officer Comments 2022-06-30	The information currently available on the Pesticide Certification website is sufficient to meet the requirements of the above cited Sections of the FRPA .

SIGNATURE OF THE AUTHORIZED MEMBER OF THE REGULATING BODY:

X
Steven Conway Pesticide Specialist

Name (print): Steven Conway

DATE: 2022-06-08

SIGNATURE OF THE FRPA REVIEW OFFICER:

2022-06-30

X 

Signed by: Frank Reinhardt