
Association of Interior Designers of Nova
Scotia

Fair Registration Practices Act (FRPA)
Review Report
September 9, 2022

Province of Nova Scotia

EXECUTIVE SUMMARY

The Association of Interior Designers of Nova Scotia (AIDNS) 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 AIDNS, 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 May 3, 2022 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 AIDNS’ responses to 12 review questions, as well as corroborating information on AIDNS’ website (<https://idns.ca/>) and additional documents provided which are not attached to this report (including a 56-page 2021 “Procedures & Policies Manual”). Upon review of this information, no compliance issues were identified and therefore no Action Plan is required. The review questions, AIDNS’ 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 AIDNS’ registration practices within 5 years of the date of this report.

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

Sincerely,



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

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1. 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 regulating 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

Name of Regulating Body:	Association of Interior Designers of Nova Scotia (IDNS)
Review Questions Due:	2022-08-10
Date Submitted:	2022-08-09

- The occupation(s) or trade(s) authorized to regulate, and types of licenses/certificates issued:
 - Interior Design
 - There are seven categories of IDNS membership available, and the criteria are outlined in the Interior Designer’s Regulations. All members pay annual membership dues which are set by IDNS. It is mandatory for registered, non-resident registered and inactive members to have the minimum levels of Commercial General Liability and Errors and Omissions insurance in accordance with the Interior Designer’s Regulations. Only registered members are issued a professional stamp and may use the designation “Registered Member of the Association of Interior Designers of Nova Scotia” or the letters “IDNS”. Non-resident register members are provided with a Certificate of Non-Resident Registration
 - Types of licenses issued:
 - Registered

- Intern
 - Inactive (non-practicing)
 - Retired (non-practicing)
 - Allied (non-practicing)
 - Non-Resident Registered
 - Student (non-practicing)
- Name of the authorizing legislation (include link(s)):
 - The Interior Designers Act CHAPTER 6 OF THE ACTS OF 2003 as amended by 2004, c. 6, ss. 11-13; 2011, c. 18
 - <http://nslegislature.ca/legc/statutes/interior%20designers.pdf> / [Nova Scotia Legislature - Interior Designers Act \(amended\) \(nslegislature.ca\)](#)
 - Interior Designers Regulations at <http://www.gov.ns.ca/just/regulations/regs/intdregs.htm>
- Occupational or trade profile(s):
 - The “practice of interior design” means providing or offering to provide, for a fee, commission or hope of reward, design services in relation to the non-structural construction of and non-structural alterations to the interior area of a structure designed for human habitation and includes:
 - analyzing the intended use of the interior area of a structure, the life-safety requirements and applicable codes
 - developing preliminary and final designs for the alteration or construction of an interior area of a structure
 - preparing and filing with the authority having jurisdiction for the purpose of obtaining a building permit, technical submissions for non-structural interior construction, materials, finishes, space planning, reflected ceiling plans, furnishings, fixtures and equipment
 - consulting and collaborating with licensed design professionals
 - preparing and administering bids and contract documents, and
 - reviewing and evaluating the implementation of projects while in progress and upon completion.
 - The association of Interior Designers of Nova Scotia (IDNS; the Association) is a self-regulating organization governed by the *Interior Designers Act*, which is a statute of the Province of Nova Scotia. IDNS was established in 1975 and is affiliated with the national association, the Interior Designers of Canada (IDC).
- Role of the regulating body:
 - administering the Interior Designers Act, in order that the public interest may be served and protected
 - promoting and furthering the knowledge, skill and proficiency of its members
 - upholding excellence in the profession by establishing strong education, experience and examination standards for membership
 - ensuring members meet mandatory liability insurance requirements
 - ensuring members meet mandatory continuing education requirements
 - ensuring members meet the code of ethics and standards of the Association
 - promoting and extending the profession of interior design by providing a liaison between the profession and the public

A link to the registration section the website: <https://idns.ca/idns-governance/>

2. 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 *Association of Interior Designers of Nova Scotia*, covering the year 2021, in fulfillment of the quantitative reporting requirements under Section 15 of the FRPA:

Total Practicing Members*:	53
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* As of December 31, 2021

Note: AIDNS reported only 4 applications received in 2021. All 4 were successful applications (registration granted) from interprovincial applicants from Ontario (registered in Ontario at the time of applying to Nova Scotia). No internal reviews were conducted in 2021.

3. 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 (*Association of Interior Designers of Nova Scotia*) responses to the FRPA Review Survey are detailed below, along with the review findings determined by the Review Officer in accordance with the Act.

3.1: 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 of New Applicants, who do not have international credentials (subject of Question 2) and are not licenced in other Canadian Jurisdictions (subject of Question 3). Requirements include: 1) qualifications; 2) a list of the documentation an applicant must submit; and 3) the registration process and how requirements are met. 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) and (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.

<p>A. LICENSE TYPE</p>	<p>Registered</p>
<p>QUALIFICATIONS (LIST)</p>	<ul style="list-style-type: none"> • satisfies the education qualification and the examination qualification Become an Interior Designer – IDNS or was a registered member under the former Act in good standing at any time between February 25, 1994 and the date the Act came into force • has completed a sufficient number of full-time equivalent years of qualifying intern experience, not being fewer than three years, that, when added to the number of academic years duration of that person’s education qualification, exceeds a total of seven years • has qualifying practice experience and qualifying intern experience for a total of not less than the 3250 competency hours standard (hours listed on website at Become an Interior Designer – IDNS Intern Experience) • is of good character and adheres to the code of ethics and standards of the Association • is in good standing with respect to the payment of membership fees and other fees prescribed by the Association • is covered by professional liability insurance • is a permanent resident of the province of Nova Scotia, or is temporarily resident outside the province and was a permanent resident of the province within five years of the date of their application or renewal
<p>DOCUMENTATION (LIST)</p>	<ul style="list-style-type: none"> • Application fee \$35.00, by cheque or e-transfer to treasurer@idns.ca only • Education Transcripts • Proof of Liability Insurance • NCIDQ Certificate • Other Provincial Association Certificates (if applicable)
<p>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</p>	<p>See attached Membership Application Process document for step by step details.</p> <p>Membership Application Process Chart outlines the requirements for each class of membership and refers back to our Provincial Regulations; these are found on our website in a step by step format. The timeframes and means of response are included in the flow chart</p> <p>http://idns.ca/wp-content/uploads/2021/05/Membership-Application-Process.pdf</p>

<p>COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)</p>	<p>The Registrar and Membership Director will review the application and respond, in writing (See attached Letter of Acceptance or Letter of Regret), to the applicant within 30 days of receipt of application fee and all required documents. If the application is not accepted, see the attached FC IDNS Appeals document and a path for alternative review see PRA-Chart document as well as information on equivalency assessments or testing through CIDQ Alternative Review Program cidq.</p> <p>Steps to reach Registered class are here http://idns.ca/wp-content/uploads/2018/10/Requirements-to-apply-for-IDNS-Registered-Membership.pdf and http://idns.ca/wp-content/uploads/2021/05/Membership-Application-Process.pdf</p> <p>The list of requirements is also shown in a sidebar and in a checklist on the application form so applicants further understand how and what we need to assess their applications https://idns.ca/wp-content/uploads/2021/10/IDNS-AppForm-Oct2021.pdf</p>
<p>B. LICENSE TYPE</p>	<p>Intern</p>
<p>QUALIFICATIONS (LIST)</p>	<ul style="list-style-type: none"> • Practicing under the supervision of a Registered Interior Designer or Registered Architect • Satisfies education requirements • Satisfies examination qualification or commits to do so in prescribed time frame
<p>DOCUMENTATION (LIST)</p>	<ul style="list-style-type: none"> • Application fee \$35.00, by cheque or e-transfer to treasurer@idns.ca only • Education Transcripts • Other Provincial Association Certificates (if applicable)
<p>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</p>	<p>See attached Membership Application Process document for step by step details.</p> <p>Membership Application Process Chart outlines the requirements for each class of membership and refers back to our Provincial Regulations; these are found on our website in a step by step format. The timeframes and means of response are included in the flow chart http://idns.ca/wp-content/uploads/2021/05/Membership-Application-Process.pdf</p>
<p>COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)</p>	<p>The Registrar and Membership Director will review the application and respond, in writing (See attached Letter of Acceptance or Letter of Regret), to the applicant within 30 days of receipt of application fee and all required documents. If the application is not accepted, see the attached FC IDNS Appeals document and a path for alternative review see PRA-Chart document as well as information on equivalency assessments or testing through CIDQ Alternative Review Program cidq.</p>

	<p>Steps to reach Intern class are here http://idns.ca/wp-content/uploads/2021/05/Membership-Application-Process.pdf</p> <p>The list of requirements is also shown in a sidebar and in a checklist on the application form so applicants further understand how and what we need to assess their applications https://idns.ca/wp-content/uploads/2021/10/IDNS-AppForm-Oct2021.pdf</p>
C. LICENSE TYPE	Non-Resident Registered
QUALIFICATIONS (LIST)	<p>Is a member in good standing of an Association recognized by IDC or ASID in an a class equivalent to IDNS Registered</p> <ul style="list-style-type: none"> •Satisfies education & examination requirements (7 years) •Has qualifying practice experience and qualifying Intern experience to meet the 3250 competency hours standard (hours listed on website at Become an Interior Designer – IDNS Intern Experience) •Is covered by professional liability insurance
DOCUMENTATION (LIST)	<ul style="list-style-type: none"> • Application fee \$35.00, by cheque or e-transfer to treasurer@idns.ca only • Education Transcripts • Proof of Liability Insurance • NCIDQ Certificate • Other Provincial Association Certificates
REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	<p>See attached Membership Application Process document for step by step details. Membership Application Process Chart outlines the requirements for each class of membership and refers back to our Provincial Regulations; these are found on our website in a step by step format. The timeframes and means of response are included in the flow chart</p> <p>http://idns.ca/wp-content/uploads/2021/05/Membership-Application-Process.pdf</p>
COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	<p>The Registrar and Membership Director will review the application and respond, in writing (See attached Letter of Acceptance or Letter of Regret), to the applicant within 30 days of receipt of application fee and all required documents. If the application is not accepted, see the attached FC IDNS Appeals document and a path for alternative review see PRA-Chart document.</p>

		The list of requirements is also shown in a sidebar and in a checklist on the application form so applicants further understand how and what we need to assess their applications https://idns.ca/wp-content/uploads/2021/10/IDNS-AppForm-Oct2021.pdf
REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	• 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; and	YES
	• provides information in a publicly accessible manner.	YES
Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and the information found on AIDNS's website (https://idns.ca/) on September 6, 2022.		

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), (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.	
	A. LICENSE TYPE	Registered
	DOCUMENTATION (LIST)	<ul style="list-style-type: none"> • Documentation: • Application fee \$35.00, by cheque or e-transfer to treasurer@idns.ca only • Education Transcripts

	<ul style="list-style-type: none"> • Proof of Liability Insurance • NCIDQ Certificate - Alternative Review Program cidq • Other Provincial Association Certificates (if applicable)
REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	<p>There is not a separate process for international applicants as it is not necessary; a CIDA accredited education is available internationally. If an applicant does not have a CIDA accredited education there is a 3rd party review available to assess equivalency</p> <p>This information is located at Step 5 on the IDNS Membership Application – IDNS</p> <p>Also see: Alternative Review Program cidq (see Blue Application Instructions + Review Forms at this link)</p>
COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	<p>The Registrar and Membership Director will review the application and respond, in writing (See attached Letter of Acceptance or Letter of Regret), to the applicant within 30 days of receipt of application fee and all required documents. If the application is not accepted, see the attached FC IDNS Appeals document and a path for alternative review see PRA-Chart document as well as information on equivalency assessments or testing through CIDQ Alternative Review Program cidq.</p> <p>Steps to reach Registered class are here http://idns.ca/wp-content/uploads/2018/10/Requirements-to-apply-for-IDNS-Registered-Membership.pdf and http://idns.ca/wp-content/uploads/2021/05/Membership-Application-Process.pdf</p> <p>The list of requirements is also shown in a sidebar and in a checklist on the application form so applicants further understand how and what we need to assess their applications https://idns.ca/wp-content/uploads/2021/10/IDNS-AppForm-Oct2021.pdf</p>
B. LICENSE TYPE	Intern
DOCUMENTATION (LIST)	<ul style="list-style-type: none"> • Application fee \$35.00, by cheque or e-transfer to treasurer@idns.ca only • Education Transcripts • Proof of Liability Insurance • Information showing eligibility to write the NCIDQ exam - Alternative Review Program cidq • Other Provincial Association Certificates (if applicable)
REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	<p>Same as registered above</p>

<p>COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)</p>	<p>The Registrar and Membership Director will review the application and respond, in writing (See attached Letter of Acceptance or Letter of Regret), to the applicant within 30 days of receipt of application fee and all required documents. If the application is not accepted, see the attached FC IDNS Appeals document and a path for alternative review see PRA-Chart document as well as information on equivalency assessments or testing through CIDQ Alternative Review Program cidq.</p> <p>Steps to reach Intern class are here http://idns.ca/wp-content/uploads/2021/05/Membership-Application-Process.pdf</p> <p>The list of requirements is also shown in a sidebar and in a checklist on the application form so applicants further understand how and what we need to assess their applications https://idns.ca/wp-content/uploads/2021/10/IDNS-AppForm-Oct2021.pdf</p>
<p>C. LICENSE TYPE</p>	<p>Non-Resident Registered</p>
<p>DOCUMENTATION (LIST)</p>	<p>Is a member in good standing of an Association recognized by IDC or ASID in an a class equivalent to IDNS Registered</p> <ul style="list-style-type: none"> •Satisfies education & examination requirements (7 years) – provides documentation used for registration with current recognized Association •Has qualifying practice experience and qualifying Intern experience to meet the 3250 competency hours standard (hours listed on website at Become an Interior Designer – IDNS Intern Experience) •Is covered by professional liability insurance
<p>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</p>	<p>Same as registered above</p>
<p>COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)</p>	<p>The Registrar and Membership Director will review the application and respond, in writing (See attached Letter of Acceptance or Letter of Regret), to the applicant within 30 days of receipt of application fee and all required documents. If the application is not accepted, see the attached FC IDNS Appeals document and a path for alternative review see PRA-Chart document.</p> <p>The list of requirements is also shown in a sidebar and in a checklist on the application form so applicants further understand how and what we need to assess their applications https://idns.ca/wp-content/uploads/2021/10/IDNS-AppForm-Oct2021.pdf</p>

	If you do not have a process, please explain.	
REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	<ul style="list-style-type: none"> provides information about its registration practices in a clear and understandable form to individuals who received their qualifications outside Canada; 	YES
	<ul style="list-style-type: none"> identifies documentation of qualifications that must accompany an application; 	YES
	<ul style="list-style-type: none"> explains the registration process and how requirements for registration are to be met; 	YES
	<ul style="list-style-type: none"> explains how information is communicated; and 	YES
	<ul style="list-style-type: none"> provides information in a publicly accessible manner. 	YES
Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and the information found on AIDNS's website (https://idns.ca/) on September 6, 2022.		

QUESTION 3 (REGISTRATION OF INTERPROVINCIAL APPLICANTS)

Do you have a registration process for applicants who are registered/licensed in another jurisdiction in Canada (Interprovincial applicants)? 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 Interprovincial applicants? Include a link(s) to information published in the public domain.

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

Interprovincial applicants: 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.	
	A. LICENSE TYPE	Registered
	DOCUMENTATION (LIST)	<ul style="list-style-type: none"> Application fee \$35.00, by cheque or e-transfer to treasurer@idns.ca only see the attached PRA Chart, Internal Provincial Agreement Education Transcripts

		<ul style="list-style-type: none"> • Proof of Liability Insurance • NCIDQ Certificate • Other Provincial Association Certificates 	
	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	<p>See attached Membership Application Process document for step by step details. Membership Application Process Chart outlines the requirements for each class of membership and refers back to our Provincial Regulations; these are found on our website in a step by step format. The timeframes and means of response are included in the flow chart</p> <p>http://idns.ca/wp-content/uploads/2021/05/Membership-Application-Process.pdf</p>	
	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	<p>The Registrar and Membership Director will review the application and respond, in writing (See attached Letter of Acceptance or Letter of Regret), to the applicant within 30 days of receipt of application fee and all required documents. If the application is not accepted, see the attached FC IDNS Appeals document and a path for alternative review see PRA-Chart document as well as information on equivalency assessments or testing through CIDQ</p> <p>Alternative Review Program cidq.</p> <p>Steps to reach Registered class are here http://idns.ca/wp-content/uploads/2018/10/Requirements-to-apply-for-IDNS-Registered-Membership.pdf and http://idns.ca/wp-content/uploads/2021/05/Membership-Application-Process.pdf</p> <p>The list of requirements is also shown in a sidebar and in a checklist on the application form so applicants further understand how and what we need to assess their applications</p> <p>https://idns.ca/wp-content/uploads/2021/10/IDNS-AppForm-Oct2021.pdf</p>	
	B. LICENSE TYPE	Intern	
	DOCUMENTATION (LIST)	<ul style="list-style-type: none"> • Application fee \$35.00, by cheque or e-transfer to treasurer@idns.ca only • Education Transcripts • Other Provincial Association Certificates 	
	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	<p>See attached Membership Application Process document for step by step details. Membership Application Process Chart outlines the requirements for each class of membership and refers back to our Provincial Regulations; these are found on our website</p>	

		<p>in a step by step format. The timeframes and means of response are included in the flow chart http://idns.ca/wp-content/uploads/2021/05/Membership-Application-Process.pdf</p>	
	<p>COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)</p>	<p>The Registrar and Membership Director will review the application and respond, in writing (See attached Letter of Acceptance or Letter of Regret), to the applicant within 30 days of receipt of application fee and all required documents. If the application is not accepted, see the attached FC IDNS Appeals document and a path for alternative review see PRA-Chart document as well as information on equivalency assessments or testing through CIDQ Alternative Review Program cidq.</p> <p>Steps to reach Intern class are here http://idns.ca/wp-content/uploads/2021/05/Membership-Application-Process.pdf</p> <p>The list of requirements is also shown in a sidebar and in a checklist on the application form so applicants further understand how and what we need to assess their applications https://idns.ca/wp-content/uploads/2021/10/IDNS-AppForm-Oct2021.pdf</p>	
	<p>C. LICENSE TYPE</p>	<p>Non-Resident Registered</p>	
	<p>DOCUMENTATION (LIST)</p>	<ul style="list-style-type: none"> • Application fee \$35.00, by cheque or e-transfer to treasurer@idns.ca only • Education Transcripts • Proof of Liability Insurance • NCIDQ Certificate • Other Provincial Association Certificates 	
	<p>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</p>	<p>See attached Membership Application Process document for step by step details. Membership Application Process Chart outlines the requirements for each class of membership and refers back to our Provincial Regulations; these are found on our website in a step by step format. The timeframes and means of response are included in the flow chart http://idns.ca/wp-content/uploads/2021/05/Membership-Application-Process.pdf</p>	

	<p>COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)</p>	<p>The Registrar and Membership Director will review the application and respond, in writing (See attached Letter of Acceptance or Letter of Regret), to the applicant within 30 days of receipt of application fee and all required documents. If the application is not accepted, see the attached FC IDNS Appeals document and a path for alternative review see PRA-Chart document.</p> <p>The list of requirements is also shown in a sidebar and in a checklist on the application form so applicants further understand how and what we need to assess their applications https://idns.ca/wp-content/uploads/2021/10/IDNS-AppForm-Oct2021.pdf</p>	
<p>REVIEW FINDINGS (To be completed by the FRPA Review Officer)</p>	<p>Compliance Criteria: Requirement that the regulating body:</p> <ul style="list-style-type: none"> • has a streamlined process to license applicants certified in another Canadian jurisdiction that regulates the same occupation or trade; • identifies documentation of qualifications that must accompany an application; • explains the registration process and how requirements for registration are to be met; • explains how information is communicated; and • provides information in a publicly accessible manner. 		<p>Compliant? (YES/NO)</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>
<p>Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and the information found on AIDNS’s website (https://idns.ca/) on September 6, 2022.</p>			

<p>QUESTION 4 (REGISTRATION PROCESS FEES)</p>
<p>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.</p> <p>Alignment with the FRPA: <i>Section 7(f) and 16(3)(d)</i></p>

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Describe and explain: There is a \$35 application fee which is listed on the IDNS application form – Required documentation check list at the bottom of the application https://idns.ca/wp-content/uploads/2021/10/IDNS-AppForm-Oct2021.pdf The requirement of a fee is also noted in ‘Step 4’ of the IDNS Membership Application website page https://idns.ca/idns-membership-application/	
REVIEW FINDINGS	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	<ul style="list-style-type: none"> provides information setting out any fees for registration in a clear and understandable form; 	YES
	<ul style="list-style-type: none"> describes the fees even if they are not applicable or are \$0; and 	YES
	<ul style="list-style-type: none"> provides information about fees in a publicly accessible manner. 	YES
Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and the information found on AIDNS’s website (https://idns.ca/) on September 6, 2022.		

QUESTION 5 (ALLOWANCE FOR ALTERNATIVE DOCUMENTATION)

Are there any situations, where the standard required documentation cannot be reasonably obtained by an applicant, that alternative documentation may be acceptable to the regulating body?

If yes, please detail what alternative documentation may be accepted in what situations and in place of what standard documentation. How is this information communicated to applicants? If available, please provide a link to where this information is published in the public domain.

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

RESPONDENT ANSWER	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain: Note: there has not been a situation where the documentation could not be reasonably obtained, however, see page 43 of the attached IDNS Policies and Procedures Manual 2021: Alternative Review Program
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REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria (only if there is an allowance for alternative documentation): Requirement that the regulating body:	Compliant? (YES/NO/ N/A)
	<ul style="list-style-type: none"> provides clear and understandable information with respect to acceptable alternative documentation; 	YES
	<ul style="list-style-type: none"> advises applicants on what alternative information may be supplied when they cannot reasonably obtain the standard documentation; and 	YES
<p>Comments, to be completed by the FRPA Review Officer:</p> <p>Section 9 of the FRPA requires that: <i>“A regulating body shall ...(b) where documentation cannot be obtained by an applicant for reasons beyond the applicant’s control, advise the applicant what alternative information may be supplied by the applicant that may be acceptable to the regulating body....”</i></p> <p>The information noted in the above response (page 43 of the Policies and Procedures Manual under “Alternative Review Program”) satisfies this requirement.</p>		

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(s) to information published in the public domain.

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

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>If yes, describe: Instructions on inquiries is listed on the IDNS Membership Application website page https://idns.ca/idns-membership-application/ additionally the public can contact IDNS at the ‘contact us’ page https://idns.ca/contact/ where inquiries are directed to the Registrar or membership director</p>	
REVIEW FINDINGS (To be completed by)	<p>Compliance Criteria: Requirement that the regulating body:</p> <ul style="list-style-type: none"> provides support to the applicant during the registration process; 	YES
	<ul style="list-style-type: none"> describes the type of support provided to the applicant during the registration process; and 	YES

the FRPA Review Officer)	<ul style="list-style-type: none"> provides information about the type of support provided to applicants during the registration process in a publicly accessible manner. 	YES
<p>Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and the information found on AIDNS’s website (https://idns.ca/) on September 6, 2022.</p>		

QUESTION 7 (ACCOMMODATION POLICIES FOR APPLICANTS WITH A PHYSICAL OR MENTAL DISABILITY)

Do you have a description of existing accommodation policies 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(s) 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/)

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: See page 40 of the attached IDNS Policies and Procedures Manual 2021: Accommodating an Application with Disabilities
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REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria:	Compliant? (YES/NO)
	Requirement that the regulating body:	
	<ul style="list-style-type: none"> has a description of existing accommodation policies for applicants with a physical or mental disability; has a clear process for applicants to request an accommodation and understand how requests will be considered; and 	YES

Comments, to be completed by the FRPA Review Officer:
Subsection 16(3), part (h) of the FRPA requires that:
“[This FRPA review report] ...must include ...(h) a description of existing accommodation policies for applicants with a physical disability or mental disability...”

The information noted on page 40 of the Policies and Procedures Manual under “Accommodating an Application with Disabilities” satisfies this requirement.

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(s) to any published information, if available.

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

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: See page 42 of the attached IDNS Policies and Procedures Manual 2021: Accessing Membership Records Request
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REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	<ul style="list-style-type: none"> has an established process by which an applicant can make a request in writing for access to their registration records; and 	YES
	<ul style="list-style-type: none"> describes how an applicant can make a request, any exclusions to information that can be provided and any fees that may apply. 	YES

Comments, to be completed by the FRPA Review Officer:
 The information beginning on page 42 of the Policies and Procedures Manual under “Accessing Membership Records Request”) satisfies the above noted compliance criteria and associated FRPA Sections (cited above).

3.2: 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:

Applicants must provide:

- official education transcripts (CIDA accredited degree or equivalent is required);
- certificate to show that they have passed the NCIDQ exam (Registered/Non-Registered membership classes only)
- must list employment history, complete with the contact information of their supervisor(s) for verification (all membership classes),
- provide current supervisors name and contact information along with the number of intern hours completed (Intern class),
- if transferring from another province or applying for non-resident membership, applicants must provide confirmation that they are a member in good standing with the equivalent provincial Association which we then verify with that Association

This information is clearly indicated on the website, the application form (available on the website) and shown in flow charts on the website. Additionally, all requirements are described in the By-Laws and Regulations which are linked on the website. We include a checklist of the documentation we require at the bottom of the application form for maximum clarity.

[IDNS Membership Application – IDNS](#)

Is a third party involved in the assessment process?

Yes

No

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

On rare occasions, we involve CIDQ (Council for Interior Design Qualification) to perform Alternative Education Reviews for applicants that do not have a CIDA accredited education (this is noted on the website for . They provide an impartial review to determine education and experience equivalency to CIDA. If there are any gaps in knowledge or experience CIDQ clearly identifies these gaps for the applicant and IDNS so that they have a clear understanding of next steps. [Alternative Review Program | cidq](#)

REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria:	Compliant? (YES/NO)
	Requirement that the regulating body:	
	• 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
Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and the information found on AIDNS's website (https://idns.ca/) on September 6, 2022.		

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)*

RESPONDENT ANSWER	<p>Explain the registration decision communication process:</p> <p>a) Successful applicants: The application form notes that we will review all applications within 30 working days of receiving the application form, fee, and all supporting documents. We provide a checklist of the required documents at the bottom of the form to make these requirements clear. An acceptance letter is emailed to the applicant; letters differ slightly depending on membership class.</p> <p>b) Applicants not granted registration: Unsuccessful applicants will be emailed a letter explaining that they have not been accepted and will tell them which criteria were not met. If applicable, the letter will also outline how to go through an alternative education review (see question 9 above) and will also invite the applicant to discuss their questions/concerns with the Registrar</p>	
REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria:	Compliant? (YES/NO)
	Requirement that the regulating body:	
	• 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

	<ul style="list-style-type: none"> • provides a description of the internal review process to applicants who are not granted registration. 	YES
<p>Comments, to be completed by the FRPA Review Officer: Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and the information found on AIDNS’s website (https://idns.ca/) on September 6, 2022.</p>		

3.3: INTERNAL REVIEW/APPEAL 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.

QUESTION 11 (INTERNAL REVIEW PROCESS)

Do you have a documented internal review process for applicants who disagree with the registration decision?

If yes, describe the process including:

- time frames throughout the process; and
- opportunities available to the applicant to provide new information and make submissions with respect to their internal review; and
- how internal review decisions are communicated to applicants and what information is included with the decision; and
- a statement 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 of that decision; and
- if available, provide a link to this information published in the public domain.

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.

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: If the applicant disagrees with the decision of the Membership Director (decision maker 1), they have 30 days to appeal. In the event of an appeal, the Board (decision maker 2) will review the application without the Membership Director and may choose to approve the applicant (60 day time frame). Or, the Board will schedule a hearing for the appeal (60 day time frame) and serve notice of the appeal to the applicant (21 day time frame). The review process would be on a case by case basis to best suit the applicants circumstances. The process is outlined in a flow chart on the applications page and also outlined step-by-step in our Regulations http://idns.ca/wp-content/uploads/2018/10/IDNS-Membership-Appeals-Process.pdf Interior Designers Regulations - Interior Designers Act (Nova Scotia) If no, explain why not:	
REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	• has a documented internal review process;	YES
	• describes time frames associated with the internal review process;	YES
	• describes opportunities the applicant has to provide new information and make submissions with respect to their internal review;	YES
	• describes how internal review decisions are communicated to applicants and what information is included with the decision;	YES
	• 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
	• 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 the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and the information found on AIDNS's website (https://idns.ca/) on September 6, 2022.		

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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: Decision makers are members of the Board and receive a manual and Board training. Board members are to be familiar with the Act, By-Laws and Regulations to understand the process. See Procedures Manual ‘Board Training’ page 5 and ‘Membership Appeals Committee & Process’ page 43	
REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria: Requirement that the regulating body: <ul style="list-style-type: none"> • ensures that internal review decision-makers have received training on conducting an internal review; and • describes the training. 	Compliant? (YES/NO) YES YES
Comments, to be completed by the FRPA Review Officer: The information cited above satisfies the above noted compliance criteria and associated FRPA Sections (cited above).		

4. ACKNOWLEDGEMENTS:

The *Association of Interior Designers of Nova Scotia* hereby declares that the information contained in this report is a true and accurate representation of its current registration practices.

SIGNATURE OF THE AUTHORIZED MEMBER OF THE REGULATING BODY:

2022-09-14

X 

Signed by: Moore, Kelly

Name (print): KELLY MOORE

DATE: 2022-09-14