
Society of Certified Engineering Technicians &
Technologists of Nova Scotia

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

Province of Nova Scotia

EXECUTIVE SUMMARY

The Society of Certified Engineering Technicians & Technologists of Nova Scotia (SCETTNS) 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 SCETTNS, 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 SCETTNS’s responses to 12 review questions, as well as corroborating information on SCETTNS’s website (<https://technova.wildapricot.org/>). Upon review of this information, the following two areas of non-compliance were identified:

- 1) “Internal Review Process”; and
- 2) “Internal Review Training”

Consequently, SCETTNS prepared an Action Plan (Appendix A of this report). The review questions, SCETTNS’s responses, areas of non-compliance and corresponding actions and timelines to address them are detailed in this report.

A progress update on this Action Plan (Appendix A) from the SCETTNS is required by July 19, 2023. It is anticipated that SCETTNS will be in compliance by this date. This progress report will be posted to the FRPA website (<https://novascotia.ca/lac/fair-registration-practices/>).

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

The collaboration and cooperation of the Society of Certified Engineering Technicians & Technologists of Nova Scotia throughout this review process is gratefully acknowledged.

Sincerely,

A handwritten signature in blue ink, appearing to read "F. Reinhardt".

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

TABLE OF CONTENTS

EXECUTIVE SUMMARY	ii
TABLE OF CONTENTS	iv
I: INTRODUCTION	1
1.1. THE FAIR REGISTRATION PRACTICES ACT	1
1.2. OVERVIEW OF THE REGULATING BODY	1
II: QUANTITATIVE DATA - 2021.....	3
III: ANALYSIS OF REGISTRATION PRACTICES	4
SECTION I: INFORMATION AND REGISTRATION PROCEDURES	4
SECTION II: ASSESSMENT CRITERIA AND COMMUNICATION OF DECISION PROCESSES	13
SECTION III: INTERNAL REVIEW/APPEAL PROCESS	15
V: ACKNOWLEDGEMENTS:	18
APPENDIX A: ACTION PLAN.....	19

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 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:	Society of Certified Engineering Technicians & Technologists of Nova Scotia
Review Questions Due:	2022-03-10
Date Submitted:	2022-03-08

Occupational Profile

Certified engineering technicians and technologists typically come from an applied science or engineering background, graduated from a certificate, diploma or degree program, finished at least two years of practical experience in their chosen discipline and have successfully completed a Professional Practice and Ethics examination.

Technology Professionals design, construct, inspect, test, maintain and manage much of the technology-based world around us, including our buildings, computers, electrical power systems, all manner of equipment, our roads, the environment and water and wastewater systems. They also work in the private sector for consulting engineering and technology companies, in all levels of government and as private consultants.

Organizational Description

TechNova is the professional organization for technicians and technologists in the Province of Nova Scotia. Our society was incorporated in 1967 and is responsible for administering the [Applied Science Technology Act](#) of Nova Scotia, maintaining and enforcing high standards of technical and ethical competence and ensuring the consistent and effective certification of technicians and technologists.

Under the authority of the Act, TechNova regulates and governs the use of the designations "Certified Engineering Technician", "Certified Engineering Technologist", "Certified Applied Science Technician" and "Certified Applied Science Technologist" and the initials "CET", "C.E.T.", "AScT", "A.Sc.T.", "CTech" and "C. Tech.", or any like words, initials or expressions used alone or in combination with other words or expressions, as a professional designation indicating that a person is recognized by law as a certified engineering technician, certified engineering technologist, certified applied science technician or certified applied science technologist of the Society of Certified Engineering Technicians and Technologists of Nova Scotia.

In 2022, TechNova developed and launched a new website. This site updated the new national standard for accreditation of programs and online tools for certification that are used by TechNova (wildapricot.org). The new online application system is a joint system with British Columbia and Manitoba.

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 Society of Certified Engineering Technicians & Technologists of Nova Scotia, covering the year 2021, in fulfillment of the quantitative reporting requirements under Section 15 of the FRPA:

Total Practicing Members*:	1,410
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* As of December 31,
2021

Applications	Successful ¹	Unsuccessful ¹	In Progress ²	Total ³
New	83	1	12	89
Interprovincial	12	0	2	14
International	4	0	3	7

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.

Provinces of Origin of Interprovincial Applicants:	
Newfoundland and Labrador	7
Ontario	3
Other	4
Total	14

Country of Origin of International Applicants:	
Brazil	2
Other (one from each – 5 different countries)	5
Total	7

Internal Reviews*:	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 (*Society of Certified Engineering Technicians & Technologists 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.

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)

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	Certified Engineering Technician, C.Tech
	QUALIFICATIONS (LIST)	Graduate from an accredited program or having met the national standard , Canadian Technology Standards CTS
	DOCUMENTATION (LIST)	For accredited programs: Provide original or true copies of academic transcripts and record of two years work history. For Non-accredited programs: • Provide original or true copies of academic transcripts • Complete a Learning Assessment and record of two years work history.
	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	See applicable manuals: <ol style="list-style-type: none"> 1. Application Process TechNova 2. CTech-Application-Handbook 3. Profile of a Certified Engineering Technician 4. Process Flowchart - 13.04.30 We have moved to an online process that is described in the flowchart. When an applicant applied the process is tracked electronically so that the applicant can see where the application is in the process. Once completed the applicant must pass a law and ethics exam before becoming certified.
	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	The above manuals should be loaded in the new website by the end of the month in the following location: TechNova - Get Certified (wildapricot.org)
	B. LICENSE TYPE	Certified Engineering Technologist CET and Applied Science Technologist ASCT
	QUALIFICATIONS (LIST)	Graduate from an accredited program or having met the national standard , Canadian Technology Standards CTS
	DOCUMENTATION (LIST)	For accredited programs: Provide original or true copies of academic transcripts and record of two years work history. For Non-accredited programs: • Provide original or true copies of academic transcripts • Complete a Learning Assessment and record of two years work history.
	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	See applicable manuals: <ol style="list-style-type: none"> 1. Application Process TechNova 2. CET-Application-Handbook 3. Profile of a Certified Engineering Technologist

		4. Process Flowchart - 13.04.30 We have moved to an online process that is described in the flowchart. When an applicant applied the process is tracked electronically so that the applicant can see where the application is in the process. Once completed the applicant must pass a law and ethics exam before becoming certified.
	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	The above manuals should be loaded in the new website by the end of the month in the following location: TechNova - Get Certified (wildapricot.org)
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;	YES
	• provides information in a publicly accessible manner; and	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 SCETTNS' website (https://technova.wildapricot.org/) on June 15, 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: <i>Section 7(c), 9(a) and 16(3)(b), (e), (g)</i>		
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	Certified Technician or Technologist

	DOCUMENTATION (LIST)	<p>1. Graduates of internationally accredited engineering or applied science academic programs. Programs of study must be recognized under an international engineering accord at (www.ieagreements.org) or the engineering program that must meet the current Canadian Technology standard, CTS.</p> <p>2. Provide WES ICAP (course-by-course) academic assessment</p> <p>3. Provide original or true copies of academic transcripts</p> <p>4. 2 years relevant to discipline</p> <ul style="list-style-type: none"> • Minimum of one-year Canadian supervised practice • Provide three Canadian references • Complete work competency report
	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	<p>See applicable manuals:</p> <ol style="list-style-type: none"> 1. Application Process TechNova 2. CET-Application-Handbook 3. Profile of a Certified Engineering Technologist 4. Process Flowchart - 13.04.30 <p>We have moved to an online process that is described in the flowchart. When an applicant applied the process is tracked electronically so that the applicant can see where the application is in the process. Once completed the applicant must pass a law and ethics exam before becoming certified.</p> <ol style="list-style-type: none"> 5. The new Technology Registrations Canada website is used to guide the applicant for certification.
	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	<p>The above manuals should be loaded in the new website by the end of the month in the following location: TechNova - Get Certified (wildapricot.org)</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)
	• provides information about its registration practices in a clear and understandable form to individuals who received their qualifications outside Canada;	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	
<p>Comments, to be completed by the FRPA Review Officer:</p> <p>Compliance with all of above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified, on April 19, 2022, from the “Application-Process” pdf document (found at this link), which is 2 clicks from SCETTNS’ homepage (https://technova.wildapricot.org/) and under the section for “International Applicants”.</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).

<p>RESPONDENT ANSWER</p>	<p>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>	
	<p>A. LICENSE TYPE</p>	<p>Certified Technicians and Technologists</p>
	<p>DOCUMENTATION (LIST)</p>	<p>Transfer form from our website. There are two possible methods to transfer 1. Download the interprovincial transfer form from downloads or the preferred method that is described on the "Join Us" tab directs the use to the TRC Technology Registrations Canada website (New online application website).</p>
	<p>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</p>	<p>Transfer form from our website. described on the "Join Us" tab</p>
	<p>COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)</p>	<p>Transfer form from our website. The above documents should be loaded in the new website by the end of the month in the following location: described on the "Join Us" tab TechNova - Interprovincial Transfers (wildapricot.org)</p>
<p>REVIEW FINDINGS</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; 	
	<ul style="list-style-type: none"> • identifies documentation of qualifications that must accompany an application; 	
	<ul style="list-style-type: none"> • explains the registration process and how requirements for registration are to be met; 	
	<ul style="list-style-type: none"> • explains how information is communicated; and 	
	<p>Compliant? (YES/NO)</p>	<p>YES</p>
	<p>YES</p>	<p>YES</p>
	<p>YES</p>	<p>YES</p>
	<p>YES</p>	<p>YES</p>

	<ul style="list-style-type: none"> provides information in a publicly accessible manner; 	YES
<p>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 SCETTNS' website (https://technova.wildapricot.org/) on June 15, 2022, and with the information provided above.</p>		

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)*

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Describe and explain: The fees can be found on the website and also are in the new online application system. An applicant from an accredited program is charged \$100 and NON-accredited (including international) is \$200. The fees and manuals should be loaded in the new website by the end of the month in the following location: TechNova - Get Certified (wildapricot.org)								
REVIEW FINDINGS	<table border="1"> <thead> <tr> <th>Compliance Criteria: Requirement that the regulating body:</th> <th>Compliant? (YES/NO)</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> provides information setting out any fees for registration in a clear and understandable form; </td> <td>YES</td> </tr> <tr> <td> <ul style="list-style-type: none"> describes the fees even if they are not applicable or are \$0; and </td> <td>YES</td> </tr> <tr> <td> <ul style="list-style-type: none"> provides information about fees in a publicly accessible manner. </td> <td>YES</td> </tr> </tbody> </table>	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
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								
<p>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 SCETTNS' website (https://technova.wildapricot.org/) on April 19, 2022, and with the information provided above.</p>									

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: <i>Sections 7, 9 and 16(3)(c)</i>		
RESPONDENT ANSWER	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain: This has luckily not been an issue for our certification board so far but is being looked at as a national issue with Technology Professionals Canada. Three provinces have an exam but it does not meet the national or international standards so the applicants “may not be certified in all cases”. Given that the exam does not meet the requirements, Technova has not adopted it.	
REVIEW FINDINGS	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	• 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
Comments, to be completed by the FRPA Review Officer:		
There is no requirement to consider/accept alternative documentation. The requirement is only that any policies related to the possible acceptability, or non-acceptability, of alternative documentation be made clear to any applicant who declares that they are unable to produce the standard documents.		

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: <i>Sections 7(e) and 16(3)(k)</i>		
RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: Applicants can at any time email the office or talk to the registrar. In the new online system there is a built in communication portal to interact with the assessor or registrar.	
REVIEW FINDINGS	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)
	• 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
	<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 above noted compliance criteria, which indicates compliance with the above noted Sections of the FRPA, could be verified from SCETTNS' website (https://technova.wildapricot.org/) on April 19, 2022, and with the information provided above.</p>		

QUESTION 7, "ACCOMMODATION PRACTICES FOR APPLICANTS WITH A PHYSICAL OR MENTAL 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.legislation.gov.uk/ukpga/1998/42/section/16)

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: The applicant can simply request the accommodation in writing to our registrar and if not satisfied can go back to council for further consideration. Policy page (https://technova.wildapricot.org/File-Downloads-and-Policies).								
REVIEW FINDINGS	<table border="1"> <thead> <tr> <th>Compliance Criteria: Requirement that the regulating body:</th> <th>Compliant? (YES/NO)</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> has a description of existing accommodation practices for applicants with a physical or mental disability; </td> <td>YES</td> </tr> <tr> <td> <ul style="list-style-type: none"> has a clear process for applicants to request an accommodation and understand how requests will be considered; and </td> <td>YES</td> </tr> <tr> <td> <ul style="list-style-type: none"> provides a description of accommodation practices in a publicly accessible manner. </td> <td>YES</td> </tr> </tbody> </table>	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)	<ul style="list-style-type: none"> has a description of existing accommodation practices for applicants with a physical or mental disability; 	YES	<ul style="list-style-type: none"> has a clear process for applicants to request an accommodation and understand how requests will be considered; and 	YES	<ul style="list-style-type: none"> provides a description of accommodation practices in a publicly accessible manner. 	YES
Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)								
<ul style="list-style-type: none"> has a description of existing accommodation practices for applicants with a physical or mental disability; 	YES								
<ul style="list-style-type: none"> has a clear process for applicants to request an accommodation and understand how requests will be considered; and 	YES								
<ul style="list-style-type: none"> 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 SCETTNS' website (<https://technova.wildapricot.org/>) on April 19, 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)*

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: Simple request in writing. No Fee. Policy page. https://technova.wildapricot.org/resources/Documents/Downloads/Access%20to%20Records%20Requests.pdf	
REVIEW FINDINGS	Compliance Criteria: Requirement that the regulating body: <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 • describes how an applicant can make a request, any exclusions to information that can be provided and any fees that may apply. 	Compliant? (YES/NO) YES 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 SCETTNS' website (https://technova.wildapricot.org/) on June 16, 2022, and with the information provided above.		

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	<p>Explain the criteria used for assessment and how the information is communicated: All applicants must meet the national or international standards. The national standards are competence based and the applicant chooses what majors he or she is competent in. The online system allows an applicant to input the information in a free portal to see if they meet the required standard. Once they know what they require they can start an online application and upload information to verify they have the competency. The Canadian Standard is on the Technology Accreditation Website : Technology Accreditation Canada - National Accreditation Criteria the new online system asks the applicant question to guide them too what standard they should use and what competence statements they can choose from.</p> <p>Is a third party involved in the assessment process?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, name the third-party(s) and describe their role:</p>	
REVIEW FINDINGS	<p>Compliance Criteria: Requirement that the regulating body:</p> <ul style="list-style-type: none"> describes all criteria used to assess whether the requirements for registration have been met; explains how information is communicated; 	<p>Compliant? (YES/NO)</p> <p>YES</p> <p>YES</p>

	<ul style="list-style-type: none"> provides information in a publicly accessible manner; and 	YES
	<ul style="list-style-type: none"> describes the role of third-party assessors (if applicable). 	YES
<p>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 SCETTNS' website (https://technova.wildapricot.org/) on April 19, 2022, and with the information provided above.</p>		

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 7(a), 8(b), (c), (d), 16(3)(l) and (m)*

RESPONDENT ANSWER	<p>Explain the registration decision communication process:</p> <p>a) Successful applicants: An email goes to the applicant and is usually within 2 -3 months. The new online system should bring that to a quicker resolution.</p> <p>b) Applicants not granted registration: Given our process this is a rare case because we work with applicants to coach and get the information required. If they do not have all competencies the email will specify what is missing or lacking. In the new system the applicant will know before they even apply if they have the evidence to support their chosen competence statements. The new online application system tabulates and generates all reports and emails to the applicant. In the case of an applicant that did not meet the requirements they will have a list and also be able to review the certification assessment online of the applicants personally chosen competence statements. I.E. Competence Statement for Calculus - beside the statement the reviewers would indicate that there is evidence in the transcripts of having taken calculus in course 101 303. Note that the applicant uploads the transcripts and specifies what courses meet the requirement and the reviewers assess them information provided. If an applicant does not upload a verification the system prompts the applicant that it is required to continue. The applicant may also request clarification of the documentation required.</p>
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REVIEW FINDINGS	Compliance Criteria:	Compliant? (YES/NO)
	Requirement that the regulating body:	
	<ul style="list-style-type: none"> explains the process they use to communicate registration decisions, and the timeframe; 	YES
	<ul style="list-style-type: none"> provides written decisions to all applicants; 	YES
	<ul style="list-style-type: none"> provides applicants with reasons when registration has not been granted; 	YES
	<ul style="list-style-type: none"> 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

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 the information provided above.

SECTION III: 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? Provide a link to information published in the public domain.

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 reviews decisions are communicated to applicants and what information is included with the decision; and
- who makes internal review decisions.

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: — TechNova - TechNova (wildapricot.org) appeal process is at the end of the Certification board Policy https://technova.wildapricot.org/resources/Documents/Downloads/Certification%20Board%20Policy%20(2022)%20Draft.pdf If no, explain why not:	
REVIEW FINDINGS	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;	NO
	• describes opportunities the applicant has to provide new information and make submissions with respect to their internal review;	NO
	• 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:

SCETTNS has not met (or has not demonstrated meeting) the following requirements of Sections 10 and 16 of the FRPA (quoted):

10 (1) Where a regulating body does not grant registration to an applicant, the regulating body ...shall inform the applicant of the ...time frames for the internal review.

10 (2) A regulating body shall provide an applicant for registration an opportunity to provide new information and to make submissions with respect to an internal review ...

16 (3) The [FRPA review] report ...must include...: (m) a description of the internal review process available to applicants who are not granted registration, including opportunities provided to an applicant to make submissions respecting such review...

Therefore, SCETTNS is required to submit an action plan for approval to address these noted deficiencies and report on progress within one year.

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 checked="" type="checkbox"/> No If yes, please describe: Internal reviewers are to be pulled from previous certification boards or from the current board but having not participated in the initial review.				
REVIEW FINDINGS	<table border="1"> <tr> <td>Compliance Criteria: Requirement that the regulating body:</td> <td>Compliant? (YES/NO)</td> </tr> <tr> <td>• ensures that internal review decision-makers have received training on conducting an internal review; and</td> <td>NO</td> </tr> </table>	Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)	• ensures that internal review decision-makers have received training on conducting an internal review; and	NO
Compliance Criteria: Requirement that the regulating body:	Compliant? (YES/NO)				
• ensures that internal review decision-makers have received training on conducting an internal review; and	NO				



	• describes the training.	NO
<p>Comments, to be completed by the FRPA Review Officer:</p> <p>SCETTNS has not met (or has not demonstrated meeting) the following requirements of Sections 11 the FRPA (quoted):</p> <p><i>11 A regulating body shall ensure that individuals acting as decision-makers in internal reviews receive training on conducting ...an internal review.”</i></p> <p><i>16 (3) The [FRPA review] report ...must include...: (p) a description of the training provided to individuals who make internal review decisions...</i></p> <p>Therefore, SCETTNS is required to submit an action plan for approval to address these noted deficiencies and report on progress within one year.</p>		

V: ACKNOWLEDGEMENTS:

The *Society of Certified Engineering Technicians & Technologists of Nova Scotia* 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:

X

Louis LeBel
Executive Director

Name (print): ___Louis LeBel, CET_____

DATE: 2022-09-20

APPENDIX A: ACTION PLAN

The intent of the Action Plan is to identify how the items of noncompliance are going to be corrected before the next review period to ensure compliance, fairness, and transparency, as required by the Act.

NAME OF REGULATING BODY: **Society of Certified Engineering Technicians & Technologists of Nova Scotia**

ACTION PLAN TIMELINES:

TIMELINES FOR ACTION PLAN PROGRESS UPDATES					
	Action Plan Deadline	Action Plan Progress Update			
Due Date	2022-07-20	2023-07-19			
Actual Completed Date	2022-07-19	Click to enter a date.			

ACTION PLAN – AREA 1:	Response to FRPA Review Question #11: “Internal Review Process”.
FRPA SECTIONS:	Sections 7(a), 10, 16(3)(m) and 16(3)(n)
AREAS OF NON-COMPLIANCE TO BE ADDRESSED:	<p>SCETTNS has not met (or has not demonstrated meeting) the following requirements of Sections 10 and 16 of the FRPA (quoted):</p> <p><i>10 (1) Where a regulating body does not grant registration to an applicant, the regulating body ...shall inform the applicant of the ...time frames for the internal review.</i></p> <p><i>10 (2) A regulating body shall provide an applicant for registration an opportunity to provide new information and to make submissions with respect to an internal review ...</i></p> <p><i>16 (3) The [FRPA review] report ...must include...: (m) a description of the internal review process available to applicants who are not granted registration, including opportunities provided to an applicant to make submissions respecting such review...</i></p>
REGULATOR ACTION PLAN: (To be completed by the Regulator)	10.1 10.2 Complete policy for internal review that include time frame for applicant. 16.3 review process – new document to be written that further explains the review process contained in bylaw and Certification manual.
INTENDED COMPLETION DATE: (To be completed by the Regulator)	10.1 and 10.2 completed by Dec 2022. 16.3 completed by Jan 2023
Year 1: Action Plan update. Due: 2023-07-19	
FRPA Review Officer Comments	

ACTION PLAN – AREA 2:	Response to FRPA Review Question #12: “Internal Review Training”.
FRPA SECTIONS:	Sections 11 and 16(3)(p)
AREAS OF NON-COMPLIANCE TO BE ADDRESSED:	<p>SCETTNS has not met (or has not demonstrated meeting) the following requirements of Sections 11 the FRPA (quoted):</p> <p><i>11 A regulating body shall ensure that individuals acting as decision-makers in internal reviews receive training on conducting ...an internal review.”</i></p> <p><i>16 (3) The [FRPA review] report ...must include...: (p) a description of the training provided to individuals who make internal review decisions...</i></p>

REGULATOR ACTION PLAN: (To be completed by the Regulator)	11 and 16 - training material on the new Technology Registrations Canada, TRC process that is being used by TechNova, BC and MB is in the process of being written jointly to maintain consistency with certification in these provinces.
INTENDED COMPLETION DATE: (To be completed by the Regulator)	The projected date is Jan 2023 for the material from the provinces and TechNova will have all training material reviewed and completed by April 2023.
Year 1: Action Plan update. Due: 2023-07-19	
FRPA Review Officer Comments	