
Nova Scotia Institute of Agrologists

Fair Registration Practices Act (FRPA)
Review Report
December 19, 2022

Province of Nova Scotia

EXECUTIVE SUMMARY

The Nova Scotia Institute of Agrologists (NSIA) 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 NSIA, 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 June 30, 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
- 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 NSIA’s responses to 10 review questions, as well as corroborating information on NSIA’s website (<https://nsagrologists.ca/>). Upon review of this information, a single area of non-compliance was identified, which is that the requirement, under Section 11 of the Act, to “...*ensure that individuals acting as decision makers in internal reviews receive training on conducting an internal review.*” was not met. Consequently, NSIA prepared an Action Plan (Appendix A of this report) to bring this area into compliance.

The review questions, NSIA’s responses and the Action Plan to address the area of non-compliance are detailed in this report. A progress update on the Action Plan (Appendix A) from the NSIA is required by **December 4, 2023**. It is anticipated that NSIA 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 NSIA’s registration practices within 5 years of the date of this report.

The collaboration and cooperation of the Nova Scotia Institute of Agrologists 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 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: | Nova Scotia Institute of Agrologists |
| Review Questions Due: | 2022-10-14 |
| Date Submitted: | 2022-10-13 |

Founded in 1953, the Nova Scotia Institute of Agrologists (NSIA) is the provincial organization authorized under the Agrologists Act (<https://nslegislature.ca/sites/default/files/legc/statutes/agrologi.htm>) to govern the professional conduct of its members, in support of the public interest. Persons who hold themselves out to be a professional agrologist must be registered with NSIA under the Act. As Professional Agrologists we all work to serve our industry to the best of our ability, always keeping in mind the objectives of our Institute which are to serve, improve, protect and promote agriculture. NSIA is authorized to regulate the Professional Agrologist (P.Ag.) as well as the Articling Agrologist (A.Ag.) designations.

2. QUANTITATIVE DATA - 2021

Quantitative data is collected from regulating bodies each year by way of a data survey. The following is some of the information provided by the *Nova Scotia Institute of Agrologists* through the 2022 survey covering the 2021 year, in fulfillment of the quantitative reporting requirements under Section 15 of the FRPA:

| | |
|-----------------------------------|-----|
| Total Practicing Members*: | 173 |
|-----------------------------------|-----|

* As of December 31, 2021

| Applications | | | | |
|-----------------|---|--------------|---|------------------|
| | Decisions Rendered in 2021 ¹ | | In Progress at end of 2021 ¹ | Received in 2021 |
| | Successful | Unsuccessful | | |
| New | 10 | 1 | 0 | 11 |
| Interprovincial | 1 | 0 | 0 | 1 |
| International | 1 | 0 | 0 | 1 |

1. Regardless of when the applications were received.

Note: The single interprovincial applicant reported was from Saskatchewan and the Single International Applicant was from the Czech Republic.

| | |
|---|---|
| Internal Reviews Conducted in 2021*: | 0 |
|---|---|

*Reviews of unsuccessful registration decisions conducted at the request of unsuccessful applicants.

3. FRPA REVIEW QUESTIONS, RESPONSES AND COMPLIANCE ASSESSMENTS

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. The *Nova Scotia Institute of Agrologists* responses to the FRPA Review questions 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 assesses how and what information is provided to applicants 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 an application for registration.

QUESTION 1 - REGISTRATION PROCESS, REQUIREMENTS AND COMMUNICATIONS

The following question is broken into three parts, one for each of the three application streams, as follows:

A: “New Applicants”

- Those who are only including Canadian credentials in their application to apply for registration (licensure) and are not currently registered (licenced) to practice anywhere in Canada.

B: “International Applicants”

- Those who are including international credentials in their application to apply for registration (licensure) and are not currently registered (licenced) to practice anywhere in Canada.

C: “Interprovincial Applicants”

- Those who are currently licenced to practice elsewhere in Canada (outside of Nova Scotia).

The response to Part A should be fully detailed, while the responses to Parts B and C only detail any differences from Part A.

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

QUESTION 1A (REGISTRATION OF “NEW APPLICANTS”)

Using the table below, explain, in detail, the registration process and requirements for “New Applicants” (see definition above) and how this information is communicated to these applicants. Please answer separately for each license type.

Instructions: Subsections A through F below are identical and are only provided to allow for the possibility that multiple license types are issued (practising). If there is only one license type, use only subsection ‘A’, if there are two license types, use subsections ‘A’ and ‘B’ etc.

| | | |
|--------------------------|--|---|
| RESPONDENT ANSWER | A. LICENSE TYPE | Professional Agrologist |
| | QUALIFICATIONS (LIST ALL) | National Education Standard along with work experience as outlined in http://nsagrologists.ca/wp-content/uploads/2018/05/2017_May_AdHocCttee_Report.pdf http://nsagrologists.ca/wp-content/uploads/2021/06/Application-and-Intake-Policy.pdf |
| | DOCUMENTATION (LIST ALL) | <ol style="list-style-type: none"> 1. A cover letter outlining your professional background and experience. 2. NSIA Membership Application Form 3. Your resume 4. A copy of your official transcript(s) (sealed, or sent directly from the Institution) https://nsagrologists.ca/becoming-a-member/ http://nsagrologists.ca/wp-content/uploads/2021/06/Application-and-Intake-Policy.pdf |
| | REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP) | http://nsagrologists.ca/wp-content/uploads/2021/06/Application-and-Intake-Policy.pdf |
| | COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS) | http://nsagrologists.ca/wp-content/uploads/2021/06/Application-and-Intake-Policy.pdf |
| | B. LICENSE TYPE | Articling Agrologist |
| | QUALIFICATIONS (LIST ALL) | If National Education Standard is met but work experience is not, acceptance is offered to the Articling program http://nsagrologists.ca/wp-content/uploads/2021/06/Application-and-Intake-Policy.pdf |
| | DOCUMENTATION (LIST ALL) | Same |
| | REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP) | Same |

| | | |
|--|---|------|
| | COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS) | Same |
|--|---|------|

QUESTION 1B (REGISTRATION OF INTERNATIONAL APPLICANTS)

Does the registration process and requirements for “international applicants” (see definition above) differ from that of “New Applicants” (as described above under Question 1A)?

If so, please describe these differences, including any allowances, exemptions and/or accommodations available to these applicants and how these differences are communicated to them.

RESPONDENT ANSWER

- Yes
- No

If yes, describe the differences (include any relevant web links, if any):
 The only difference would be the required verification of the transcript which must be done by a third-party entity.
<http://nsagrologists.ca/wp-content/uploads/2021/06/Application-and-Intake-Policy.pdf>

QUESTION 1C (REGISTRATION OF INTERPROVINCIAL APPLICANTS)

Does the registration process and requirements for “interprovincial applicants” (see definition above) differ from that of “New Applicants” (as described above under Question 1A)?

For example, are the process and requirements somehow “streamlined” to comply with the [Canadian Free Trade Agreement](#) (Chapter Seven - Labour Mobility, pages 83-88), as required under Nova Scotia’s [Canadian Free Trade Agreement Implementation Act](#)?

If so, please describe these differences, including any allowances, exemptions and/or accommodations available to these applicants and how these differences are communicated to them.

RESPONDENT ANSWER

- Yes
- No

If yes, describe the differences (include any relevant web links, if any):
 If an applicant is already registered in Canada they can request a transfer into NSIA which requires available relevant document sharing but no evaluation or review of criteria. If the applicant is in good standing with the provincial institute of another province they are automatically accepted into NSIA.
<http://nsagrologists.ca/wp-content/uploads/2021/06/Transfer-Policy.pdf>

QUESTION 1 (Parts A, B AND C) REVIEW FINDINGS (To be completed by the FRPA Review Officer):

| REVIEW FINDINGS | Compliance Criteria: Requirement that the regulating body: | Compliant? (YES/NO) |
|--|--|------------------------|
| (To be completed by the FRPA Review Officer) | <ul style="list-style-type: none"> provides information about its registration practices in a clear and understandable form, including descriptions of any differences for applicants with international qualifications and for those who are licenced in other Canadian jurisdictions; | YES |
| | <ul style="list-style-type: none"> explains the qualifications required for registration; | 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 |
| <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 from information found on NSIA’s website (http://nsagrologists.ca/) on October 31, 2022.</p> | | |

QUESTION 2 (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: Please see the Application and Intake Policy linked above as well as the page on our website for “becoming a member” which is also linked above. This section will not allow me to link. The third-party transcript review prices are not listed because we do not require the review from any particular entity as long as the outcome is a third-party review providing a course-by-course evaluation. The applicants are welcome to use any entity they choose that meets the criteria and can therefore “shop” around for pricing. | | | | |
|--|--|---|------------------------|--|-----|
| REVIEW FINDINGS | <table border="1"> <thead> <tr> <th data-bbox="438 1289 2198 1359">Compliance Criteria: Requirement that the regulating body:</th> <th data-bbox="2198 1289 2494 1359">Compliant? (YES/NO)</th> </tr> </thead> <tbody> <tr> <td data-bbox="438 1359 2198 1403"> <ul style="list-style-type: none"> provides information setting out any fees for registration in a clear and understandable form; </td> <td data-bbox="2198 1359 2494 1403">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 |
| 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 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 from information found on NSIA’s website (http://nsagrologists.ca/) on October 31, 2022.</p> | | |

QUESTION 3 (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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: http://nsagrologists.ca/wp-content/uploads/2021/06/Acceptance-of-Alternative-Information-Policy.pdf | |
| 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 |
| | <ul style="list-style-type: none"> provides information about acceptable alternative documentation 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 from information found on NSIA’s website (http://nsagrologists.ca/) on October 31, 2022.</p> | | |
|---|--|--|

QUESTION 4 (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 If yes, describe: Our office is always available for questions and will help applicants as necessary to gather the required documents. There is no policy or posting around this specifically because it is the general purpose of administrative staff. |
|--------------------------|---|

| 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 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 |

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 from information found on NSIA’s website (<http://nsagrologists.ca/>) on October 31, 2022.

QUESTION 5 (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 \(nslegislature.ca\)](http://www.nslegislature.ca/)

| | | |
|--|---|----------------------------|
| RESPONDENT ANSWER | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: http://nsagrologists.ca/wp-content/uploads/2021/06/Accomodations-for-Persons-with-Mental-or-Physical-Disabilities-Policy.pdf | |
| REVIEW FINDINGS (To be completed by the FRPA Review Officer) | Compliance Criteria: Requirement that the regulating body: | Compliant? (YES/NO) |
| | • has a description of existing accommodation policies for applicants with a physical or mental disability; | YES |
| | • has a clear process for applicants to request an accommodation and understand how requests will be considered; and | YES |
| | • provides a description of accommodation policies 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 from information found on NSIA’s website (http://nsagrologists.ca/) on October 31, 2022. | | |

QUESTION 6 (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: http://nsagrologists.ca/wp-content/uploads/2021/06/Access-to-Records-Request-Policy.pdf | |
| REVIEW FINDINGS (To be completed by the FRPA Review Officer) | Compliance Criteria: Requirement that the regulating body: | Compliant? (YES/NO) |
| | • has an established process by which an applicant can make a request in writing for access to their registration records; and | YES |
| | • 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: | | |

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 from information found on NSIA’s website (<http://nsagrologists.ca/>) on October 31, 2022.

3.2: ASSESSMENT CRITERIA AND COMMUNICATION OF DECISION PROCESSES

This section assesses how the regulating body evaluates applications and how this process, including registration decisions, are communicated to applicants.

QUESTION 7 (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: http://nsagrologists.ca/wp-content/uploads/2021/06/Application-and-Intake-Policy.pdf</p> <p>Is a third party involved in the assessment process?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, name the third-party(s) and describe their role: It is the applicant’s choice as outlined in the above policy</p> | |
| REVIEW FINDINGS (To be completed by the FRPA Review Officer) | Compliance Criteria: Requirement that the regulating body: | Compliant? (YES/NO) |
| | • 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 from information found on NSIA’s website (<http://nsagrologists.ca/>) on October 31, 2022.

QUESTION 8 (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 | Explain the registration decision communication process: a) Successful applicants: http://nsagrologists.ca/wp-content/uploads/2021/06/Application-and-Intake-Policy.pdf b) Applicants not granted registration: http://nsagrologists.ca/wp-content/uploads/2021/06/Application-and-Intake-Policy.pdf | |
| REVIEW FINDINGS (To be completed by the FRPA Review Officer) | Compliance Criteria: Requirement that the regulating body: | Compliant? (YES/NO) |
| | • explains the process they use to communicate registration decisions, and the timeframe; | YES |
| | • provides written decisions to all applicants; | YES |
| | • provides applicants with reasons when registration has not been granted; | YES |
| | • provides information on programs/services available to support the future success of applicants, if applicable; and | YES |
| • provides a description of the internal review process to applicants who are not granted registration. | YES | |

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 from information found on NSIA’s website (<http://nsagrologists.ca/>) on October 31, 2022.

3.3: INTERNAL REVIEW/APEAL PROCESS

Section 10 of the Act requires that regulating bodies provide unsuccessful applicants with a clear process to appeal a registration decision. Section 11 requires that those involved with reviewing registration decisions receive training on conducting such reviews. This section assesses compliance with these requirements.

QUESTION 9 (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: http://nsagrologists.ca/wp-content/uploads/2021/06/Internal-Review-Policy.pdf If no, explain why not: | |
| REVIEW FINDINGS | Compliance Criteria: Requirement that the regulating body: <ul style="list-style-type: none"> • has a documented internal review process; • describes timeframes associated with the internal review process; | Compliant? (YES/NO) YES YES |

| | | |
|--|--|-----|
| (To be completed by the FRPA Review Officer) | • 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 from information found on NSIA’s website (http://nsagrologists.ca/) on October 31, 2022. | | |

QUESTION 10 (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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please describe: |
|--------------------------|---|

| | | |
|--|---|----------------------------|
| REVIEW FINDINGS (To be completed by the FRPA Review Officer) | 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 |

Comments, to be completed by the FRPA Review Officer:
The information provided above is sufficient to determine non-compliance with Section 11 of the FRPA, which states that:

A regulating body shall ensure that individuals acting as decision makers in internal reviews receive training on conducting ...an internal review

Since “training” is not specifically defined within the FRPA, there is significant flexibility in determining the nature and format of the training (which may be a form of self-training). However, in order for the “training” to meet the requirements of this Section 11, it must:

1. be structured /formalized;
2. focuses on the process of conducting the internal review; and
3. include a means of verifying that the training was “received”.

For example, a defined reading list would be sufficient to meet the 1st criteria. Examples of acceptable methods used to verify that the training was received include: 1) the results of a test, assignment, or some other forms of evaluation at the end of the training; and/or 2) a signed declaration that the training was completed.

4. ACKNOWLEDGEMENTS:

The *Nova Scotia Institute of Agrologists* hereby declares that the information contained in this report is a true and accurate representation of its current registration practices 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:



Name (print): __Kara Chisholm__

DATE: 2023-01-26

4. APPENDIX A: ACTION PLAN

Note: The intent of the Action Plan is to address the identified areas of non-compliance in accordance to Subsection 16(12) of the [Fair Registration Practices Act](#), quoted here:

Where the Review Officer, based on an assessment of the information provided in a report required under subsection (2), makes a finding that the registration practices of the regulating body are non-compliant with this Act or the regulations, the regulating body shall demonstrate compliance in the manner prescribed by the Review Officer within one year of the finding of non-compliance, unless the Review Officer extends the one-year deadline.

NAME OF REGULATING BODY: **Nova Scotia Institute of Agrologists**

ACTION PLAN TIMELINES:

| TIMELINES FOR ACTION PLAN PROGRESS UPDATES | | | | | |
|--|----------------------|-------------------------------|--|--|--|
| | Action Plan Deadline | Action Plan Progress Update 1 | | | |
| Due Date | 2022-11-30 | 2023-11-30 | | | |
| Actual Completed Date | 2022-12-04 | Click to enter a date. | | | |

ACTION PLAN:

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| ACTION PLAN – AREA 1: | Response to FRPA Review Question #10: “Internal Review Training”. |
| FRPA SECTIONS: | Sections 10(1), (2), (4) and 16(3)(m) |
| AREAS OF NON-COMPLIANCE TO BE ADDRESSED: | <p>NSIA has been found to be non-compliant with Section 11 of the FRPA, which states that:</p> <p><i>A regulating body shall ensure that individuals acting as decision makers in internal reviews receive training on conducting ...an internal review.</i></p> <p>Since “training” is not specifically defined within the FRPA, there is significant flexibility in determining the nature and format of the training (which may be a form of self-training). However, in order for the “training” to meet the requirements of this Section 11, it must:</p> <ol style="list-style-type: none"> 1. be structured /formalized; 2. focuses on the process of conducting the internal review; and 3. include a means of verifying that the training was “received”. <p>For example, a defined reading list would be sufficient to meet the 1st criteria. Examples of acceptable methods used to verify that the training was received include: 1) the results of a test, assignment, or some other forms of evaluation at the end of the training; and/or 2) a signed declaration that the training was completed.</p> |

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| REGULATOR ACTION PLAN: | A training shall be developed |
| INTENDED COMPLETION DATE: | November 2023 |
| Year 1: Action Plan update. Due: 2023-11-30 | |
| FRPA Review Officer Comments | |