
Department of Education and Early Childhood
Development

Office of Teacher Certification

Fair Registration Practices Act (FRPA)
Review Report
June 23, 2023

Province of Nova Scotia

EXECUTIVE SUMMARY

The Minister of Education and Early Childhood Development is specifically named in the [Fair Registration Practices Act](#) (FRPA or “the Act”) as a “regulating body” that is subject to the Act. The Minister is responsible for the registration practices of the regulated occupation of “Teacher”, which is administered by the Office of Teacher Certification (OTC) of the Department and is the subject of this FRPA review. Section 6 of the Act summarizes the “Duty” of each “regulating body” 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 February 2, 2023, 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 OTC’s responses to 10 review questions, as well as corroborating information on OTC’s website (<https://certification.ednet.ns.ca/>). Upon review of this information, no compliance issues were identified and therefore no Action Plan was required. The review questions, OTC’s responses, and the assessment of those responses based on compliance criteria are detailed in this report.

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

The collaboration and cooperation of the Office of Teacher Certification (OTC) 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 47 [regulatory bodies](#) in Nova Scotia, covering over 85 occupations including 21 compulsory 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

CERTIFICATES:

This regulating body issues the following types of certificates to teachers:

Teacher’s Certificate Class 5 (TC5)

Teacher’s Certificate Class 6 (TC6)

Teacher’s Certificate Class 7 (TC7)

Teacher’s Certificate Class 8 (TC8)

Initial Teacher’s Certificate (ITC)

Conditional Initial Teacher’s Certificate (Conditional ITC)

Advanced Teacher’s Certificate 1 (ATC1)

Conditional Advanced Teacher’s Certificate 1 (Conditional ATC1)

Advanced Teacher's Certificate 2 (ATC2)

Conditional Advanced Teacher's Certificate 2 (Conditional ATC2)

Advanced Teacher's Certificate 3 (ATC3)

Conditional Advanced Teacher's Certificate 3 (Conditional ATC3)

Vocational Teacher's Certificate Class 1 (VTC1)

Vocational Teacher's Certificate Class II (VTCII)

Vocational Teacher's Certificate Class III (VTCIII)

Vocational Teacher's Certificate Class IV (VTCIV)

LEGISLATION:

[Education Act \(nslegislature.ca\)](http://nslegislature.ca)

[Teacher Certification Regulations - Education Act \(Nova Scotia\)](#)

[Governor in Council Education Act Regulations - Education Act \(Nova Scotia\)](#)

[Governor in Council Education \(CSAP\) Act Regulations - Education \(CSAP\) Act \(Nova Scotia\)](#)

OCCUPATIONAL PROFILE:

Teachers and school administrators are responsible for establishing and maintaining a safe, effective and inclusive learning environment while implementing the Nova Scotia Public School Program.

The duties of principals, vice principals and teachers are outlined in sections 39 and 42 of the Education Act: [Education Act \(nslegislature.ca\)](http://nslegislature.ca).

ROLE OF THE REGULATING BODY:

The Regulating Body is responsible for processing initial teacher certification applications, pre-approving programs of study for upgrading purposes, processing applications for increases in classification, recording teaching service for certified teachers, and investigating matters of teacher misconduct.

WEBSITE: [Office of Teacher Certification \(ednet.ns.ca\)](http://ednet.ns.ca)

2. QUANTITATIVE DATA - 2022

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 *Office of Teacher Certification* through the 2023 survey, covering the 2022 year, in fulfillment of the quantitative reporting requirements under Section 15 of the FRPA:

Total Practicing Members*: **12,966**

* As of December 31, 2022

Applications							
	Received in 2022	Decisions Rendered in 2022 ¹					In Progress at end of 2022 ¹
		Total	Successful	Unsuccessful	Withdrawn ²	Success Rate ³	
New	438	438	438	0	0	100%	0
Interprovincial	159	145	141	0	4	97%	14
International	144	94	41	51	2	44%	50
Total	741	677	620	51	6	92%	64

1. Regardless of when the applications were received (not necessarily equal to the number received in 2022).

2. Includes those withdrawn, set as "inactive" or closed.

3. Success Rate is the # of successful decisions divided by the total # of decisions (excludes in-progress).

Internal Reviews Conducted in 2022*: **0**

* "Internal Reviews" are reviews of registration decisions conducted by the Regulating Body at the request of unsuccessful applicants (appeals). This Regulating Body reported that no "Internal Reviews" were completed in 2022.

Top 5 Provinces of Origin* of Interprovincial Applicants:

Ontario	69	43%
New Brunswick	31	19%
Alberta	15	9%
Newfoundland	11	7%
Quebec	11	7%
Other	22	14%
Total	159	100%

* Some Applicants may be from multiple Provinces

Top 5 Countries of Origin* of International Applicants:

India	23	16%
U.S.A	18	13%
U.K	12	8%
South Korea	9	6%
Philippines	8	6%
Other	74	51%
Total	144	100%

* Some Applicants may be from multiple Countries

Average Application Processing Times (# of Days)

	By Regulating Body ¹	By Third Party Assessors ²	Total ^{1,3}
New	30	n/a	30
Interprovincial	14-30	n/a	14-30
International	30-180	n/a	30-180

1. Average length of time from receipt of a complete application to the time a decision was communicated to the applicant.

2. Average length of time for Third-Party Assessors to assess the equivalence of qualifications.

3. Due to the concurrent nature of application processing times, "total" is not necessarily equal to a summation of processing times by the regulating body and third parties.

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 *Office of Teacher Certification* 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 (A, B and C), one for each of the three application types, 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 registered (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.

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, including “*the length of time that the registration process ...usually takes;*”, is communicated to these applicants and those who only “*intend to apply*” (e.g., by making the information publicly available). Please answer separately for each license/registration type (eg. full, partial, restricted, student etc.).

Note: Subsections A through F below are identical and are only provided to allow for the possibility that multiple license/registration types are issued. If there is only one license type, use only Subsection ‘A’. For efficiency, after fully reporting on the first licence type in Subsection ‘A’, for any subsequent licence types, it is acceptable to report on only the differences. (e.g., for the qualifications of the licence type reported in Subsection ‘B’, it would be acceptable to report “*Same as Subsection ‘A’ except...*”.

RESPONDENT ANSWER	A. LICENSE TYPE	Initial Teacher’s Certificate (ITC)
	QUALIFICATIONS (LIST ALL)	The Registrar may grant an Initial Teacher’s Certificate to a person who meets at least 1 of the following qualifications: (a) completion of all of the following: (i) at least 3 years of approved undergraduate studies, (ii) at least 2 years of an approved program of professional studies, iii) an approved bachelor degree from a recognized university; (b) they hold a valid teacher’s certificate granted by an authority in a Canadian province or territory outside the Province; (c) they hold a valid Bridging Teacher’s Certificate continued by subsection 36(1).
	DOCUMENTATION (LIST ALL)	Criminal Records Check Proof of Identity Official Transcripts of All Post-secondary Education Completed Application Form Personal Background Information Form Signed Declaration
	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	See New Applicant User Guides: Teacher Certification System New Applicant User Guide (ednet.ns.ca) and Système des certificats d’aptitude à l’enseignement – Guide pour les nouveaux candidats (ednet.ns.ca)
	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	Information is included in the user guides attached above, as well as on the Office of Teacher Certification website: Office of Teacher Certification (ednet.ns.ca) . The website includes the following statement regarding the length of time that the registration process takes “As a general rule, you should allow approximately six weeks for the processing of your application once all the required documents have been received in the Certification office. However, it is possible that your application may be processed in a shorter time period.” A similar statement is included in each of the User Guides. Staff is available for responding to emails and phone calls from applicants from 8:30-4:30 M-F. There is also a message feature in the web-based Teacher Certification System that applicants can use to email

		the Office of Teacher Certification directly. The Registrar and Assistant Registrar work closely with the five Nova Scotia universities offering Bachelor of Education programs, including visits to speak to preservice teachers about certification requirements and processes.
B.	LICENSE TYPE	Advanced Teacher's Certificate 1 (ATC1)
	QUALIFICATIONS (LIST ALL)	The Registrar may grant an Advanced Teacher's Certificate 1 to a person who meets all of the following qualifications: (a) the academic and professional qualifications required for an Initial Teacher's Certificate; (b) completion of 1 of the following: (i) an approved (A) certificate program, (B) degree program, or (C) integrated program, (ii) the Nova Scotia Instructional Leadership Program.
	DOCUMENTATION (LIST ALL)	Same as subsection A
	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	Same as subsection A
	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	Same as subsection A
C.	LICENSE TYPE	Advanced Teacher's Certificate 2 (ATC2)
	QUALIFICATIONS (LIST ALL)	The Registrar may grant an Advanced Teacher's Certificate 2 to a person who meets all of the following qualifications: (a) the academic and professional qualifications required for an Advanced Teacher's Certificate 1; (b) completion of 1 of the following: (i) an approved (A) certificate program, (B) degree program, or (C) integrated program, (ii) the Nova Scotia Instructional Leadership Program
	DOCUMENTATION (LIST ALL)	Same as subsection A

REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	Same as subsection A
COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	Same as subsection A
D. LICENSE TYPE	Advanced Teacher’s Certificate 3 (ATC3)
QUALIFICATIONS (LIST ALL)	<p>The Registrar may grant an Advanced Teacher’s Certificate 3 to a person who meets all of the following qualifications:</p> <ul style="list-style-type: none"> (a) the academic and professional qualifications required for an Advanced Teacher’s Certificate 2; (b) completion of 1 of the following: <ul style="list-style-type: none"> (i) an approved <ul style="list-style-type: none"> (A) certificate program, (B) degree program, or (C) integrated program, (ii) the Nova Scotia Instructional Leadership Program; (c) if not completed as part of the requirements in clause (a) or (b), completion of a minimum of 6 credit hours of approved study in research methods or research literacy, or any combination of them, totalling 6 credit hours of approved study; (d) if not completed as part of the requirements in clause (a) or (b), an approved graduate degree from a recognized university.
DOCUMENTATION (LIST ALL)	Same as subsection A
REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	Same as subsection A
COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	Same as subsection A
E. LICENSE TYPE	Vocational Teacher’s Certificate I (VTCI)
QUALIFICATIONS (LIST ALL)	<p>The Registrar may issue a Vocational Teacher’s Certificate Class I to a person if the Minister is satisfied that the person meets all of the following requirements.</p> <ul style="list-style-type: none"> (a) they hold a Nova Scotia pass certificate of not lower than grade 11 or its equivalent; (b) they have, in 1 occupation, a total of at least 8 years of recognized work training and recognized work experience, in which total there is at least 1 year of recognized work training and at least 4 years of recognized work experience;

		<p>(c) they have successfully completed teacher training courses requiring the equivalent of 3/5 of the study of a university year, including all of the following:</p> <ul style="list-style-type: none"> (i) a course in principles and practices of vocational education requiring study equivalent to at least 1/15 of a university year, (ii) a course in teaching methods in vocational education requiring study equivalent to at least 3/15 of a university year, (iii) a course in job analysis and vocational course construction, including the successful construction of a vocational course specific to the occupation in which the person has established work training and work experience, as required in clause (b), requiring study equivalent to at least 1/15 of a university year, (iv) a course in setting and evaluating examinations for the purpose of determining achievement of occupational skills and knowledge requiring study equivalent to at least 1/15 of a university year, (v) a course in guidance requiring study equivalent to at least 1/15 of a university year, (vi) a course in educational psychology requiring study equivalent to at least 2/15 of a university year or courses in both educational and general psychology, each of which requires study of at least 1/15 of a university year <p>(d) they have at least 3 years of successful teaching experience in a vocational school in the Province or its recognized equivalent.</p>
	DOCUMENTATION (LIST ALL)	Same as subsection A, with the addition of a copy of the applicant's journeyman certificate and proof of occupational service.
	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	Same as subsection A
	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	Same as subsection A
F.	LICENSE TYPE	Vocational Teacher's Certificate II (VTCII)
	QUALIFICATIONS (LIST ALL)	<p>The Registrar may issue a Vocational Teacher's Certificate Class II to a person if the Registrar is satisfied that the person meets all of the following qualifications:</p> <p>(a) they meet 1 of the following requirements:</p> <ul style="list-style-type: none"> (i) they hold a Nova Scotia pass certificate of not lower than grade 12, or its equivalent, (ii) they have successfully completed 1 year of university work consisting of not less than 5 approved academic courses, (iii) they have successfully completed 1/2 of the courses needed to qualify for a Diploma of Technology or Applied Arts; <p>(b) they have, in 1 occupation, a total of at least 8 years of recognized work training and recognized work experience, in which total there is at least 1 year of recognized work training and at least 4 years of recognized work experience;</p>

		<p>(c) they have successfully completed teacher training courses requiring the equivalent of 4/5 of the study of a university year, including all of the following:</p> <ul style="list-style-type: none"> (i) a course in principles and practices of vocational education requiring study equivalent to at least 1/15 of a university year, (ii) a course in teaching methods in vocational education requiring study equivalent to at least 3/15 of a university year, (iii) a course in job analysis and vocational course construction including the successful construction of a vocational course specific to the occupation in which the person has established work training and work experience, as required in clause (b), requiring study equivalent to at least 1/15 of a university year, (iv) a course in setting and evaluating examinations for the purpose of determining achievement of occupational skills and knowledge requiring study equivalent to at least 1/15 of a university year, (v) a course in guidance requiring study equivalent to at least 1/15 of a university year, (vi) a course in educational psychology requiring study equivalent to at least 2/15 of a university year or courses in both educational and general psychology, each of which requires study of at least 1/15 of a university year; <p>(d) they have at least 3 years of successful experience in a vocational school in the Province or its recognized equivalent.</p>
	DOCUMENTATION (LIST ALL)	Same as subsection A, with the addition of a copy of the applicant's journeyman certificate and proof of occupational service
	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	Same as subsection A
	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	Same as subsection A
	G. LICENSE TYPE	Vocational Teacher's Certificate III (VTCIII)
	QUALIFICATIONS (LIST ALL)	<p>The Registrar may issue a Vocational Teacher's Certificate Class III to a person if the Registrar is satisfied that the person meets all of the following qualifications:</p> <ul style="list-style-type: none"> (a) they have the academic qualifications required for a Vocational Teacher's Certificate Class II; (b) they have successfully completed 1 of the following: <ul style="list-style-type: none"> (i) an additional 1 year of university work consisting of not less than 5 approved academic courses, (ii) the courses required for a Diploma of Technology or of Applied Arts, (iii) the Nova Scotia Summer School Block Program in educational leadership, (iv) an additional 1 year of approved courses consisting of not more than 3 academic university courses and not less than 2 courses in the field of pedagogy or technical vocational training;

		<p>(c) they have, in 1 occupation, a total of at least 8 years of recognized work training and recognized work experience, in which total there is at least 1 year of recognized work training and at least 4 years of recognized work experience;</p> <p>(d) they have successfully completed teacher training courses requiring the equivalent of the study of 1 university year, including all of the following:</p> <ul style="list-style-type: none"> (i) a course in principles and practices of vocational education requiring study equivalent to at least 1/15 of a university year, (ii) a course in teaching methods in vocational education requiring study equivalent to at least 3/15 of a university year, (iii) a course in job analysis and vocational course construction including the successful construction of a vocational course specific to the occupation in which the person has established work training and work experience, as required in clause (c), requiring study equivalent to at least 1/15 of a university year, (iv) a course in setting and evaluating examinations for the purpose of determining achievement of occupational skills and knowledge requiring study equivalent to at least 1/15 of a university year, (v) a course in guidance requiring study equivalent to at least 1/15 of a university year, (vi) a course in educational psychology requiring study equivalent to at least 2/15 of a university year or courses in both educational and general psychology, each of which requires study of at least 1/15 of a university year; <p>(e) they have at least 3 years of successful teaching experience in a vocational school in the Province or its recognized equivalent.</p>
	DOCUMENTATION (LIST ALL)	Same as subsection A, with the addition of a copy of the applicant's journeyman certificate and proof of occupational service
	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	Same as subsection A
	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	Same as subsection A
	H. LICENSE TYPE	Vocational Teacher's Certificate IV (VTCIV)
	QUALIFICATIONS (LIST ALL)	<p>The Registrar may issue a Vocational Teacher's Certificate Class IV to a person if the Registrar is satisfied that the person meets all of the following qualifications:</p> <p>(a) they have the academic qualifications required for a Vocational Teacher's Certificate Class III;</p> <p>(b) they have successfully completed 1 of the following:</p> <ul style="list-style-type: none"> (i) an additional 1 year of university work consisting of not less than 5 approved academic courses, (ii) the Nova Scotia Summer School Block Program in educational leadership, (iii) an additional 1 year of approved courses consisting of not more than 2 academic university courses and not less than 3 courses in the field of pedagogy or technical vocational training;

		<p>(c) they have, in 1 occupation, a total of at least 8 years of recognized work training and recognized work experience, in which total there is at least 1 year of recognized work training and at least 4 years of recognized work experience;</p> <p>(d) they have successfully completed teacher training courses requiring the equivalent of the study of 1 university year, including all of the following:</p> <ul style="list-style-type: none"> (i) a course in principles and practices of vocational education, requiring study equivalent to at least 1/15 of a university year, (ii) a course in teaching methods in vocational education, requiring study equivalent to at least 3/15 of a university year, (iii) a course in job analysis and vocational course construction including the successful construction of a vocational course specific to the occupation in which the person has established work training and work experience, as required in clause (b) [(c)], requiring study equivalent to at least 1/15 of a university year, (iv) a course in setting and evaluating examinations for the purpose of determining achievement of occupational skills and knowledge, requiring study equivalent to at least 1/15 of a university year, (v) a course in guidance requiring study equivalent to at least 1/15 of a university year, (vi) a course in educational psychology requiring study equivalent to at least 2/15 of a university year or courses in both educational and general psychology, each of which requires study of at least 1/15 of a university year; <p>(e) they have at least 3 years of successful teaching experience in a vocational school in the Province or its recognized equivalent</p>
	DOCUMENTATION (LIST ALL)	Same as subsection A, with the addition of a copy of the applicant's journeyman certificate and proof of occupational service
	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	Same as subsection A
	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)	Same as subsection A

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):

Applicants who have been certified in international jurisdictions are required to submit a Statement of Professional Standing from each of these jurisdictions. If documents are in any language other than English or French, an official translation is also required. All other required documentation is the same as new applicants. While the overall process is the same for International Applicants, there are additional certification options available for those who do not meet the regulatory requirements for permanent certification as listed in Question 1A. This information is communicated to applicants through the Office of Teacher Certification website, as well as individual phone calls, emails, and letters. Applicants who receive any of the conditional certificates outlined below are provided with a personalized letter that explains their certification classification and additional coursework that they must complete for their certificate to become permanent. The valid period for a conditional certificate is five years. Additional Information for international applicants is available on the Office of Teacher Certification Website here: [Internationally-Educated Teachers | Office of Teacher Certification \(ednet.ns.ca\)](#) . The New Applicant User Guide and Frequently Asked Questions document are located on the webpage in both English and French here:

- [Teacher Certification System New Applicant User Guide \(ednet.ns.ca\)](#)
- [Système des certificats d'aptitude à l'enseignement – Guide pour les nouveaux candidats \(ednet.ns.ca\)](#)
- [Teacher Certification System New Applicant FAQs \(ednet.ns.ca\)](#)
- [Système de certificats d'aptitude à l'enseignement – Foire aux questions pour les nouveaux candidats \(ednet.ns.ca\)](#)

The processing time for internationally educated teachers is the same as other new applicants and measurement begins when all required documents are received. At this point the application is complete because a regulatory decision can now be made.

Conditional Initial Teacher's Certificate

37A The Registrar may grant a conditional Initial Teacher's Certificate to a person who has not previously held a teacher's certificate or a conditional teacher's certificate granted under these regulations or the former regulations in either of the following circumstances:

- (a) the person does not meet the qualifications for an Initial Teacher's Certificate in Section 37 but has completed at least 4 years of undergraduate study, including all of the following:
 - (i) an approved bachelor's degree from a recognized university or qualifications from a recognized university that the Registrar considers to be equivalent to such a degree;
 - (ii) an approved program of professional studies that consists of a minimum of 30 credit hours of course work, including practicum
- (b) the person does not meet the qualifications for an Initial Teacher's Certificate in Section 37 but holds a conditional or temporary teacher's certificate granted by an authority in a Canadian jurisdiction outside the Province.

Conditional Advanced Teacher's Certificate 1

38A The Registrar may grant a conditional Advanced Teacher's Certificate 1 to a person who meets all of the following:

- (a) the qualifications required for a conditional Initial Teacher's Certificate in Section 37A;
- (b) the qualifications required by clause 38(b) for an Advanced Teacher's Certificate 1.

Conditional Advanced Teacher's Certificate 2

39A The Registrar may grant a conditional Advanced Teacher's Certificate 2 to a person who meets all of the following:

- (a) the qualifications required for a conditional Advanced Teacher’s Certificate 1 in Section 38A;
- (b) the qualifications required by clause 39(b) for an Advanced Teacher’s Certificate 2.

Conditional Advanced Teacher’s Certificate 3

40A The Registrar may grant a conditional Advanced Teacher’s Certificate 3 to a person who meets all of the following:

- (a) the qualifications required for a conditional Advanced Teacher’s Certificate 2 in Section 39A;
- (b) completion of 1 of the following additional programs:
 - (i) an approved
 - (A) certificate program,
 - (B) degree program, or
 - (C) integrated program,
 - (ii) the Nova Scotia Instructional Leadership Program;
- (c) if not completed as part of the requirements in clause (a) or (b),
 - (i) completion of at least 6 credit hours of approved study in research methods or research literacy, or any combination of them totalling 6 credit hours of approved study, and
 - (ii) an approved graduate degree from a recognized university.

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):

Applicants who have been certified in other Canadian jurisdictions are required to submit a Statement of Professional Standing from each of these provinces and/or territories. All other required documentation is the same as new applicants. The Nova Scotia Teacher Certification Regulations have two streams: the old regulations for those educated before July 31, 2000 and the new regulations for those who received their education and first licensure after August 1, 2000. The new regulations include endorsements on teacher’s certificates outlining the grade levels and subject areas individuals are qualified to teach. For this reason, the first step in the assessment process for

Interprovincial Applicants is to determine whether the old or new regulations are applicable to their application. If they fall under the old regulations, then their character is assessed through a criminal records check, the responses to their personal background questions, and their Statement(s) of Professional Standing from each jurisdiction where they have previously been certified. They are then certified under the CFTA. There are four certification classification types available to interprovincial applicants certified under the old regulations:

Teacher’s Certificate Class 5 (TC5):

- (a) holds an approved bachelor’s degree from a recognized university,
- (b) has completed an approved program of teacher education

Teacher’s Certificate Class 6 (TC6):

- (a) has the academic and professional qualifications required for a Teacher’s Certificate Class 5;
- (b) holds an approved master’s degree from a recognized university

Teacher’s Certificate Class 7 (TC7):

- (a) has the academic and professional qualifications required for a Teacher’s Certificate Class 6 and has completed 1 additional year of approved graduate study;
- (b) has the academic and professional qualifications required for a Teacher’s Certificate Class 5 and has completed 2 additional years of approved graduate study.

Teacher’s Certificate Class 8 (TC8):

- (a) has the academic and professional qualifications required for a Teacher’s Certificate Class 6;
- (b) holds an approved doctorate degree from a recognized university.

If the application falls under the new regulations, a closer analysis of the applicant’s transcripts is required to determine their endorsements. Once endorsements are determined, certification is granted under the CFTA. It is possible for CFTA applicants to not have endorsements on their certificate if they do not have enough credit hours in a teachable subject as defined by the Nova Scotia Public School Program. They are still fully certified in the province, even without these endorsements. Like all other applicants, these teachers are eligible to complete additional coursework to add endorsements to their certification. Applicants certified under the new regulations receive one of the classifications of certificates outlined in question 1A.

Information for interprovincial applicants is included in the New Applicant User Guide and Frequently Asked Questions document located on the Office of Teacher Certification homepage in both English and French:

- [Teacher Certification System New Applicant User Guide \(ednet.ns.ca\)](http://ednet.ns.ca)
 - [Système des certificats d’aptitude à l’enseignement – Guide pour les nouveaux candidats \(ednet.ns.ca\)](http://ednet.ns.ca)
 - [Teacher Certification System New Applicant FAQs \(ednet.ns.ca\)](http://ednet.ns.ca)
- [Système de certificats d’aptitude à l’enseignement – Foire aux questions pour les nouveaux candidats \(ednet.ns.ca\)](http://ednet.ns.ca)

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

REVIEW FINDINGS	Compliance Criteria (pursuant to Sections 3, 7(b) and (c), 9(a), 16(3)(a), (b) and (g) of the FRPA): 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, including descriptions of any differences for applicants with international qualifications and for those who are licenced in other Canadian jurisdictions; 	YES

(To be completed by the FRPA Review Officer)	• Provides “information [to applicants and potential applicants] about the length of time that the registration process ...usually takes”;	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, was determined from the information provided above and from information found on OTC’s website (<https://certification.ednet.ns.ca/>) on May 19, 2023.

Please note that compliance with the FRPA does not confirm compliance with the *Canadian Free Trade Agreement*.

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.

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: Section 9 of the Nova Scotia Teacher Certification Regulations outlines the fees associated with certification. For an initial certificate, the fee is \$106.15 and is the same for new, international, and interprovincial applicants. The Regulations are posted on the Office of Teacher Certification website here: Nova Scotia Regulations & Legislation Office of Teacher Certification (ednet.ns.ca) . The fees are also included on the homepage of this website (Office of Teacher Certification (ednet.ns.ca)) and in the New Applicant User Guides (Teacher Certification System New Applicant User Guide (ednet.ns.ca)) and Système des certificats d’aptitude à l’enseignement – Guide pour les nouveaux candidats (ednet.ns.ca)). No third party processes are used.	
REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria (pursuant to Sections 7(f) and 16(3)(d) of the FRPA): Requirement that the regulating body:	Compliant? (YES/NO)
	• provides information setting out any fees for registration in a clear and understandable form;	YES
	• 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, was determined from the information provided above and from information found on OTC’s website (<https://certification.ednet.ns.ca/>) on May 19, 2023.

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? (Yes/No)

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.

<p>RESPONDENT ANSWER</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: Decisions regarding alternative documentation are made based on an applicant’s specific situation. In circumstances where an applicant is unable to obtain required documents due to civil unrest, refugee status, etc., the Office of Teacher Certification follows The Canadian Information Centre for International Credentials (CICIC) alternative assessment procedures Explore different approaches (cicdi.ca). The applicant’s specific situation is reviewed and, based on that review, the appropriate approach is determined and next steps are communicated via email/letter to the applicant. In circumstances where an applicant has an original, official transcript and can verify that another cannot be produced, notarized copies are accepted. When an applicant reports that they are unable to provide an original transcript regarding courses transferred to an institution from the source institution, a copy of the transcript or a letter from the transfer institution can be accepted along with written proof that requests have been made; this information is provided to the applicant via telephone or email upon review of their specific situation. If an applicant reports they have never taught in a jurisdiction that does not certify their teachers and cannot, therefore, produce a Statement of Professional Standing, the Office of Teacher Certification will accept a written, signed declaration attesting that they have never taught in that particular jurisdiction. After this information is verified, the applicant is informed via email or telephone call that a signed declaration can be submitted rather than a Statement of Professional Standing.</p>	
<p>REVIEW FINDINGS (To be completed by the FRPA Review Officer)</p>	<p>Compliance Criteria (pursuant to Sections 7, 9 and 16(3)(c) of the FRPA): Requirement that the regulating body:</p> <ul style="list-style-type: none"> • provides clear and understandable information with respect to acceptable alternative documentation; and • advises applicants on what alternative information may be supplied when they cannot reasonably obtain the standard documentation; 	<p>Compliant? (YES/NO/ N/A)</p> <p>YES 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, was determined from the information provided above and from information found on OTC’s website (<https://certification.ednet.ns.ca/>) on May 19, 2023.

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.

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>If yes, describe: When an application for a Nova Scotia Teacher’s Certificate is received, it is matched with supporting documents that were submitted separately. The applicant can login to the online Teacher Certification System to see whether their application is complete or incomplete. If it is incomplete, a personalized email is sent to the applicant outlining the missing documents that are required. For international documents, the contact information for the institution or authority that issues the document is also provided. The Office of Teacher Certification (OTC) website includes a page with contact information: Contact Us Office of Teacher Certification (ednet.ns.ca). The OTC telephone is answered from 8:30-4:30 Monday through Friday. The email account (certification@novascotia.ca) is closely monitored and responses are typically provided within 48 hours. The user guides and frequently asked questions documents for new applicants are prominently displayed on the website’s homepage in both English and French.</p>
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REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria (pursuant to Sections 7(e) and 16(3)(k) of the FRPA): 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, was determined from the information provided above and from information found on OTC’s website (<https://certification.ednet.ns.ca/>) on May 19, 2023.

QUESTION 5 (ACCOMMODATION POLICIES FOR APPLICANTS WITH A PHYSICAL OR MENTAL DISABILITY)

Do you have existing accommodation policies for applicants with a physical or mental disability? (Yes/No)

If yes, describe these existing policies, including:

- how an applicant would request an accommodation;
- how requests are considered; and
- how these policies are communicated to “...*individuals ...applying or intending to apply for registration...*” as required under Section 7(e). If this is done by posting to the website, please include the link.

RESPONDENT ANSWER	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, describe:	
REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria (pursuant to Sections 7(e), and 16(3)(h) of the FRPA): Requirement that the regulating body:	Compliant? (YES/NO)
	<ul style="list-style-type: none"> describes existing accommodation policies, if any, for applicants with a physical or mental disability, including <ul style="list-style-type: none"> - how an applicant would request an accommodation; and - how requests are considered. provides information about its accommodations policies, if any, to "...individuals ...applying or intending to apply for registration..." (eg. by posting to its website). 	NA
Comments, to be completed by the FRPA Review Officer: The relevant requirement is provided for under Subsection 16(3)(h) of the FRPA, which states: <p style="text-align: center;"><i>16 (3) The [FRPA review] report ...must include: ...(h) a description of existing accommodation policies for applicants with a physical disability or mental disability; ...</i></p> This does not require that there be any such policies. It only requires that, if there are any, that they be described in this FRPA review report.		

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.

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: Certified teachers have access to their digital profile in the web-based Teacher Certification System. This includes their certification history (certificate class, type, issued date, effective date, expiry date, valid period), education history (credential, institution, year obtained, years of study, major, minor), and work history (Nova Scotia public school service, and other service recognized under the Governor in Council Education Act regulations). Additional information can be obtained through a request made under the Freedom of Information and Protection of Privacy Act here: Apply to access information under the Freedom of Information and Protection of Privacy (FOIPOP) Act (Form 1) - Government of Nova Scotia . No fees are associated with a certified teacher requesting access to their information.	
REVIEW FINDINGS	Compliance Criteria (pursuant to Sections 12(1) through (5) and 16(3)(j) of the FRPA): Requirement that the regulating body:	Compliant? (YES/NO)

(To be completed by the FRPA Review Officer)	• 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, was determined from the information provided above and from information found on OTC’s website (https://certification.ednet.ns.ca/) on May 19, 2023.		

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)	
<p>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.</p> <p>If there is a third-party assessor involved in the process, describe their role in the space provided.</p>	
RESPONDENT ANSWER	<p>Explain the criteria used for assessment and how the information is communicated:</p> <p>Both the applicant’s character and academic qualifications are assessed before certification is granted. Character is assessed through a criminal records check, responses to personal background information questions, and Statements of Professional Standing from other jurisdictions where the applicant is certified (if applicable). An applicant’s academic qualifications are assessed through analysis of university transcripts. Transcripts are assessed for both academic content and professional studies. For an individual applying for a certificate to teach elementary school, they must have completed a minimum of six credit hours of academic content in each of four major subject fields: social studies, science, math and English or French, plus three credit hours of elementary teaching methods in each of those four major subject fields. The applicant must also complete an additional 48 additional credit hours in preservice teacher education, including a supervised practicum, for a total of 60 credit hours professional studies. For an individual applying to teach in a secondary school they must have, at a minimum, both a major and a minor endorsement on their certificate. A major endorsement requires 30 credit hours of undergraduate study in one discipline in a subject field and six credit hours of teaching methods within that subject field. A minor endorsement requires 18 credit hours of undergraduate study in one discipline in one subject field and three credit hours of teaching methods within that subject field. The applicant must also complete an additional 51 credit hours in preservice teacher education, including a supervised practicum for a total of 60 hours of professional studies.</p> <p>The following pages on the Office of Teacher Certification website include information for applicants about the assessment criteria for certification:</p> <ul style="list-style-type: none"> • Initial Teacher Certification Office of Teacher Certification (ednet.ns.ca) • Regular Certificates Office of Teacher Certification (ednet.ns.ca) • Vocational Certificate Office of Teacher Certification (ednet.ns.ca) • Endorsation of Regular Certificates Office of Teacher Certification (ednet.ns.ca)

	<ul style="list-style-type: none"> • Secondary Education Endorsations Office of Teacher Certification (ednet.ns.ca) • Undergraduate Course Requirements for Elementary and Secondary Endorsations Office of Teacher Certification (ednet.ns.ca) • Family Studies Endorsation Office of Teacher Certification (ednet.ns.ca) • What is an "Approved Program of Professional Studies"? Office of Teacher Certification (ednet.ns.ca) <p>The Teacher Certification Regulations are also located on the website and outline the requirements: Nova Scotia Regulations & Legislation Office of Teacher Certification (ednet.ns.ca)</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 (To be completed by the FRPA Review Officer)	Compliance Criteria (pursuant to Sections 7(d), 16(3)(b) and (i) of the FRPA): 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).	NA
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, was determined from the information provided above and from information found on OTC’s website (https://certification.ednet.ns.ca/) on May 19, 2023.		

QUESTION 8 (COMMUNICATING REGISTRATION DECISIONS)

Explain how you communicate registration decisions to applicants who are: a) successful; and b) not granted registration. Include what information is provided with each type of decision.

RESPONDENT ANSWER	<p>Explain the registration decision communication process:</p> <p>a) Successful applicants: When an individual applies for certification, they create an account in the web-based teacher Certification System and submit the application electronically. They can login to the system at any time to monitor the progress of their application. As required documents are received, the applicant will see the status of their application change from “incomplete” to “complete.” When an Evaluator in the Office of teacher Certification begins assessing the application, the applicant will see the status change to “Assessment</p>
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	<p>in Progress.” When the assessment is complete and the Registrar or Assistant Registrar approves the application, the status will change to “approved.” At this stage, they will also see detailed information about the classification, type, issue date, and effective date of their certificate. The applicant’s teacher’s certificate and a cover letter are then mailed to them within one week of approval and issuance in the online system. If the applicant is internationally educated and receives a conditional rather than a permanent certificate, along with their mailed certificate they are provided with individualized information about additional coursework that must be completed for permanent certification to be granted.</p> <p>b) Applicants not granted registration:</p> <p>Unsuccessful applicants can follow the same process as successful applicants to monitor the progress of their application. When an applicant is not granted certification, they receive a personalized letter outlining the decision, the reason for the decision, and the sections of the Teacher Certification Regulations their application does not meet. This letter also includes information about the appeals process that they can initiate should they believe the regulations have been misapplied to their application. Typically, when someone does not qualify for certification, it is because they do not have the post-secondary credentials needed. Contact information for Nova Scotia universities offering preservice teacher education programs is included on the Office of Teacher Certification website here: Recognized Educational Programs Office of Teacher Certification (ednet.ns.ca).</p>	
REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria (pursuant to Sections 8(b), (c), (d), 10(1) of the FRPA): Requirement that the regulating body:	Compliant? (YES/NO)
	<ul style="list-style-type: none"> • where registration is granted, provides written confirmation within a reasonable time to applicants; 	YES
	<ul style="list-style-type: none"> • where registration is not granted: 	
	<ul style="list-style-type: none"> ○ provides written decisions that include reasons to applicants within a reasonable time respecting registration decisions; 	YES
	<ul style="list-style-type: none"> ○ provides, where practical, information respecting measures or programs that may be available to assist unsuccessful applicants in obtaining registration at a later date; and 	YES
<ul style="list-style-type: none"> ○ informs the applicant of the internal review process and of the procedures and time frames for the internal review. 	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, was determined from the information provided above and from information found on OTC’s website (https://certification.ednet.ns.ca/) on May 19, 2023.</p>		

3.3: INTERNAL REVIEW/APPEAL 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.

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 an applicant is unsuccessful in obtaining certification, they are informed of the appeal process. This communication includes reference to Sections 16, 17 and 18 of the Nova Scotia Teacher Certification Regulations and the exact timeframe applicable to their situation (185 days + 45 days from the time a decision is communicated to the applicant) is provided. Prior to an appeal commencing, the Registrar provides a complimentary reassessment of the individual’s application for certification and requests any additional documents that may not have already been submitted. Additional information regarding the appeals process is included on the Office of Teacher Certification website here: Certification Appeals Office of Teacher Certification (ednet.ns.ca) . Upon an appeal being requested, the Chair of the Certification Appeals Committee contacts the appellant and the Registrar requesting the submission of any documents they deem relevant to the appeal. The Certification Appeals Committee follows the process and timelines outlined in the Teacher Certification Regulations and on the Office of Teacher Certification website. If no, explain why not:	
REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria (pursuant to Sections 7(a) and 10, 16(3)(m) and (n) of the FRPA): 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

	<ul style="list-style-type: none"> provides information on the internal review 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, was determined from:</p> <ol style="list-style-type: none"> the information provided above; information found on OTC’s website (https://certification.ednet.ns.ca/) on May 19, 2023; and the following written statement provided by the OTC on May 23, 2023: <p style="text-align: center;"><i>Please accept this e-mail as confirmation that no one who acted as a decision-maker in respect of a registration decision may act as a decision-maker in an internal review in respect of that registration decision.</i></p>		

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.

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>If yes, please describe: Prior to an appeal commencing, the three members of the Certification Appeals Committee complete required readings on the appeals process, procedural fairness, and the relevant sections of the Teacher Certification Regulations. Confirmation that this training has been received is provided to the Registrar by the Chair of the Certification Appeals Committee via email.</p>
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REVIEW FINDINGS (To be completed by the FRPA Review Officer)	Compliance Criteria (pursuant to Sections 11 and 16(3)(p) of the FRPA): Requirement that the regulating body:	Compliant? (YES/NO)
	<ul style="list-style-type: none"> ensures that internal review decision-makers have received training on conducting an internal review; and 	YES
	<ul style="list-style-type: none"> describes the training. 	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, was determined from the information provided above and from information found on OTC’s website (<https://certification.ednet.ns.ca/>) on May 19, 2023.

4. ACKNOWLEDGEMENTS:

The *Office of Teacher Certification* 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:

A handwritten signature in blue ink, appearing to read "Karen Daye".

Name (print): _____

DATE: 2023-06-23