

**ACTION PLAN -YEAR 1 PROGRESS UPDATE**  
**SOCIETY OF CERTIFIED ENGINEERING TECHNICIANS & TECHNOLOGISTS OF NOVA SCOTIA**

As per the following Action Plan Progress Report and FRPA Review Officer comments, the two compliance areas, as originally identified in the [September 6, 2022, FRPA review report](#) remain in progress.

Full compliance is expected to be demonstrated in the Year 2 progress report, due July 19, 2024.

**ACTION PLAN TIMELINES:**

TIMELINES FOR ACTION PLAN PROGRESS UPDATES					
	Action Plan Deadline	Action Plan Progress Update	Action Plan Progress Update 2		
<b>Due Date</b>	2022-07-20	2023-07-19	2024-07-19		
<b>Actual Completed Date</b>	2022-07-19	2023 11 30			

**ACTION PLAN PROGRESS REPORT:**

<b>ACTION PLAN – AREA 1:</b>	<b>Response to FRPA Review Question #11: “Internal Review Process”.</b>
<b>FRPA SECTIONS:</b>	<b>Sections 7(a), 10, 16(3)(m) and 16(3)(n)</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	<p>SCETTNS has not met (or has not demonstrated meeting) the following requirements of Sections 10 and 16 of the FRPA (quoted):</p> <p style="padding-left: 40px;"><i>10 (1) Where a regulating body does not grant registration to an applicant, the regulating body ...shall inform the applicant of the ...time frames for the internal review.</i></p> <p style="padding-left: 40px;"><i>10 (2) A regulating body shall provide an applicant for registration an opportunity to provide new information and to make submissions with respect to an internal review ...</i></p> <p style="padding-left: 40px;"><i>16 (3) The [FRPA review] report ...must include...: (m) a description of the internal review process available to applicants who are not granted registration, including opportunities provided to an applicant to make submissions respecting such review...</i></p>
<b>REGULATOR ACTION PLAN:</b>	10.1 10.2 Complete policy for internal review that include time frame for applicant. 16.3 review process – new document to be written that further explains the review process contained in bylaw and Certification manual.
<b>INTENDED COMPLETION DATE:</b>	10.1 and 10.2 completed by Dec 2022. 16.3 completed by Jan 2023
<b>Year 1: Action Plan update. Due: 2023-07-19</b>	The section was completed in April of 2023. TechNova investigated the processes used by all other provinces that had a policy and approved a Nova Scotia version that included the best practices of the other provinces.
<b>FRPA Review Officer Comments (December 6, 2023)</b>	<p>Compliance with the above noted sections could not be verified from the information provided above or from the information accessible on <a href="#">TechNova’s Website</a>.</p> <p>It is noted that the “<a href="#">Certification Board Policy</a>” document, which includes a description of the “Appeal Process” on page 9, was last updated in March 2022 (as noted on its cover page). A link to this same document was provided by TechNova in the original <a href="#">September 2022 FRPA review report</a> (bottom of page 15). This document is the only available source of information to determine compliance with the above cited Sections of the <a href="#">Fair Registration Practices Act</a> and has not changed since the original FRPA review.</p> <p>Therefore, a Year 2 progress report will be required <b>by July 19, 2024</b> (one year after the due date for the Year 1 progress report). Compliance is expected to be demonstrated by that time.</p>

<b>ACTION PLAN – AREA 2:</b>	<b>Response to FRPA Review Question #12: “Internal Review Training”.</b>
<b>FRPA SECTIONS:</b>	<b>Sections 11 and 16(3)(p)</b>
<b>AREAS OF NON-COMPLIANCE TO BE ADDRESSED:</b>	<p>SCETTNS has not met (or has not demonstrated meeting) the following requirements of Sections 11 the FRPA (quoted):</p> <p><i>11 A regulating body shall ensure that individuals acting as decision-makers in internal reviews receive training on conducting ...an internal review.”</i></p> <p><i>16 (3) The [FRPA review] report ...must include...: (p) a description of the training provided to individuals who make internal review decisions...</i></p>
<b>REGULATOR ACTION PLAN:</b>	11 and 16 - training material on the new Technology Registrations Canada, TRC process that is being used by TechNova, BC and MB is in the process of being written jointly to maintain consistency with certification in these provinces.
<b>INTENDED COMPLETION DATE:</b>	The projected date is Jan 2023 for the material from the provinces and TechNova will have all training material reviewed and completed by April 2023.
<b>Year 1: Action Plan update. Due: 2023-07-19</b>	Due to unforeseen circumstances this was not and is not completed. BC is the owner of the software and in the Spring of 2023, they changed the company that wrote and hosted the software. We are now working with Quake media to resolve the issue.
<b>FRPA Review Officer Comments (December 6, 2023)</b>	As noted by the regulating body, this area is a work in progress. Therefore, a Year 2 progress report will be required <b>by July 19, 2024</b> (one year after the due date for the Year 1 progress report). Compliance is expected to be demonstrated by that time.

**SIGNATURE OF THE AUTHORIZED MEMBER OF THE REGULATING BODY:**

12/13/2023

**X** Louis LeBel

Louis LeBel  
 Past Executive Director  
 Signed by: 92759c09-e77e-42eb-a989-4b9acf68fdb

**Name (print):**  Louis LeBel

**DATE:** Click or tap to enter a date.