
Association of
Professional
Engineers of Nova
Scotia (APENS -
“Engineers Nova
Scotia”)

Fair Registration
Practices Act (FRPA)
PROGRESS REPORT
April 2020

Province of Nova Scotia



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Executive Summary

The Association of Professional Engineers Nova Scotia (APENS)'s 2020 Action Plan was developed in response to findings based on their biennial review of registration practices, as per requirements of the *Fair Registration Practices Act (FRPA)*. The review has identified both progress to date and opportunities for continuous growth toward fairer assessment of all applicants and registration practices.

The APENS has made progress on a several aspects of its registration practices since the initial 2017 FRPA Review. For instance, APENS has created a procedure to ensure that their website is updated regularly and reviewed on an annual basis and, they have document stages in the registration process (step-by-step) where applicants need to supply specific information. Both actions address the requirement to provide clear and understandable information to applicants.

Some aspects of APENS's registration practices developed over the past two years are exemplary. For example, APENS has removed the Canadian work experience requirement that used to be a significant barrier for the internationally educated. This challenge was put to the Internationally Educated Engineer's Multi-Stakeholder Work Group—a collaborative, profession-specific working group which aims to ensure fair, transparent and equitable pathways to licensure to help internationally educated engineers become qualified and integrated into the Nova Scotia workforce. The result was acceptance of the following alternatives as proof that the intent of the One-Year Canadian Experience Requirement has been fully met:

- Successful completion of the Immigrant Settlement Association of Nova Scotia ("ISANS") study program, "Orientation and Communication Skills for Engineers"; or
- Successful completion of the online "Working in Canada" seminar offered by Engineers and Geoscientists British Columbia; or
- Successful completion of a competency-based assessment system which may be offered by another engineering regulatory body in Canada.

APENS is in compliance with the FRPA and has demonstrated a commitment to continuous improvement of registration practices. The development of a new online application process planned in 2017 is expected to launch in 2020. Over the next two years APENS will address the following actions for improvement that have resulted from the 2019 FRPA review process:

- Enhance the current internal reconsideration process to formalize a policy that meets all requirements of an internal review process as per the FRPA;
- Make information on the internal review policy publicly available;
- Develop a communications strategy that reflects ways in which an internal review could be offered to applicants issued a registration decision at earlier stages in the pathway to licensure.

A change in the executive at APENS resulted in the FRPA review process extending into 2020. Thank you to Pal Mann, new CEO, for becoming familiar with the file and expressing a commitment to the principles of the FRPA. I look forward to working with him in the future.

Sincerely,



Patricia Mertins
Review Officer, Fair Registration Practices Act

Introduction

The Fair Registration Practices Act (FRPA) mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair. ¹The FRPA review process was designed to fulfill the obligations of the legislation; it allows the FRPA Review Office and the regulating bodies to review existing registration practices for current compliance with the FRPA as well as continuous improvement of transparent, objective, impartial and procedurally fair registration practices. ²

The purpose of the Fair Registration Practices Act (FRPA) Progress Report is twofold. First, it allows the Association of Professional Engineers of Nova Scotia (APENS) to review and report on its current registration practices. Second, it shares the APENS's progress on previously identified areas for improvement and highlights the exemplary practices that have been developed by the APENS since their previous review.

Through the 2020 FRPA Progress Report, the FRPA Review Officer aims to build on the progress made by APENS to date and identify opportunities to further improve and evolve registration practices.

¹ The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2018, c. 23.

² For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf

Context of the Profession in Nova Scotia

Occupational Profile

Engineers hold public safety paramount in all decisions. Professional Engineers (P.Eng.) have met the educational and experience requirements prior to licensure. Engineers-In-Training (EIT) have met the educational requirements and are in the process of meeting the experience requirements for professional licensure. Applicants who are deemed highly qualified in one area of engineering but lack the general education requirements may apply for a Limited Engineering License in their area of specialization. Engineering is a highly skilled, diverse occupation. “The practice of engineering means any act of planning, designing, composing, evaluating, advising, reporting, directing or supervising, or managing any of the foregoing, that requires the application of engineering principles and that concerns the safeguarding of life, health, property, economic interests, the public welfare or the environment.” (Definition: Engineers Canada, 2017)

Specifically in Nova Scotia, the [Engineering Profession Act](#) defines engineering as:

“means the science and art of designing, investigating, supervising the construction, maintenance or operation of, making specifications, inventories or appraisals of, and consultations or reports on machinery, structures, works, plants, mines, mineral deposits, processes, transportation systems, transmission systems and communication systems or any other part thereof...”

Organizational Description

Engineers Nova Scotia was created in 1920 and continues today as the licensing and regulatory body for the 7,100 professional engineers and engineers-in-training practicing in Nova Scotia or on engineering projects located in this province.

Under the authority of the Engineering Profession Act (2010), Engineers Nova Scotia has the legislated authority to regulate the practice of engineering in Nova Scotia. The Act empowers the Association to a) promote and improve the proficiency of professional engineers in all matters relating to the profession of engineering; b) do all such matters and things as will advance and protect the interests of professional engineers in the profession of engineering; c) assure the general public of the proficiency and competency of professional engineers in the practice of engineering; and d) do all such other matters and things as may be necessary for or incidental or conducive to the welfare of professional engineers and their usefulness to the public.

Self-regulation is a privilege our members recognize and support through active participation in the Association. Currently some 700 of our members actively participate in volunteer activities with our Association, including 400 who serve as mentors to our engineers-in-training.

Active Membership Requirements

Members of Engineers Nova Scotia must be in good standing with the association. Good standing requires a null balance of fees and dues, compliance with the continuing professional development program and no removal of license due to a disciplinary enforcement action.

Registration Requirements

An engineer practicing in Nova Scotia is required by law to be registered with the Association of Professional Engineers of Nova Scotia (Engineers Nova Scotia). Specific exemptions are outlined in Section 10 of the Engineering Professional Act.

Under the Nova Scotia Engineering Profession Act & By-Laws, successful applicants must

- be academically qualified
- have sufficient acceptable engineering work experience
- have an understanding of local practices and Canadian work conditions

- be competent in English
- be of good character, and
- demonstrate an understanding of professional practice and ethics issues

Academic Requirement

Applicants for licensure must meet the following requirement for academic qualifications:

- an undergraduate degree in engineering accredited by the Canadian Engineering Accreditation Board (CEAB), or
- an unaccredited undergraduate degree in engineering or science from a school, college, or university recognized by the Board of Examiners, and successful completion of any required examinations.

Experience Requirement

The experience requirement is four years of engineering experience, obtained after having met the academic requirement. The experience must be approved by the Board of Examiners and a minimum of one year in a Canadian environment is required.

English Language Requirement

If the applicant's first language is not English, proof of the ability to communicate effectively, both orally and in writing in English, is required. Acceptable documentation of English proficiency may include positive results of the TOEFL or the International English Language Test, confirmation of education in English, or employer reference letters.

Good Character Requirement

References are required from three people who have known the applicant for a minimum of one year and are willing to provide a reference to attest to the applicant's character and engineering experience. Two of the references must be Professional Engineers registered in good standing in Canada.

National Professional Practice Exam Requirement (NPPE)

The NPPE is a computer-based Law and Ethics and Professionalism exam consisting of 110 multiple choice questions. All applicants must successfully complete the NPPE or equivalent, to demonstrate an understanding of professional practice and ethics issues.

Application Requirements

The Association requires the following documents to assess academic and experience qualifications. The documents must be officially translated into English:

1. completed application (with all required fees and dues)
2. degree certificate
3. original transcripts of marks sent from the universities to Engineers Nova Scotia
4. course descriptions for the undergraduate and any post graduate engineering degrees, sent from the universities to Engineers Nova Scotia
5. detailed work history signed by your supervisor or employer
6. current valid photo identification

CFTA Transfers

Professional Engineers and engineers with Limited Engineering Licenses in good standing at another Engineering Regulator in Canada qualify for licensure in Nova Scotia. Labour Mobility is very important to Engineers Nova Scotia; we have invested significant resources into integrating our database with Engineers Canada's National Database to share up to date information with all regulators in Canada.

Engineers Nova Scotia's Council removed the residency requirement for licensure to facilitate applicants from outside Nova Scotia. The following documents and fees must be provided with each CFTA and Full-Non-Resident application:

1. completed application signed and dated. Sections D – References and Transcripts are not required
2. application dues and fees (<https://engineersnovascotia.ca/registration/fees-and-dues/>)
3. current valid photo identification
4. proof of membership in good standing with another engineering association in Canada. Engineers Nova Scotia will request certification of your membership from your home association.

International Applicants

The application process for all applicants is the same as those described under the Registration Requirements. A detailed step-by-step process is outlined on the Engineers Nova Scotia website.

Engineers Nova Scotia works closely with the Fair Registration Practices Act (FRPA) Review Office and Immigrant Services Association of Nova Scotia (ISANS) to ensure the application process for internationally educated engineers is clearly communicated. In 2003, ISANS brought together stakeholders in engineering to discuss challenges facing internationally educated engineers. Engineers Nova Scotia was part of that initial group and has been actively participating ever since, serving as Co-Chair for the Working Group. Through this collaboration, multiple resources have been created to support internationally educated applicants. Every applicant is offered the opportunity to meet individually with our Director of Registration and support is provided throughout the application process. All reasonable accommodations are made to support all applicants in their licensing process.

The twelve Canadian provincial and territorial engineering regulators have created Engineers Canada. Engineers Canada develop and publish national guidelines for all categories of engineering licensure. Engineers Nova Scotia has adopted substantially all of those national guidelines. One of the key responsibilities of Engineers Canada is to oversee the National Accreditation of engineering degree-granting higher education institutions. The accreditation process ensures all graduates of Canadian engineering programs have met the academic requirements of licensure. There are a number of international agreements in place that facilitate the recognition of academic requirement in specific circumstances.

While licensing requirements and processes vary slightly in each province and territory, a national website www.engineerhere.ca provides guidance to international applicants who wish to practice in Canada.

Organizational Structure and Staffing

Engineers Nova Scotia is governed by an elected Council, consisting of eleven members. Council is mandated through the Engineering Profession Act to form a Board of Examiners with implementing the policy decisions Council has made with respect to licensure requirements.

The Board of Examiners consists of 15-20 members from a wide variety of engineering disciplines and industries; most Board members hold PhDs in Engineering and are preeminent in their fields. This Board is responsible for determining by examination or other means, the competency of persons seeking to practise professional engineering or to be enrolled as engineers-in-training within the Province, and grant certificates of registration and licenses to practice to persons so qualified to practice. Given the large number of specialties within the engineering profession, often there is only one examiner per discipline or area of practice. Occasionally, subject matter experts not serving on the Board are required to assess applicant files on behalf of the Board.

Engineers Nova Scotia has an approved staff of thirteen fulltime positions that are led by a Chief Executive Officer. Staff is divided into three departments led by the Chief Operating Officer, Director of Registration and the Director of

Outreach and Partnerships. Staff actively participate in projects related to the promotion of Recognition of Prior Learning and supporting international applicants through the Immigrant Services Association of Nova Scotia.

Specifically, over the past few years, staff has presented at local, national and international conferences on the Competency-based Assessment program for internationally educated engineers and the Multi-stakeholder Working Group for Internationally Educated Engineers. Staff has also served as advisors on the Internationally Educated Engineers Bridging Program, Orientation and Communications for Engineers Program, and the Moving-Up Underemployed Professional Immigrant Women project as well as serving as Co-Chair for the Multi-stakeholder Working Group for the past fifteen years.

Types of Licenses/Certificates Issued (2018 Data)

There are two types of licenses issued by Engineers Nova Scotia, that of Professional Engineer and the Limited Engineering License. Engineers Nova Scotia also issues a certificate for Engineers-in-Training.

License/Certificate Name: Full Member

New: 458

Total: 6015

License/Certificate Name: Engineer-in-Training

New: 344

Total: 922

License/Certificate Name: Limited Engineering License

New: 0

Total: 0

Overview of Registration Process

Registration Information

Engineers Nova Scotia believes clear communication with the public, applicants and members is paramount. In 2013, we undertook a complete review of our website to ensure all content is written in plain language. Our website is the primary means by which registration information can be accessed by applicants. The website includes complete registration information, including a step by step guide for international applicants.

E-mail is the second most convenient way applicants access information about registration. Our Director of Registration makes great efforts to provide in depth responses to applicants' information requests. This is in addition to the formal emails and letters applicants receive at every step in the licensure process.

Prior to applying, every applicant is invited to meet with the Director of Registration to review the application and assessment process and answer any outstanding questions. Follow up meetings are provided as needed and an applicant can review their file upon request.

Registration Process

Engineers Nova Scotia believes in the importance of national mobility and making the process of licensure clear and accessible to all applicants. The Association, under the guidance of Council, the Board of Examiners and supported by staff, constantly reviews its licensure processes and requirements to ensure they reflect new developments and advances in technology. Engineers Nova Scotia follows the Guidelines outlined by Engineers Canada. The Engineers

Canada Guidelines are available on their website at www.engineerscanada.ca. Further information for potential immigrants on the general requirements for licensure are found at <https://engineerhere.ca/>.

Engineering is a broad and diverse profession consisting of many recognized disciplines (i.e. electrical, industrial, civil, etc.). To address this diversity, our Board of Examiners currently consists of between 15 and 20 members. Members of the Board are diverse, representing vast industry experience, in-depth knowledge of engineering education, and international experience. Many members are engineering educators, educated at the doctoral level. Several of the Board of Examiners members have also served as volunteers with Engineers Canada overseeing the Accreditation process. As stated earlier in this report, given the large number of specialties within the engineering profession, often there is only one examiner per discipline or area of practice. Occasionally, subject matter experts not serving on the Board are required to assess applicant files on behalf of the Board.

The process of registration is outlined below. Following the steps is a pathway that outlines the steps visually.

Step 1: Apply for Assessment

An application for assessment is the first step in the process of becoming a professional engineer in Nova Scotia. The application is received by the Director of Registration for review to ensure all required documents have been submitted.; this process can be iterative and time consuming, taking several months, as often the applicant must contact educational organizations and references to ensure the application is complete. This period is not considered part of the decision-making time as the responsibility sits with the applicant, not the Association. When all information is complete, the application is submitted to the Board of Examiners for the next Board meeting. The Board meets at the end of each month from September to June. All required documents must be received at least one month prior to a Board meeting in order to be added to the Agenda for the next meeting. The Board reviews the academic and experience qualifications for licensure. The Board's decision on the requirements for registration is mailed to applicants within two to four months.

The following documents and fees are required to assess the academic and experience qualifications for licensure. They must be officially translated* into English:

1. a World Education Services (WES) ICAP course-by-course credential assessment sent to Engineers Nova Scotia from WES
2. completed application ([here](#))
3. assessment application fee of \$230 required at time of application
4. degree certificate
5. original transcripts of marks sent from the universities to Engineers Nova Scotia
6. course descriptions for the undergraduate and any post graduate engineering degrees, sent from the universities to Engineers Nova Scotia
7. detailed work history signed by your supervisor or employer (Experience Requirement)
8. current valid government issued photo identification

**There may be fees associated with external translation services. Engineers Nova Scotia does not provide translation services.*

When the application is received the applicant will be assigned a number and an online account will be generated in their name. Their user id will be their number with an m in front, (ex. m20200001). An invoice will be generated in their account and they must login to pay the invoice to complete their application. Their receipt will also be available in their online account.

An online application and registration system is in the testing phase; it should be operational in the near future as the Association is doing beta-testing in 2020

It is during this assessment phase that the applicant is advised whether they are suitable for licensure or if they must fulfill other requirements for the Board of Examiners to have confidence in their competency to practice professional engineering or to be enrolled as engineers-in training within the Province. The following areas are considered by the Board of Examiners:

1.1 Academic Requirement

All engineers in Canada must meet standard academic requirements. These are outlined nationally on the Engineers Canada website at <https://engineerscanada.ca> under Engineer / Engineering Regulator / National Guidelines. Applicants who hold degrees from outside Canada may be required to complete examinations.

Examinations are assigned to confirm knowledge an applicant is believed to possess due to their academic history (confirmatory exams), or to meet the academic requirement (general exam program). General examinations are assigned when an academic record, compared to the Engineers Canada Examination Syllabus, appears to be lacking the study of fundamental engineering principles.

If an applicant has a recognized Bachelor Degree in Engineering and has completed a Master Degree in Engineering in the same discipline, the Board of Examiners will review the Master Degree to determine if examinations can be waived. Course descriptions (syllabus) for both the Bachelor and the Master Degrees are required to complete the assessment.

1.2 Experience Requirement

The experience requirement for Full membership (P.Eng.) is four years of engineering experience approved by the Board with a minimum of twelve months in a Canadian environment, or 48 months of approved engineering experience and successful completion of one of the following to meet the Canadian environment experience content requirement:

- a) The ISANS study program, Orientation and Communication Skills for Engineers".
- b) The "Working in Canada Seminar" provided through Engineers and Geoscientists British Columbia (EGBC).
- c) A competency-based assessment through another engineering regulatory body in Canada.
- d) An equivalent course or program as approved by Engineers Nova Scotia.

Engineers may practice under the supervision of a P.Eng. to obtain the one year of experience in a Canadian environment.

As the quality and years of experience may be a factor in determining the requirements for registration, it is very important that applicants submit a comprehensive record of their experience. If they have 10 or more years of progressive, well documented engineering experience, the Board will review the experience to determine if examinations may be waived. The experience records must be signed by the applicant and the Supervisor or Employer where the experience was obtained.

The experience must be documented on the Engineers Nova Scotia Engineering Experience Record form, be a minimum of 4 pages per year of experience and be written according to the Experience Guidelines. The experience record form and experience guidelines are available **here** (link provided).

Step 2: Response from the Board of Examiners

The Board of Examiners review applications to assess whether the Academic and Experience Requirements exist or whether there is a requirement for examinations for licensure. The results of an assessment will address both academic and experience requirements:

2.1 Academic Requirements

If you have a recognized Bachelor of Engineering from outside Canada examinations may be assigned based on the assessment documented in Engineer Canada's International Institutions and Degrees Database.

Post Graduate degrees in the same discipline and/or 10 or more years of progressive, well documented engineering experience will be reviewed by the Board to determine if examinations may be waived.

Based on the experience submitted with an application, the Board of Examiners may invite an applicant for an interview to assess their knowledge as an alternative to confirmatory examinations. Interviews are offered at the discretion of the Board of Examiners on the basis of experience records as presented; interviews are not requested by applicants.

2.2 Experience Requirements

The Board of Examiners may approve the applicant's experience when conducting the assessment. Applicants will be notified by letter of the experience credit granted and the remaining amount of experience required if the experience is not sufficient for licensure.

Step 3: Meet the Requirements for Licensure

The applicant's deficiencies in meeting the requirements for registration are fully detailed by the Board of Examiners after the assessment phase is completed. These deficiencies must be fulfilled before an applicant can successfully apply for licensure. The steps to complete the requirements for registration are outlined in a letter from the Director of Registration regarding the Board of Examiners decision. The Director of Registration will monitor and support applicants in this process.

Request for Reassessment by Applicant

When an applicant is provided with the results of an assessment, the Director of Registration advises the applicant to review the decision and provide any additional information which could lead to a reconsideration of the assessment outcome. Additional information provided to the Director of Registration will then be forwarded to the Board of Examiners. Any amendments to the assessment decision will be communicated immediately following the meeting of the Board.

All efforts are made by staff and the Board of Examiners to provide a written rationale for requirements, such as examinations. The intention is to provide a pathway to licensure that is transparent, fair and results in an applicant being given ample opportunity to meet licensing requirements.

Step 4: Apply for Registration as an Engineer-in-Training (EIT)

Once an applicant has completed the requirements outlined by the Board of Examiners they will be invited to apply for registration as an EIT to complete the experience requirement and the National Professional Practice Exam. The

application form and application requirements for EIT are available [here](#) (link provided). With the application for registration as an EIT, you must submit the following documents:

1. completed application signed and dated
2. application fees and dues (fees [here](#) (link provided))
3. experience records (if you have any further experience to submit at this time)

Step 5: Completion of Requirements for Licensure as P.Eng.

The following outlines the required actions or documentation that must be completed or submitted with an application for licensure as a Professional Engineer. These must be submitted all together in the application.

5.1 Experience Requirement

You must have 48 months of approved engineering experience and have met the Canadian environment experience content requirement.

5.2 English Language Requirement

If your first language is not English, proof of the ability to communicate effectively, both orally and in writing in English, is required. Acceptable documentation of English proficiency may include positive results of the TOEFL (580 on a written test or 237 on a computer-based test) or the International English Language Test (IELTS Academic Level 6.5), Canadian Language Benchmark (CLB Level 8), confirmation of education in English, or employment or P.Eng. reference letters.

5.3 Good Character Requirement

You must provide the names of three people who have known you for a minimum of one year and are willing to provide a reference to attest to your character and engineering experience. Two of the references must be Professional Engineers in good standing with their home association/ordre.

5.4 National Professional Practice Exam Requirement

The National Professional Practice Exam (NPPE) is a computer-based Law and Ethics and Professionalism exam consisting of 110 multiple choice questions. Before you can become a Professional Engineer in Canada you must successfully complete the NPPE to demonstrate an understanding of professional practice and ethics issues. This exam must be completed by all engineers in Canada. More information on the exam is available [here](#) (link provided).

Step 6: Submit Application for Licensure, P.Eng.

Upon completion of the requirements in Steps 5, applicants are required to apply for licensure as a Professional Engineer within 30 days. The application form and application requirements for P.Eng. are available on the Engineers Nova Scotia website.

Cost of Registration (including payment methods) as of 25 March 2020

The following table outlines the costs of registration.

Step 1	Assessment Fee	\$230
Step 1	Translation Fees	Various
Step 1	WES Assessment	\$245
Step 2.1	Exam fee (per confirmatory or general); FE Exam	\$200; \$250
Step 2.2	Experience earned in Nova Scotia	Refer to dues schedule*
Step 4	Application for EIT	\$120

Step 5.1	Dues while meeting experience requirement	\$120
Step 5.4	National Professional Practice Exam	\$235
Step 6	Application for P.Eng.	\$120

Methods of payment are online by credit card or in person with cash, debit or credit card. Online banking is also an option.

Summary from 2017 FRPA Review report:

The following table summarizes the Action Plan from Engineers Nova Scotia 2017 Review report and the progress that has been made by Engineers Nova Scotia in achieving each action item.

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale
1	Develop and launch new, online application process	16(3)(f)		X	Working with our IT Consultant, we have developed a beta-version of an Online Applications System (OAS). The system will allow for automated forms and automated database entry. Software logic issues with the migration of data to our database are still being examined. The target date for the system to be functional and in use by 31 December 2020. a.
2	Develop policies and procedures re. regularly scheduled review of website content, user experience	7, 16(3)(f)	X		Engineers Nova Scotia has created a procedure document outlining the requirements for continuous, timely updates to the website and an annual review to be completed by staff. A copy of this procedure has been provided to FRPA.
3	Clarify registration requirements for internationally educated engineers with regards to: <ul style="list-style-type: none"> translation of documents with specific instruction 	7(c), 9(a), 16(3)(a) 16(3)(d)	X		Completed in 2017; policy available on IEE section of the website. Internal procedure document addressing applicants who cannot provide traditional documentation was provided to FRPA prior to completion of the 2017 Review.
4	Provide FRPA Review officer with an outline of the role of third-party assessor— including details outlined in MOU	7, 16(3)(i)	X		Completed in 2017; provided to FRPA prior to completion of the 2017 Review.
5	Document stages in registration process (step-by-step) for which applicants need to supply specific information <ul style="list-style-type: none"> publish on website 	9(a), 16(3)(b)	X		Completed in 2017; stages and steps outlined in detail on website prior to completion of 2017 Review.
6	Develop and document process for which requests for access documentation related to registrations are	12,16(3)(j)	X		Complete; all applicants and members may review their files at any time.

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale
	considered				
7	<p>Consider adding these provisions to the policies and procedures around conducting internal reviews:</p> <ul style="list-style-type: none"> include statement that no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review specify timeline for conducting internal reviews, document and communicate to applicants 	7(a),10(1), 10(2), 10(3), 10(4), 10(5), 16(3)(m), 16(3)(n), 16(3)(o), 16(3)(p)		X	<p>Engineers Nova Scotia already has a formalized an internal reconsideration process for applicants who disagree with the Board of Examiner’s evaluation of an assessment for licensure application.</p> <p>Engineers Nova Scotia Council has delegated the responsibility to make decisions on applications for licensure of Professional Engineers to the Board of Examiners. When an application for licensure of a Professional Engineer is denied, the applicant is notified in writing within two weeks of the Board of Examiners meeting where the decision is made. Within the letter, a detailed explanation of the rationale for denial is provided and a copy of this policy is appended to the letter.</p> <p>The applicant will have thirty (30) calendar days from the date of the decision letter to submit a request for an Internal Review of the Board’s decision by the Registrar. Once notification is provided, the applicant has an additional thirty (30) calendar days to submit relevant supporting justification or the file will be closed. The applicant can request additional time at the discretion of the Registrar. The Registrar of Engineers Nova Scotia is not a member of the Board of Examiners. The Registrar has sixty calendar (60) days, from the date the applicant submits all supporting documentation for the internal review, to evaluate the application and the BOE decision</p>

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale
					<p>and respond in written form to the internal review request.</p> <p>Procedure Within thirty (30) days from the date of the decision letter the applicant must contact the Registrar in writing outlining the basis of their request for an Internal Review. The applicant has sixty (60) days from the date of the decision letter to submit any additional documentation for consideration that was not previously provided in the application. This will be the only opportunity to provide additional documentation.</p> <p>The Registrar has sixty (60) days from receipt of the Internal Review request to provide a detailed written response outlining the results of the Internal Review.</p> <p>Engineers Nova Scotia will develop the supporting policy documents and update the website to include the registration process, including the reconsideration and reassessment processes, by 31 December 2020</p>
8	Make relevant information regarding acceptance of alternative documentation available to applicants on website	9,16(3)(c)	X		<p>The following statement has been added to the Registration section of Engineers Nova Scotia's website: Applicants who, for a valid reason and in spite of their best efforts including contacting the relevant government departments in the country of their education, cannot confirm the qualifications they claim through original documentation or certified copies will be afforded the opportunity to provide alternative means of proof. Alternative means of proof must be accompanied by a sworn statement by the applicant (affidavit).</p>

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale
					Engineers Nova Scotia has engaged the services of WES to authenticate educational documents. CICIC promoted the use of WES at their conference where they highlighted their authentication process and acceptance of alternative documentation.
9	<p>Consider removing the Canadian work experience barrier requirement.</p> <p>Document steps taken by Engineers Nova Scotia to review Canadian work experience requirement.</p> <p>Provide written rationale for decision taken with regards to the Canadian work experience requirement.</p>	6	X		<p>Engineers Nova Scotia will now accept the following alternatives as proof that the intent of the One-Year Canadian Experience Requirement has been fully met:</p> <ul style="list-style-type: none"> • Successful completion of the Immigrant Settlement Association of Nova Scotia (“ISANS”) study program, “Orientation and Communication Skills for Engineers”; or • Successful completion of the online “Working in Canada” seminar offered by Engineers and Geoscientists British Columbia; or • Successful completion of a competency-based assessment system which may be offered by another engineering regulatory body in Canada; or • The Board of Examiners at Engineers Nova Scotia will, in the future, consider similar courses or programs for approval.

Exemplary Practice

A program, activity or strategy that has been shown to:

- improve transparency, objectivity, impartiality and fairness of registration practices,
- produce successful outcomes for regulators and/or applicants, and
- be effective in accordance with qualitative and/or quantitative data sources.

Name of the Exemplary Practice:	One-Year Canadian Experience Requirement
Exemplary Practice Category:	<input checked="" type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Training for decision-makers <input type="checkbox"/> Recognition of Prior learning / work experience <input type="checkbox"/> Governance <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Access <input type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Outreach <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Workforce integration <input type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Exams <input type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Appeals <input type="checkbox"/> Assessment criteria and methods
Description:	<p>✓ In 2019, Engineers Nova Scotia announced changes to the One-Year Canadian Experience Requirement. The Board of Examiners will now accept the following alternatives as proof that the intent of the One-Year Canadian Experience Requirement has been fully met:</p> <ul style="list-style-type: none"> • Successful completion of the Immigrant Settlement Association of Nova Scotia (“ISANS”) study program, “Orientation and Communication Skills for Engineers”; or • Successful completion of the online “Working in Canada” seminar offered by Engineers and Geoscientists British Columbia; or • Successful completion of a competency-based assessment system which may be offered by another engineering regulatory body in Canada; or • The Board of Examiners at Engineers Nova Scotia will, in the future, consider similar courses or programs for approval.
Value to Applicants:	Meeting the one year of experience in a Canadian work environment can be a challenge for those who have not yet or have recently immigrated to Canada. These programs are available to be completed in full or in part online. The programs have received high praise from participants so beyond meeting the requirement for licensure the content is of practical value to them.
Value to Regulators:	Acceptance of these programs clarified for our organization the purpose/intent of the One-Year Canadian environment experience requirement.
Link to further information:	More information can be found under the Registration section of Engineers Nova Scotia’s website. Information about the programs can be found on the Immigrant Services Association of Nova Scotia’s website and Engineers and Geoscientists British Columbia’s website.

2019 Registration Data

#	Question	Response
1	Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.	7,227
2	Number of registrations for the reporting year, from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant. 	322
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification. 	352
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant. 	135
	<ul style="list-style-type: none"> CFTA Transfers, applicants already registered in another Canadian jurisdiction. 	195
	<ul style="list-style-type: none"> Total number of applicants. 	904
3	Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.	
	<ul style="list-style-type: none"> Full Licence (P. Eng.) 	6,192
	<ul style="list-style-type: none"> Engineer-in-Training (EIT) 	1034
	<ul style="list-style-type: none"> Limited Engineering Licence (L.Eng.) 	1
4	Number of completed applications submitted by applicants who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: <ul style="list-style-type: none"> Accepted: 322 Rejected: 0 Still in process: 0 Withdrawn: 0 File inactive or closed: 0 Received qualifications In Canada, new applicant: 	

	○ <i>Accepted:</i>	252
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	● Received qualifications (training/work experience for trades) internationally, new applicant:	
	○ <i>Accepted:</i>	135
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	● CFTA transfers, applicants already registered in another Canadian jurisdiction:	
	○ <i>Accepted:</i>	195
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
5	For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.	
	<ul style="list-style-type: none"> ● Alberta: 13 ● British Columbia: 4 ● Saskatchewan: 0 ● Manitoba: 3 ● Ontario: 89 ● Quebec: 32 ● New Brunswick: 75 ● Prince Edward Island: 1 ● Newfoundland & Labrador: 35 	252

6	<p>For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).</p> <ul style="list-style-type: none"> • Australia: 9 • Bangladesh: 2 • Brazil: 3 • China: 14 • Colombia: 1 • Egypt: 7 • Eritrea: 1 • Ethiopia: 1 • Finland: 1 • France: 1 • India: 21 • Iran: 12 • Israel: 1 • Italy: 1 • Jordan: 2 • Korea: 3 • Lebanon: 2 • Libya: 1 • Macedonia: 1 • Malaysia: 1 • New Zealand: 1 • Nigeria: 6 • Pakistan: 3 • Philippines: 2 • Poland: 2 • Romania: 2 • Russia: 1 • Tunisia: 1 • Turkey: 1 • United Kingdom: 4 • Venezuela: 1 • Germany: 1 • Mauritius: 1 • United Arab Emirates: 1 • United States: 23 	135
7	<p>Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.</p>	
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) In NS, new applicant: 	10
	<ul style="list-style-type: none"> • Received qualifications In Canada, new applicant: 	10
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) Internationally, new applicant: 	60
	<ul style="list-style-type: none"> • CFTA transfers, applicants already registered in another Canadian jurisdiction: 	10
8	<p>Average registration process time (or application approval) for those who received their qualifications as indicated below.</p>	
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) In NS, new applicant: 	10
	<ul style="list-style-type: none"> • Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification 	10
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) Internationally, new applicant 	60
	<ul style="list-style-type: none"> • CFTA transfers, applicants already registered in another Canadian jurisdiction 	10

9	Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	Regulatory body costs: \$512 Other: \$235
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	Regulatory body costs: \$512 Other: \$235
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant: 	Regulatory body costs: \$5742 Other: \$235
10	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	3
	<ul style="list-style-type: none"> CFTA transfers, applicants already registered in another Canadian jurisdiction: 	0
<ul style="list-style-type: none"> Total number of appeals, internal reviews or challenges related to a registration decision: 	3	
11	Length of time (in days) the appeals or internal review process took for applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	60
<ul style="list-style-type: none"> CFTA transfers, applicants already registered in another Canadian jurisdiction: 	0	

FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	Compliance Guideline	Review Finding	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<p><i>Internet, email, Hard Copy, Telephone</i></p> <p><i>The Registration page on the Engineers Nova Scotia website www.engineersnovascotia.ca provides information to applicants for all categories of registration. Individual counselling is provided as requested. We also have a long-standing relationship with the Immigrant Services Association of Nova Scotia (ISANS). In cooperation with ISANS, Engineers Nova Scotia has held regular stakeholder meetings for more than 15 years, with diverse input from the immigrant population. In conjunction with ISANS we have established a pathway to licensure document which is available on our website. The association is proud to have been the first recipient of the ISANS Dick Smyth Award, over a decade ago, for our continuing efforts in supporting the International Engineering Applicants. The Association has taken a number of steps to make the website accessible for all applicants. In 2014 a plain language assessment and revision of the website was completed. Detailed steps for Registration are outlined on the website and all required forms and guidelines are posted. Applications are available online and can be submitted electronically by email. For the past three years we have been working with our local web developer to design and launch an online application process. Due to high level staff turnover on our account and unforeseen complexity, the design process has been significantly delayed. Engineers Nova Scotia staff are currently in their third round of testing. The current expected launch date for online applications is 2020.</i></p>	<p>Level 1 Paper forms and information made available to applicants via regular post, Telephone</p> <p>Level 2 E-mail forms and information, telephone.</p> <p>Forms and information can be downloaded from website to be emailed / faxed / mailed in after completion</p> <p>Level 3 Automated on-line form on website and information is easily accessible on a website</p> <p>Process in place for applicants to track application status</p>	Level 2	16(3)(g)
1b	Can applicant begin the process outside of Canada?	<p>Yes</p> <p><i>There are no residency or citizenship restrictions regarding licensure. Any individual can apply at any time, regardless of their physical location. Measures have been taken so applicants can begin and, in some cases, complete the licensure process prior to arrival in Canada. We promote this approach through our relationship with ISANS and with the Nova Scotia Office of Immigration through our multi stakeholder working group.</i></p>	<p>Level 1 No</p> <p>Level 2 Yes</p>	Level 2	
2	Please provide a link to your website.	https://engineersnovascotia.ca/registration/	<p>Level 1 No website</p> <p>Level 2 Website is not up to date</p> <p>Website is not in plain language</p> <p>Website does not have links for international applicants</p> <p>Website does not contain all forms and/or guidelines</p>	Level 3	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	<p><input checked="" type="radio"/> 1 (Strongly Agree)</p> <p><input type="radio"/> 2</p> <p><input type="radio"/> 3</p> <p><input type="radio"/> 4</p> <p><input type="radio"/> 5 (Strongly Disagree)</p>			
2b	On what basis do you make	<i>Feedback from Applicants, Policy Change</i>			

	changes to your website?		Level 3 Website content is reviewed for accuracy and updated annually Website is in plain language Website is easy to navigate (e.g. international applicants) Website contains all forms and/or guidelines Information on pathway to licensure		
2c	When was the section of the website pertaining to registration last updated?	<i>On-going</i> <i>The registration pages are updated on an ongoing basis whenever there is a change which affects applicants. The last update to the registration page of our website was on Nov 20, 2019.</i>			
3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	<i>Legislation</i>	Level 1 Policy describing the registration process does not exist or is not documented Documents only available upon specific request Level 2 Policy exists to describe certain aspect of registration process	Level 3	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	<i>Section 7 (1) relative to education, examination and work experience. Schedule of Fees and Dues is subject to change annually and is available on the Engineers Nova Scotia website at: https://engineersnovascotia.ca/registration/fees-and-dues/</i>	Available to the applicant Level 3 Policy exist to describe all aspects of the registration practices		
3c	Is this information made available to applicants	<i>Yes</i> <i>All information is available on the Engineers Nova Scotia website and in registration emails sent to potential applicants for information.</i>	Available to the applicant		
4	Are you waiting for legislation to be passed?	<i>No</i> <i>The association requests Act or By-Law revisions as necessary. The Engineering Profession Act was revised in 2003, 2004, 2007 and 2010. In our view, the Engineering Profession Act is one of the better legislative frameworks for the engineering profession in Canada.</i>	N/A	N/A	
5a	Is the criteria for meeting the requirements of registration documented?	<i>Yes</i> <i>All requirements for registration are outlined in detail on the Engineers Nova Scotia website or refers, when appropriate, to the National Guideline.</i>	Level 1 Criteria is made available to applicants verbally but no supplemental documentation	Level 3	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria used to assess whether the	<i>Yes</i> <i>The National Guideline on Admission to the Practice of Engineering in Canada is available on the Engineers Canada website. We adhere in all material respects to the National Guideline.</i>	Level 2 Criteria is documented and made available to applicants		

	requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?		Limited information about the standard you will be assessed against Level 3 Criteria is documented and made available to applicants Criteria clearly outlines all assessment methods to be used and what competencies are being assessed by each method Applicants know the required standards that they will be assessed to		
6	If you require translation of specific documents how is the applicant informed?	<i>Web Site</i> <i>Email</i> <i>Telephone</i> <i>Other (please specify)</i> <i>Letters sent to applicants.</i> <i>The website includes the translation policy, which outlines the requirement for translation of documents.</i>	Level 1 No indication of translation requirements Available to applicants upon request Level 2 Translation requirements indicated but not specific Available to applicants Level 3 Translation requirements documented with specific instruction Available to applicants	Level 3	7(a)
7	Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade / Canada Free Trade Agreement)?	Yes <i>We have full mobility within Canada and meet or exceed all requirements of the Canadian Free Trade Agreement. On confirmation of registration in good standing in another Canadian jurisdiction, the applicant becomes a Full Active member typically within several days.</i> https://engineersnovascotia.ca/registration/transfer/	Level 1 Yes – process not documented Level 2 Yes – process documented Level 3 Yes – process documented and made public on website Any additional requirements approved by government are explained on website	Level 3	3
8	Does your organization make accommodations for applicants	Yes <i>Will make accommodation whenever it is required.</i> <i>Policy: The website states, “Accommodations for Applicants with Special Needs</i>	Level 1 Yes – process not documented Level 2	Level 3	16(3)(h)

	with physical or mental disability?	<i>Every effort will be made to accommodate applicants with special needs. Confirmation from a medical practitioner may be requested. Please contact registration@engineersnovascotia.ca if you have a special needs requirement."</i> <i>Procedure has been provided to FRPA. Relevant information is provided in writing to applicants who request accommodation.</i>	Yes – process documented Level 3 Yes – process documented and available to applicant		
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	Yes	Level 1 Regulatory body assumes that the certifying organization meets FRPA standards Level 2 Regulatory body has received documentation indicating that the certifying organization meets FRPA standards Level 3 Regulatory body has influence with the certifying organization (e.g. membership) or has an agreement with the certifying organization	Level 3	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	<i>Technical examinations are provided under an agreement with Professional Engineers Ontario (PEO).</i> <i>The National Professional Practice Exam is provided under an agreement with the Association of Professional Engineers of Alberta (APEGA).</i> <i>There is no communication between third parties and applicants. All examination results are received and distributed by Engineers Nova Scotia.</i>			
9c	Please indicate the types of activities that they assist with.	<i>Examinations</i>			
9d	Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act, including transparency, objectivity, impartiality and procedural fairness?	<i>MOU</i>			
9e	Are you informed of all decisions made by third parties on applicants?	Yes			
9f	Does the third party have an internal review process for	Yes <i>The third parties, PEO and APEGA who provide examinations, do not have direct contact with applicants. They provide only examinations and results to Engineers Nova Scotia. Applicants</i>			

	unsuccessful applicants?	<i>who receive failing grades are informed of the appeal process in their result letter from Engineers Nova Scotia.</i>			
10a	What types of supports do you provide to applicants during the registration process?	<i>Internet Telephone Other (Please Specify) E-mail; in-person meetings</i>	Level 1 None Level 2 Multiple types of supports exist but not well documented	Level 3	7(e), 16(3)(k)
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	<i>No Individual counselling is also provided to assist applicants.</i>	Level 3 Multiple types of support exist, well defined and accessible		
11	Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?	<i>Yes All applications are reviewed in detail and applicants are informed of any deficiencies that need to be addressed prior to registration. Specific exams may be assigned. We do not consider applicants to be "not successful" - we simply have some applicants who have not yet demonstrated that all the requirements for licensure have been met.</i>	Level 1 Only upon request Not documented Level 2 Yes – not documented Level 3 Yes – documented and available to applicant Applicants are told what their competencies gaps are that need to be addressed	Level 3	8(d)
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	<input checked="" type="radio"/> 1 Very Reasonable <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 Very Unreasonable <i>Policy is posted on website: "Subject to staff availability and workload, every effort is made to respond to Registration-related inquiries within 2 - 3 business days."</i>	Level 1 No policy Level 2 Policy in Place Level 3 Policy in place and accessible	Level 3	7(b), 8(a), 8(b), 8(c)
13a	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	<i>Yes.</i>	Level 1 Upon request, limited documentation and no standard timeline Level 2 Some documentation		8(b), 8(c), 10
13ai	Do you have a formal policy for this process?	<i>Yes</i>	Level 3 Well-documented process with clearly established timelines		
13aii	Do you have a standard timeline	<i>Yes</i>			

		<p><i>The Board of Examiners meets every month. We advise applicants that it will take 2-4 months to receive a decision. Letters are sent out within two weeks of the Board of Examiners meeting.</i></p> <p><i>Please refer to the Assessment Review and Appeal Procedure provided to FRPA.</i></p>			
13b	Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)	<p>Yes</p> <p><i>We have a clearly documented process that includes clearly established timelines, written decisions with detailed rationale.</i></p> <p><i>Applicants who are not granted registration as a Professional Engineer are provided information regarding an internal review process through provision of our policy and procedure that is appended to their decision letter.</i></p> <p><i>The policy and procedure has been provided to FRPA. Applicants for assessment who are assigned exams are made aware of the Assessment Review and Appeal process in their decision letter through the inclusion of a standard statement: "If you have additional documentation, which was not included in your initial assessment application, that would demonstrate you have met the outlined requirements, please submit this information. The Board of Examiners will consider all new information that is relevant to the initial assessment decision and may change the outcome of this assessment decision. Such information could be previously undocumented degrees achieved, work experience that was not detailed appropriately, etc."</i></p>	<p>Level 1 Yes – upon request, limited documentation</p> <p>Level 2 Yes – limited documentation</p> <p>Level 3 Yes – well documented process</p>	Level 2	
13c	Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you could communicate the results.	<p><i>Our current time frame for assessment of applications and communication of the results is considerably less than the requirements set out by legislation.</i></p> <p><i>Our online application system that is currently being tested, will allow applicants to "check-in" on the status of their applications.</i></p>			
14a	Do you provide information on what documentation of qualifications must accompany an application?	<p>Yes</p> <p><i>We have a pathway to licensure presented graphically on our website and our by-laws/Act are available on the website.</i></p> <p><i>A step by step guide for the application process was posted on the website to assist applicants.</i></p> <p><i>We have an interview procedure document that was submitted to FRPA.</i></p> <p><i>We have a procedure for applicants with documents that are not available/accessible. This was submitted to FRPA.</i></p>	<p>Level 1 Documents indicated and communicated verbally</p> <p>Level 2 List of required documents indicated on website Process to verify document authenticity</p> <p>Level 3</p>	Level 2	9(a), 16(3)(a), 16(3)(b), 16(3)(e)

14b	Do you include a process for verification of documentation authenticity?	Yes <i>All academic documents issued outside of Canada must be authenticated by the World Education Services.</i> <i>Academic documents issued from within Canada must be sent directly from the institution to Engineers Nova Scotia ensure authenticity.</i>	N/A		
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	Yes <i>We have a pathway to licensure presented graphically on our website as well as a step by step guide that identifies all of the requirements and costs.</i> <i>Steps are also listed in the "decision" letter sent to applicants immediately after the Board meeting where the Board provides a decision on the file.</i> <i>Link to pathway: www.engineersnovascotia.ca/files/files/Registration/Pathway%20to%20Licensure%20-%20revised%2009122019.pdf</i>	Level 1 General information Not broken into steps Level 2 Step by step process indicate where applicant needs to supply information Level 3 Step by step process indicate where applicant needs to supply information Pathway to licensure	Level 3	7(c), 16(3)(a), 16(3)(b)
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	Yes <i>A procedure document was submitted to FRPA that outlines our process for applicants who cannot provide documentation in accordance with the policy.</i> <i>Our Registration website states, "Applicants who, for a valid reason and in spite of their best efforts including contacting the relevant government departments in the country of their education, cannot confirm the qualifications they claim through original documentation or certified copies will be afforded the opportunity to provide alternative means of proof. Alternative means of proof must be accompanied by a sworn statement by the applicant (affidavit)."</i>	Level 1 Yes – on a case by case basis Level 2 Yes – examples documented Process not clearly laid out or documented Level 3 Yes – process clearly documented	Level 3	9(b), 16(3)(c)
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<i>Obtaining original documents</i> <i>Verification of credentials</i> <i>Identifying and participating in gap training programs</i> <i>Access to qualifying exam</i> <i>Language proficiency or professional Technical language</i> <i>Other (please specify)</i> <i>Writing experience records</i> <i>We work with ISANS to promote applicants beginning the licensing process prior to arrival in Canada. This allows them a better chance of obtaining original documents as well as a better opportunity to write experience records and have them reviewed by their supervisors.</i>	N/A	N/A	6, 9(b), 16(3)(c)
18a	Do you have a process for which requests for access documentation	Yes <i>All applicants and members are able to review their files upon request. Requests may be submitted by email, phone or in person. This policy is clearly indicated on our website.</i>	Level 1 Not documented Level 2 Documented	Level 3	12, 16(3)(j)

	n related to registrations are considered?	<i>At the top of the Registration page it states, "This page will provide you with information on the requirements for Registration at Engineers Nova Scotia. If you require further information, or wish to access your file please contact Sandra Oickle, Director of Registration, 902-491-1200 or e-mail(hyperlinked)."</i>	Level 3 Documented and made available to applicants		
18b	Is this made available to applicants?	Yes			
18c	What information may you exclude?	<i>Applicants may request access to their file at any time. The name of the reviewer will be excluded.</i>			
18d	Do you charge a fee?	No			
19	Does your Act include an authority to conduct an internal review of the registration decision?	Yes <i>There is nothing in the Engineering Act regarding an internal review process. However, our Act does provide the ability for the Association to conduct Internal Reviews.</i> <i>The Act, page 20, Section 18 (4) states that if the Registrar refuses registration, the person aggrieved may apply to a trial judge of the Trial Division of the Supreme Court.</i>	Level 1 N/A Level 2 N/A Level 3 Yes	N/A	7(a)
20	Do you have a regulation or by-law that defines the internal review process?	<i>A policy and procedure document outlining the formal internal review process for applicants who have been denied registration as a Professional Engineer has been provided.</i>	Level 1 N/A Level 2 N/A Level 3 Yes	N/A	7(a), 10
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<i>Other (please specify)</i> <i>Decisions of the Board are communicated directly after the Board makes a decision. This communication is written and includes information on how to initiate an internal review.</i> <i>A copy of the Internal Review Policy and Procedure is appended to decision letters where an application for licensure of a Professional Engineers has been denied.</i>	Level 1 No specific timeline Level 2 Specific timeline Not documented Level 3 Specific timeline Documented and communicated	Level 2	7(a), 10(1)
22a	Do you have an internal review process and procedures document (policy document)?	Yes <i>We have a documented process that includes time frames. The Internal Review Policy and Procedure was submitted to FRPA.</i>	Level 1 Yes Not documented Level 2 Yes	Level 2	7(a), 10(1)

22b	Does this include time frames for the internal review?	<p>Yes</p> <p><i>Within sixty (30) days from the date of the decision letter the applicant must contact the Registrar in writing outlining the basis of their request for an Internal Review. Included with this request will be any documentation for consideration that was not previously provided in the application. This will be the only opportunity to provide additional documentation.</i></p> <p><i>The Registrar has sixty (60) days from receipt of the Internal Review request to provide a detailed written response outlining the results of the Internal Review.</i></p>	<p>Documented</p> <p>Level 3 Yes</p> <p>Documented and available to applicant</p>		
23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<p><i>Engineers Nova Scotia Council has delegated the responsibility to make decisions on applications for licensure of Professional Engineers to the Board of Examiners. When an application for licensure of a Professional Engineer is denied, the applicant is notified in writing within two weeks of the Board of Examiners meeting where the decision is made.</i></p> <p><i>Within sixty (30) days from the date of the decision letter the applicant must contact the Registrar in writing outlining the basis of their request for an Internal Review. Included with this request will be any documentation for consideration that was not previously provided in the application. This will be the only opportunity to provide additional documentation.</i></p> <p><i>The Registrar of Engineers Nova Scotia is not a member of the Board of Examiners. The Registrar has sixty (60) days to respond to provide a detailed written response outlining the results of the Internal Review. No one that acted as a decisionmaker in an original registration decision will act as a decisionmaker in the internal review.</i></p>	<p>Level 1 Not documented</p> <p>Level 2 Documented</p> <p>Level 3 Documented and made available to applicant</p>	Level 2	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<p><i>Included with the Internal Review request will be any documentation for consideration that was not previously provided in the application. This will be the only opportunity to provide additional documentation.</i></p>			
23c	Specify the format for the internal review submission	Written			
23d	What is the timeline for submitted supporting evidence?	Within 60 days of the date of the decision letter.			
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	<p>Yes</p> <p><i>All evidence that would take longer to acquire would be addressed during the Assessment application where there is no time limit on providing additional documentation.</i></p>			

24a	Are the results of the internal review made available to applicants in writing with reasons?	Yes	Level 1 Yes	Level 2	
24b	In what timeframe are the results of the internal review made available to applicants?	<i>The Registrar has sixty (60) days from receipt of the Internal Review request to provide a detailed written response outlining the results of the Internal Review.</i>	Level 2 Yes Specific timeline Level 3 Yes Specific timeline and communicated		7(a), 10(3)
24c	Are these timelines communicated?	Yes <i>The Policy and Procedure on Internal Reviews is appended to letters where an application for licensure as a Professional Engineer is denied. The Policy and Procedure document includes the timelines.</i>			
25	Have individuals who make internal review decisions received appropriate training?	<i>The current Registrar has received training in cultural competence, inclusivity training, and is involved in equity, diversity and inclusion efforts. Future Registrars will be expected to receive training in these and other areas.</i>	N/A	N/A	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review?	Yes <i>Engineers Nova Scotia Council has delegated the responsibility to make decisions on applications for licensure of Professional Engineers to the Board of Examiners.</i> <i>When an application for licensure of a Professional Engineer is denied, the applicant is notified in writing within two weeks of the Board of Examiners meeting where the decision is made. Within the letter, a detailed explanation of the rationale for denial is provided and a copy of this policy is appended to the letter.</i> <i>The applicant has sixty (60) days from the date of the decision letter to initiate the Internal Review process.</i> <i>The Registrar of Engineers Nova Scotia is not a member of the Board of Examiners. The Registrar has sixty (60) days to respond to the internal review request. No one that acted as a decisionmaker in an original registration decision will act as a decisionmaker in the internal review.</i>	Level 1 N/A Level 2 N/A Level 3 Yes	N/A	7(a), 10(5), 16(3)(n)
27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory	Yes <i>Refer to Engineers Canada website for International Agreements.</i> <i>Washington Accord at academic level with various countries.</i> <i>CTI Agreement with France, Ireland Agreement, Hong Kong Agreement, Australia Agreement.</i>	N/A	N/A	7

	body or national organization?				
28	Has your organization experienced any unintended consequences — defined as an unintended negative impact on labour market, economic, social or other condition— arising as a result of the implementation of Chapter 7 of the Canadian Free Trade Agreement?	No	N/A	N/A	3
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian jurisdiction regardless of the requirements in the previous jurisdiction?)	Yes <i>The Inter Association Mobility Agreement (IAMA) was in place in the engineering profession for many years before the Agreement on Internal Trade was implemented. Over a decade ago Engineers Nova Scotia initiated, and was the first signatory to, a much broader full mobility agreement within Canada.</i>	N/A	N/A	Chapter 7, CFTA
30	Do you review the requirements of the other provincial regulatory bodies regularly?	Yes <i>Engineering in Canada has full mobility, which we are very proud to contribute to. The National Reference Points in a living document maintained by Registration Officials at engineering regulators across the country. This document outlines all requirements for licensure by province so everyone is made aware of any changes in a very timely manner.</i>	N/A	N/A	3, Chapter 7, CFTA
31a	Has your organization made any changes to the occupational standards in	No	N/A	N/A	

	your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?				
31b	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	<p>No</p> <p><i>In the engineering profession in Canada, annual meetings are held by the Chief Executive Officers, Registration officials, Professional Practice and Discipline officials and other groups to ensure that all associations are kept informed and up-to-date on any changes.</i></p>	N/A	N/A	

FRPA Action Plan

In accordance with the Fair Registration Practices Code, the FRPA Action Plan outlines the measures that the Association of Professional Engineers Nova Scotia has agreed to work towards.

Further Recommendations / Next Steps. The actions listed in this section address registration practices that meet a minimum level of compliance with the FRPA. These actions focus on areas for improvement. APENS will address these actions over the next two years.

#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1.	<p>Enhance the current internal reconsideration process to formalize a policy that meets all requirements of the FRPA including:</p> <ul style="list-style-type: none"> • timeframes for the internal review • Opportunities available to an applicant to make submissions respecting such review and the format for submitting supporting evidence • How results are made available to the applicant and the timeline for delivering the results • Statement pertaining to the training of individuals who make internal review decisions • A prohibition that states that 'no one who acted as a decision-maker in an initial registration decision may act as a decision-maker in an internal review in respect of that registration' 	23	7(a), 10, 16(3)(m)	<p>Based on the policy described at Section 7 of the 2017 Action Plan above APENS will:</p> <ol style="list-style-type: none"> 1. Complete all draft internal policy and process documents by June 30, 2020 2. Will seek Board of examiner approval by August 31, 2020 3. Will seek Council approval by September 30, 2020 4. Make information publicly available by 31 December 2020.
2	<p>Make information on the internal review policy publicly available:</p> <ul style="list-style-type: none"> - Append the internal review policy to the denial letter - Post the internal review policy to the website 	22	7(a), 10(1)	<p>APENS Will update website with new policy by December 31, 2020, to take effect January 1, 2021</p> <p>The website will be referenced in all decision letters.</p>
3	<p>Develop and launch new online application process (<i>carryover from 2017 Review</i>).</p>	1	16(3)(f)	<p>Currently in development. Testing is ongoing with staff and improvements are being made to the system. The expectation is to launch the online application in 2020.</p>

4	<p>Investigate ways in which an internal review could be offered to applicants issued a registration decision at earlier stages in the pathway to licensure. Using this information, develop a policy on communicating registration decisions that includes:</p> <ul style="list-style-type: none"> • timeframe for decision-making • reasons for the registration decision • opportunities that may be available for applicants to fill competency gaps, • a statement on the applicant's right to an internal review • decision letters provide information regarding the internal review process. 	13, 21	7(a), 8(b), (c), (d), 10	<p>Engineers Nova Scotia will examine and develop a communication strategy to advise applicants on the gaps and shortfalls with their applications using our current application assessment process.</p> <p>The registration process and internal reviews will be reviewed by the Board of Examiners by August 31, 2020 with a view to Council approval by October 2020. Once approved, the new process will be available on the Engineers Nova Scotia website by 31 December 2020. All letters will contain a link to this website information.</p>
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Disclaimer

The Association of Professional Engineers of Nova Scotia (APENS) hereby declares that the information contained in this report is a true and accurate representation of current registration practices of their organization.


D.S. Mann

Registrar

17 April 2020

Date

Appendix

- ✓ Blank Application Form



THE ASSOCIATION OF PROFESSIONAL ENGINEERS OF NOVA SCOTIA
 1355 Barrington Street, Halifax, Nova Scotia B3J 1Y9
 T. 902-429-2250 F. 902-423-9769 Toll Free. 1-888-802-7367 www.engineersnovascotia.ca

Office Use Only
Application #
Company App #

APPLICATION

(Submit completed application to: applications@engineersnovascotia.ca)

Select one of the following Application Categories - refer to page 4 for definitions:

- | | |
|--|---|
| 1. <input type="checkbox"/> Assessment
2. <input type="checkbox"/> Engineer-in-Training - EIT
3. <input type="checkbox"/> Professional Engineer - P.Eng. (select one, if applicable)
<input type="checkbox"/> EIT to Full
<input type="checkbox"/> AIT Mobility - Non Resident - registered in Canada
<input type="checkbox"/> AIT Mobility - Transfer in - registered in Canada
<input type="checkbox"/> Non Resident registered in the USA
4. <input type="checkbox"/> Limited Engineering Licence - Eng.L. | <input type="checkbox"/> Reinstatement from Resigned, EIT or P.Eng.
<input type="checkbox"/> Reinstatement from Stricken, EIT or P.Eng.
<input type="checkbox"/> Reinstatement from Retired, Non-Practicing
<input type="checkbox"/> I also wish to register with EGBC *
<input type="checkbox"/> I also wish to register with Engineers PEI *
<input type="checkbox"/> I also wish to register with Engineers Yukon * |
|--|---|

*(For P.Eng. registered in Canada. Fees are payable in all jurisdictions.)

A. PERSONAL INFORMATION:

Last Name	First Name	Middle Name
Gender: M F	First Language:	Second Language:
Birth Place:	Birth Date (month/day/year):	

B. CONTACT INFORMATION:

Residence			
Street No.:		Unit No.	
Street Name:		P. O. Box:	
City, Town:		Province/State:	
Country:		Postal/Zip Code:	
Phone No:		Cell No:	

Employer Company Name:			
Present Position:		Start Date:	
Street No.:		Unit No.:	
Street Name:		P. O. Box No.:	
City, Town:		Province/State:	
Country:		Postal/Zip Code:	
Phone No:		Cell No:	

Your Preferred Email:	
Your Alternate Email:	

Payment Information	
HST No: R-137391843	All fees and dues must be submitted with the application and are non-refundable.
<input type="checkbox"/> Cheque; <input type="checkbox"/> Credit Card; <input type="checkbox"/> Debit; Amount \$	
Card No:	Expiry:
Signature:	

Office Use Only	
Member #	

C. QUALIFYING DISCIPLINE: *[Check One Only]*

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Agricultural & Bioresource | <input type="checkbox"/> Electrical | <input type="checkbox"/> Industrial | <input type="checkbox"/> Surveying |
| <input type="checkbox"/> Chemical | <input type="checkbox"/> Environmental | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Aerospace |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Forestry | <input type="checkbox"/> Metallurgical | <input type="checkbox"/> Other (Specify) |
| <input type="checkbox"/> Civil | <input type="checkbox"/> Geological | <input type="checkbox"/> Naval Architecture | _____ |

D. QUALIFICATIONS AND REFERENCES:

[1] Education (College, University, Technical Institute) - Required for all applicants. List all engineering degrees.

<i>University</i>	<i>City/Country</i>	<i>Start mm/yy</i>	<i>Finish mm/yy</i>	<i>Type of Degree</i>	<i>Discipline</i>

[2] References: Required for first time applications for Full Membership. List three people (not relatives) who have known you for a minimum of one year. Two must be Professional Engineers in good standing with an Association of Professional Engineers in Canada, or State Board in the United States, willing to attest to your character and engineering experience.

References are not required for applicants applying for Assessment, Engineer-in-Training, or AIT Mobility Applicants registered in another engineering association / ordre in Canada.

References						
1	<i>Name</i>				<i>P. Eng. #</i>	
	<i>Address</i>					
	<i>Email</i>			<i>Phone #</i>		<i>Fax #</i>
2	<i>Name</i>				<i>P. Eng. #</i>	
	<i>Address</i>					
	<i>Email</i>			<i>Phone #</i>		<i>Fax #</i>
3	<i>Name</i>				<i>P. Eng. #</i>	
	<i>Address</i>					
	<i>Email</i>			<i>Phone #</i>		<i>Fax #</i>

E. STATEMENTS AND CERTIFICATION:

[1] Membership in Provincial/State or other Engineering Organizations

(Confirmation of your membership in good standing will be obtained by Engineers Nova Scotia)

Organization	City /Country	Member Number	Expiry Date

[2] Application Statement (Completion of this statement is not required if you are currently registered in Canada)

- I have previously applied for registration with another Association, _____ and:
Association Name
- a) My application is pending
 - b) My application was refused/rejected
 - c) An examination program was assigned but not completed
 - d) An examination program was assigned and is in progress
 - e) My membership is active, as noted above
 - f) My membership is resigned

- I have not previously applied for registration in another Association / Order of Professional Engineers in Canada

[3] Canadian Professional Practice Examination (PPE) Statement

- I have successfully completed a PPE at _____ on _____
Association Name Date
- I have not completed a PPE.

F. PROFESSIONAL DEVELOPMENT:

Members of Engineers Nova Scotia must maintain competence in their fields of Professional Practice.

G. DECLARATION:

My signature on this application represents my irrevocable consent for the Association to obtain and to release information and records relevant to the engineering licensure process in Canada. I also hereby release any party providing such information and records from liability for such action.

I hereby certify that this application and supporting documents are a true record of my education and experience and history. I understand that qualifying examinations and/or experience may be assigned to me to fulfill academic and experience criteria for registration or licensure. I may also be required to attend, at my own expense, an interview to assess my qualifications.

I have read, am familiar with, and agree to be governed by the Act, By-Laws and Code of Ethics of the Association of Professional Engineers of the Province of Nova Scotia and all other jurisdictions in which I practice. I will immediately advise the regulatory bodies in all jurisdictions in which I practice of any disciplinary action taken against me by a regulatory body or any conviction against me for a regulatory or criminal offence.

Signature

Date

Engineers Nova Scotia Application Form

Requirements for Registration

- A Bachelor's Degree in Engineering which is accredited by the Canadian Engineering Accreditation Board (CEAB), or is part of an international mobility agreement, or equivalent academic qualifications approved by the Board of Examiners
- 48 months of approved engineering experience
- Successful completion of a Professional Practice Exam.

Application Categories and Requirements

1. Assessment:

Has a Bachelor's Degree in Engineering or equivalent from a University outside Canada which is not part of an international mobility agreement.

2. Engineer-in-Training (EIT):

- Meets above academic requirement
- Has less than 4 years of approved engineering experience, or
- Has not completed a Professional Practice Exam.

3. Professional Engineer (P.Eng.) – Full Member:

- Meets above academic requirement, and
- Has 4 years of approved engineering experience
- Has completed a Professional Practice Exam
- Resides in Nova Scotia or is registered as an EIT.

Professional Engineer (P.Eng.) - AIT Mobility Applicant:

Registered P.Eng. in good standing with an Engineering Association in Canada.

Full Non Resident: Resides outside Nova Scotia.

Transfer In: Resides in or is moving to Nova Scotia.

Limited Licence: Has a Defined Scope of Practice

Professional Engineer (P.Eng.) - Full Non Resident:

Registered P.E. in good standing with an Engineering State Board in the USA

- Resides outside Nova Scotia.

4. Limited Engineering Licence (Eng.L.):

Will be assessed by the Board of Examiners. Applicants must demonstrate both their academic knowledge and engineering work experience specific to their requested defined scope of practice.

5. Reinstatement of Membership from:

- a) Resigned
- b) Retired, Non-Practicing
- c) Stricken

Canadian Free Trade Agreement (CFTA)

Federal, Provincial and Territorial Governments signed a Free Trade Agreement requiring mobility of Professional Engineers within Canada, which is now called the CFTA.

International Mutual Recognition Agreements

Engineers Canada has established Mutual Recognition Agreements (MRA) with other countries. The Agreements state that effective from the date of signing, accredited academic programs of one signatory country are considered equal to the accredited programs of another signatory.

The **Washington Accord** (WA) is an MRA at the academic level. Signatories of the WA are:

Australia 1989	New Zealand 1989
Canada 1989	Pakistan 2017
China 2016	Peru 2018
Chinese Taipei 2007	Russia 2012
Hong Kong 1995	Singapore 2006
India 2014	South Africa 1999
Ireland 1989	Sri Lanka 2014
Japan 2005	Turkey 2011
Korea 2007	UK 1989
Malaysia 2009	USA 1989

For a complete list refer to the Engineers Canada web site at <http://www.engineerscanada.ca/the-washington-accord>.

Engineers Canada has entered into professional-level MRAs with engineering organizations in the following countries:

Australia	Ireland
France	The United States (Texas only)
Hong Kong, China	

Professional Practice Examination

Successful completion of a Professional Practice Exam, (PPE) is required for membership as a P.Eng. in Canada. The exam is designed to ensure that candidates are aware of the principles of professional practice, have a general understanding of Canadian law as it applies to engineers, and understand the laws and regulations governing the practice of engineering in their province or territory of practice. Engineers Nova Scotia hosts two Professional Practice Workshops per year in Halifax.

Contact Information

Address: Engineers Nova Scotia
1355 Barrington Street
Halifax NS B3J 1Y9

Phone: 902-429-2250 or Toll Free 1-888-802-7367

E-Mail Application To: applications@engineersnovascotia.ca