
NOVA SCOTIA
INSTITUTE OF
AGROLOGISTS
(NSIA)

Fair Registration
Practices Act (FRPA)
PROGRESS REPORT
April 2019

Province of Nova Scotia



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Introduction

The Fair Registration Practices Act (FRPA) mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair.¹ The 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 Nova Scotia Institute of Agrologists (NSIA) to review and report on its current registration practices. Second, it shares the NSIA's progress on previously-identified areas for improvement, and highlights the exemplary practices that have been developed by the NSIA since their previous review.

Through the 2018 FRPA Progress Report, the FRPA Review Officer aims to build on the progress made by the NSIA to date and identify opportunities to further improve and evolve registration practices.

Summary from 2015 FRPA Review report:

The following table summarizes the Action Plan from the Nova Scotia Institute of Agrologists 2015 Review report and the progress that has been made by the NSIA in achieving each action item.

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale
1	<ul style="list-style-type: none">Develop automated application forms to be posted on the website.	16(3)(g)	✓		The application, along with a list of required additional documentation and fees, is listed on the NSIA website. https://nsagrologists.ca/becoming-a-member/
2	<ul style="list-style-type: none">Update the website to include more information on the application process, including:<ul style="list-style-type: none">criteria used to assess requirements,steps of the registration process,timelines to respond to inquiries and make registration decisions, andfees.	7(b)-(d), 16(3)(d), 16(3)(g)	✓		The NSIA website contains all of the information required to apply for membership, including the National Education Standard used to evaluate all applicants, required documentation, fees, intake deadlines and expected response times. https://nsagrologists.ca/becoming-a-member/
3	<ul style="list-style-type: none">Add policies to the internal procedures manual, including:	16(3)(h)	✓		These policies have been developed and are posted on our website. https://nsagrologists.ca/policies/#Policy6

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 2014, c. 14.

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

	<ul style="list-style-type: none"> ○ accommodations for applicants with physical or mental disabilities, ○ acceptance of alternative information for required documents, and ○ requests for access to documents. 				
4	<ul style="list-style-type: none"> ● Follow-up with WES to ensure FRPA principles are followed in their credential assessment process. 	16(3)(i)		X	Course by course evaluations of international transcripts will be required by a third party, not necessarily WES, in order to ensure the applicant meets the National Education Standard adopted by NSIA. At the moment NSIA does not require a specific third-party to complete the evaluation as long as a course by course evaluation is completed. NSIA will follow up with the suggested entities listed to ensure they meet FRPA principles. Final decision regarding membership will always be made by NSIA.
5	<ul style="list-style-type: none"> ● Develop a policy to outline procedures on communication to applicants, including information on an applicant's right to appeal. 	8(c), 10(1)	✓		<p>A policy was developed to establish clear timelines and communication expectations for applicants, including their right to appeal. This has been posted on our website.</p> <p>https://nsagrologists.ca/policies/#Policy8</p>
6	<ul style="list-style-type: none"> ● Develop an internal review process, including <ul style="list-style-type: none"> ○ When unsuccessful candidates will be informed of their right to an internal review, ○ timelines (initiating appeal, providing submissions, making decision), ○ training for decision-makers, ○ ability to applicant to make submissions, and ○ a statement that 'no one who acted as a decision-maker in respect of a registration decision acted as decision maker in an internal review'. 	10	✓		<p>This policy has been developed and is posted on our website.</p> <p>https://nsagrologists.ca/policies/#Policy7</p>

2017 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.	270
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. 	10
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification. 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant. 	4
	<ul style="list-style-type: none"> AIT Transfers, applicants already registered in another Canadian jurisdiction. 	0
	<ul style="list-style-type: none"> Total number of applicants. 	14
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"> Professional Agrologist 	195
	<ul style="list-style-type: none"> Professional Agrologist CNMP 	11
	<ul style="list-style-type: none"> Articling Agrologist 	7
	<ul style="list-style-type: none"> Associate Member 	5
	<ul style="list-style-type: none"> Student Member 	1
	<ul style="list-style-type: none"> Retired Member 	22
	<ul style="list-style-type: none"> Distinguished Life Member 	29
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"> <ul style="list-style-type: none"> Accepted: 	14
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Still in process: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Withdrawn: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> File inactive or closed: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	10
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Still in process: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Withdrawn: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> File inactive or closed: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	4
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	0

	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	● AIT transfers, applicants already registered in another Canadian jurisdiction:	
	○ <i>Accepted:</i>	0
	○ <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.	
	● Province/Territory	N/A:
6	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).	
	○ Nigeria	2
	○ Denmark	1
	○ Spain	1
7	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.	
	● Received qualifications (training/work experience for trades) In NS, new applicant:	55
	● Received qualifications In Canada, new applicant:	0
	● Received qualifications (training/work experience for trades) Internationally, new applicant:	55
	● AIT transfers, applicants already registered in another Canadian jurisdiction:	0
8	Average registration process time (or application approval) for those who received their qualifications as indicated below.	
	● Received qualifications (training/work experience for trades) In NS, new applicant:	55
	● Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification	0
	● Received qualifications (training/work experience for trades) Internationally, new applicant	55
	● AIT transfers, applicants already registered in another Canadian jurisdiction	0
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.	
	● Received qualifications (training/work experience for trades) In NS, new applicant:	Regulatory body costs: \$125-205 Other: \$0

	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	Regulatory body costs: \$125-205 Other: \$0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant 	Regulatory body costs: \$125-205 Other: \$0
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	Regulatory body costs: \$0 Other: \$0
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"> AIT 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: 	0
11	Length of time 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: 	0
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	0
12	What does registration with your organization authorize?	Scope of Practice rights only

FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	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)?	<i>Internet Email Hard Copy Telephone</i>	16(3)(g)
1b	Can applicant begin the process outside of Canada?	<i>Yes</i>	
2	Please provide a link to your website.	<i>http://nsagrologists.ca/</i>	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	<i>Strongly Agree</i>	
2b	On what basis do you make changes to your website?	<i>Feedback from Members Policy Changes approved by Council News Postings</i>	
2c	When was the section of the website pertaining to registration last updated?	<i>Within the last 6 months</i>	
3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	<i>Legislation Policy</i>	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	<i>Membership approved the adoption of the National Education Standard at the Semi-Annual Meeting in November 2017. We are undergoing an Act Modernization to incorporate that Standard, along with other things, into the Act itself.</i>	
3c	Is this information made available to applicants	<i>Yes Everything is available on our website.</i>	
4	Are you waiting for legislation to be passed?	<i>Yes We are currently in the process of modernizing the Agrologists Act.</i>	
5a	Is the criteria for meeting the requirements of registration documented?	<i>Yes, the National Education Standard, used to evaluate applicants, is available on our website.</i>	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria	<i>Yes, the National Education Standard, used to evaluate applicants, is available on our website.</i>	

	used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?		
6	If you require translation of specific documents how is the applicant informed?	<i>Email Telephone</i> <i>No specific policy currently exists regarding translation but if it were required we would contact the applicant by either email or telephone to discuss.</i>	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)?	<i>Applicants can request a transfer of their file to our registrar indicating whether they are a member in good standing with their home institute. If their fees are paid for that year, there are no additional fees or expenses</i>	3
8	Does your organization make accommodation for applicants with physical or mental disability?	<i>As part of our FRPA Action Plan we will be developing a policy for accommodating applicants and members with physical or mental disabilities.</i>	16(3)(h)
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	<i>Yes</i>	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	<i>We have used World Education Standard (WES) but do not require applicants use a specific organization as long as a course by course evaluation is provided.</i>	
9c	Please indicate the types of activities that they assist with.	<i>They have assisted with converting international transcripts to domestic equivalencies.</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>Membership decisions are made solely by NSIA. The third-party evaluation provides NSIA's membership committee the information required to compare the applicant's transcript to the National Education Standard. Further research into third party evaluators will be done to ensure they are complying with NSIA's policies around transparency, right to appeal and impartiality.</i>	
9e	Are you informed of all decisions made by third parties on applicants?	<i>They don't make any decisions on membership, but rather provide an outline of equivalences to be used as guidance for NSIA.</i>	

9f	Does the third party have an internal review process for unsuccessful applicants?	<i>NSIA will do further research into the available third-party evaluators to ensure they meet FRPA guidelines when assessing transcripts.</i>	
10a	What types of supports do you provide to applicants during the registration process?	<i>Internet Telephone Print Material</i>	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</i>	
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, if requested we can provide guidance on missing course requirements necessary to meet the National Education Standard.</i>	8(d)
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	<input type="radio"/> 1 Very Reasonable <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 Very Unreasonable	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>	8(b), 8(c), 10
13ai	Do you have a formal policy for this process?	<i>One is currently being developed.</i>	
13aii	Do you have a standard timeline	<i>Yes, Applications are reviewed 4 times per year. Deadlines for submitting an application and related documentation are February 28th, April 30th, August 31st, and November 30th of each year. Applicants are notified of the decision on their application within 6 weeks of the intake deadline. This information is provided to applicants through the NSIA website (http://nsagrologists.ca/becoming-a-member/).</i>	
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?)	<i>The right to appeal policy is posted on our website to allow access for all applicants.</i>	
13c	Based on the previous questions, describe ways your organization could improve the	<i>A line referencing the policy could be included in the official response to an unsuccessful applicant.</i>	

	timeliness of your decisions and/or how you could communicate the results.		
14a	Do you provide information on what documentation of qualifications must accompany an application?	<i>Yes, this information is listed on our website alongside the application.</i>	9(a), 16(3)(a), 16(3)(b), 16(3)(e)
14b	Do you include a process for verification of documentation authenticity?	<i>Yes, we require official transcripts to establish proof that National Education Standards have been met.</i>	
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	<i>Yes</i>	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)?	<i>A policy has been developed around alternative sources of information, which is available on our website.</i>	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>Verification of credentials The National Education Standard has improved the reliability of approving domestic applicants but that still doesn't to address international transcripts. A policy has been developed outlining alternative options for international transcripts.</i>	6, 9(b), 16(3)(c)
18a	Do you have a process for which requests for access documentation related to registrations are considered?	<i>Yes, applicants can request their documents be returned to them at any time as outlined in our Access to Records Request policy posted on our website.</i>	12, 16(3)(j)
18b	Is this made available to applicants?	<i>Yes, in the past application evaluations were strictly verbal but an evaluation sheet has been established to document the review of each application.</i>	
18c	What information may you exclude?	<i>All information on the evaluation sheet, along with the National Education review, would be available.</i>	
18d	Do you charge a fee?	<i>No, we will not charge a fee to release the evaluation sheet.</i>	
19	Does your Act include an authority to conduct an internal review of the registration decision?	<i>The Act update will provide the authority to conduct an internal review of registration decisions. In the meantime NSIA has developed a policy around an applicant's right to appeal.</i>	7(a)
20	Do you have a regulation or by-law that defines the internal review process?	<i>Yes, this has been established and is posted on our website.</i>	7(a), 10
21	When are unsuccessful candidates informed of their	<i>The Internal Review Policy has been developed and is posted publicly on our website. As mentioned above, going forward</i>	7(a), 10(1)

	right to internal review of the registration decision?	<i>we will include a link to that policy, or a line referencing it, when notice is sent to an unsuccessful applicant.</i>	
22a	Do you have an internal review process and procedures document (policy document)?	<i>Yes, on our website.</i>	7(a), 10(1)
22b	Does this include time frames for the internal review?	<i>Yes</i>	
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.	<i>Applicants have up to six months from the initial decision to submit a written request of appeal. The appeal request will be handled, on all levels, by individuals who were not part of the initial decision. The applicant will be notified of the decision within six weeks of the posted intake deadline immediately following receipt of the appeal request and any additional required documentation.</i>	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<i>Applicants are permitted to submit any additional documentation they feel supports their request for a second review.</i>	
23c	Specify the format for the internal review submission	<i>No one who acted as a decision maker on the initial application will act as a decision maker on the internal review.</i>	
23d	What is the timeline for submitted supporting evidence?	<i>Applicants have six months from the initial decision to appeal the decision.</i>	
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	<i>Yes, six months should allow applicants to gather any necessary documentation.</i>	
24a	Are the results of the internal review made available to applicants in writing with reasons?	<i>Yes, applicants will be notified of the decision in writing with an explanation on why the decision was either changed or remained the same.</i>	
24b	In what timeframe are the results of the internal review made available to applicants?	<i>Applicants will be notified of the decision within six weeks of the posted intake deadline immediately following receipt of their written request for appeal.</i>	7(a), 10(3)
24c	Are these timelines communicated?	<i>Yes, they are in the posted policy.</i>	
25	Have individuals who make internal review decisions received appropriate training?	<i>Individuals who make internal review decisions will be provided with all of the criteria used to evaluate an application to the standards as outlined in the National Education Standard.</i>	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?	<i>Yes</i>	7(a), 10(5), 16(3)(n)
27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	<i>No</i>	7

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 Agreement on Internal Trade?	<i>Professional Agrologists are not recognized in all jurisdictions as qualified site professionals under Environmental legislation</i>	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	Chapter 7, CFTA
30	Do you review the requirements of the other provincial regulatory bodies regularly?	<i>Yes, A recent review of the three other Atlantic Institutes' regulatory requirements was undertaken as part of the Atlantic Agrology Network Project. The recently adopted National Education Standard ensures that entrance requirements are consistent among provincial institutes across Canada.</i>	3, Chapter 7, CFTA
31a	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?	<i>Yes, implantation of the National Education Standard developed by Agrologists/Agronomes Canada was approved by membership in November 2017. This standard is used to evaluate all new applicants and will be incorporated into the updated legislation currently under review.</i>	
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)?	<i>No, the acceptance of this Standard automatically improved Labour Mobility since it provides a base level requirement for entry across the country. We aren't that far in the process yet.</i>	

Further Recommendations / Next Steps

Despite a low membership base and high staff turnover, the Nova Scotia Institute of Agrologists is committed to enhancing the transparency, objectivity, impartiality, and procedural fairness of its registration practices. The NSIA is currently developing a proposal for the repeal of its current legislation and replacement with a new Act, which would provide further structure and precision to its registration requirements, include an internal review process for unsuccessful applicants and generally be compliant with the FRPA.

In this context, I recommend the NSIA focus its continuous improvement efforts on the development of policies, as well as on increasing the transparency of its policies, practices, and procedures, as these efforts can benefit applicants independently of the NSIA's proposed legislative amendments. I recommend the NSIA undertake the following actions over the next two years:

#	Action	Questionnaire Reference	FRPA Reference
1	<ul style="list-style-type: none"> ● Update the website to include more information on the application process, including: <ul style="list-style-type: none"> ○ criteria used to assess requirements (such as the Education Standards), ○ steps of the registration process, delineated for new applicants, inter-provincial transfers, and international applicants, and ○ information on the internal review process. 	2, 3, 5, 7, 15, 23	7, 16(3)(b), (g), (m)
2	<ul style="list-style-type: none"> ● Develop a process for verification of official documentation. ● Consider credential assessment and verification through World Education Services for international applicants. 	14	9
3	<ul style="list-style-type: none"> ● Develop policies respecting: <ul style="list-style-type: none"> ○ accommodations for applicants with physical or mental disabilities, ○ acceptance of alternative information for required documents, and ○ requests for access to documents. 	8, 16, 18	9(b), 12, 16(3)(h)
4	<ul style="list-style-type: none"> ● Develop an internal review policy/process, including: <ul style="list-style-type: none"> ○ when unsuccessful candidates will be informed of their right to an internal review, ○ timelines (initiating appeal, providing submissions, making decision), ○ the ability to applicant to make submissions, and ○ a statement that 'no one who acted as a decision-maker in respect of a registration decision acted as decision maker in an internal review'. 	19-25	10
5	<ul style="list-style-type: none"> ● Develop a training plan for internal review decision-makers, which may include principles of administrative law and cultural competency training. 	26	11
6	<ul style="list-style-type: none"> ● Develop a policy or rejection letter template to ensure that all applicants who are denied registration receive the following information: <ul style="list-style-type: none"> ○ reasons for rejection, ○ information on the internal review process, and ○ information on measures or programs that may be available to assist unsuccessful applicants in obtaining registration at a later date. to help applicants meet registration requirements in the future. 	8, 13	8(c)-(d), 10(1)

Disclaimer

The Nova Scotia Institute of Agrologists (NSIA) hereby declares that the information contained in this report is a true and accurate representation of current registration practices of their organization.

Maxime MacLean
Registrar

Apr 23/19
Date

Appendix

- ✓ NSIA Membership Application Form

Nova Scotia Institute of Agrologists Application for Membership



I hereby make application for registration and admission to the Nova Scotia Institute of Agrologists:

Name: _____ Place & Date of Birth: _____

Address: _____ Postal Code: _____

Bus. – Telephone: () _____ Bus. Fax: () _____ Home – Telephone: () _____

Home Fax: () _____ E-Mail: _____

Academic History

Institution	Degree	Year Granted	Specialization

Employment History

From	To	Position Held	Name of Employer

Note: Please include a letter stating how your work experience relates to professionalism and agrology.

References

Three references are required, two of which shall be professional associates and one character reference, include full address and phone number.

1) _____

2) _____

3) _____

Note: There is an application fee of \$50.00 +HST (\$57.50) due at the time of application. Membership application is not considered complete unless accompanied by the applicable membership fee.

I certify the foregoing information to be true:

Date: _____

Signed: _____

Nova Scotia Institute of Agrologists

Application for Membership



Procedures for Application for Membership in the Nova Scotia Institute of Agrologists

1. Applicants for membership are required to complete this form and return to the NSIA office for processing. The application form must be accompanied by an application fee of \$50.00 +HST (\$57.50) to be processed. For details on educational requirements, refer to the Membership Criteria or contact the Registrar.

January to December Membership Fees:

Agrologist (P.Ag.) - \$ 155.00

- Has at least 3 years work experience in agriculture after completion of post-secondary training

Articling Agrologist (A.Ag.) - \$ 75.00 *

- Has met academic requirement for membership but requires additional work experience in agriculture
- * A.Ag. members pay \$ 75.00 in year of application. Subsequent fees shall be \$155.00 per annum.

Associate Member - \$ 100.00

- Member does not meet the academic requirement for membership, but wishes to be associated with NSIA
2. After receiving the completed application form, the Registrar and Chair of the Membership Committee will verify the educational background, as well as interview the references listed by the applicant. The applicant's name will be entered into the NSIA database with "conditional" status and will receive information regarding NSIA meetings and other relevant information.
 3. Once the information has been verified, the application will be forwarded to the Membership Committee of NSIA for its consideration.
 4. The recommendation of the Membership Committee will be forwarded to the NSIA Council for consideration, or returned to the Registrar for further action.
 5. After consideration by the NSIA Council, applicants accepted for membership will be notified and their status changed to "Member, NSIA".

For further information, please contact:

NSIA, 60 Research Drive, Perennia Innovation Park, Bible Hill, NS B6L 2R2
Phone: (902) 897-6742 Email: info@nsagrologists.ca
Website: <http://www.nsagrologists.ca>