

Opening Date: _____

Business Registration Check List: Please review the checklist below to ensure you have provided the Cosmetology Association of Nova Scotia with all required fees, forms, and documents required to complete the business registration process. **Please include this form when submitting your business registration.**

Chair Rental? Yes No

Included in my business registration package, I have submitted:

- Schedule C (Business Owner Agreement)
- Schedule A-2 (Business Permit Registration)
- Salon/Spa Proprietor Application/Registration Fee (\$250 + tax)
- Salon/Spa Permit Fee (see Schedule B attached)
- Copy of Development Permit (from corresponding Municipality)
- Copy of Registry of Joint Stock Certificate

Please be advised salons and spas cannot offer services for fee, gain or expectation of reward until a salon permit has been issued. _____ (Please initial)

I acknowledge that I have read and understand the Salon and Spa Compliance Handbook and agree to comply with all guidelines. _____ (Please initial)

<p>Method of Payment: (Please check one)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Certified Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Debit <input type="checkbox"/> Cash <input type="checkbox"/> Credit / Visa Debit <input type="checkbox"/> By Phone <p>Cheques/money orders made payable to the Cosmetology Association of Nova Scotia.</p>	<p>If you selected "Credit," please fill out the information below to begin the registration process. All Financial information provided is strictly confidential.</p> <p>_____</p> <p>Name of Card Holder</p> <p>_____</p> <p>Card Number</p> <p>_____</p> <p>Card Expiry</p> <p>_____</p> <p>Card Holder Signature</p>
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Schedule C
Cosmetology Association of Nova Scotia
Cosmetology Establishment Undertaking

Please send completed form to:

Cosmetology Association of Nova Scotia
126 Chain Lake Drive
Halifax, NS B3S 1A2
(902) 468-6477 (ph.)
(902) 468-7147 (fax)

Cosmetology Establishment Name:

I, _____, owner/operator of this cosmetology establishment _____ agree and promise to ensure that all cosmetologists, master cosmetologists, master cosmetologist instructors, and students, employed or otherwise engaged at this cosmetology establishment will, at all times be licenced and fulfil any professional responsibilities set out in the *Cosmetology Act*, the Cosmetology Association of Nova Scotia's By-laws, and all policies and procedures developed by the Cosmetology Association of Nova Scotia.

Applicant's Signature

Date

Schedule A-2
Cosmetology Association of Nova Scotia
Permit to Operate/Annual Renewal Form
Cosmetology Establishment
Please send completed form to:
Cosmetology Association of Nova Scotia
126 Chain Lake Drive
Halifax, NS B3S 1A2
(902) 468-6477 (ph.)
(902) 468-7147 (fax)

Business Name: _____

Membership Number: _____

Business Address: _____

Business Telephone Number: _____

Business Fax Number: _____

Email Address: _____

Contact Person: _____

Position: _____

Type of Permit: _____

Number of Cosmetologists/Students: _____

By applying for this permit/annual renewal form, I agree that the Executive Director of the Cosmetology Association and/or Inspectors engaged or employed by the Cosmetology Association may enter the premises of this cosmetology establishment during reasonable working hours and inspect all aspects of the cosmetology establishment.

Applicant's Signature

Date

NOTICE TO MEMBERS

Licence Fee Increase

Please be advised, effective as of January 1, 2020 the following licence fees have increased:

<u>Licence</u>	<u>New Fee</u>
Cosmetology (Hairdressing)	\$85
Master Cosmetologist (Hairdressing)	\$90
Master Instructor	\$95
Specific Licence	\$85
Specific Instructor	\$95
Associate Member	\$85

Schedule B

Annual Licensing Fees : for all categories of licence

One-time Administrative Fee (payable by all applicants for licence and permits)	\$55
Cosmetologist (Hairdressing or Esthetics)	\$75
Master Cosmetologist (Hairdressing or Esthetics)	\$80
Master Instructor (Hairdressing or Esthetics)	\$85
Specific Licence	\$75
Specific Instructor	\$85
Graduate	\$75
Temporary (Graduate, Transfer)	\$75
Visitor	\$75
Associate Member (Salon Owner, Beauty Supply Company, Former/Retired cosmetologists)	\$75

Annual Cosmetology Establishment Fees

1 Cosmetologist	\$70
2 - 5 Cosmetologists	\$80
6 - 10 Cosmetologists	\$115
11+ Cosmetologists	\$140
Salon/Spa Relocation Fee	\$150
Annual Mobile Services Permit (payable in addition to Cosmetology Establishment Fee)	\$70
Salon/Spa Proprietor Application/Registration Fee	\$250

Examination Fees

Examination (for all exams)	\$150
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Annual School/College Fees

Student Enrolment	\$55
Examination Fee	\$150
1 st DNA	\$210
2 nd DNA	\$260
3 rd DNA	\$310
School Opening	\$800
School Relocation	\$200
School Permit Fee (1 - 50)	\$200
School Permit Fee (51+)	\$300
Program Review/Registration Fee	\$150
Instructor Application	\$100

Other

Credential Review Fee	\$150
Late Registration Permit/Licensing Fee (applied on January 1)	\$25
Copy of Licence/Certificate	\$20
NSF Fee	\$40

***** HST payable on all fees *****

These fees may be amended by the Board, at its sole discretion, from time to time.

Please take the time to provide the following information for all employees working within your cosmetology establishment (employee name, member no., date of birth and email address) regardless of whether or not they are a Member of the Association. Please use the reverse side of the page if more space is required.

It is helpful for inspectors to be aware of non-member employees working within the establishment and up to date contact information helps the Association provide information to Association Members on upcoming educational classes and events. Stay in the loop!

Salon Name: _____ Licence No. _____ Salon Email: _____

EMPLOYEE NAME:	MEMBER NO.	DATE OF BIRTH (D/M/Y)	EMAIL
Ex: John Doe	Ex: 12345	29/05/1982	info@nscosmetology.ca
1.			
2.			
3.			
4.			
5.			
6.			
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11.			
12.			
13.			
14.			
15.			

REGISTERING YOUR BUSINESS

COSMETOLOGY
ASSOCIATION OF NS

IMPORTANT INFO

WHO MUST REGISTER?

- **Everyone** doing business in Nova Scotia under a name other than their own **must** register their business with the Registry of Joint Stock Companies (RJSC)



STEP 1 – RESERVE BUSINESS NAME

- Find form on RJSC website
- Your name must be a unique & an accurate description of your business
- It should have the following 3 elements:
 - a) Distinctive – Maritime; Sally's; Glamour
 - b) Descriptive – Hair & Nail; Esthetics; Spa
 - c) Corporate* – Limited; Incorporated
*only requires corporate designation if Incorporated

STEP 2 – SELECT TYPE OF BUSINESS

- Three main types:
 1. Sole proprietor – you alone
 2. Partnership – 2 or more persons
 3. Incorporation – creates separate legal entity
- Discuss which option is best for you with a **lawyer** and/or **accountant**

STEP 3 – FORMS & FEES

- Once your business name reservation is approved, you have **90 days** to complete registration by paying the applicable **fee** and filing (available on RJSC website):
 - a) Partnership form (applies to sole proprietors)
 - b) Incorporation form
 - c) Any other paperwork the RJSC requires
- You must **renew** your registration with the RJSC annually

CONTACT

Mailing Address

Registry of Joint Stock
Companies
P.O. Box 1529
Halifax, NS
B3J 2Y4

Telephone:

902-424-7770
(toll-free) 1-800-225-8227

Email:

joint-stocks@novascotia.ca

Hours of Operation:

Monday to Friday, 8:30-4:30

COSMETOLOGY ASSOCIATION NOVA SCOTIA

126 Chain Lake Drive
Halifax, NS B3S 1A2
Telephone: (902) 468-6477
Facsimile: (902) 468-7147
Toll Free: (800) 765-8757
NSCOSMETOLOGY.CA

As a member of the Cosmetology Association of Nova Scotia you have access to exclusive discounts, savings, and added value from many third-party benefactors. The Cosmetology Associate is pleased to partner with the following businesses:

Education

The Cosmetology Association of Nova Scotia provides education for licence upgrading and/or professional development, often at no cost to the membership. Visit [Member Education](#) for more information and upcoming classes.

Business Support

[Zomaron](#) is a preferred provider of merchant services and offers preferential rates for accepting digital payments. Zomaron also offers Siris Salon/Spa software that is easily installed for your convenience. We encourage you to take advantage of these great benefits for your business. Visit Zomaron and save save save! Click "[Find Out More](#)" to get a free quote! If Zomaron cannot meet or beat your prices, you'll receive a \$500 cash incentive for your time!

[Eclipse Media Group Inc.](#) (902.443.3244) Get a great look online! Have Eclipse build your [professional website for \\$79.00+ HST per month](#) (includes hosting). This special offer for members will build you an easy to navigate websites with up to five content pages, photo gallery, Social media links, Testimonials, contact us form, google map, secure cloud hosting and email accounts. In todays world it is necessary to have a functional, sophisticated website to be in business today. Let the team at Eclipse help you out; for concept, design, and maintenance... they do it all!

[Safety Services Nova Scotia](#) (902.454.9621) Offers programs at discounted rates such as WHMIS, driver, and First Aid training.

[Workplace Hazardous Materials Information System \(WHMIS\)](#) Individuals working with any type of chemicals are required by law to have WHMIS training. Safety Services Nova Scotia is proud to offer members exclusive discounts.

[SNAP Business Solutions](#) is a business and management consulting company specializing in simple and effective systems, processes and strategic planning aimed at helping small businesses with everyday challenges. SNAP Business Solutions is pleased to offer members preferred rates and complimentary consultations. Visit the website or contact 902-452-0423 for more information.

Allan Marshall & Associates Inc (888.371.8900) Wants to help members experiencing financial difficulty. Individuals and businesses can contact the company using Client Code 3488-3468 to receive counselling in relation to credit, assets, bankruptcy, and more.

Travel & Entertainment

Future Inn (902.443.4333) Conveniently located in Clayton Park West, just 20 minutes from downtown Halifax. Adjacent to Bayers Lake shopping district and the Association. The Future Inn offers all members preferred rates of \$119 plus tax. This includes a hot plated breakfast, free wifi, and free parking.

Cambridge Suites Hotel - Sydney (800.565.9466) Perfectly located in the heart of the downtown waterfront district, Sydney Nova Scotia, Cambridge Suites Hotel provides an extra measure of comfort during business trips, a leisurely vacation or an extended stay. They are pleased to provide CANS members a rate of \$139 plus tax for both their standard room and one-bedroom suite. This rate would include complimentary buffet breakfast and free parking. Use **booking code CANS** for online bookings. *Proof of license will be required upon check-in.*

Hampton Inn by Hilton - Sydney (902.564.6555) Wants you to feel "at home" in one of their beautiful, air-conditioned rooms at the special CANS \$119 room rate. Each room features kitchenettes (with refrigerators and microwaves,) wireless internet access, and LCD TVs. The hotel boasts rec, spa, and premium amenities; including indoor pool, waterslide, fitness centre, and a restaurant.

Four Points by Sheraton (902.423.4444) Located between Hollis Street & Spring Garden Road in the heart of downtown, Four Points by Sheraton Halifax is just one block from the waterfront and within walking distance of Citadel Hill, the Nova Scotia Museum of Natural History. They are pleased to partner with CANS in offering members a 15% discount off the price of their room.

Travel Club by Flight Centre (866.725.5865) Offers members personal travel consultants with access to the widest range of airfares, tours, cruises, hotels, and holiday packages at the best prices. Also, get \$50 off bookings and a quote within 24-hours after inquiry. Use CANS Member ID "TC0140".

ParkNFly Halifax (902.873.4574) Offers members 20% off parking. Whether you are taking a holiday or traveling for work, ParkNFly will save you money anytime you're in the air! To access and view your corporate rate online please click **Park'N Fly** and simply use the corporate discount code at time of check out and enjoy the superior savings you're entitled to receive. **Corporate Discount Code: 1019400**

Discount Car Rental (866.744.0123 ext.832) Offers members affordable rental options to get you where you need to go! View the member discount rates and book online with the username: "NSCOSMETOLOGY" and password: "33172."

Insurance

Investors Group Offers the membership a Group RRSP. Members have access to an Investors Group Consultant who provides confidential, personalized financial advice covering topics such as retirement planning, saving for a child's education, tax planning, cash management, and estate planning. Call today to meet with your local Consultant for a complimentary update on your financial plan:

Central and Western Nova Scotia: (902.468.3444) -- Rose Hopkins or Karen Clements
Eastern Nova Scotia including Cape Breton: (902.562.5000) -- Ken MacLean, Joanna MacIntyre or John Cashin

Caldwell Roach (902.893.4204) assists members in securing home, auto, and business insurance. Are you a salon or spa owner? Caldwell Roach can provide coverage for Professional Liability, Business Interruption, Employee Belongings, Employer Liability, Crime, and much more. Customized packages are available to accommodate the insurance needs from the largest salons and spas to small one chair operations.

Southport Asset Management (902.446.3900) Pleased to be the Association's exclusive provider for the following benefits: personal health and dental, company group insurance, travel, and long-term disability benefits.

AIL Insurance (800.589.8181) Offers members a free \$4,000 Accidental Death Policy and an optional family eye-care program. Valid as long as licence is current. This Accidental Death Policy is automatic and becomes effective as soon as you are licensed with CANS and there is no obligation for the member to purchase any other insurance from AIL Insurance.

DISCLAIMER: Any contact a member may have with AIL Insurance post registration with the Cosmetology Association is **voluntary** and the Cosmetology Association is not responsible for any decisions made regarding policy purchase, including the voluntary provision of DNA samples.

Household & Personal

Coldwell Banker - Supercity Realty Offers member 20% off your selling commission and 20% buying commission cash back. To receive more information on this exclusive offer, call (902.450.5752), and visit Coldwell Banker's website for more information on the company and its services.

Killer Clean (902.233.5557) Offers members 20% off all services; including residential/business cleaning, car care, and laundry and grocery shopping.

Big Dig Excavating Ltd (902.237.7278) Offers members ten per cent off all services; including excavation, drain installation/repair, demolition, trucking, foundation repair, sodding, and fire/insurance clean-ups.

Because your success matters.

Offering preferential rates for debit and credit card processing.

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Partner with us.

Zomaron Pay is the preferred provider of merchant services for **Cosmetology Association of Nova Scotia** and offers preferential rates for accepting digital payments. Zomaron will match you with a solution that will help you lower your operational costs, save you thousands annually, and enhance your customer experience.



CLEAR REPORTING

Powerful reporting tools that help you analyze trends for your business.



BANK OF CHOICE

Deposit all your card transactions securely to your bank of choice.



INDUSTRY LEADING TECH

Providing the latest hardware that meets the highest level of security.

Processing fees guaranteed to beat your current rates.

Ask for advice and complete a cost analysis to get informed.

AT COST

VISA + MASTERCARD

Interchange Rate + Assessment Fees

4.9¢ /transaction

AUTHORIZATIONS AND INTERAC DEBIT

\$9.95 /month

PCI SECURITY FEE

Certification + \$100,000 protection

\$14.95 /month

HARDWARE STARTING PRICE

\$9.95 /month

ACCOUNT FEE

\$99 one time setup

E-COMMERCE GATEWAY



POYNT TERMINAL

World's first smart terminal



SIRIS POS

Scheduling + product solution



CONVERGE ALL-IN-ONE

E-commerce + mobile solution

Omar Kadray
Regional Sales Partner

Cell: 1-902-412-2720
Office: 1-888-900-9192

okadray@zomaron.com
www.zomaron.com

Sweet as Sugar

After a couple conversations with Madison about her business needs, her overall brand image, and some of her challenges with accepting payments, Zomaron tailored a cost-effective solution with the Poynt Smart Terminal. "I didn't understand the entire payments industry before. It was all very intimidating. But with Zomaron, it was so personable and so easy to get set up. And after they gave me a demo of the Poynt terminal, I knew I had to have it."

“It's extremely easy to use and I get non-stop compliments on it from my clients. It makes my business look more professional and it fits the elegance of my brand.”

Madison Van Dyk
Owner, Sweet as Sugar

