

**Credential Review**  
**Application for Cosmetology**  
**Registration & Licensure in Nova Scotia**

**PLEASE NOTE: APPLICANTS MUST RETURN ENTIRE APPLICATION EVEN IF PAGES ARE BLANK.**

Under Section 24 of the Nova Scotia *Cosmetology Act*, 2012, c. 39 (the "*Cosmetology Act*") and its By-Laws, the Executive Director of the Cosmetology Association of Nova Scotia has the authority to request from an applicant information to establish that s/he has completed the required cosmetology occupational training and/or work experience for the category of licence for which they wish to apply.

An applicant for licensing must meet entrance requirements including proof that the applicant has completed grade 12 (by providing a high school or General Educational Diploma "GED" diploma) or the equivalent thereto (and provide, if required, proof of language proficiency testing at a Canadian English Benchmark minimum level 5 in all areas). The Executive Board of Directors may waive minimum entrance requirements in special circumstances for persons with disabilities or other social disadvantages (such as refugee from war, flood, fire, etc. Please contact the Cosmetology Association directly if any of these situations apply to the applicant.) The Board must be satisfied that the applicant is likely to be successful in the study and practice of cosmetology.

**\$150 Credential Review Fee** (plus applicable taxes)

The Credential Review Fee is non-refundable and must be paid in full to the Cosmetology Association of Nova Scotia (the "Association") along with this form filled out in its entirety (including Schedule D), and all other supporting documentation. **The Association will not review an incomplete application.** Please refer to the **Application Checklist on page 7** to ensure that all documents required are submitted.

**1. Licence Category**

Licensing fees are attached hereto as Schedule B. Please indicate with a checkmark the licence category for which you are applying:

- Cosmetologist (Hairdressing)
- Master Cosmetologist (Hairdressing)

\*Please refer to note on page 8 regarding **Red Seal or Licensed** Applicants

- Cosmetologist (Esthetics)
- Master Cosmetologist (Esthetics)
- Specific (Nail Technician)
- Specific (Make-up Artist)
- Specific (Body Hair Removal Services)
- Specific (Eyelashes)
- Master Cosmetologist Instructor (please circle one)  
**Hairdressing Esthetics Specific** \_\_\_\_\_

*Specific licence categories: Make-Up, Nail Technology, Eyelashes, and Body Hair Removal Services*

***PLEASE NOTE: Applications will expire 90 days following last communication from applicant. This includes exam notifications.***

**2. Applicant Information (please print clearly)**

In addition to the information requested below, please also include in your application a copy of one (1) of the following pieces of identification:

- Canadian Driver's Licence
- Government issued photo ID
- Canadian Passport

_____		_____	
Last Name		First Name, Middle Name	
_____		_____	
Street Name and No.		City	
_____	_____	_____	_____
Apt./Unit No.	Province/Territory/State	Postal/Zip Code	Country
_____		_____	
Telephone – Home, Cell, or Other		Email Address	

Date of Birth: \_\_\_\_\_ (mm/dd/yy)

If you wish to declare you are of aboriginal descent for tax purposes, please specify:  
 Yes  No If yes, please indicate your Status Identity Card No.: \_\_\_\_\_

**3. Consent to Disclose**

Release of information: it is understood that the Association may use and/or release any information or documentation submitted by an applicant for document verification, as well as any licensing and/or statistical purposes.

_____	_____
Date	Applicant Signature

**4. Acknowledgement**

Please indicate with a checkmark inside each box to confirm that you have read and understand each of following statements regarding the credential review process:

- An incomplete application may cause the Association to request supplementary documents and prolong the application process.
- The application process may take between six 6 and 8 weeks.
- There will be no refund of the application fee once submitted.
- It is understood that all documents and information submitted become the property of the Association and will not be returned (applicant may request to review documents). ***The Cosmetology Association does not provide copies.***
- It is understood that documents not provided in English will require official certified translation before being submitted to the Association and that any costs associated with document translation are the responsibility of the applicant.

- It is understood that if the documentation provided with this application does not meet the requirements of the *Cosmetology Act*, 2012, c. 39, I may be requested to obtain a third-party assessment in order to verify my current skillset and qualifications.

**5. Licensure Registration:**

Do you hold a **current and valid** designation or licence from another regulatory body? (Example: Red Seal Journey person, Cosmetology Association of New Brunswick, PEI Hairdressers' Association licence, etc.)

- Yes – please fill out the required fields in the box below
- No – please **continue to s. 6** - "Occupation Training"

**IMPORTANT:** Applicants who hold a current cosmetology licence **must** include in their application a **letter of good standing** from the regulatory authority that issued the licence in the same capacity.

<b>Original Regulatory Body</b>		
_____ Organization Name	_____ City / Town	
_____ Province/State/Territory	_____ Country	_____ Contact Phone Number
_____ Licence Number	_____ Date Issued	_____ Date Expired

<b>Current Regulatory Body (if different than original)</b>		
_____ Organization Name	_____ City / Town	
_____ Province/State/Territory	_____ Country	_____ Contact Phone Number
_____ Licence Number	_____ Date Issued	_____ Expiry Date

**Note:** Applicants who hold a current Red Seal or cosmetology licence **may stop here** and continue the application at s. 10 - "Schedule D – Application for a Licence to Practice Cosmetology".

**Please Note:**

A valid Licence or Certification from another regulatory body means that you have a certificate, license, registration, or any other form of official documentation, **issued by a regulatory body**. This does not include a diploma issued by a public or private college or school.



**7. Employment Experience:**

Please briefly describe all cosmetology work experience applicable to the licence for which you are applying. This may include training in a salon/spa. **Attach copy of resume.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
City / Town

\_\_\_\_\_  
Province/State/Territory

\_\_\_\_\_  
Country

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Employment Start Date

\_\_\_\_\_  
End Date

Experience / Learned Skills \_\_\_\_\_

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\_\_\_\_\_  
Company Name

\_\_\_\_\_  
City / Town

\_\_\_\_\_  
Province/State/Territory

\_\_\_\_\_  
Country

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Employment Start Date

\_\_\_\_\_  
End Date

Experience / Learned Skills \_\_\_\_\_

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\_\_\_\_\_  
Company Name

\_\_\_\_\_  
City / Town

\_\_\_\_\_  
Province/State/Territory

\_\_\_\_\_  
Country

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Employment Start Date

\_\_\_\_\_  
End Date

Experience / Learned Skills \_\_\_\_\_

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**8. Supplementary Courses**

**(Post Graduation Upgrading / Professional Development)**

Please list completed **cosmetology** courses (taken after graduation from Cosmetology school/college) applicable to the licence for which you are applying. This may include one-day training or weeklong professional development opportunities in technical or business training. For a licence upgrade, applicant must have 3 approved credits, consisting of 3 practical or 2 practical and one approved business course. List the three most recent and/or relevant below. **Attach copies of certificates.**

\_\_\_\_\_  
Course Name City / Town

\_\_\_\_\_  
Province/State/Territory Country Course Provider Contact

\_\_\_\_\_  
Contact Phone Number Course Start Date Course End Date

\_\_\_\_\_  
Course Name City / Town

\_\_\_\_\_  
Province/State/Territory Country Course Provider Contact

\_\_\_\_\_  
Contact Phone Number Course Start Date Course End Date

\_\_\_\_\_  
Course Name City / Town

\_\_\_\_\_  
Province/State/Territory Country Course Provider Contact

\_\_\_\_\_  
Contact Phone Number Course Start Date Course End Date

**9. Letters of Recommendation**

Please attach three (3) reference letters (can be 2 employment or client and 1 character reference) confirming recent cosmetology experience applicable to the licence for which you are applying. For example: a letter from a co-worker, client, a college instructor, employer, a police officer, a clergy member, your doctor, etc. (letters of reference **must include contact information** for person providing reference).

**10. Schedule D – Application for a Licence to Practice Cosmetology**

Please fill out (**in its ENTIRETY including reason for request**) and sign a copy of Schedule “D” attached to this application.

## 11. Payment: \$150 + HST

<p><b>Method of Payment</b> (Please check one) <i>Fees are non-refundable</i></p> <p><input type="checkbox"/> Certified Cheque (payable to the Cosmetology Association of Nova Scotia)</p> <p><input type="checkbox"/> Money Order (payable to the Cosmetology Association of Nova Scotia)</p> <p><input type="checkbox"/> Debit on site</p> <p><input type="checkbox"/> Visa or Mastercard Debit</p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Credit</p>	<p>If you selected "Credit," please fill out the information below to begin the Credential Review process. <b>All information provided is strictly confidential.</b></p> <p>_____</p> <p>Name of Card Holder</p> <p>_____</p> <p>Card Number</p> <p>_____</p> <p>Card Expiry Date</p> <p>_____</p> <p>Card Holder Signature</p> <p>Please contact the Cosmetology Association directly with 3-digit PIN number located on the back of your credit/debit card.</p>
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## 12. Application Checklist

Please review the checklist below to ensure you have provided the Cosmetology Association of Nova Scotia with all fees (See attached Schedule B), forms, and documents required for credential review.

**Included in my credential review package, I have submitted:**

### SECTION 5 APPLICANTS

- Credential Review Application Fee
- Credential Review Application Form
- Valid Canadian Gov't issued Photo ID (front and back)
- Valid Cosmetology Licence
- Letter of Good Standing (if applicable)

### ALL OTHER APPLICANTS

- Credential Review Application Fee
- Credential Review Application Form
- Valid Canadian Gov't issued Photo ID (front and back)
- Resume
- Copy of cosmetology school / college diploma and/or certificate
- Copies of post grad supplementary course certificates (*if applicable*)
- Copies of school/college transcripts (relevant to cosmetology industry)
- Three (3) letters of recommendation
- Proof of English Language proficiency testing (if first language is not English)
- Proof of Canadian Citizenship (birth cert., residency card, work or study permit)

Is there a job offer pending the outcome of this application? \_\_\_\_\_

If so, please provide salon name and location: \_\_\_\_\_

### 13. **Affidavit in Support** **TO BE SIGNED PRIOR TO RECEIVING QUALIFICATION**

Once all applicable fees have been confirmed received by the Association, the applicant may attend at the Association office located at 126 Chain Lake Drive in Halifax to execute an Affidavit in Support (if applicable). The Affidavit in Support confirms that you have read, are aware of, and understand the legislation and by-laws that govern the practice of cosmetology in Nova Scotia, you are at least 18 years of age and you are a Canadian citizen or have landed immigrant status (work or study permit).

### 14. **Submission of Documents**

Documents may be submitted by:

1. Regular Mail
2. Email
3. Facsimile
4. In office (documents dropped off directly to the Association office **will not be processed** same day).

### **THANK YOU FOR YOUR APPLICATION PACKAGE SUBMISSION.**

The Cosmetology Association of Nova Scotia will conduct a credential review and you will be notified of the results when the review process is complete (**between 6 and 8 weeks**). Should your application be denied, the response letter will include the reasons why and the options available to you so that you may become licensed.

Should your application be approved, please refer to Schedule B attached hereto for fees associated with examination and administration.

### **PLEASE NOTE:**

#### **OUT OF COUNTRY APPLICANTS**

Most portions of the application can be submitted prior to arrival in Canada. International applicants may submit a Credential Review application including payment of the application fee, with translated documentation, copies of certificates and/or diplomas, transcripts (related to cosmetology or English language learning), proof of English language proficiency testing, reference letters, and resume.

**\*READ SEAL or CURRENTLY LICENSED** applicants who wish to obtain a Master Licence in Hairdressing are required to have successfully completed three (3) upgrading courses and have three (3) years' history of active work experience as a Cosmetologist in a registered cosmetology establishment.

#### **SELF EMPLOYMENT**

Cosmetologists who are self-employed will be required to show proof of business registration and ownership, and length of time of ownership. Please provide proof of upgrading courses/classes with application.

**IMPORTANT:** in certain instances where an applicant's credentials cannot be verified due to language barrier or school closure (for example), a third-party assessment may be required.

**Disclaimer:** *The Cosmetology Association of Nova Scotia enforces the following: an individual who acts as a decision-maker in respect to a registration outcome does not and cannot act as a decision-maker in an internal review.*



## **NOTICE TO MEMBERS**

### **Licence Fee Increase**

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

<b><u>Licence</u></b>	<b><u>New Fee</u></b>
Cosmetology Hairdressing or Esthetics	\$85
Master Cosmetologist (Hairdressing or Esthetics)	\$90
Master Instructor	\$95
Specific Licence	\$85
Specific Instructor	\$95
Associate Member	\$85
Active 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 <sup>st</sup> DNA	\$210
2 <sup>nd</sup> DNA	\$260
3 <sup>rd</sup> 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.*

**Schedule D**

Cosmetology Association of Nova Scotia  
Application for a Licence to Practice Cosmetology

Please send completed form to:

Cosmetology Association of Nova Scotia  
126 Chain Lake Drive  
Halifax, NS B3S 1A2  
Telephone: (902) 468-6477  
Facsimile: (902) 468-7147

Category of  
Licence being applied for: .....

Name: .....

Home address: .....  
.....  
.....  
.....

Home phone number: .....

Mobile phone number: .....

Email address: .....

Business address: .....  
.....  
.....  
.....

Business telephone number: .....

Business fax number: .....

Reason for request: .....

***Education and Training***

School attended: .....

Completion date: .....

Designation received: .....

Employment history:

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.....  
.....

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature