

PROVINCIAL EXAMINATION Requirements/Guide

Individuals engaging in cosmetology for fee, gain, or expectation of reward or remuneration must be licensed by the Cosmetology Association of Nova Scotia (the "Association") by virtue of the *Cosmetology Act, 2012, c. 39*, as amended (the "Act"). Individuals licensed pursuant to the *Act* include those who provide any of the following cosmetology services:

- Hairdressing
- Esthetics
- Nail Technology
- Make-up Artistry
- Body Hair Removal
- Eyelashes

Who needs to register to challenge the Provincial Examination?

- Any student enrolled in a registered school of cosmetology who is pursuing an education in any of the above-mentioned categories and who wishes to obtain a licence to legally practice cosmetology in Nova Scotia.
- Applicants from out of Province or country trained in any of the above-mentioned categories and who wish to obtain a licence to legally practice cosmetology in Nova Scotia.

Requirements

The *Cosmetology Act, 2012, c. 39*, as amended, requires a cosmetologist practicing in Nova Scotia to receive formal training for a minimum number of hours in a registered school of cosmetology as specified in the Association's By-Laws. A student enrolled in a cosmetology program at a registered school of cosmetology has two years post training to successfully pass the Provincial Examination.

Cosmetologists from out of Province or country seeking licensure in Nova Scotia must submit to and receive from the Association a successful credential review outcome prior to challenging the Provincial Examinations. Once approved, the applicant has a maximum of two years from the date of approval to successfully complete the Provincial Exams.

Examination Registration Fees

Provincial Exam applications are available to students at the school in which they are registered. Applications must include a Verification of Successful Training

Completion form. The Association must be in receipt of said form for a student to be eligible to challenge the Provincial Exam.

Examination fees as listed in the Association's By-Laws are non-refundable.

Did not attend fees (DNAs) are applied to individual accounts upon:

- Failure to participate in a scheduled Exam
 - ⇒ In the event of a missed Exam due to extenuating circumstances, the Association should be notified and supporting documentation must be supplied (i.e.: doctor's note, death certificate, etc.) within 15 days of the scheduled Exam date
- Disqualification from an Exam
- Submission of an incomplete Exam

Examination Day

The Provincial Examination consists of a practical phase and a written phase (***unless you are writing the Association's By-Law Exam only***). The practical phase must be performed on a live model (in most cases). The written phase covers theory, infection control and safety, and the Association's By-Laws. Please review the Exam policies and materials listed below:

- Appropriate attire (school uniform, black pants, black or white shirt or blouse, lab coat/smock).
- Appropriate comfortable working shoes (open-toed shoes are not permitted).
- Valid and current photo identification (for both Exam participant and model).
- Completed and signed Parental Consent form (if model is under the age of 18 years).
- Writing utensils (blue or black pen).
- All supplies required for the practical phase.
- Labeled containers/bags for clean and contaminated tools/implements.
- Live model (mannequins are acceptable for hairdressing Exams only).

Family, friends, and children are not permitted in the testing area(s) for any reason. Any model under the age of 18 must provide parental permission to participate in the Examination.

COVID-19 PROTOCOLS

All participants are required to wear a non-medical grade face mask (and, if applicable, a face shield for particular services) while on the premises, including models.

As of October 4, 2021:

- Certain skill area testing requires the removal of a mask (ie: esthetics, facials, make-up, etc.). Those models **must be fully vaccinated** (have both doses/injections of one of the recognized vaccines).
- A mask must cover the nose, mouth, and chin and not convey any unacceptable or unprofessional messaging or images. The Exam participant must also wear a face shield if a model's mask is removed.

Examination results

Examination results are forwarded to participants via regular mail within 30 days of the scheduled Exam date. Results will not be discussed by telephone.

The pass mark in all phases is **70%**. In the event of an Exam failure, the participant should contact the Association to schedule and pay for a further attempt (which is subject to a re-Examination fee in accordance with the *Cosmetology Act, 2012, c. 39, as amended, Schedule "B"*).

Participants are granted a maximum of three attempts to pass the Provincial Exam. Participants may challenge the Exam a fourth time upon receiving permission from the Association's Board of Directors.

Temporary Licence

A temporary licence allows a registered Exam participant to legally work before their scheduled Exam date. Listed below are the two temporary licence categories and their limitations.

- Temporary Licence (Graduate) – issued to a student who wishes to work as a cosmetologist after successful completion of a cosmetology program and who is waiting to challenge the Provincial Exam. A Temporary Licence (Graduate) enables a graduate to practice cosmetology only under the direct supervision of a cosmetologist and is valid only until the specified date indicated on the temporary licence.
- Temporary Licence (Transfer) – issued to a cosmologist from out of Province or country who wishes to work as a cosmetologist after a successful credential review. Enables an out of Province or country cosmetologist to practice cosmetology until the specified date indicated on the temporary licence.

Temporary licence limitations:

- An individual may be issued a maximum of three temporary licences, not to exceed 6 months beyond initial issuance date.
- Failure of multiple Exam phases may affect one's ability to qualify for a temporary licence.
- Temporary licences will not be issued to Exam participants who receive an Exam mark of 45% or less on any phase of the Exam.
- Temporary licences become void if an Exam participant does not present themselves on the day of their scheduled Exam date.
- Successful completion of the Association's Provincial Examinations must be obtained no later than two years following graduation or approval by the Association for Examination.