

## 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 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 (this may require assessment).

#### **Credential Review Fee** (as per Schedule B of the Association's By-laws)

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) See Section 8

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

- Cosmetologist (Esthetics)
- Master Cosmetologist (Esthetics)
- Specific (Nail Technician)
- Specific (Make-up Artist)
- Specific (Body Hair Removal Services)
- Specific (Eyelash Enhancements)
- 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 (or proof thereof)
- 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 or request of information: it is understood that the Association may request, 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 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 of documents.**
- 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 in Canada?  
(Example: Red Seal Journeyperson, Cosmetology Association of New Brunswick, PEI Hairdressers' Association licence, etc.)

- Yes – please fill out the required fields in the box below and complete Schedule D attached
- 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 in Canada **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 in Canada 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.

**6. Occupational Training / Education:**

Please list below the schools/colleges that you have attended applicable to the licence for which you are applying. If you require more space than what has been provided, please attach the additional school/college information on a separate page of paper. **Attach certificate(s) / diploma(s).**

\_\_\_\_\_ City / Town  
College / Organization Name

\_\_\_\_\_ Contact Phone Number  
Province/State/Territory Country

\_\_\_\_\_ City / Town  
College / Organization Name

\_\_\_\_\_ Contact Phone Number  
Province/State/Territory Country

\_\_\_\_\_ City / Town  
College / Organization Name

\_\_\_\_\_ Contact Phone Number  
Province/State/Territory Country

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 _____			
_____			
_____			

_____ Company Name		_____ City / Town	
_____ Province/State/Territory	_____ Country	_____ Contact Phone Number	
_____ Job Title	_____ Employment Start Date	_____ End Date	
Experience / Learned Skills _____			
_____			
_____			

_____ Company Name		_____ City / Town	
_____ Province/State/Territory	_____ Country	_____ Contact Phone Number	
_____ Job Title	_____ Employment Start Date	_____ End Date	
Experience / Learned Skills _____			
_____			
_____			

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:

<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)
- Schedule D (COMPLETE)
- Documents for Master Upgrade (if applicable)
- Digital/electronic photo

### Please note (all applicants):

A photo is **required** for the Association's photo ID (that will be provided at no charge with licence). Please provide a **passport or licence** type photo with application, or by emailing [info@nscosmetology.ca](mailto:info@nscosmetology.ca) with your name and account number in the subject line.

### 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)
- Schedule D (COMPLETE)
- Digital/electronic photo

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 IN OFFICE 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 **additional 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.

**\*RED SEAL or CURRENTLY LICENSED** applicants who wish to obtain a Master Licence in Hairdressing or Esthetics are required to have successfully completed three (3) professional development classes 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.*



## Schedule B

### ***Annual Licensing Fees (for all categories of licence)***

Administrative Fee (payable by all applicants for licence and permits)	\$60
Active Member (Current Member, Salon Owner)	\$90
Associate Member (Student, Beauty Supply Company, Former and/or Retired Cosmetologist)	\$90
Cosmetologist (Hairdressing or Esthetics)	\$90
Master Cosmetologist (Hairdressing or Esthetics)	\$95
Master Instructor (Hairdressing or Esthetics)	\$100
Specific Licence	\$90
Specific Master Cosmetologist Instructor	\$100
Graduate	\$80
Temporary (Graduate, Transfer)	\$80
Visitor	\$80

### ***Annual Cosmetology Establishment Fees***

1 Cosmetologist	\$75
2-5 Cosmetologists	\$85
6-10 Cosmetologists	\$120
11+ Cosmetologists	\$145
Salon/Spa Relocation	\$155
Annual Mobile Services Permit (payable in addition to Cosmetology Establishment Fee)	\$75
Salon/Spa Proprietor Application for Registration	\$255

### ***Examination Fees***

Provincial Examination (for all exams)	\$155
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### ***Annual School/College Fees***

Student Enrollment	\$105
Provincial Examination	\$155
1 <sup>st</sup> DNA (Did Not Attend)	\$215
2 <sup>nd</sup> DNA	\$265
3 <sup>rd</sup> DNA	\$315
School Opening	\$805
School Relocation	\$205
School Permit (1-50)	\$205
School Permit (51+)	\$305
Program Review / Registration	\$155
Instructor Application	\$100

### ***Other***

Special Event Permit (maximum 3-day period)	\$25
Credential Review	\$155
Late Registration of Permit / Licence (applied on January 1)	\$40
FTA (Failure to Attend – Professional Development Classes)	\$40
Copy of Licence, Certificate, or Photo ID	\$25
Returned Cheque / NSF	\$45

***HST is payable on all fees.***

***These fees may be amended by the Board of Directors, 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:

.....  
.....  
.....  
.....  
.....

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

**STEP ONE**

Applicant submits Credential Review, containing:

- Credential Review Fee of \$155 (+ tax)
- Application Form
- \* Include documentation such as diplomas, certificates, and experience

**STEP TWO**

Applicant will receive a response within **six (6) to eight (8) weeks** from the Cosmetology Association of Nova Scotia. The response will indicate one (1) of the following four (4) possible outcomes of the Credential Review:

