

APPLICATION FOR CREDENTIAL REVIEW & RECOGNITION

Instructions & Checklist

STAGE 1: APPLICATION

Applicant:

Complete and submit with payment an *Application for Credential Review & Recognition*.

Cosmetology Association:

The Cosmetology Association will provide confirmation of receipt of the application and perform an initial review of the application with follow-up if required.

Note: All applications expire **10 days** from receipt of same if the Association has not received a response to a request for additional information or documentation from the applicant.

STAGE 2: PROCESSING

Cosmetology Association:

Review and verification of all documentation submitted in support of the application.

(Application processing time: approximately 6 to 8 weeks.)

NOTE: If the subject application includes information and documentation obtained from a country or countries outside of Canada, verification of the information and documentation may take longer than 8 weeks.

STAGE 3: APPLICATION DECISION

The Cosmetology Association will advise the applicant of the outcome decision (including reasons for the decision if applicable) by regular mail.

NOTE: This correspondence will include the next steps in the process.

See page 2 for a list of possible application outcomes.

IMPORTANT: all applications **expire 90 days following last correspondence** if the applicant has not contacted the Cosmetology Association in follow-up to any instructions or requests from the Cosmetology Association during this process (this includes Provincial Exam communications and scheduling.)

POSSIBLE OUTCOMES:

1. Approved to challenge (one or more) Provincial Examinations.
2. Independent 3rd Party Assessment required.
3. Application Denied.

For more information regarding the application process and possible outcomes, please visit the Cosmetology Association's website at www.nscosmetology.ca (click on top tab *Licensing*).

APPLICATION CHECKLIST

Documentation and information required for a credential review:

CHECKLIST:

- ☐ Payment of fee (in accordance with Schedule B)
- ☐ Complete *Application for Credential Review & Recognition*
- ☐ Valid Canadian Gov't issued Photo ID (front and back)
- ☐ Detailed resume reflecting all cosmetology experience
- ☐ Cosmetology school/college certificate or diploma
- ☐ Cosmetology training related grading transcripts (English translation is required)
- ☐ Proof of English Language proficiency testing (if first language is not English)
- ☐ Proof of Canadian Citizenship (birth cert., residency card, work, or study permit)
- ☐ Complete Schedule D (attached to application)
- ☐ Confirmation of Business Ownership (if applicable)
- ☐ Electronic photo for Cosmetology Association Photo ID (*.jpeg* or *.png* format only)

Please note: any documentation submitted in a language other than English requires translation by a certified Canadian translator prior to submission. In addition, the Cosmetology Association does not provide copies of documentation. Any originals submitted will not be returned.