

## APPLICATION FOR CREDENTIAL REVIEW & RECOGNITION

**For Applicants that qualify for licensing under *The Canadian Free Trade Agreement* (July 1, 2017),  
and Nova Scotia's *Canadian Free Trade Agreement Implementation Act*, 2018, c.23,  
Sections 11-16 (Labour Mobility).**

The Cosmetology Association of Nova Scotia (the "Association"), a regulatory body, must be satisfied that any individual requesting a credential review for licensing is likely to be successful in challenging the Cosmetology Association's Provincial examinations, and in the study and practice of cosmetology in Nova Scotia.

Under Section 29 Nova Scotia *Cosmetology Act*, 2012, c. 39 (the "*Cosmetology Act*") and its By-Laws (By-law 4.3(b)), the Executive Director of the Cosmetology Association of Nova Scotia (the "Association") has the authority to request from an applicant information to establish that the applicant qualifies for licensing in cosmetology under *The Canadian Free Trade Agreement* (July 1, 2017), Part III, Chapter Seven Labour Mobility (hereinafter referred to as the "**CFTA**"), and the Nova Scotia's *Canadian Free Trade Agreement Implementation Act*, 2018, c.23, Labour Mobility Sections 11-16 (hereinafter referred to as the "**CFTAIA**").

*Applications must be completed in their entirety (indicate by drawing an "X" through any section that does not apply to the applicant (including blank pages.) Incomplete applications will not be processed.*

*Any application received without payment and the described photo ID will not be processed or reviewed.*

**Note:** All submitted applications (with confirmation by the Cosmetology Association of receipt of same) **expire 10 days** following last correspondence to the applicant without follow-up by the applicant. In addition, all applications **expire 30 days** following failure by the applicant to follow-up on any correspondence sent to the applicant after the application has been processed and the initial review is complete. This includes application outcome (decision) correspondence and appeals.

All Cosmetology Association fees are applied in accordance with the *Cosmetology Act*, 2012, c. 39, Schedule B (attached). To view a complete copy of the *Cosmetology Act*, please visit the Association's website at [www.nscosmetology.ca](http://www.nscosmetology.ca), and click on the "**About Us**" tab.

A Canadian (provincial) issued photo ID must be submitted with application, together with all required information and documentation indicated in the application.

### IMPORTANT

Fees applied in accordance with Schedule B of the Cosmetology Association's By-laws are **non-refundable**. All applications **expire 30 days** following last communication from applicant (this includes communication and notification of a scheduled exam date). Reapplication is required if an applicant's file has been closed.

## MANDATORY REQUIREMENT FOR QUALIFICATION

The applicant must be currently registered with a regulatory body, apprenticeship agency, or cosmetology association within Canada. The applicant must possess a valid licence or certification issued by the subject provincially regulated regulatory body, apprenticeship agency, or association.

### DEFINITIONS:

#### **Qualifier Certification:**

A certificate or licence issued by a regulatory body (a regulated association or apprenticeship agency).

#### **Does not qualify: Certificate or Diploma**

A certificate or diploma issued by a non-regulated training facility or business will not be accepted.

### CFTAIA APPLICATION FEE(s)

Applications for credential review and recognition under the **CFTA** and the **CFTAIA** are subject to an application fee upon submission as per Schedule B of the Association's By-laws, attached.

#### **\* Schedule B fees post approval:**

If the applicant receives a successful outcome to their application for a credential review, the following Schedule B fees will apply:

- Administration fee.
- Temporary Licence (Transfer) fee - due upon registration for required jurisprudence test.
- Licence fee for current year.

See attached for a list of Schedule B fees.

**Note:** all cosmetology licences and permits **expire on December 31<sup>st</sup>** of each calendar year.

### SECTION 1 / LICENCE CATEGORY REQUESTED

Please indicate in the box provided the licence category for which you are applying. (You may choose more than one if required).

#### • Cosmetologist (Hairdressing)

*or*

#### • Cosmetologist (Esthetics)\*

\*Cosmetology (Esthetics) includes nail technology, make-up artistry, body hair removal, facials, and relaxation massage.

#### Specific Licence

Please indicate which specific licence(s) you are applying for in the space provided below.

#### Specific Licence Categories:

- Nail Technician
- Make-up Artist
- Body Hair Removal Services
- Eyelash Enhancements

Licence Category:

#### Former Member

If you are a former member of the Cosmetology Association, please provide in the space provided below the licence number associated with your account, if known.

Member No.:

**Please note:** Master designation is not guaranteed. If applicable, Master licence designation will be considered during the credential review process.

**SECTION 2A / INFORMATION ABOUT THE ELIGIBLE APPLICANT**

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

- Canadian (provincial) issued Driver's Licence (or proof thereof)
- Canadian (provincial) government issued photo ID
- Canadian Passport

**Applicants of Aboriginal Descent:**

If you wish to declare aboriginal descent for tax purposes, please provide your Status Identity Card no. in the space provided below:

**Last Name:****First Name & Middle Initial:****Date of Birth (dd/mm/yy):****Mailing Address:****PO Box No.:****Street &  
City/Town:****Unit No.:****Province:****Postal Code:****Country:****Phone:****Email Address:****Date of arrival in Nova Scotia:****SECTION 3 / CFTAIA Regulatory Information**

Please provide in the space below the name of and contact information for the Canadian regulatory body from which you obtained your current regulated licence or Red Seal Qualification for Certification.

**Regulatory Body:****Contact Information:****Certificate of Qualification Trade No. or Provincial Licence No.:**

**SECTION 4 / CONSENT AND DISCLOSURE**

**Release of, or request for, information:** it is understood that the Cosmetology Association may request documentation from outside sources or may use and/or release information or documentation submitted by an applicant for credential verification and recognition, as well as for any licensing and/or statistical purposes.

**Acknowledgement & Consent**

I, the applicant, hereby submit and confirm that the information and documentation provided with my application is provided in compliance with the Cosmetology Association's regulatory requirements under the *Cosmetology Act*.

I further confirm that all documentation and information provided with my application was obtained through legitimate verifiable formal or other recognized training or education and has not been reproduced, copied, or altered in any way using fraudulent means or with fraudulent intention.

\_\_\_\_\_  
Date\_\_\_\_\_  
Signature (Applicant)

**Note:** Providing fraudulent or altered documentation to obtain a provincially regulated licence constitutes a violation of provincial laws that may result in disciplinary action, causing the applicant's licence to be revoked by the Cosmetology Association (any action taken against an applicant or a member or former member may affect that individual's eligibility for cosmetology licensing in Nova Scotia).

**Employment Status:**

If you have not practiced cosmetology within the five (5) years immediately proceeding this application, please indicate in the box below the last year you practiced cosmetology.

Are you currently working or do you have a job pending the outcome of this application?

If yes, please provide start date, salon name, and general location below.

**CIRCLE ONE**  
Yes No

**Salon Name:****Tentative Start Date:****Salon Location:**

**SECTION 5 / PROFESSIONAL DEVELOPMENT (FOR MASTER DESIGNATION)**

List below any completed **cosmetology** classes or seminars attended **after** completion of initial cosmetology training applicable to the licence for which you are applying. This may include one-day training or weeklong professional development opportunities in technical (practical cosmetology) or business training.

For Master designation, the applicant must have at minimum 3 years' (consecutive) industry employment and 3 Association approved professional development 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 related certificates (mandatory requirement for Master designation).**

*Note: The Cosmetology Association is not responsible for obtaining or filing professional development certificates or information on behalf of an applicant.*

**NAME OF CLASS OR SEMINAR ATTENDED:**

Instructor / Company:

Contact information:

Start and end date including program  
length (i.e. 3 hours or 2 days):

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Instructor / Company:

Contact information:

Start and end date including program  
length (i.e. 3 hours or 2 days):

**NAME OF CLASS OR SEMINAR ATTENDED:**

Instructor / Company:

Contact information:

Start and end date including program  
length (i.e. 3 hours or 2 days):

**SECTION 6 / ACKNOWLEDGEMENT**

Please indicate with a checkmark inside each box to confirm that you have read and fully understand each of following statements regarding the credential review process (if English is not the applicant's first language, it is highly recommended that assistance from a certified Canadian translator be obtained).

**IT IS UNDERSTOOD THAT:**

- ☐ My submitting an incomplete application may result in the Cosmetology Association requesting supplementary documents that may prolong the application process.
- ☐ Any fees charged by the Cosmetology Association to my account are applied in accordance with Schedule B of the Association's By-laws and the fees are **non-refundable**.
- ☐ All documents and information submitted with my application become the property of the Cosmetology Association and will not be returned to me.

**Please note:** Original documentation submitted with an application will not be returned to the applicant. In addition, the Cosmetology Association does not provide copies of documents for application purposes.

- ☐ **(First language is not English)** I must provide confirmation of English language proficiency testing (test results) from a recognized English language testing facility, if requested.
- ☐ Official translation by a certified Canadian translation service is required for any documentation that I submit to the Cosmetology Association that is not provided in the English language. I further confirm that contacting a translator for document translation and any cost associated with the translation of my documents is my responsibility, and not the responsibility of the Cosmetology Association of Nova Scotia.
- ☐ It is understood that if documentation provided with an application does not meet the requirements of the *Cosmetology Act* and the CFTA/CFTAIA, reapplication may be required.

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Date

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Signature (Applicant)

**SECTION 7 / CHECKLIST & PAYMENT INFORMATION****Method of Payment (Select One)**☐ **Cash (Walk in Only)**☐ **Credit Card**☐ **Debit Card**☐ **Certified Cheque**☐ **Money Order**☐ **Credit on File**

Please indicate account number below.

**Money orders or certified cheques are to be made payable to the:**  
***Cosmetology Association of Nova Scotia***

If you selected payment by credit, provide credit card information below. **All financial information provided is kept strictly confidential and is not shared with anyone outside of the Cosmetology Association's office for any reason.** In the alternative, please contact the Cosmetology Association directly with payment information.

\_\_\_\_\_  
Name of Card Holder\_\_\_\_\_  
Card Number & Expiry Date\_\_\_\_\_  
Card Holder Signature**CHECKLIST:**

Please review the checklist below to ensure you have provided the Cosmetology Association of Nova Scotia with information and documentation required for a credential review.

☐ Application for Credential Review & Recognition & Application Fee☐ Valid Canadian (Provincial) Gov't issued Photo ID (front and back) **and**  
A digital/electronic photo (**.jpeg** or **.png** format only – see below)☐ Copy of First Nations Status Card (if applicable)☐ Proof of English Language proficiency testing (if applicable)☐ Proof of Canadian Citizenship Status (birth cert., residency card, work, or study permit)☐ Current licence or certification (from another regulated jurisdiction within Canada)☐ Letter acknowledging that applicant is aware of the legislation and by-laws governing the practice of cosmetology in Nova Scotia (see below).

**Substitution:** the Applicant is required to execute an Affidavit in Support upon completion of application process. 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 refugee or landed immigrant status (work or study permit). The Affidavit may be signed in office or via virtual platform (see below).

☐ Letter of Good Standing from the regulatory authority that issued the licence being provided, including any practice limitations, restrictions, or conditions imposed on the applicant's licence, any information regarding complaints, disciplinary, or criminal proceedings relating to the competency or conduct of the applicant.☐ Consent to Communicate (If the applicant requires assistance from a 3<sup>rd</sup> party for communication purposes, a Consent to Communicate is required and must be completed by a Cosmetology Association representative.)☐ Proof of liability insurance☐ Completed Schedule D (attached)

## ALL APPLICANTS: COSMETOLOGY ASSOCIATION MEMBER PHOTO ID

A Cosmetology Association member photo ID is now mandatory. The applicant's initial photo ID will be provided upon completion of the application process, at no charge. For more information regarding the Cosmetology Association's mandatory requirements for the submission of a photo for ID purposes, visit the Cosmetology Association's website at [www.nscosmetology.ca](http://www.nscosmetology.ca) ("Licencing" tab).

## AFFIDAVIT IN SUPPORT

*To be signed in office prior to receiving qualification.*

The applicant is required to execute an *Affidavit in Support* upon completion of the application process. 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, permanent resident, or have refugee or landed immigrant status (work or study permit). The Affidavit may be signed in office or via virtual platform.

## SUBMISSION OF DOCUMENTS

Documents may be submitted by:

1. Email: [info@nscosmetology.ca](mailto:info@nscosmetology.ca)
2. Facsimile: (902) 334-7108
3. By regular mail to the address noted below
4. Dropping off at:

Cosmetology Association of Nova Scotia  
128 Chain Lake Drive  
Beechville, NS B3S 1A2

Documents dropped off at the Cosmetology Association **will not be reviewed or processed** on the same day. Applicants requiring assistance with an application **must make an appointment** to meet with a staff member during regular business hours.

## IMPORTANT INFORMATION

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. Should your application be denied, the Cosmetology Association's correspondence to you will include the reasons for the decision, instructions for appealing that decision, and the options available to you for training in cosmetology (as noted on page 1). A credential review process timeline is attached for ease of reference.

The Cosmetology Association endeavours to have credential review results to the applicant within 10 days of receipt of same (with payment).

If your application is approved, please refer to Schedule B attached hereto for **additional fees** associated with examination and file administration.

## DISCLAIMER

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



### ***Cosmetology Association Office Use Only:***

Date Application Received: \_\_\_\_\_ Application Fee: \_\_\_\_\_ Paid ☐

Date of initial processing: \_\_\_\_\_

***\*Application fee must be received at the Association prior to processing application.***

Additional documents requested (incl. date received):

\_\_\_\_\_  
\_\_\_\_\_

Commencement of application review (date and initials): \_\_\_\_\_

Application review outcome:

☐ Approved ☐ Denied ☐ Independent 3<sup>rd</sup> Party Assessment Required

Master Designation Qualification: ☐ Yes ☐ No

Authorized Signature: \_\_\_\_\_

Date forwarded to Executive Director for review and approval: \_\_\_\_\_

### **APPLICABLE FEES POST OUTCOME (IF APPLICABLE):**

<b><u>Description</u></b>	<b><u>Fee Required</u></b>	<b><u>Paid</u></b>
Admin	_____	<input type="checkbox"/>
By-Law Test	_____	<input type="checkbox"/>
Cosmetology Licence	_____	<input type="checkbox"/>

***Effective: August 14, 2025***

