

## APPLICATION FOR CREDENTIAL REVIEW & RECOGNITION (PLAR = Prior Learning Assessment Recognition)

The Cosmetology Association, a provincially regulated 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 24 of the Nova Scotia *Cosmetology Act*, 2012, c. 39 (the "*Cosmetology Act*") and its By-Laws [By-law 4.3(a)], the Executive Director of the Cosmetology Association of Nova Scotia (the "Association") has the authority to request from an applicant further information to establish that the applicant has completed recognized cosmetology occupational training and work experience for the category of licence they are applying for. As part of the application process, an independent 3<sup>rd</sup> party assessment at a registered school of cosmetology in Nova Scotia may be required.

**NOTE:** The Association may temporarily waive minimum requirements in special circumstances for persons with disabilities or other social disadvantages (i.e.: individuals arriving in Canada with proven refugee status, and victims of war, flood, or fire.) **Please contact the Cosmetology Association directly if any of these situations apply.**

*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.

**APPLICATION FEE(s)**

Applications for Credential Review & Recognition are subject to the following fees (as per Schedule B of the Association's By-laws, attached):

- *Application fee*: due upon submission of application.

If the applicant receives correspondence indicating a successful outcome (decision) in response to their Application for Credential Review & Recognition\*, the following Schedule B fees will then apply:

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

- *Administration*: \*will be applied to the applicant's account on the date of above-noted correspondence.
- *Provincial Exam(s)*
- *Temporary Licence (Transfer)*: due upon registration for Provincial Examination(s).
- *Licence for current year*: provided at no charge upon successful completion of Provincial Examinations.

**SECTION 1 / LICENCE CATEGORY**

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

**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.:

Licence Category:

**Please note:** If applicable, Master licence designation will be considered during the credential review process (see section 6, pg. 6).

**SECTION 2 / INFORMATION ABOUT THE 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) Driver's Licence (or proof thereof)
- Canadian government issued photo ID
- Canadian Passport

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/yyyy):**

**Civic No.,  
Street Name  
& City/Town:**

**Unit No.**

**Province:**

**Postal Code:**

**Country:**

**Phone:**

**Email Address:**

**SECTION 3 / 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:**

**A.** If you have not practiced cosmetology within the five (5) years immediately proceeding this application, please indicate below the last year you practiced cosmetology. (If this does not apply to the applicant, please proceed to section B below.)

**B.** 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.

<b>CIRCLE ONE</b>
Yes   No

**Salon Name:**

**Tentative Start Date:**

**Salon Location:**

**SECTION 4 / EDUCATION & OCCUPATIONAL TRAINING**

List below all schools, colleges, or training facilities or institutions attended to obtain education and/or education applicable to the licence(s) being applied for. If additional space is required, please add relevant information on a separate sheet of paper.

**COPIES OF CERTIFICATES / DIPLOMAS ARE REQUIRED.**

**Note:** The Cosmetology Association does not provide photocopies of documents for the purpose of application.

**NAME OF EDUCATIONAL FACILITY:**

Instructor / Company:

Contact information:

(incl. website, address, phone)

Start and end date including program length

(i.e. 3 hours or 2 days):

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Contact information:

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Start and end date including program length

(i.e. 3 hours or 2 days):

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Instructor / Company:

Contact information:

(incl. website, address, phone)

Start and end date including program length

(i.e. 3 hours or 2 days):

**SECTION 5 / EMPLOYMENT EXPERIENCE**

Briefly describe in the space provided below all cosmetology work related experience applicable to the licence being applied for. **RESUME REQUIRED.**

**\*Please Note:** Verifiable proof of business ownership is required if employment experience was obtained through self-employment.

**Note:** The Cosmetology Association does not provide photocopies of documents for the purposes of application.

**NAME OF SALON/SPA:****Start and End Dates:**

Contact information:  
(incl. website, address, phone)

Description of services offered, including other  
work related duties:

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(incl. website, address, phone)

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Contact information:  
(incl. website, address, phone)

Description of services offered, including other  
work related duties:

**SECTION 6 / 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):

**NAME OF CLASS OR SEMINAR ATTENDED:**

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 7 / APPLICATION SUBMISSION & 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.
- ☐ Subject to the mandatory verification of the validity of my education, training, and/or work experience, my application may take from 6 to 8 weeks to process, and that this application processing time frame is not guaranteed.
- ☐ 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, without exception.
- ☐ 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*, 2012, c. 39, a third-party independent assessment may be required to further verify my qualifications and experience.

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Date

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Signature (Applicant)

## SECTION 8 / CHECKLIST & PAYMENT INFORMATION

**Applications will not be processed without payment of required fee(s).**

### Method of Payment (Select One)

☐

**Cash (Walk in Only)**

☐

**Debit**

☐

**Certified Cheque**

☐

**Money Order**

☐

**Credit on File**

Please indicate Association member account number below.

### **Credit Card:**

If you select 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

**Money orders or certified cheques are to be made payable to the:**

*Cosmetology Association of Nova Scotia*

## CHECKLIST:

Please review the checklist below to ensure you provide the Cosmetology Association of Nova Scotia with **all** information and documentation required for credential review and recognition for cosmetology licensing.

☐

Application for Credential Review & Recognition & Application Fee

☐

Valid Canadian (Provincial) Gov't issued Photo ID (front and back) **and** digital photo for Association photo ID (pg 9)

☐

Copy of First Nations Status Card (if applicable)

☐

Detailed resume indicating all cosmetology related education and work experience.

☐

Copy of cosmetology training certificates or diplomas with transcripts (English translation required).

☐

English language proficiency test results from a recognized English language testing facility.  
(**Mandatory** if the applicant's first language is not English.)

☐

Proof of Canadian Citizenship Status (birth cert., residency card, work, or study permit)

☐

Completed Schedule D (attached)

☐

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 with a Cosmetology Association representative.)

☐

Confirmation of Business Ownership (if applicable – see section 5, page 5)

☐

Proof of liability insurance (if requested)

☐

Digital/electronic photo (.jpeg or .png format only – see below).



## 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.

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## 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.

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.*

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## INTERNATIONAL TRANSFERS

Most portions of a credential review application can be submitted **prior to** arrival in Canada (Nova Scotia). National or international applicants may apply for a credential review prior to arrival in Nova Scotia, by submitting the application (with payment) and supporting documentation noted below:

- copies of cosmetology certificates and/or diplomas and transcripts (related to cosmetology)
- English language program certificates from an accredited college or university in a country where English language testing is not required),
- proof of English language proficiency testing from an approved testing site (mandatory - see attached),
- a resume including **all** cosmetology related work experience, and
- country of origin passport (copy) and digital photo (see checklist on page 8).

Upon arrival in Nova Scotia, the applicant must provide documentation confirming immigration status (i.e.: permanent residency card, Canadian work and/or study permit, refugee status, etc.), updated (local) contact information and a Canadian (provincial) government issued photo ID. Updates regarding Canadian citizenship **are required** (failure to provide current, up-to-date citizenship documentation may affect the applicant's eligibility for licensing, and will **VOID** any current cosmetology licences.) Additional fees apply for the reinstatement of an applicant's licence.

**IMPORTANT:** in cases where an applicant's credentials cannot be verified due to a language barrier or school closure (for example), an independent third-party assessment may be required. If the applicant's first language is not English, an English language proficiency test is required, **without exception**.

***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 RequiredMaster Designation Qualification: ☐ Yes ☐ No

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

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

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

<u>Description</u>	<u>Fee Required</u>	<u>Paid</u>	
Admin	_____	<input type="checkbox"/>	
Temporary Licence (Transfer)	_____	<input type="checkbox"/>	<b>List theory exams required:</b>
Full Provincial Exams	_____	<input type="checkbox"/>	_____
Infection Control (Safety) Exam	_____	<input type="checkbox"/>	
By-Law Test	_____	<input type="checkbox"/>	<b>Effective: August 14, 2025</b>