

## PROVINCIAL EXAMINATION Requirements/Guide

Individuals engaging in cosmetology for fee, gain, or expectation of reward or remuneration must be licensed with the Cosmetology Association of Nova Scotia (the “Association”) by virtue of the *Cosmetology Act*, 2012, c. 39 (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 Services
- Eyelash Enhancements

### 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 transferring credentials to Nova Scotia from outside of the Province or country that are trained in any of the above-mentioned categories wanting to obtain a licence to legally practice cosmetology in Nova Scotia.
- Any individual that has applied for the reinstatement of a lapsed Cosmetology licence that is required to complete Provincial Examinations.

### Requirements

The *Cosmetology Act*, 2012, c. 39, 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 **one year post training** to successfully pass the Provincial Examination.

Individuals 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 being permitted to challenge the Cosmetology Association’s Provincial Examinations. Once approved, the applicant has a maximum of one year from the date of approval to successfully complete the Provincial Exams.

## Examination Registration

Applications to register for Provincial Examination are available to students at the school in which they are registered and completing a cosmetology program. Applications to register for Examination must include a *Verification of Successful Training Completion* form (this form will be completed by the Cosmetology program instructor). The Association must be in receipt of all required documentation for a student to be eligible to take the Provincial Exam.

## Examination Fees

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

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

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

## Examination Day

Provincial Examinations consist of a practical phase and a written phase. The practical phase must be completed on a live model (in most cases). The written phase covers theory, universal infection control and safety procedures (with exceptions), and the Association's By-Laws. Please review the Exam policies and materials listed below:

- Professional attire must be worn (e.g.: clean and ironed college uniform or black pants, clean and ironed white or black top (with no visible midriff), and appropriate working, comfortable shoes). **Failure to wear the proper attire may result in disqualification from the Provincial Exam(s).**
- Valid and current photo identification is required (for both Exam participant and model).
- Writing utensils (blue or black pen) and all supplies required for the practical phase are imperative (sharing is not permitted.) Not being prepared for Examination with all supplies required will result in disqualification.
- Containers, bottles, and bags must be pre-labeled for clean and contaminated tools/implements.
- Live model requirements are noted in Exam guidelines (mannequins are acceptable for hairdressing Exams only).

Family, friends, and children are not permitted in the testing area(s) for any reason.

### **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 is required to contact the Association to schedule and pay for re-examination (subject to a re-Examination fee in accordance with the *Cosmetology Act*, 2012, c. 39, and its By-laws, Schedule B).

Participants are granted a maximum of three attempts to pass the Provincial Exams. Participants may submit a request to the Association's Executive Director to challenge the Provincial Examinations a fourth time (to be reviewed and approved by 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 the initial issuance date.)
- Failure of more than one Exam phase may affect one's ability to qualify for a temporary licence.
- A temporary licence will not be issued to Exam participants who receive an Exam mark of 45% or less on any phase of the Exam.
- If an Exam participant does not attend on their scheduled Exam date, that individual's temporary licence will be marked **VOID**.

- Successful completion of the Association's Provincial Examinations must be obtained no later than one year following graduation or in the case of a Credential Review Applicant, within one year of approval by the Association for Examination.

## **EXAM PREPARATION**

This document is a supplement to the Provincial Examination Guide. This guide will assist with booking an Exam date and understanding the skill and knowledge that may be covered on the Exam and to provide a list of resources to aid with study.

### **Booking an Exam / Accommodation**

- Contact the Cosmetology Association of Nova Scotia and request an Exam date (if one has not already been assigned – i.e.: program students).
- Arrange for payment of the administration fee and Exam fee as per Schedule B of the Association's By-laws.
- The Exam-Coordinator must be notified of requested accommodations by the school/college or the Exam participant prior to booking an Exam, and all required documentation must be confirmed received by the Exam Coordinator upon scheduling the Exam. The Association must be prepared for special accommodation well in advance of the scheduled Exam date; therefore, last minute requests for accommodation may not be permitted. In the case of a learning disability, a physician's note will be required.

### **Prior to Exam Date**

To prepare for Provincial Examinations, it is recommended that participants:

- make time to study each day.
- practice skill areas being examined (clock time for each practical skill).
- prepare all supplies and tools required for each practical test.
- confirm time and location with model (it is recommended that a back up model be arranged in case of last-minute cancellations as the absence of a model on Exam Day will result in disqualification.)
- get plenty of rest the night prior to the Exam.

### **Exam Day**

- Participants and their models **must** bring a valid and current photo ID, such as a NS driver's licence or other government photo ID card. Failure to provide a photo ID will result in disqualification from the Provincial Exam.
- Arrive at the Cosmetology Association at least 10 minutes prior to the registration time. ***Do not be late!*** Lateness will result in disqualification.
- Models should meet participants a minimum of 10 minutes prior to registration.
- Bring all tools, implements, and supplies required for each practical phase; **borrowing is not permitted.**
- Participants should bring a lunch/snacks and a drink for themselves as well as their model (a small kitchen is available with a fridge, microwave, and tea kettle for participant use.)

- Professional attire must be worn (e.g.: clean and ironed college uniform or black pants, clean and ironed white or black top (with no visible midriff), and appropriate working, comfortable shoes). ***Failure to wear the proper attire may result in disqualification from the Provincial Exam(s).***

***Failure to provide a picture ID for yourself and your model at the time of registration will result in cancelation of the participants Exam and the participant will be required to book another Exam date. A re-Exam (DNA) fee will apply, in accordance with the Cosmetology Act, 2012, c. 39, and its By-laws, Schedule “B”.***

### **Examinations**

- Will test the participant’s ability to recall and understand definitions, facts, and principles.
- Will test the participant’s skill procedures with focus on infection control.
- Will test the participant’s procedures for different scenarios.

### **Written Examination**

- Written Exams are completed at the Association’s office.
- Exam participants are not permitted to leave the Exam area for any reason once registered without the permission of an Examiner.
- Exam participants must have a comprehensive understanding of subject theory, universal infection control, safety, and the Nova Scotia Cosmetology Association’s By-Laws.
- Participants must bring a black or blue pen; borrowing or sharing supplies is not permitted.
- Participants are given a maximum of 2-3 hours to complete all written tests (2 hours for 300-hour programs, and 3 hours for 1500-hour programs).

### **Recommended Resources for Study**

- Milady Standard Foundations
- Milady (skill specific) textbooks
- Milady Natural Hair Care & Braiding
- Pivot Point (skill specific) textbooks
- *Cosmetology Act*, 2012, c. 39 and By-Laws - <https://www.nscosmetology.ca/act-and-by-laws>
- Online research

***Textbooks for the Provincial Exams are available for rent through the Cosmetology Association upon booking an Examination date (a down payment/rental fee will apply).***