

**APPLICATION FOR TEMPORARY LICENCE**  
*Visitor*  
*[Cosmetology Act, 2012, c. 39, sections 3, 28(1)(c) & (2), & By-law No. 4.2(c)]*

**Application Processing: 4 to 6 Weeks**  
**Application Fee(s): Charged in accordance with Schedule B of the Associations By-laws (attached to this application).**

*Any individual that practices cosmetology outside of Nova Scotia that wishes to practice cosmetology in Nova Scotia for a short period of time (maximum 6 months), is required to apply for a Temporary Licence (Visitor) pursuant to the Cosmetology Act, and By-law 4.2(c).*

**Applicant's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Primary Contact Number:** \_\_\_\_\_

**Applicant's Email Address:** \_\_\_\_\_

**REQUEST FOR TEMPORARY LICENSING**

**Reason for Request**  
List below details regarding the applicant's visit to Nova Scotia and reason for temporary licence request. For example, is the applicant visiting Nova Scotia to instruct a cosmetology related class or to attend a cosmetology related event for a short period? Is the applicant visiting Nova Scotia to provide services for a Film Industry event (i.e.: movie or television show)?

Note: if the applicant is attending to instruct a cosmetology related class, the instructor must provide the Cosmetology Association with copies of class certificates upon completion of the class for addition to the Cosmetology Association of Nova Scotia's member account(s) **IF** the member is looking for professional development credit toward Master licence designation. An application for the approval of advanced education can be found on the Association's website at [www.nscosmetology.ca](http://www.nscosmetology.ca), under the **For Members / Professional Development** tabs.

Certificates are to include the class name(s), instructor(s) names, details of the class, dates and times.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT INFORMATION

Has the applicant's provincial licence been suspended\* for any reason within the last 5 years (if applicable)? Yes  No   
\*(Unpaid for more than 90 days.)

List below the applicant's current place of employment.

| <u>Name of Salon or Company</u> | <u>Location</u> | <u>Supervisor</u> | <u>Contact Number</u> |
|---------------------------------|-----------------|-------------------|-----------------------|
|                                 |                 |                   |                       |

Indicate here if the applicant is not currently working.

## DETAILS

Provided below is a list of required information and documentation required for application.

**Note:** pursuant to the *Cosmetology Act*, 2012, s. 30, applications will not be processed until all required documentation is confirmed received by the Association, and application (and any other applicable fees) per By-law Schedule B have been paid.

### **IMPORTANT**

- **A Temporary Licence (Visitor) is not transferrable.**
- An incomplete application may cause the Association to request supplementary documents and/or information which may prolong the application process. In addition, the Association may ask for additional proof that a business owner has fulfilled all other regulatory requirements to operate a cosmetology establishment prior to application approval.

## APPLICATION CHECKLIST: MEMBERSHIP

### Required Documentation:

- Schedule D: Application for a Licence to Practice Cosmetology (attached)**
- Application for Professional Development (Advanced Training) Course Approval (if applicable)**
- Applicant's Provincial Photo ID**
- Fees** (per Schedule B attached)

## ACKNOWLEDGEMENT & SUBMISSION

I acknowledge that I have read and understand the *Cosmetology Act*, 2012, c. 39, s. 1 and its related By-laws, and I agree to comply with all regulations, policies, and guidelines applicable to practising cosmetology in Nova Scotia.

Date of Submission: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\* *Knowingly providing or creating false documents or misleading information will render this application void. Possessing a forged document with intent to mislead (including the altering of educational certificates, transcripts, or otherwise) is a serious offence that may result in criminal charges being laid.*

## APPLICATION FEES

**The Cosmetology Association will contact the applicant with total amount due prior to processing any applicable fees.**

**Method of Payment (check one):**

- Certified Cheque \*
- Money Order \*
- Debit
- Cash
- Credit (Visa, Mastercard, or AMEX)
- By Phone

Complete the information below if paying by credit card (all financial information provided is confidential.)

\_\_\_\_\_  
Name on Card

\_\_\_\_\_  
Card Number

\_\_\_\_\_/\_\_\_\_\_  
Card Expiry CVV

\_\_\_\_\_  
Card Holder Signature

*\* Made payable to the Cosmetology Association of Nova Scotia.*

Documents may be submitted to the Cosmetology Association by:

- Regular Mail:**  
128 Chain Lake Drive  
Beechville, NS B3S 1A2
- Facsimile:**  
(902) 334-7108
- Email:**  
[info@nscosmetology.ca](mailto:info@nscosmetology.ca)  
(with "Registration" noted in the subject line.)

### \*\*\*FOR OFFICE USE ONLY\*\*\*

|   |               |
|---|---------------|
| Application Processed (d/m/y):  | Fee: \$ _____ |
| Application Reviewed (d/m/y):   |               |
| Application Reviewed by:  |               |
| Reason for Request:   |               |
| Additional documents required:  |               |
| <b>*BY-LAW SCHEDULE B: FEES*</b>  |               |
| Registration: Admin   | \$ _____      |
| Visitor Licence   | \$ _____      |
| Date of Licence Expiry:   | _____         |
| <i>*Plus applicable taxes.<br/>Please note Schedule B fees are not pro-rated.</i> |               |

## **SCHEDULE B**

(as referred to in the Cosmetology Association's By-laws)

| <b>Membership</b>                   |   |       |
|-------------------------------------|---|-------|
|                                     | Active Member   | \$95  |
|                                     | Associate Member  | \$95  |
|                                     | Honorary Member   | N/A   |
| <b>Licensing</b>                    |   |       |
|                                     | Cosmetologist (Hairdressing or Esthetics)                                       | \$95  |
|                                     | Master Cosmetologist (Hairdressing or Esthetics)                                | \$100 |
|                                     | Master Cosmetologist Instructor (Hairdressing or Esthetics)                     | \$105 |
|                                     | Specific Licence  | \$95  |
|                                     | Specific Licence Master Cosmetologist Instructor                                | \$105 |
|                                     | Temporary Licence (Graduate)  | \$95  |
|                                     | Temporary Licence (Transfer)  | \$95  |
|                                     | Temporary Licence (Visitor) – non resident                                      | \$95  |
| <b>Salons/Spas</b>                  |   |       |
|                                     | Salon/Spa Registration  | \$260 |
|                                     | Salon/Spa Relocation  | \$160 |
| <b>Permits</b>                      |   |       |
|                                     | School Permit (1-50 Students)   | \$210 |
|                                     | School Permit (50+ Students)  | \$310 |
|                                     | Salon Permit: 1 Cosmetologist   | \$80  |
|                                     | Salon Permit: 2-5 Cosmetologists  | \$90  |
|                                     | Salon Permit: 6-10 cosmetologist  | \$125 |
|                                     | Salon Permit (11+ Cosmetologists)   | \$150 |
|                                     | Mobile Services Permit  | \$80  |
|                                     | Special Event Permit (maximum 3-day period)                                     | \$30  |
| <b>Cosmetology Schools/Colleges</b> |   |       |
|                                     | Student Enrollment / Registration   | \$110 |
|                                     | School/College Registration   | \$810 |
|                                     | School/College Relocation   | \$210 |
|                                     | Program Review and Registration   | \$160 |
| <b>Provincial Examination</b>       |   |       |
|                                     | Provincial Examination  | \$160 |
|                                     | 1 <sup>st</sup> Did Not Attend (DNA)  | \$220 |
|                                     | 2 <sup>nd</sup> DNA   | \$270 |
|                                     | 3 <sup>rd</sup> DNA   | \$320 |
| <b>Other</b>                        |   |       |
| Admin. Fee                          | Administration (applicable <i>but not limited to</i> all new files)             | \$65  |
|                                     | Special Event Permit Application  | N/A   |
|                                     | Credential Review (licence transfer / application for licensing)                | \$160 |
|                                     | Master Cosmetologist Designation Application                                    | \$65  |
|                                     | Master Cosmetologist Instructor Designation Application                         | \$105 |
|                                     | Visitor Licence Application   | \$65  |
|                                     | Lapsed Licence Application  | \$65  |
|                                     | Advanced Training Course Approval Application                                   | \$105 |
|                                     | Failure to Attend (FTA) Professional Development Classes                        | \$45  |
|                                     | Copy of Certificate, Licence, and/or Photo ID                                   | \$30  |
|                                     | Salon/Spa Inspection  | N/A   |
|                                     | Returned Cheque (NSF)   | \$45  |
|                                     | Late Fee (applicable as of January 1 <sup>st</sup> on overdue licences/permits) | \$45* |

**Effective as of February 16, 2026. \*HST is payable on all fees, unless otherwise indicated.**

Fees may be amended by the Association's Board of Directors, at its sole discretion, from time to time.

**Schedule D**  
**Cosmetology Association of Nova Scotia**  
**Application for a License to Practice Cosmetology**

Please send completed form to:  
Cosmetology Association of Nova Scotia  
126 Chain Lake Drive  
Halifax, NS B3S 1A2  
(902) 468-6477 (ph.)  
(902) 468-7147 (fax)

Category of Licence being Applied for: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

Business Fax Number: \_\_\_\_\_

Type of License Requested: \_\_\_\_\_

Reason for License Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Education and Training

School Attended: \_\_\_\_\_

Date Course Completed: \_\_\_\_\_

Designation Received: \_\_\_\_\_

Employment History: \_\_\_\_\_

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

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**