

# COSMETOLOGY ASSOCIATION *of* NOVA SCOTIA

## **Credential Review Application for Cosmetology Registration & Licensure in Nova Scotia**

Under Section 24 of the Nova Scotia *Cosmetology Act*, 2012, c. 39 (the “*Cosmetology Act*”) and its By-Laws, the Executive Director of the Cosmetology Association of Nova Scotia has the authority to request from an applicant information to establish that s/he has completed the required cosmetology occupational training and/or work experience for the category of licence for which they wish to apply.

An applicant for licensing must meet entrance requirements including proof that the applicant has completed grade 12 or the equivalent thereto. The Executive Board of Directors may waive the minimum entrance requirements in special circumstances for persons with disabilities or other social disadvantages. The Board must be satisfied that the applicant is likely to be successful in the study and practice of cosmetology.

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### **\$150 Credential Review Fee** (plus applicable taxes)

The Credential Review Fee is non-refundable and must be paid in full to the Cosmetology Association of Nova Scotia (the “Association”) along with this form filled out in its entirety, and all other supporting documentation. ***The Association will not review an incomplete application.*** Please refer to the **Application Checklist on page 7** to ensure that all documents required are submitted.

### **1. Licence Category**

Licensing fees are attached hereto as Schedule B. Please indicate with a checkmark the licence category for which you are applying:

- Cosmetologist (Hairdressing)
- Master Cosmetologist (Hairdressing)
- Cosmetologist (Esthetics)
- Master Cosmetologist (Esthetics)
- Nail Technician
- Makeup Artist
- Body Hair Removal Services
- Eyelashes
- Specific Licence – a specialized scope of practice found under the broad definition of “cosmetology” in the *Cosmetology Act*, 2012, c. 39, S2 ( e ) ( i )–( vi )
- Master Cosmetologist Instructor (please circle one)

**Hairdressing Esthetics Specific** \_\_\_\_\_

*\*Specific licence categories: Make-Up, Nail Technology, Eyelashes, and Body Hair Removal*



- If the credential review outcome determines that an applicant must challenge the Cosmetology Association of Nova Scotia's Provincial Examination, the applicant will arrange for an English Language Proficiency Assessment if required by the Association; it is understood that this responsibility is that of the applicant and not that of the Association
- It is understood that documents not provided in English will require official translation before being submitted to the Association and that any costs associated with document translation are of the responsibility of the applicant

**5. Licensure Registration:**

Do you hold a **current and valid** licence from another regulatory body? (Example: Red Seal, Cosmetology Association of New Brunswick, PEI Hairdressers Association, etc.)

- Yes – please fill out the required fields in the box below
- No – please **continue to s. 6** - "Occupation Training: RPL and / or IQR"

<b>Original Regulatory Body</b>		
_____	_____	
Organization Name	City / Town	
_____	_____	_____
Province / State	Country	Contact Phone Number
_____	_____	_____
Licence Number	Date Issued	Date Expired

<b>Current Regulatory Body ( if different than Original)</b>		
_____	_____	
Organization Name	City / Town	
_____	_____	_____
Province / State	Country	Contact Phone Number
_____	_____	_____
Licence Number	Date Issued	Expiry Date

**IMPORTANT:** Applicants who hold a current Red Seal or cosmetology licence must include in their application a **letter of good standing** from the regulatory authority that issued the licence in the same capacity.

**Note:** Applicants who hold a current Red Seal or cosmetology licence **may stop here** and continue the application at s. 10 - "Schedule D – Application for a Licence to Practice Cosmetology".

**6. Occupational Training:  
Recognized Prior Learning (RPL) and / or International Qualifications Recognition (IQR)**

**RPL:** Recognized prior learning acknowledges occupational training acquired in a school/college of cosmetology from which you graduated, but did not receive a licence. Please list below the schools/colleges that you have attended applicable to the licence for which you are applying. If you require more space than what has been provided, please attach the additional school/college information on a separate page of paper. **Attach certificate(s) / diploma(s).**

**IQR:** International qualifications recognition acknowledges training acquired through alternative pathways. Please list below, starting with the most recent of five (5) years, relevant education, skills development, and occupational/work experience. Include cultural experiences for the type of licence being applied for. If you require more space than what has been provided, please attach the additional IQR information on a separate page of paper.

\_\_\_\_\_  
College / Organization Name

\_\_\_\_\_  
City / Town

\_\_\_\_\_  
Province / State

\_\_\_\_\_  
Country

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
College / Organization Name

\_\_\_\_\_  
City / Town

\_\_\_\_\_  
Province / State

\_\_\_\_\_  
Country

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
College / Organization Name

\_\_\_\_\_  
City / Town

\_\_\_\_\_  
Province / State

\_\_\_\_\_  
Country

\_\_\_\_\_  
Contact Phone Number



**8. Occupational Training: Supplementary Courses**

Please list completed cosmetology courses applicable to the licence for which you are applying. This may include one-day training or weeklong professional development opportunities. List the three most recent and / or relevant below. *Attach copies of certificates.*

_____		_____
Course Name		City / Town
_____	_____	_____
Province / State	Country	Course Provider Contact
_____	_____	_____
Contact Phone Number	Course Start Date	Course End Date

_____		_____
Course Name		City / Town
_____	_____	_____
Province / State	Country	Course Provider Contact
_____	_____	_____
Contact Phone Number	Course Start Date	Course End Date

_____		_____
Course Name		City / Town
_____	_____	_____
Province / State	Country	Course Provider Contact
_____	_____	_____
Contact Phone Number	Course Start Date	Course End Date

**9. Letters of Recommendation**

Please attach three ( 3 ) reference letters confirming recent cosmetology experience applicable to the licence for which you are applying. For example: a letter from a client, a college instructor, a police officer, a clergy member, your doctor, etc.

**10. "Schedule D" – Application for a Licence to Practice Cosmetology**

Please fill out and sign a copy of Schedule "D" attached to this application.

## 11. Payment: \$150 + HST

<p><b>Method of Payment</b> (Please check one) <i>Fees are non-refundable</i></p> <p><input type="checkbox"/> Certified Cheque (payable to the Cosmetology Association of Nova Scotia)</p> <p><input type="checkbox"/> Money Order (payable to the Cosmetology Association of Nova Scotia)</p> <p><input type="checkbox"/> Debit</p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Credit</p>	<p>If you selected "Credit," please fill out the information below to begin the Credential Review process. <b>All information provided is strictly confidential.</b></p> <p>_____</p> <p>Name of Card Holder</p> <p>_____</p> <p>Card Number</p> <p>_____</p> <p>Card Expiry Date</p> <p>_____</p> <p>Card Holder Signature</p>
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## 12. Application Checklist

Please review the checklist below to ensure you have provided the Cosmetology Association of Nova Scotia with all required fees, forms, and documents required for the credential review.

**Included in my credential review package, I have submitted:**

- |   |   |
|---|---|
| <input type="checkbox"/> Credential Review Fee (\$150 + tax)                                    | <input type="checkbox"/> Copy of school / college diploma and/or certificate ( <i>if applicable</i> )                   |
| <input type="checkbox"/> Credential Review Application Form                                     | <input type="checkbox"/> Copies of supplementary course certificates ( <i>if applicable</i> )                           |
| <input type="checkbox"/> Copy of valid and current Gov't issued Photo ID                        | <input type="checkbox"/> Copies of school/college transcripts   |
| <input type="checkbox"/> Copy of valid and current cosmetology licence ( <i>if applicable</i> ) | <input type="checkbox"/> Three (3) letters of recommendation  |
| <input type="checkbox"/> Letter of good standing ( <i>if applicable</i> )                       | <input type="checkbox"/> Schedule D   |
| <input type="checkbox"/> Copy of resume   | <input type="checkbox"/> Affidavit in Support ( <b>see s. 13</b> ) <b>TO BE SIGNED PRIOR TO RECEIVING QUALIFICATION</b> |

## 13. Affidavit in Support

Once all applicable fees have been confirmed received by the Association, the applicant may attend at the Association office located at 126 Chain Lake Drive in Halifax to execute an Affidavit in Support and retrieve their licence (if applicable). 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.

**PLEASE NOTE:** *Incomplete applications will expire 90 days post submission.*

**THANK YOU FOR YOUR APPLICATION PACKAGE SUBMISSION.**

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 (between 6 and 8 weeks). Should your application be denied, the response letter will include the reasons why and the options available to you so that you may become licensed.

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



## Schedule B

### Annual Licensing Fees : for all categories of licence

One-time Administrative Fee (payable by all applicants for licence and permits)	\$55
Cosmetologist (Hairdressing or Esthetics)	\$75
Master Cosmetologist (Hairdressing or Esthetics)	\$80
Master Instructor (Hairdressing or Esthetics)	\$85
Specific Licence	\$75
Specific Instructor	\$85
Graduate	\$75
Temporary (Graduate, Transfer)	\$75
Visitor	\$75
Associate Member (Salon Owner, Beauty Supply Company, Former/Retired cosmetologists)	\$75

### Annual Cosmetology Establishment Fees

1 Cosmetologist	\$70
2 – 5 Cosmetologists	\$80
6 – 10 Cosmetologists	\$115
11+ Cosmetologists	\$140
Salon/Spa Relocation Fee	\$150
Annual Mobile Services Permit (payable in addition to Cosmetology Establishment Fee)	\$70
Salon/Spa Proprietor Application/Registration Fee	\$250

### Examination Fees

Examination (for all exams)	\$150
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### Annual School/College Fees

Student Enrolment	\$55
Examination Fee	\$150
1 <sup>st</sup> DNA	\$210
2 <sup>nd</sup> DNA	\$260
3 <sup>rd</sup> DNA	\$310
School Opening	\$800
School Relocation	\$200
School Permit Fee (1 – 50)	\$200
School Permit Fee (51+)	\$300
Program Review/Registration Fee	\$150
Instructor Application	\$100

### Other

Credential Review Fee	\$150
Late Registration Permit/Licensing Fee (applied on January 1)	\$25
Copy of Licence/Certificate	\$20
NSF Fee	\$40

**\*\*\* HST payable on all fees \*\*\***

*These fees may be amended by the Board, at its sole discretion, from time to time.*

**Schedule D**

Cosmetology Association of Nova Scotia  
Application for a Licence to Practice Cosmetology

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

Category of  
Licence being applied for: .....

Name: .....

Home address: .....  
.....  
.....  
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Home phone number: .....

Mobile phone number: .....

Email address: .....

Business address: .....  
.....  
.....  
.....

Business telephone number: .....

Business fax number: .....

Reason for request: .....

***Education and Training***

School attended: .....

Completion date: .....

Designation received: .....

Employment history:

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature