

## Schedule “B”

### Cosmetology Association of Nova Scotia By-Laws

#### **By-law No. 1 Interpretation and Definitions**

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(\*See Section 2 of the Cosmetology Act for definitions of several terms that are also used in these by-laws.)

1.1 In these by-laws,

- (a) “**Act**” means the *Cosmetology Act*;
- (b) “**Association**” means the Cosmetology Association of Nova Scotia;
- (c) “**Board**” means the Board of Directors of the Association;
- (d) “**complainant**” means a person who files a complaint with the Executive Director;
- (e) “**cosmetology**” means the practice of cosmetology as defined in the Act for fee, gain or hope of reward;
- (f) “**cosmetology establishment**” has the same meaning as “salon” in the Act and means a place where cosmetology is practised on a permanent or ongoing basis and includes a room in a school where practical instruction and training is given or a room in a private residence, ;
- (g) “**day**” for the purpose of computing time, means calendar days only;
- (h) “**fiscal year**” means the year from July 1 of one year to June 30 of the following year.
- (i) “**mobile unit**” means equipment that is used for providing mobile cosmetology services and is not permanently fixed in a cosmetology establishment.
- (j) “**school**” means a college as defined in the *Community Colleges Act* or a private career college as defined in the *Private Career Colleges Regulation Act*, that is operated by a person who holds a valid certificate of registration issued pursuant to that Act where students receive occupational training in the practice of cosmetology.
- (k) “**respondent**” means a licensed cosmetologist, cosmetology establishment or school against whom a complaint is made;

1.2 A term defined in the Act that is not defined in these by-laws has the same meaning when used in these by-laws.

**By-Law No. 2            Governance**

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**Annual General Meeting**

*(\*See Sections 15 and 16 of the Act)*

- 2.1 A meeting of the general membership will be held once in every fiscal year, between nine (9) and eighteen (18) months after the previous annual general meeting. The Association will provide notice to all members at least ninety (90) days before the Annual General Meeting. Notice will set out the date, time, and location of the Annual General Meeting and will provide a draft agenda for the meeting.
- 2.2 The agenda of the Annual General Meeting shall include the review of the annual report; approval of the previous fiscal year's audited financial statements; election of directors and officers; receipt of committee reports; votes on requests to amend the Act and by-laws; and consideration of such other matters and reports as appropriate. The Annual Report shall include, but not be limited to, audited financial statements for the previous fiscal year and reports from each of the various standing committees. The Annual Report must be distributed at or before the Annual General Meeting.
- 2.3 All motions affecting the by-laws of the Association shall be filed with the Executive Director at least sixty (60) days before the Annual General Meeting. The Executive Director shall notify the members of all motions to be considered at the meeting at least twenty (20) days before the Annual General Meeting takes place.
- 2.4 A quorum at the Annual General Meeting is fifty (50) members, excluding the Board. The Chair of the Board may vote on any matter. Also, in the case of a tie, the Chair must cast the deciding vote and is allowed a second vote for this purpose only.
- 2.5 At the Annual General Meeting all members in good standing are eligible to cast one vote. Voting on matters except election of directors shall take place by way of a show of hands. Voting by proxy is not permitted.
- 2.6 The Association will provide notice to all members of any Special Meeting to take place throughout the fiscal year. Notice will set out the date, time, location and general purpose of the Special Meeting, which will be open to all members.

**Board of Directors**

*(\*See Sections 9-12 of the Act)*

- 2.7 For the first year of operation of these by-laws only, the membership will elect nine (9) directors to the Board of Directors. The three (3) directors who receive the highest number of votes will be elected for a term not to exceed three (3) years; the three (3) directors who receive the next highest number of votes will be elected for a term not to exceed two (2) years; and the three (3) directors who receive the next highest number of votes will be elected for a term not to exceed one (1) year.
- 2.8 At each succeeding Annual General Meeting, the membership will elect only three (3)

new directors to the Board, meaning, each year approximately one third of the Board will retire and be replaced by newly elected or re-elected directors. Each director shall thereafter hold office for a term of not more than three (3) years. If no successor is elected to fill any role on the Board, the person previously elected or appointed continues to hold office.

- 2.9 Directors shall be elected by a secret ballot. The Board may arrange for electronic voting.
- 2.10 The first meeting of the Board after an election shall be held not less than fourteen (14) days and not more than thirty (30) days after the Annual General Meeting. The Executive Director shall call the first meeting of the Board until a Chair is selected by the Board.
- 2.11 If a Board member is unable or unwilling to continue to act, the Board may appoint a replacement member to complete the remainder of the term.
- 2.12 The Board shall, in accordance with its policy, determine remuneration for Board members, which can include provisions for reimbursement of reasonable expenses incurred in fulfilling the role of director.

#### **Election of Board and Committee Chairs**

*(\*See Section 9 of the Act)*

- 2.13 At the first meeting of the Board following the election, the directors shall elect, by secret ballot, a Chair for the Board as well as a chair of each of the standing committees of the Board. The term as Chair of the Board and Chair of each standing committee shall be for one (1) year or until the next Annual General Meeting. If the director resigns as Chair and/or as a director during this term, the directors shall elect a new Chair.

#### **Board Meetings**

*(\*See Section 11 of the Act)*

- 2.14 The Board shall meet at least once in each quarter in addition to any general or special meetings of the membership as a whole.
- 2.15 A simple majority of the Board will constitute quorum for a meeting of the Board.

#### **Executive Director**

*(\*See Section 13 of the Act)*

- 2.16 The powers and duties of the Executive Director are set out in Section 13 of the Act.

## Reports

(\*See Sections 15 and 16 of the Act)

- 2.17 The Board shall prepare a written report to be presented to the members at each Annual General Meeting, and may authorize such other communications to the memberships as deemed appropriate or necessary.

## Committees

(\*See Section 12 of the Act)

- 2.18 The Board shall have two (2) standing committees: Finance and Human Resources. The Board may choose to add members who are not licensed cosmetologists to the standing committees where *appropriate*.
- 2.19 The Board shall, in accordance with its policy, determine the composition, functions, member remuneration (including provisions for reimbursement of reasonable expenses incurred in fulfilling the role of committee member), and quorum of all committees.
- 2.20 All committee proceedings shall follow *Robert's Rules of Order*, 9<sup>th</sup> edition.

## **By-law No. 3                      Membership**

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(\* See Section 21 of the Act)

- 3.1 There shall be three classes of membership in the Association:

**Active Members** are those persons who are currently licensed as cosmetologists or own at least 50% of a school or cosmetology establishment, including corporations. Each active member has full voting rights.

**Associate Member** include: students who have registered with the Association and possess a valid student permit; former or retired cosmetologists; and beauty supply companies. Associate members are entitled to attend all meetings of the Association and may vote for directors of the Association but have no other voting rights.

**Honorary Members** must be former Active members or Associate members of the Association. They are selected by the Board and are chosen because they have advanced the cause of cosmetology in Nova Scotia. Honorary members are entitled to attend all meetings of the Association and may vote for directors of the Association but have no other voting rights.

**By-law No. 4                      Licences and Permits**

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*(\*See Sections 23 - 25 of the Act)*

4.1 A member may hold one of the following categories of licence:

(a) **Cosmetologist (Hairdressing)**

A member who has successfully completed 1500 hours of theory and practical instruction as required in the Act and these by-laws and who has successfully passed the examinations prescribed by these by-laws and pays the fees required in these by-laws shall be issued a Cosmetologist (Hairdressing) licence.

(b) **Cosmetologist (Esthetics)**

A member who has successfully completed 1500 hours of theory and practical instruction as required in the Act and these by-laws, and who has successfully passed the examinations prescribed by these by-laws and pays the fees required in these by-laws shall be issued a Cosmetologist (Esthetics) licence.

(c) **Master Cosmetologist (Hairdressing)**

A cosmetologist who shows proof of employment in cosmetology in a registered cosmetology establishment for at least three (3) years, has successfully completed three (3) upgrading courses, and pays the fees required in these by-laws shall be issued a Master Cosmetologist (Hairdressing) licence.

(d) **Master Cosmetologist (Esthetics)**

A cosmetologist who shows proof of employment in cosmetology in a registered cosmetology establishment for at least three (3) years, who has successfully completed three (3) upgrading courses, and pays the fees required in these by-laws shall be issued a Master Cosmetologist (Esthetics) licence.

(e) **Master Cosmetologist Instructor (Hairdressing)**

A Master Cosmetologist (Hairdressing) who has been engaged in cosmetology for five (5) years or more in a registered cosmetology establishment who has successfully fulfilled such other requirements as may be determined by the Association by policy, and pays the fees required in these by-laws shall be issued a Master Cosmetologist Instructor (Hairdressing) licence.

(f) **Master Cosmetologist Instructor (Esthetics)**

A Master Cosmetologist (Esthetics) who has been engaged in cosmetology for five (5) years or more in a registered cosmetology establishment who has successfully fulfilled such requirements as may be determined by the Association by policy, and pays the fees required in these by-laws shall be issued a Master Cosmetologist Instructor (Esthetics) licence.

(g) **Specific Licence (Salon Assistant)**

A person who has successfully completed 300 hours of theory and practical instruction as required in the Act and these by-laws and who has successfully passed the examinations prescribed by these by-laws and pays the fees required by these by-laws shall be issued a Specific Licence (Salon Assistant). This

licence permits the person to mix chemicals and take down permanents.

(h) **Specific Licence (Nail Technician)**

A person who has successfully completed 300 hours of theory and practical instruction as required in the Act and these by-laws and who has successfully passed the examinations prescribed by these by-laws and pays the fees required by these by-laws shall be issued a Specific Licence (Nail Technician). This licence permits the person to perform the services of cutting, trimming, polishing, cleansing, applying artificial nail products to and manicuring the nails of any person as well as cosmetic massaging or stimulating the hands, arms or feet of a client by hand, by the use of any apparatus, or by the use and application of cosmetic preparations, oils, antiseptics, tonics, lotions or creams.

(i) **Specific Licence (Make-Up Artist)**

A person who has successfully completed 300 hours of theory and practical instruction as required in the Act and these by-laws and who has successfully passed the examinations prescribed by these by-laws, and pays the fees required by these by-laws shall be issued a Specific Licence (Make-Up Artist). This licence permits the person to perform all aspects of temporary make-up application upon any person by using cosmetic preparations.

(j) **Specific Licence (Body Hair Removal Services)**

A person who has successfully completed 300 hours of theory and practical instruction as required in the Act and these by-laws and who has successfully passed the examinations prescribed by these by-laws and pays the fees as required by these by-laws shall be granted a Specific Licence (Body Hair Removal Services). This licence permits the person to provide body hair removal services by each or all of the following methods: body sugaring, waxing, tweezing.

(k) **Specific Licence (Eyelashes)**

A person who has successfully completed 300 hours of theory and practical instruction as required in the Act and these by-laws and who has successfully passed the examinations prescribed by these by-laws and pays the fees as required by these by-laws shall be granted a Specific License (Eyelashes). This licence permits the person to provide the service of affixing eyelashes.

(l) **Specific Cosmetologist Instructor**

A Specific Cosmetologist who has been engaged in cosmetology for five years or more in a registered cosmetology establishment who has successfully fulfilled such other requirements as may be determined by the Association by policy, and pays the fees required in these by-laws shall be issued a Specific Cosmetologist Instructor licence.

4.2 A member may hold one of the following categories of licence or permit:

(a) **Temporary Licence (Graduate) (\*See Section 28 of the Act)**

A person who wishes to work as a cosmetologist between the successful completion of a course of cosmetology and attainment of a Cosmetologist Licence must apply for and attain a Temporary Licence (Graduate). Upon providing

evidence of successful completion of a course of cosmetology at a school as specified below, registering to write required examinations, and submitting the form in Schedule D to the Executive Director, the Graduate shall be issued a Temporary License (Graduate) which enables the Graduate to practice cosmetology only under the direct supervision of a Cosmetologist. A Temporary License (Graduate) shall be valid for a specified time, to a maximum of one (1) year, unless extended by Association in conjunction with the provisions of By-law No. 6 respecting examinations.

#### *Prerequisites*

Applicants for a Temporary Licence (Graduate) are required to provide evidence that they have received not less than 1500 hours of theoretical and practical instruction under a qualified Master Cosmetologist Instructor, and not less than 100 hours of experience in a cosmetology establishment.

(b) **Temporary Licence (Transfer)** (*\*See Section 28 of the Act*)

A person who practices cosmetology outside of Nova Scotia and who wishes to practice cosmetology in Nova Scotia must apply for a Licence to practice in the same capacity in Nova Scotia. While waiting for that Licence to be issued, the person may apply for a Temporary Licence (Transfer), which would allow that person to practice cosmetology while their application for a Licence is being processed. An applicant for a Temporary Licence (Transfer) is required to complete the form in Schedule D outlining his/her qualifications to engage in the practice of cosmetology and pay the appropriate fee set out in Schedule B. Upon completion of both, the person may be issued a Temporary License to be valid for a specified time as set out in the temporary licence.

(c) **Temporary Licence (Visitor)** (*\*See Section 28 of the Act*)

A person who practices cosmetology outside of Nova Scotia and who wishes to practice cosmetology in Nova Scotia for a short duration must apply for a Temporary Licence (Visitor). An applicant for a Temporary Licence (Visitor) is required to complete the form in Schedule D outlining his/her qualifications to engage in the practice of cosmetology and pay the appropriate fee set out in Schedule B. Upon completion of both, the person may be issued a Temporary Licence (Visitor) to be valid for a specified time.

(d) **Student Permit** (*\*See Section 26 of the Act*)

In accordance with Section 26 of the Act, a student who is registered in a course of cosmetology at a school must apply for and receive a Student Permit within thirty (30) days of beginning the course. Upon providing evidence that he or she meets the prerequisites set out below and submitting the appropriate application to the Executive Director, the student shall be issued a Student Permit which enables the student to engage in the practice of cosmetology under the direct supervision of a Master Cosmetologist Instructor to the extent necessary to fulfill the requirements of the curriculum and in order to satisfy the requirements set out in the Act. A Student Permit will be in effect for the term of the course in which the student is registered at the time the student applies for the Student Permit.

### *Prerequisites*

An applicant to a school of cosmetology must meet entrance requirements including proof that the applicant has completed grade 12 or equivalent. The Board 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.

NOTE: A student must meet all prerequisites for admission to the program as part of a student contract with the school, prior to starting the school program (see Sections 6(1) and 6(4)(h) of the *Private Career Colleges General Regulations* under the *Private Career Colleges Regulation Act*). In such cases, a student must comply with the requirements of their school prior to starting the school program even though a permit may be issued under these by-laws after the student has started their course at the school.

### **Recognition of Out of Province Licensing** (\*See Sections 24 and 29 of the Act)

- 4.3 (a) A person who practices cosmetology in another jurisdiction in Canada where there is no requirement to be licensed must apply for a licence under Section 24 of the Act in order to practice cosmetology in Nova Scotia.
- (b) A person who is licensed to practice cosmetology in another jurisdiction in Canada, including an applicant who has a Red Seal designation in cosmetology (hairdressing) who applies for a licence in the same capacity under Section 29 of the Act must provide the following in order to be granted a license in the same capacity in Nova Scotia:
- (1) a completed application form as set out in Schedule D;
  - (2) the applicable fee as set out in Schedule B;
  - (3) a copy of the applicant's current licence from the other jurisdiction;
  - (4) a letter of good standing from the regulatory authority who issued the licence in the other jurisdiction;
  - (5) a letter acknowledging the applicant is aware of the legislation and by-laws governing the practice of cosmetology in Nova Scotia;
  - (6) any practice limitation, restriction or condition on the applicant's licence from the other jurisdiction;
  - (7) if the applicant has not practiced cosmetology within the five (5) years immediately preceding this application, the last year they practiced cosmetology;
  - (8) information regarding complaints or disciplinary or criminal proceedings in the other jurisdiction relating to the competency or conduct of the



applicant.

- (c) CANS may refuse to license an applicant or may impose conditions on a licence based on the information provided in (b).

#### **Form of Licence**

- 4.4 A license issued by the Association shall be in a form that contains the following information:
  - (a) The name, address and other contact information for the Association;
  - (b) The name of each licence holder and the type of licence held, the licence number and the date the licence expires.

#### **Continuing Education and Upgrading**

- 4.5 Cosmetologists who wish to upgrade to Master Cosmetologists are required to successfully complete three (3) upgrading courses and to complete three (3) years of active work as a Cosmetologist in a cosmetology establishment. Cosmetologists should contact the Association for information on additional courses and credits.
- 4.6 Master Cosmetologists who wish to upgrade to Master Cosmetologist Instructors are required to successfully complete two (2) years of active work as a Master Cosmetologist in a cosmetology establishment and meet any other requirements as may be determined by the Association.

#### **By-law No. 5 Registration and Annual Renewal**

##### **Annual Renewal of Licences and Permits**

*(\*See Sections 22 and 35 of the Act)*

- 5.1 To be registered as a member of the Association, a person must obtain a licence or permit in accordance with the Act.
- 5.2 All members who are engaged in the practice of cosmetology are required to complete the appropriate form in Schedule A each year to renew their licence. Together with the annual licensing fee set out in Schedule B, submission of the form to the Association will constitute renewal of the member's licence to practise cosmetology.
- 5.3 All cosmetology establishments, schools and all cosmetologists who engage in mobile cosmetology services are required to complete the appropriate form in Schedule A each year to renew their permit. Together with the appropriate fee set out in Schedule B and undertaking in Schedule C (not required for schools or mobile services), submission of the form to the Association will constitute the annual renewal of the member's permit.
- 5.4 Annual renewals must be submitted by December 31 each year.

## **By-law No. 6                      Examinations and Training**

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### **Examinations**

*(\*See Sections 24 and 39 of the Act)*

- 6.1 A person may apply to take the examinations necessary to obtain the licence which the person desires in accordance with the Act. A student seeking to take the examinations must provide evidence satisfactory to the Board that they have been trained in cosmetology at a school for the number of hours of theory and practical instruction set out in these by-laws for the desired licence.

A person who resides outside Nova Scotia or has recently moved to Nova Scotia from a jurisdiction where there is no licensing in place for cosmetologists, and who is seeking to take the examinations but who has not been trained in a cosmetology school must provide evidence satisfactory to the Board, as set out in the Association's policy, that they have sufficient work experience to write the examination for the desired licence without further occupational training.

Applicants are required to successfully complete the examinations within one (1) year of finishing their training programs or within a longer time deemed appropriate by the Association.

- 6.2 Examinations consist of a practical component, a written component, and testing on bacteriology, sanitation, infection control and universal precautions. The scope of the examinations and the method of procedure shall be prescribed with a view to testing the ability in cosmetology of the person and that person's knowledge of infection control and universal precautions in connection with the practice of cosmetology.
- 6.3 Successful completion of an exam means achieving a passing score of 70% or higher on the written and practical components of the exam.
- 6.4 A member who does not successfully complete any component or phase of an examination may apply to the Board in writing to appeal the examination results. In that written appeal, the student shall indicate his or her reasons for appealing the results and put forward any argument as to why the result should be varied. The Board shall review the appeal and provide its decision to the student within sixty (60) days..
- 6.5 Examinations may take place at the office of the Association or at any other location deemed appropriate by the Board.

### **Examiners**

*(\*See Section 38 of the Act)*

- 6.6 Examiners must hold a current Master Cosmetologist or Master Cosmetologist Instructor licence, be currently active in the industry for at least the last five (5) years, and meet any other requirements as may be set out in the Association's policies and procedures in regard to communication skills. Examiners may not be employed at a school.

6.7 Examiners are required to evaluate each student completing the examination.

**By-law No. 7                      Discipline**

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*(\*See Sections 43-59 of the Act)*

- 7.1 Any person who practices cosmetology without a license and any cosmetology establishment, school or mobile service where cosmetology is practiced without a permit may be subject to discipline in accordance with the Act; the Association may seek an injunction and/or other court order under the Act to prohibit the practice of cosmetology with a licence or permit as required by the Act..
- 7.2 The person filing a complaint must submit it to the Executive Director and can send it by regular mail, registered mail, fax or electronic means.
- 7.3 The Executive Director shall notify the respondent of the complaint within ten (10) days of receipt and will begin a preliminary investigation to address the complaint.
- 7.4 The Executive Director must advise both the complainant and respondent of the status of the complaint within thirty (30) days of receipt. This decision will be sent by registered mail, personal service, regular mail, fax or electronic means.
- 7.5 Where a complaint has been referred to the Discipline Committee and the Discipline Committee has requested an inspection be carried out, a report will be prepared for the Executive Director and the Discipline Committee after the inspection.
- 7.6 Once the Discipline Committee has received the inspection report, the Discipline Committee must advise the respondent of the report findings in writing and allow the respondent a period of not more than twenty (20) days to provide a response in writing.
- 7.7 The Discipline Committee will advise the parties in writing of the type of hearing, and as necessary, the date, time and location of the hearing, not less than thirty (30) days prior to the hearing. The Discipline Committee will also advise of any deadlines for exchange of documents and written submission in the same notice. If either party wishes to present evidence at the Discipline Committee hearing, that party must so advise the Discipline Committee and other parties immediately upon receipt of the hearing notice.
- 7.8 The Discipline Committee must issue a written decision within ten (10) days of the hearing and provide a copy to both the complainant and respondent. The Discipline Committee may impose a sanction as outlined in the Act or dismiss the complaint.
- 7.9 All information obtained by the Executive Director, Discipline Committee, Inspector(s) and/or Review Committee shall remain confidential and not be disclosed other than in accordance with the Act or by-laws or otherwise as required by law. The Discipline Committee and the Board may direct the Executive Director to disclose information known to the Association in accordance with Section 54 of the Act.

**By-law No. 8            Inspections**

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*(\*See Sections 40-42 of the Act)*

- 8.1     Inspectors must hold a current Master Cosmetologist or Master Cosmetologist Instructor licence, have been active in the cosmetology industry for at least the immediately previous five (5) years, and meet any other requirement as may be set out in the Association's policies and procedures.
- 8.2     Inspections will focus on licensing, premises, infection control, universal precaution, general appearance, and practices of the cosmetologists.
- 8.3     An inspector who attends a cosmetology establishment shall require proof of disinfecting and sanitation products approved by the Association; sanitation standards set forth in these by-laws or any policies and procedures approved by the Association; and proof of current licensing and registration for each cosmetologist who practises cosmetology at the establishment.
- 8.4     If an inspector finds any violation of the Act or by-laws at a cosmetology establishment, he or she shall leave a notice of violation with the owner or cosmetologist in attendance during the inspection. The notice of violation shall outline the deficiency or deficiencies and shall indicate what steps are necessary to rectify or correct the issue.

**By-law No. 9            Infection Control and Universal Precautions**

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*(\*See Section 18 of the Act)*

- 9.1     The Association has policies and procedures for infection control which must be adhered to by cosmetologists and cosmetology establishments. A copy of such policies and procedures is available on the Association's website or by contacting the Executive Director.

**By-law No. 10          Appeals & Review**

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*(\*See Sections 52 and 55 of the Act)*

- 10.1    A Review Committee established pursuant to the Act must provide notice to the parties in writing of the type of hearing and as necessary the date, time, and location of the hearing at least thirty (30) days prior to the hearing. The notice will also set out any deadlines for written submissions. In the event a party wishes to submit new evidence to the Review Committee, the party must advise the Review Committee and other parties immediately upon receipt of the notice of the Review Committee. Whether new evidence will be accepted is at the discretion of the Review Committee.
- 10.2    The Review Committee must render its decision within twenty (20) days of the review hearing. A copy of the decision must be provided to each of the parties in writing within ten (10) days of the decision being rendered.
- 10.3    Any decision of the Review Committee is final and binding, but may be appealed to the Nova Scotia Court of Appeal on a question of law only.

- 10.4 A Review Committee appointed by the Board may consist of licensed members of the Association. The Review Committee may also contain members who are not licensed or registered members of the Association, as the Board sees fit. Members of the Review Committee must not have been involved in making the original decision which is subject to review.
- 10.5 All information obtained by the Executive Director, Discipline Committee, Inspector(s) and/or Review Committee shall remain confidential and not be disclosed other than in accordance with the Act or by-laws or otherwise as required by law.
- 10.6 Where a licence or permit is revoked under Section 59 of the Act, the Executive Director shall do the following:
- (a) enter on the Register the cosmetologist's name, date of revocation and any conditions for re-licensing by that person;
  - (b) cause the cosmetologist's name, date of revocation and any conditions for re-licensing by that person to be published in the Association newsletter;
  - (c) cause the cosmetologist's name, date of revocation and any conditions for re-licensing by that person to be published on the Association website and in the newspaper circulating in the community where the member resides;
  - (d) notify other cosmetologist licensing bodies if the Association has a reasonable basis to believe that the person whose cosmetologist license has been revoked was applying or about to apply for licensing, or was practicing cosmetology without a license, in that jurisdiction.

**By-law No. 11                      Fees**

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*(\*See Section 17(2) of the Act)*

- 11.1 The fees to be paid for registration, licensing, and examination shall be set out at Schedule B to the by-laws.
- 11.2 Fees are payable for the year.

**Schedule A-1**  
**Cosmetology Association of Nova Scotia**  
**Licence to Practise Cosmetology/**  
**Annual Renewal (Individual)**

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)

Person's Name: \_\_\_\_\_

Membership Number: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

**Schedule A-2**  
**Cosmetology Association of Nova Scotia**  
**Permit to Operate/Annual Renewal Form**  
**Cosmetology Establishment**

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)

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

Membership Number: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Type of Permit: \_\_\_\_\_

Number of Cosmetologists/Students: \_\_\_\_\_

By applying for this permit/annual renewal form, I agree that the Executive Director of the Cosmetology Association and/or Inspectors engaged or employed by the Cosmetology Association may enter the premises of this cosmetology establishment during reasonable working hours and inspect all aspects of the cosmetology establishment.

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

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

**Schedule A-3**  
**Cosmetology Association of Nova Scotia**  
**Permit to Operate/Annual Renewal Form**  
**(School)**

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)

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

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

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

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

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

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Number of Students: \_\_\_\_\_ (hair) \_\_\_\_\_ (esthetics)

Number of Instructors: \_\_\_\_\_ (hair) \_\_\_\_\_ (esthetics)

Names of Instructors and their Licences

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



By applying for this permit/annual renewal form, I agree that the Executive Director of the Cosmetology Association and/or Inspectors engaged or employed by the Cosmetology Association, may enter the premises of this school during reasonable working hours and inspect all aspects of this school.

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**Applicant's Signature**

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**Date**

**Schedule A-4**

**Cosmetology Association of Nova Scotia  
Permit to Operate/Annual Renewal Form  
(Mobile Service)**

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)

Permit Holder's Name: \_\_\_\_\_

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

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

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

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

Hours/Locations of Operations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Owners (Names and Licence held):  
\_\_\_\_\_  
\_\_\_\_\_

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Services offered: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Cosmetologists: \_\_\_\_\_ (hair) \_\_\_\_\_ (esthetics)

Number of Master Cosmetologists: \_\_\_\_\_ (hair) \_\_\_\_\_ (esthetics)

Number of Master Cosmetologist Instructors: \_\_\_\_\_ (hair) \_\_\_\_\_ (esthetics)

By applying for this permit/annual renewal form, I agree that the Executive Director of the Cosmetology Association and/or Inspectors engaged or employed by the Cosmetology Association, may inspect all aspects of the mobile unit.

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

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

## 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 C**  
**Cosmetology Association of Nova Scotia**  
**Cosmetology Establishment Undertaking**

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)

Cosmetology Establishment Name:

\_\_\_\_\_

I, \_\_\_\_\_, owner/operator of this cosmetology establishment \_\_\_\_\_ agree and promise to ensure that all cosmetologists, master cosmetologists, master cosmetologist instructors, and students, employed or otherwise engaged at this cosmetology establishment will, at all times be licenced and fulfil any professional responsibilities set out in the *Cosmetology Act*, the Cosmetology Association of Nova Scotia's By-laws, and all policies and procedures developed by the Cosmetology Association of Nova Scotia.

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

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

**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**