

**ADVANCED TRAINING COURSE APPROVAL  
2024 - Advanced Training**

All courses categorized as an advanced training prerequisite for licence upgrading must first be approved by the Cosmetology Association of Nova Scotia. ***Please complete this form in its entirety and submit to the Association office together with the application fee to receive recognition and approval.***

Courses must include a minimum of 50 to 75% hands-on training.  
Up to and including the 4<sup>th</sup> hour of training = 0.5 credit  
Over 4 (complete) hours = 1 credit

***Please note:*** All advanced courses **expire** one year following the Association's approval date and must be re-submitted for further recognition. Please **submit a sell sheet** along with the application.

<b>Name of School/Business</b>	<b>First Name</b>	<b>Last Name</b>
<b>Mailing Address</b>	<b>Apt. or PO Box #</b>	<b>City</b>
<b>Country</b>	<b>Postal Code</b>	<b>Phone</b>
<b>Email Address:</b>		
<b>NAME OF COURSE TO BE OFFERED:</b>		

<b>Program Details.</b> Attach a copy of the <i>program curriculum outline</i> (with a description under each phase), participant outcomes, daily agenda, and hourly breakdown.	<b>Total Theory Hrs</b>	<b>Total Practical Hrs</b>							
<b>Name of Master Cosmetologist providing Education</b>	<b>Master Licence # and Title</b>	<b>Years of Experience</b>							
<b>Cost of Program and Tools/Materials</b>									
<p>Cost to participant \$_____</p> <p>List of tools and supplies required:</p> <table border="1" data-bbox="211 1314 1409 1587"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table> <p>Are all tools/supplies/materials provided by the Company?      Yes    No</p> <p>Inclusions:</p> <p>Participant prerequisites / requirements:</p>									

<b>Location of Course</b>	<b>Street</b>	<b>City</b>	<b>Province</b>
<b>Country</b>	<b>Postal Code</b>		<b>Phone</b>
<p><b>1. Please include a detailed description detailing how participants will be evaluated.</b></p> <p><b>2. Attach a copy of the instructor evaluation form to be given to participants upon course completion.</b></p> <p><b>Attached a separate sheet of paper if additional space is required.</b></p>			

**Application checklist:**

- ☐ Completed Advanced Training Course Approval Form
- ☐ Application Fee (In accordance with the Association's By-laws at Schedule B + applicable taxes must be paid at the time of submission)
- ☐ Copy of Program Outline (with a brief description for each phase)
- ☐ Theory and Practical Breakdown of Hours
- ☐ Daily Agenda
- ☐ Participant Outcome(s)
- ☐ Evaluation Form
- ☐ Tests / Questionnaires

Date: \_\_\_\_\_

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

*Allow 4 to 6 weeks for processing.*

***Cosmetology Association Office Use Only:***

Date Application Received: \_\_\_\_\_

☐ Approved

☐ Denied

Date of class expiry: \_\_\_\_\_

Date of execution: \_\_\_\_\_

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

<b><u>Description</u></b>	<b><u>Fee Applicable</u></b>	<b><u>Paid</u></b>
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Application	\$ _____	<input type="checkbox"/>
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Plus applicable taxes.

\*Application fee must be received at the Association prior to processing application.

Revised: August 2024