

# APPLICATION FOR CREDENTIAL REVIEW & RECOGNITION

## Instructions & Checklist

### STAGE 1: APPLICATION

#### Applicant:

Complete and submit with payment an Application for Credential Review™ Recognition.

#### Cosmetology Association:

The Cosmetology Association will provide confirmation of receipt of the application and perform an initial review of the application with follow-up if required.

**Note:** All applications **expire** 10 days from receipt of same if the Association has not received a response to a request for additional information or documentation from the applicant.

### STAGE 2: PROCESSING

#### Cosmetology Association:

Review and verification of all documentation submitted in support of the application. (Application processing time; approximately 2 to 4 weeks)

**NOTE:** If the subject application includes information and documentation obtained from a country or countries outside of Canada, verification of the information and documentation **may take longer** than 8 weeks.

### STAGE 3: APPLICATION DECISION

The Cosmetology Association will advise the applicant of the outcome decision (including reasons for the decision if applicable) by regular mail.

**NOTE:** This correspondence will include the next steps in the process.

See [page 2](#) for a list of possible application outcomes.

**IMPORTANT:** all applications **expire** 30 days following last correspondence if the applicant has not contacted the Cosmetology Association in follow-up to any instructions or requests from the Cosmetology Association during this process (this includes Provincial Exam communications and scheduling.)

**Please note:** any documentation submitted in a language other than English requires translation by a certified Canadian translator prior to submission (mandatory). In addition, the Cosmetology Association does not provide copies of documentation for application purposes (any originals submitted will not be returned.)

### POSSIBLE OUTCOMES:

1. Approved to challenge (one or more) Provincial Examinations.
2. Independent 3rd Party Assessment required.
3. Application Denied.

For more information regarding the application process and possible outcomes, please visit the Cosmetology Association's website at [www.nscosmetology.ca](http://www.nscosmetology.ca) (click on top tab Licensing).

## APPLICATION CHECKLIST

Documentation and information required for a credential review:

### CHECKLIST:

Please review the checklist below to ensure you provide the Cosmetology Association of Nova Scotia with all information and documentation required for credential review and recognition for cosmetology licensing.

- ☐ Application for Credential Review & Recognition & Application Fee
- ☐ Valid Canadian (Provincial) Gov't issued Photo ID (front and back) and Digital photo for Association photo ID
- ☐ Copy of First Nations Status Card (if applicable)
- ☐ Detailed resume indicating all cosmetology related education and work experience.
- ☐ Copy of cosmetology training certificates or diplomas with transcripts (English translation required).
- ☐ English language proficiency test results from a recognized English language testing facility. (Mandatory if the applicant's first language is not English.)
- ☐ Proof of Canadian Citizenship Status (birth cert., residency card, work, or study permit)
- ☐ Completed Schedule D (attached to the application)
- ☐ Consent to Communicate (If the applicant requires assistance from a 3rd party for communication purposes, a Consent to Communicate is required and must be completed with a Cosmetology Association representative.)
- ☐ Confirmation of Business Ownership (if applicable)
- ☐ Proof of liability insurance (if requested)
- ☐ Digital/electronic photo (.jpeg or .png format only – see below).