

## APPLICATION FOR CREDENTIAL REVIEW & RECOGNITION

For Applicants that qualify for licensing under *The Canadian Free Trade Agreement (July 1, 2017)*,  
and Nova Scotia's *Canadian Free Trade Agreement Implementation Act, 2018, c.23*,  
Sections 11-16 (Labour Mobility).

The Cosmetology Association of Nova Scotia (the "Association"), a regulatory body, must be satisfied that any individual requesting a credential review for licensing is likely to be successful in challenging the Cosmetology Association's Provincial examinations, and in the study and practice of cosmetology in Nova Scotia.

Under Section 29 Nova Scotia *Cosmetology Act*, 2012, c. 39 (the "*Cosmetology Act*") and its By-Laws (By-law 4.3(b)), the Executive Director of the Cosmetology Association of Nova Scotia (the "Association") has the authority to request from an applicant information to establish that the applicant qualifies for licensing in cosmetology under *The Canadian Free Trade Agreement* (July 1, 2017), Part III, Chapter Seven Labour Mobility (hereinafter referred to as the "**CFTA**"), and the Nova Scotia's *Canadian Free Trade Agreement Implementation Act*, 2018, c.23, Labour Mobility Sections 11-16 (hereinafter referred to as the "**CFTAIA**").

*Applications must be completed in their entirety (indicate by drawing an "X" through any section that does not apply to the applicant (including blank pages.) Incomplete applications will not be processed.*

*Any application received without payment and the described photo ID will not be processed or reviewed.*

**Note:** All submitted applications (with confirmation by the Cosmetology Association of receipt of same) **expire 10 days** following last correspondence to the applicant without follow-up by the applicant. In addition, all applications **expire 30 days** following failure by the applicant to follow-up on any correspondence sent to the applicant after the application has been processed and the initial review is complete. This includes application outcome (decision) correspondence and appeals.

All Cosmetology Association fees are applied in accordance with the *Cosmetology Act*, 2012, c. 39, Schedule B (attached). To view a complete copy of the *Cosmetology Act*, please visit the Association's website at [www.nscosmetology.ca](http://www.nscosmetology.ca), and click on the "**About Us**" tab.

A Canadian (provincial) issued photo ID must be submitted with application, together with all required information and documentation indicated in the application.

### IMPORTANT

Fees applied in accordance with Schedule B of the Cosmetology Association's By-laws are **non-refundable**. All applications **expire 30 days** following last communication from applicant (this includes communication and notification of a scheduled exam date). Reapplication is required if an applicant's file has been closed.

## MANDATORY REQUIREMENT FOR QUALIFICATION

The applicant must be currently registered with a regulatory body, apprenticeship agency, or cosmetology association within Canada. The applicant must possess a valid licence or certification issued by the subject provincially regulated regulatory body, apprenticeship agency, or association.

### DEFINITIONS:

#### **Qualifier Certification:**

A certificate or licence issued by a regulatory body (a regulated association or apprenticeship agency).

#### **Does not qualify: Certificate or Diploma**

A certificate or diploma issued by a non-regulated training facility or business will not be accepted.

## CFTAIA APPLICATION FEE(S)

Applications for credential review and recognition under the **CFTA** and the **CFTAIA** are subject to an application fee upon submission as per Schedule B of the Association's By-laws, attached.

#### **\* Schedule B fees post approval:**

If the applicant receives a successful outcome to their application for a credential review, the following Schedule B fees will apply:

- Administration fee.
- Temporary Licence (Transfer) fee - due upon registration for required jurisprudence test.
- Licence fee for current year.

See attached for a list of Schedule B fees.

**Note:** all cosmetology licences and permits **expire on December 31<sup>st</sup>** of each calendar year.

## SECTION 1 / LICENCE CATEGORY REQUESTED

Please indicate in the box provided the licence category for which you are applying. (You may choose more than one if required).

### • Cosmetologist (Hairdressing)

*or*

### • Cosmetologist (Esthetics)\*

\*Cosmetology (Esthetics) includes nail technology, make-up artistry, body hair removal, facials, and relaxation massage.

### Specific Licence

Please indicate which specific licence(s) you are applying for in the space provided below.

#### Specific Licence Categories:

- Nail Technician
- Make-up Artist
- Body Hair Removal Services
- Eyelash Enhancements

Licence Category:

### Former Member

If you are a former member of the Cosmetology Association, please provide in the space provided below the licence number associated with your account, if known.

Member No.:

**Please note:** Master designation is not guaranteed. If applicable, Master licence designation will be considered during the credential review process.

## SECTION 2A / INFORMATION ABOUT THE ELIGIBLE APPLICANT

In addition to the information requested below, please include in your application a copy of one (1) of the following pieces of photo identification:

- Canadian (provincial) issued Driver's Licence (or proof thereof)
- Canadian (provincial) government issued photo ID
- Canadian Passport

### Applicants of Aboriginal Descent:

If you wish to declare aboriginal descent for tax purposes, please provide your Status Identity Card no. in the space provided below:

**Last Name:**

**First Name & Middle Initial:**

**Date of Birth (dd/mm/yy):**

**Mailing Address:**

**PO Box No.:**

**Street &  
City/Town:**

**Unit No.:**

**Province:**

**Postal Code:**

**Country:**

**Phone:**

**Email Address:**

**Date of arrival in Nova Scotia:**

## SECTION 3 / CFTAIA Regulatory Information

Please provide in the space below the name of and contact information for the Canadian regulatory body from which you obtained your current regulated licence or Red Seal Qualification for Certification.

**Regulatory Body:**

**Contact Information:**

**Certificate of Qualification Trade No. or Provincial Licence No.:**

**SECTION 4 / CONSENT AND DISCLOSURE**

**Release of, or request for, information:** it is understood that the Cosmetology Association may request documentation from outside sources or may use and/or release information or documentation submitted by an applicant for credential verification and recognition, as well as for any licensing and/or statistical purposes.

**Acknowledgement & Consent**

I, the applicant, hereby submit and confirm that the information and documentation provided with my application is provided in compliance with the Cosmetology Association’s regulatory requirements under the *Cosmetology Act*.

I further confirm that all documentation and information provided with my application was obtained through legitimate verifiable formal or other recognized training or education and has not been reproduced, copied, or altered in any way using fraudulent means or with fraudulent intention.

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

\_\_\_\_\_ **Signature (Applicant)**

**Note:** Providing fraudulent or altered documentation to obtain a provincially regulated licence constitutes a violation of provincial laws that may result in disciplinary action, causing the applicant’s licence to be revoked by the Cosmetology Association (any action taken against an applicant or a member or former member may affect that individual’s eligibility for cosmetology licensing in Nova Scotia.

**Employment Status:**

If you have not practiced cosmetology within the five (5) years immediately proceeding this application, please indicate in the box below the last year you practiced cosmetology.

Are you currently working or do you have a job pending the outcome of this application?

If yes, please provide start date, salon name, and general location below.

<b>CIRCLE ONE</b> Yes No
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**Salon Name:**

**Tentative Start Date:**

**Salon Location:**

**SECTION 5 / PROFESSIONAL DEVELOPMENT (FOR MASTER DESIGNATION)**

List below any completed **cosmetology** classes or seminars attended **after** completion of initial cosmetology training applicable to the licence for which you are applying. This may include one-day training or weeklong professional development opportunities in technical (practical cosmetology) or business training.

For Master designation, the applicant must have at minimum 3 years' (consecutive) industry employment and 3 Association approved professional development credits (consisting of 3 practical or 2 practical and one approved business course.) List the three most recent and/or relevant below.

**Attach copies of related certificates (mandatory requirement for Master designation).**

*Note: The Cosmetology Association is not responsible for obtaining or filing professional development certificates or information on behalf of an applicant.*

**NAME OF CLASS OR SEMINAR ATTENDED:**

Instructor / Company:

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Contact information:

Start and end date including program  
length (i.e. 3 hours or 2 days):

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**NAME OF CLASS OR SEMINAR ATTENDED:**

Instructor / Company:

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Contact information:

Start and end date including program  
length (i.e. 3 hours or 2 days):

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**NAME OF CLASS OR SEMINAR ATTENDED:**

Instructor / Company:

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Contact information:

Start and end date including program  
length (i.e. 3 hours or 2 days):

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**SECTION 6 / ACKNOWLEDGEMENT**

Please indicate with a checkmark inside each box to confirm that you have read and fully understand each of following statements regarding the credential review process (if English is not the applicant's first language, it is highly recommended that assistance from a certified Canadian translator be obtained).

**IT IS UNDERSTOOD THAT:**

- My submitting an incomplete application may result in the Cosmetology Association requesting supplementary documents that may prolong the application process.
- Any fees charged by the Cosmetology Association to my account are applied in accordance with Schedule B of the Association's By-laws and the fees are **non-refundable**.
- All documents and information submitted with my application become the property of the Cosmetology Association and will not be returned to me.

**Please note:** Original documentation submitted with an application will not be returned to the applicant. In addition, the Cosmetology Association does not provide copies of documents for application purposes.

- (First language is not English)** I must provide confirmation of English language proficiency testing (test results) from a recognized English language testing facility, if requested.
- Official translation by a certified Canadian translation service is required for any documentation that I submit to the Cosmetology Association that is not provided in the English language. I further confirm that contacting a translator for document translation and any cost associated with the translation of my documents is my responsibility, and not the responsibility of the Cosmetology Association of Nova Scotia.
- It is understood that if documentation provided with an application does not meet the requirements of the *Cosmetology Act* and the CFTA/CFTAIA, reapplication may be required.

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Date

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Signature (Applicant)

## SECTION 7 / CHECKLIST & PAYMENT INFORMATION

### Method of Payment (Select One)

- Cash (Walk in Only)**
- Credit Card**
- Debit Card**
- Certified Cheque**
- Money Order**
- Credit on File**  
Please indicate account number below.

Money orders or certified cheques are to be made payable to the:  
**Cosmetology Association of Nova Scotia**

If you selected payment by credit, provide credit card information below. **All financial information provided is kept strictly confidential and is not shared with anyone outside of the Cosmetology Association's office for any reason.** In the alternative, please contact the Cosmetology Association directly with payment information.

\_\_\_\_\_  
Name of Card Holder

\_\_\_\_\_  
Card Number & Expiry Date

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

### CHECKLIST:

Please review the checklist below to ensure you have provided the Cosmetology Association of Nova Scotia with information and documentation required for a credential review.

- Application for Credential Review & Recognition & Application Fee
- Valid Canadian (Provincial) Gov't issued Photo ID (front and back) **and**  
A digital/electronic photo (**.jpeg** or **.png** format only – see below)
- Copy of First Nations Status Card (if applicable)
- Proof of English Language proficiency testing (if applicable)
- Proof of Canadian Citizenship Status (birth cert., residency card, work, or study permit)
- Current licence or certification (from another regulated jurisdiction within Canada)
- Letter acknowledging that applicant is aware of the legislation and by-laws governing the practice of cosmetology in Nova Scotia (see below).

**Substitution:** the Applicant is required to execute an Affidavit in Support upon completion of application process. 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, you are at least 18 years of age, and you are a Canadian citizen or have refugee or landed immigrant status (work or study permit). The Affidavit may be signed in office or via virtual platform (see below).

- Letter of Good Standing from the regulatory authority that issued the licence being provided, including any practice limitations, restrictions, or conditions imposed on the applicant's licence, any information regarding complaints, disciplinary, or criminal proceedings relating to the competency or conduct of the applicant.
- Consent to Communicate (If the applicant requires assistance from a 3<sup>rd</sup> party for communication purposes, a Consent to Communicate is required and must be completed by a Cosmetology Association representative.)
- Proof of liability insurance
- Completed Schedule D (attached)

## ALL APPLICANTS: COSMETOLOGY ASSOCIATION MEMBER PHOTO ID

A Cosmetology Association member photo ID is now mandatory. The applicant's initial photo ID will be provided upon completion of the application process, at no charge. For more information regarding the Cosmetology Association's mandatory requirements for the submission of a photo for ID purposes, visit the Cosmetology Association's website at [www.nscosmetology.ca](http://www.nscosmetology.ca) ("Licencing" tab).

## AFFIDAVIT IN SUPPORT

*To be signed in office prior to receiving qualification.*

The applicant is required to execute an *Affidavit in Support* upon completion of the application process. 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, you are at least 18 years of age, and you are a Canadian citizen, permanent resident, or have refugee or landed immigrant status (work or study permit). The Affidavit may be signed in office or via virtual platform.

## SUBMISSION OF DOCUMENTS

Documents may be submitted by:

1. Email: [info@nscosmetology.ca](mailto:info@nscosmetology.ca)
2. Facsimile: (902) 334-7108
3. By regular mail to the address noted below
4. Dropping off at:

Cosmetology Association of Nova Scotia  
128 Chain Lake Drive  
Beechville, NS B3S 1A2

Documents dropped off at the Cosmetology Association **will not be reviewed or processed** on the same day. Applicants requiring assistance with an application **must make an appointment** to meet with a staff member during regular business hours.

## IMPORTANT INFORMATION

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. Should your application be denied, the Cosmetology Association's correspondence to you will include the reasons for the decision, instructions for appealing that decision, and the options available to you for training in cosmetology (as noted on page 1). A credential review process timeline is attached for ease of reference.

The Cosmetology Association endeavours to have credential review results to the applicant within 10 days of receipt of same (with payment).

If your application is approved, please refer to Schedule B attached hereto for **additional fees** associated with examination and file administration.

## DISCLAIMER

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

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

Date Application Received: \_\_\_\_\_ Application Fee: \_\_\_\_\_ **Paid**

Date of initial processing: \_\_\_\_\_

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

Additional documents requested (incl. date received):  
\_\_\_\_\_  
\_\_\_\_\_

Commencement of application review (date and initials): \_\_\_\_\_

Application review outcome:

Approved       Denied       Independent 3<sup>rd</sup> Party Assessment Required

Master Designation Qualification:  Yes  No

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

Date forwarded to Executive Director for review and approval: \_\_\_\_\_

**APPLICABLE FEES POST OUTCOME (IF APPLICABLE):**

<b><u>Description</u></b>	<b><u>Fee Required</u></b>	<b><u>Paid</u></b>
Admin	_____	<input type="checkbox"/>
By-Law Test	_____	<input type="checkbox"/>
Cosmetology Licence	_____	<input type="checkbox"/>

**Updated: 2026-04-08 10:25 AM**

**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**

## CFTA APPLICATION

For Applicants that qualify for licensing under *The Canadian Free Trade Agreement (July 1, 2017)*,  
and Nova Scotia's *Canadian Free Trade Agreement Implementation Act, 2018, c.23*,  
Sections 11-16 (Labour Mobility).

### **STEP ONE**

Applicant submits *Application for Credential Review & Recognition*, together with all required documentation and payment of application fee as per Schedule B of the Cosmetology Association's By-laws.

### **STEP TWO**

A response to the application will be provided to the applicant within ten (10) days of submitting the application. The correspondence will indicate the following possible outcomes and will include the next steps in the application process (or options available to the applicant if their application is denied).

## **POSSIBLE OUTCOME(S)**

### **APPLICATION DENIED**

The applicant's application for licensing is denied, with reasoning noted in correspondence from the Cosmetology Association (i.e.: does not qualify under the CFTA).

\*The applicant has the right to appeal the Executive Director's decision within 30 days of the outcome and will have the opportunity to submit new evidence once their appeal is acknowledged. Information regarding how to appeal a decision is available on the Cosmetology Association's website under the "Licensing/Appeal" tabs.

### **PROVINCIAL BY-LAW EXAM**

Applicant has been approved for licensing under the CFTA (as noted above) and is required to complete the Cosmetology Association's jurisprudence exam (NS By-laws). Applicant will contact the Association to schedule exam, and arrange for payment of any applicable fees as per the Cosmetology Association's By-laws, at Schedule B.

\*Upon scheduling of any applicable exams and payment of associated fees, the applicant will be provided with a Temporary Licence (Transfer) in order to seek employment in a registered salon or spa while waiting to complete examination(s).

### **EXAM PASS**

If the applicant is successful in challenging the Association's Provincial jurisprudence test, the applicant will then be eligible for a cosmetology licence in the field of cosmetology for which they applied, upon payment of any applicable fees in accordance with Schedule B of the Cosmetology Association's By-laws.

### **EXAM FAILURE**

In the event that the applicant is unsuccessful with challenging the Association's Provincial Exam(s), the Applicant will be given the opportunity to rewrite the exam(s) up to a maximum of 2 additional attempts. An exam rewrite is subject to a fee in accordance with Schedule B of the Cosmetology Association's By-laws.

## **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.

## ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

The Cosmetology Association of Nova Scotia's Provincial examination(s) are delivered in (academic) English. The Cosmetology Association must be satisfied that the applicant is likely to be successful in the study and practice of cosmetology, regardless of country of origin or citizenship status.

### ***English as a Second Language***

Any individual submitting to the Association an application for licensing in cosmetology (via *Credential Review & Recognition* or otherwise), must provide proof of English language proficiency testing (ELP) with a minimum pass score in all areas noted on page 2 (similar to *Canadian English Language Benchmark Level* equivalencies), if the applicant's first language is not English.

### ***Exemption***

If the applicant has successfully completed or possesses one of the following listed below, an exemption may be considered (*effective June 3, 2025*).

The applicant:

- Posses a valid cosmetology licence or *Red Seal Certification* from another regulatory body in Canada (see *Labour Mobility Nova Scotia* for more information).
- Posses a secondary school English delivered Grade 12 (or equivalent) diploma in Canada.
- Completed a *Canadian Adult Education (CAE)* program or *General Education Development (GED)* program in Canada.
- Completed one year of full-time English studies at a recognized and approved Canadian College or University.
- Completed an *English for Academic Purposes* program at a recognized and approved Canadian College or University.
- Completed three (3) years of full-time study in English outside of Canada at a recognized and approved college or university in a country where English language testing is not required.

## ACCEPTED CANADIAN LANGUAGE BENCHMARK TESTS

TESTING CENTRE	SCORE REQUIRED	NOTES
IELTS	Minimum Level 5	A Level 5 is required in all areas: reading, writing, listening, and speaking.
CELP	Minimum Level 5	A Level 5 is required in all areas: reading, writing, listening, and speaking.  <b>Note:</b> Applicants must register the Cosmetology Association as the “ <b>Professional Designation</b> ” under the primary reason for the test. If this information is not correct on the submitted document, it may be rejected as sufficient proof of ELP.
TOEFL	Minimum Level 60	A Level 60 is required in all areas: reading, writing, listening, and speaking.
CAEL	Minimum Level 60	A Level 60 is required in all areas: reading, writing, listening, and speaking.
Duolingo	Minimum Level 85	Applicants may share their test results with the Cosmetology Association via the Duolingo link provided at the end of the test.

## NOT ACCEPTED

<b>CLBPT</b>	The Canadian Language Benchmark Placement Test is <u>not</u> an English Language proficiency test. This assessment is used to place applicants in government funded programs and is not used for the purposes of employment, academic, immigration or citizenship use in Canada.
<b>CLB 5-10 Exit Assessment Tasks</b>	The CLB 5-10 Exit Assessment Tasks is a course for language instructors and assessors.
<b>Pearson Test of English Academic</b>	As of August 20, 2024, the <i>Pearson Test of English Academic</i> ELP tests will no longer be accepted (Pearson has notified the Cosmetology Association they <u>cannot</u> verify test results.)