

APPLICATION FOR DESIGNATION
MASTER COSMETOLOGIST: INSTRUCTOR
(Cosmetology Act, 2012, c. 39, By-laws 4.1 and 4.6)

Application Processing: 4 to 6 Weeks

Application Fee(s): Charged in accordance with Schedule B of the Associations By-laws (attached to this application).

Note: applications will not be processed until all required documentation is confirmed received by the Association, and the application and any other applicable fees per By-law Schedule B have been paid. Failure to provide all documentation required on page 4 may result in the application being rejected.

Designation Requirements

In accordance with the Cosmetology Association of Nova Scotia's By-law No. 4.6, any individual applying for Master Instructor cosmetology designation must show proof of 2 consecutive years of employment as a Master cosmetologist (or 3 years of consecutive employment as a Specific Licence holder) and proof of obtaining professional development credits as is mandatorily required prior to being eligible for Master Instructor designation [class (credits) must be practical hands-on unless otherwise approved].

In addition, all new instructors are required to complete the Milady Rise Educator program. The Association will follow up with schools to ensure the applying instructor has registered for MRE within 90 days of instruction commencement. **Note:** if MRE has been previously obtained, include confirmation (certificate) for same with this application.

All classes categorized as professional development (advanced training) for credit and/or Master or Instructor licence designation must be approved by the Cosmetology Association of Nova Scotia for recognition.

Professional development credits are defined as follows:

Class Credit Value

Training

- 0.5 credit = up to and including the 4th hour of training
- 1 credit = over 4 (complete) hours
- 2 credits = 2 (or more) training days

For more information regarding professional development requirements and a list of current approved classes, please visit the Cosmetology Association's website at www.nscosmetology.ca, and click on the main Menu - *For Members / Professional Development* tabs.

APPLICANT INFORMATION

Name: _____

Date of Birth: _____ Licence No. _____

Address: _____

Primary Contact Number: _____

Email Address: _____

EMPLOYMENT INFORMATION

Indicate here if the applicant is not currently working.

Has the applicant's licence been suspended* for any reason within the last 3 years? Yes No
 *(Unpaid for more than 90 days.)

Name of cosmetology school the applicant is or will be employed by:

School: _____

List below the applicant's last 3 years of uninterrupted and consistent employment in a registered cosmetology establishment. Dates of employment, name of establishment, location, and supervisor contact information is required.

| <u>Dates of Employment</u> | <u>Name of Salon</u> | <u>Location</u> | <u>Supervisor</u> | <u>Contact Number</u> |
|----------------------------|----------------------|-----------------|-------------------|-----------------------|
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PROFESSIONAL DEVELOPMENT

List below all cosmetology (field) related educational classes attended for skill training within the last 2 years. (Attach a separate piece of paper if additional space is required.)

Note: The Cosmetology Association does not automatically receive copies of training certificates from class providers. Copies of training certificates are required; if paper certificates are not available, written confirmation from class training host with proof of training, including class name, dates and times attended is required.

| <u>Date</u> | <u>Company Host</u> | <u>Name of Class</u> | <u>Educator</u> | <u>Contact Number</u> |
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IMPORTANT

- As of November 24, 2024, any Master cosmetologist applying for instructor designation must complete and obtain Milady Rise Educator certification **within 2 years of obtaining instructor designation** (based on date of licence issue). Program registration information is available on the Association’s website under the “Licensing” tab.
- A digital photo of the applicant is required upon application if the applicant has not yet received a Cosmetology Photo ID (effective as of January 1, 2020, a Cosmetology Association member photo ID is mandatory). The applicant’s initial photo ID will be provided upon completion of the application process, at no charge. Form 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 (“Licensing” tab).
- All Cosmetology Association Licences and Permits (including memberships) expire on December 31st of each calendar year. Late fees apply. (If a member’s licence or permit is expired for more than 90 days, that Member’s account will be suspended and their licence revoked.)
- An incomplete application may cause the Association to request supplementary documents and/or information which may prolong the application process.
- It is a member’s responsibility to advise the Cosmetology Association of Nova Scotia of new contact information, including but not limited to mailing and email addresses. If the Association receives returned mail on behalf of a Member, the Member’s account will be suspended until such time as the Member has been in contact with the Association to update their contact information.
- **LIFE INSURANCE:** All active licence holders (including registered cosmetology students) are eligible for Blue Cross Life Insurance, with no cost or obligation to the Member. Beneficiary designation forms are available on the Association’s website under the “For Members” tab.

CHECKLIST

Required Documentation:

- Professional Development Certificates (or proof thereof)
- Milady Rise Educator certificate(s) (if applicable)
- Applicant's Provincial Photo ID
- Digital Photo for Cosmetology Association Photo ID (if applicable)
- Blue Cross Beneficiary Designation Form (if applicable)
- Application Fee (per Schedule B attached)

Date of Submission: _____

AUTHORIZED SIGNATURE

* Providing or creating false documents or misleading information will render this application void. Possessing a forged document with intent to mislead (including the altering of educational certificates, transcripts, or otherwise) is a serious offence that may result in criminal charges being laid.

APPLICATION PAYMENT

The Cosmetology Association will contact the applicant with total amount due prior to processing any applicable fees.

Method of Payment (check one):

- Certified Cheque *
- Money Order *
- Debit
- Cash
- Credit (Visa, Mastercard, or AMEX)
- By Phone

Complete the information below if paying by credit card (all financial information provided is confidential.)

Name on Card

Card Number

_____/_____
Card Expiry CVV

Card Holder Signature

* Made payable to the Cosmetology Association of Nova Scotia.

Documents may be submitted to the Cosmetology Association by:

- **Regular Mail:**
128 Chain Lake Drive
Beechville, NS B3S 1A2
- **Facsimile:**
(902) 334-7108
- **Email:**
info@nscosmetology.ca
(with "Registration" noted in the subject line.)

*****FOR OFFICE USE ONLY*****

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| Application Processed (d/m/y): | Fee: \$ _____ |
| Application Reviewed (d/m/y): | |
| Application Reviewed by: | |
| Additional documents required: | |
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| Application Approved / Denied (d/m/y): | |
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