

PROVINCIAL EXAMINATION Requirements/Guide

Individuals engaging in cosmetology for fee, gain, or expectation of reward or remuneration must be licensed by the Cosmetology Association of Nova Scotia (the "Association") by virtue of the *Cosmetology Act, 2012, c. 39* (the "Act"). Individuals licensed pursuant to the *Act* include those who provide any of the following cosmetology services:

- Hairdressing
- Esthetics
- Nail Technology
- Makeup Artistry
- Body Hair Removal
- Eyelash Enhancement

Who needs to register to challenge the provincial examination?

- Any student enrolled in a registered school of cosmetology who is pursuing an education in any of the above-mentioned categories and who wishes to obtain a licence to legally practice cosmetology in Nova Scotia.
- Applicants from out of province or country trained in any of the above-mentioned categories and who wish to obtain a licence to legally practice cosmetology in Nova Scotia.

Requirements

The *Cosmetology Act, 2012, c. 39* requires a cosmetologist practicing in Nova Scotia to receive formal training for a minimum number of hours in a registered school of cosmetology as specified in the Association's By-Laws. A student enrolled in a cosmetology program at a registered school of cosmetology has one year post training to successfully pass the provincial examination.

Cosmetologists from out of province or country seeking licensure in Nova Scotia must submit to and receive from the Association a successful credential review.

Examination Registration Fees

Examination applications are available to students at the school in which they are registered. Applications must include a Verification of Successful Completion form. The Association must be in receipt of said form for a student to be eligible to challenge the provincial exam.

Examination fees as listed in the Association's By-Laws are non-refundable.

Did not attend fees (DNAs) are applied to member accounts upon:

- Failure to participate in a scheduled exam
- ⇒ In the event of a missed exam due to extenuating circumstances, the Association should be notified and supporting documentation should be supplied (ie: doctor's note, death certificate, etc.) within 15 days of the scheduled exam date
- Disqualification from an exam
- Submission of an incomplete exam

Examination Day

The provincial examination consists of a practical phase and a written phase (***unless you are writing the By-Law exam only***). The practical phase must be performed on a live model (in most cases). The written phase covers two areas of study: bacteriology, sanitation, and safety, and the Association's By-Laws. Please review the exam policies and materials listed below:

- Appropriate attire (school uniform, black pants/skirt and white blouse, lab coat/smock)
- Appropriate footwear (no open-toed shoes)
- Valid and current photo identification
- Writing utensils
- All supplies required for the practical phase
- Labeled containers/bags for clean and contaminated tools/implements
- Live model (mannequins are acceptable only for hairdressing exams)

The exam must be written in ink (blue or black) and you are responsible for bringing your own writing implements.

Children are not permitted in the examination area(s) for any reason.

Examination results

Examination results are forwarded to participants via regular mail within 30 days of the scheduled exam date. Results will not be discussed by telephone.

The pass mark of all phases is 70%. In the event of an exam failure, the participant should contact the Association to schedule and pay for a further attempt (which is subject to a re-examination fee in accordance with the *Cosmetology Act, 2012, c. 39, Schedule "B"*).

Participants are granted a maximum of three attempts to pass the provincial exam. Participants may challenge the exam a fourth time upon receiving permission from the Executive Board of Directors of the Association.

Temporary Licence

A temporary licence allows a registered exam participant to legally work before their scheduled exam date. Listed below are the two temporary licence categories and their limitations.

- Temporary Licence (Graduate) – issued to a student who wishes to work as a cosmetologist after successful completion of a cosmetology program and who is waiting to challenge the provincial exam. A Temporary Licence (Graduate) enables a graduate to practice cosmetology only under the direct supervision of a cosmetologist and is valid only until the specified date indicated on the temporary licence.
- Temporary Licence (Transfer) – issued to a cosmologist from out of province or country who wishes to work as a cosmetologist after a successful credential review. Enables an out of province or country cosmetologist to practice cosmetology until the specified date indicated on the temporary licence.

Temporary licence limitations:

- An individual may be issued a maximum of three temporary licences
- Failure of multiple exam phases may affect one's ability to qualify for a temporary licence
- Temporary licences will not be issued to exam participants who receive an exam mark of 45% or less on any phase of the exam
- Temporary licences become void if an exam participant does not present themselves on the day of their scheduled exam date