

2024 Examiner Position Description & Qualifications

Subject to the approval of the Board of Directors, the Executive Director may appoint one or more Examiners to assist in the conduct of examinations of persons who wish to practice cosmetology.
[*Cosmetology Act*, s. 38(1)]

- This position is a part-time “on call position”.
- Examiners will be contracted on a yearly basis.
- Examiners shall be paid hourly and be reimbursed for mileage, accommodation (when applicable), parking, and other miscellaneous, reasonable expenses.

EXAMINERS SHALL:

- ⇒ hold a valid Master Cosmetologist Licence with a minimum five (5) years’ experience, or a Master Instructor Licence,
- ⇒ not be currently working in a school/college or learning environment,
- ⇒ be available for examinations, with thirty (30) days’ notice of the scheduled exam date,
- ⇒ be available for yearly orientation and meetings,
- ⇒ keep updated on requirements for examination and the examination process,
- ⇒ remain updated in industry changes and trends, and
- ⇒ be dressed in professional dress with hair and make-up applied (no wet hair) when examining.

EXAMINERS MUST:

- ⇒ participate in the Association's annual orientation session and on-the-job training with an experienced Examiner (for new Examiners),
- ⇒ complete the Association’s Infection Control and By-law examinations,
- ⇒ attend any other training as directed by the Executive Director,
- ⇒ always keep in mind that s/he is a representative of the Cosmetology Association and of the Industry and present themselves accordingly at all times, and
- ⇒ provide their own transportation.

CONDUCT & CONFIDENTIALITY

All Examiners must abide by the *Cosmetology Act*, its By-laws, the Association’s Policies, & Procedures, and Codes of Conduct. The Cosmetology Association of Nova Scotia will not accept behaviour that is unbecoming of a professional that will adversely affect the Cosmetology Association or violate its By-laws from individuals of the Membership, the Executive Board of Directors, the Executive Director, Committees, Subcommittees or Administrative Office Staff.