

<b>Policy Type:</b> Registration	<b>Effective Date:</b> March 29, 2023
<b>Policy Number and Name:</b> 3.6 Accepting Alternative Information	<b>Revision Date:</b>
<b>Page: 1 of 5</b>	

### **Policy Statement**

The Association of Nova Scotia Land Surveyors (ANSLS) recognizes there are circumstances where an applicant will not be able to provide certain documents required as part of the registration and licensing process for reasons beyond the applicant’s control. In these circumstances, the ANSLS will work with the applicant to accept alternative information to the required documentation in a way that will not compromise the integrity of the registration and licensing process. The applicant must provide documentation of the reason(s) why they cannot provide the required documents.

The ANSLS Board of Examiners retains the right to request additional evidence or documentation to assist in the processing of an application. The ANSLS also retains the right to decline a request by an applicant to approve the use of alternate evidence or documentation if doing so would compromise the integrity of the registration and licensing process or the applicant has not provided sufficient reasoning or documentation to support their request.

### **Purpose**

The purpose of this Policy is to educate and inform applicants of the formal policies in place in circumstances where an applicant is unable to submit documents required for the registration and licensing process for reasons beyond the applicant’s control.

### **Scope**

This Policy is intended to apply to all applicants, including new graduates, land surveyors from other Canadian jurisdictions and internationally trained professionals. This Policy is intended to apply to documents submitted by an applicant as part of the registration and licensing process. It is not intended to apply to application fees.

### **Definitions**

- “Affidavit” means a written statement of fact that is sworn under oath or affirmed to be true. An affidavit must be signed before an individual who is authorized to administer oaths.

- “Certified Translator” means an individual who is certified to provide translation services through a professional organization (for example – the “Canadian Translators, Terminologists, and Interpreters Council”).
- “Certified Copy” means a photocopied document that has been certified and signed by a notary/commissioner of oaths to verify that the document is a true copy of the original document.
- “Commissioner of Oaths” means an individual who is qualified and authorized to certify the oath of another individual. A commissioner can take and receive affidavits, declarations and affirmations within the province in which they are authorized.
- “Notarized” means to have an appointed and authorized individual (i.e. a notary public) witness the signing of a document. The document must be signed and stamped to certify that the notary has verified the parties’ identities and witnessed the required signatures.

### ***Required Documentation***

See the ANSLs website under the [HOW TO APPLY](#) tab for documentation required to apply for a license to practice land surveying.

### ***Requesting Consideration of Alternative Information***

An applicant who cannot provide some or all of the required documentation should contact the Executive Director in writing to request that the ANSLs accept alternative information. The applicant’s request should include:

- A list of the required documents that cannot be provided.
- The reason the applicant cannot obtain the required documentation.
- A description of what attempts the applicant has previously made to obtain the required documentation.
- A description of the documents the applicant could provide to demonstrate their qualifications for licensure, and
- Whether or not the applicant consents to the ANSLs contacting third parties to assist in obtaining information and documentation of the applicant’s qualifications.

The Executive Director may request that the applicant provide additional information or evidence to demonstrate why the applicant is unable to provide required documentation.

Where the documentation is required by a third-party assessor, the Executive Director may direct the applicant to contact the third-party directly.

It should be noted that it may not be permissible to allow alternate documents to certain documents listed in sections *Educational Credentials* and *Professional*

*Qualifications* below. This will be determined on a case by case depending on the circumstances.

### ***Examples of Reasons Beyond the Applicants Control***

Loss of documentation because of extreme weather or natural disaster.

- The institution that issued the document is no longer in existence.
- An articling supervisor is deceased.
- Written approval or recommendations for additional work on the project survey was not submitted to the Nova Scotia Board of Examiners.
- The applicant has previously resided in a conflict zone and as a result is unable to obtain their records.
- The applicant is unable to obtain their records as a result of political, religious, or ethnic persecution.
- It should be noted that the above list is not intended to be exhaustive and the ANSLs recognizes that a wide range of reasons beyond an applicant's control may exist for why they do not have access to a document.
- The ANSLs position is that this Policy is only intended to apply in exceptional circumstances.

### ***Burden on the Applicant***

The burden is on the applicant to provide sufficient evidence and information in support of their explanation of why a document(s) is unavailable. The ANSLs retains the right to deny the applicant's request if the applicant has not provided sufficient reasoning or documentation to support their request. The evidence, documentation and reasoning provided by an applicant will be assessed on a case-by-case basis.

### ***Requirements of Affidavit***

An affidavit submitted to the ANSLs must be an original sworn affidavit. The affidavit must be in either English or French. See section "*Translated Documents Requirements*" below for requirements for translated documents. The affidavit must be signed and sealed (or stamped) by a Notary Public or Commissioner of Oaths. The following information is required in the affidavit:

- The identity of the applicant.
- Reasons why the required documents could not be submitted.
- Attempts made to obtain the documents.
- The name of the university the applicant attended and the dates they completed their program.
- The name and description of all courses taken during the program; and,
- The name of the degree granted and the date it was granted.

### ***Translated Documents Requirements***

The following provisions are to be utilized if an applicant's original document is not in English or French:

- The translation of documents is the responsibility of the applicant.
- The translated document must be attached to the original document.
- The translated document must be translated by a certified translator. This cannot be an official from the applicant's university, community college or institute, unless the individual holds the role of a certified translator.
- The certified translator must place their seal on the document and place their signature by the seal. All documents translated must bear the seal and signature of the certified translator.

### ***Alternative Information – Educational Credentials***

Where the Executive Director accepts that required documentation cannot be provided for reasons beyond the applicant's control, the ANSLs may consider the following alternative information for assessing an applicant's educational credentials:

- Certified copies of original academic documentation.
- Photocopies of academic documentation together with an affidavit attesting to the authenticity of the document.
- An affidavit from the applicant describing the applicant's academic qualifications, the institution attended, and detailed descriptions of the courses taken and course curriculums, with supporting evidence if available.
- Affidavits from former professors and classmates verifying the applicant's course descriptions and attesting to the applicant's academic performance.
- Information obtained by the ANSLs from third parties, with the applicant's advance consent, verifying the applicant's educational credentials.
- Any other information offered by the applicant evidencing their academic qualifications.

The list above is not intended to be exhaustive. The Executive Director may request that the applicant provide alternative documentation. The documentation and information provided by an applicant will be assessed on a case-by-case basis.

### ***Alternative Information – Professional Qualifications***

Where the Executive Director accepts that required documentation cannot be provided for reasons beyond the applicant's control, the ANSLs may consider the following alternative documents for assessing an applicant's prior experience:

- Reference letters from prior employers and colleagues.
- An affidavit from the applicant describing the applicant's professional qualifications and detailed descriptions of prior work performed, with supporting evidence if available.

- Copies of reports that support the applicant's involvement in a survey project.
- Statements of professional standing from other regulatory bodies.
- Certified copies of professional licenses or certificates.
- Any other information offered by the applicant evidencing their professional qualifications.

The list above is not intended to be exhaustive. The Executive Director may request that the applicant provide alternative documentation. The documentation and information provided by an applicant will be assessed on a case-by-case basis.

### ***Alternative Arrangements***

In specific circumstances, the Executive Director may exercise discretion to arrange alternate mechanisms for assessing an applicant's professional competencies (for example: an interview with licensed members of the Nova Scotia Board of Examiners, supervised practice, etc.). The Executive Director will only elect to use this provision in unique situations where all other methods have been exhausted.

The ANSLs Nova Scotia Board of Examiners also retains the right to decline to use this provision if doing so would compromise the integrity of the licensing process (or the profession) or the applicant has not provided sufficient reasoning or documentation to show that all other methods have been exhausted.

The applicant may be responsible for the cost of alternative assessments depending on the nature of the assessment required.

### ***Status of the Application***

Applicants cannot begin to practice without a license, which means that applicants must wait until the application process is complete and their application is successful with the Nova Scotia Board of Examiners. Much like the general licensing process, in circumstances where the Executive Director needs to obtain additional information, the Nova Scotia Board of Examiners will require additional time to complete the registration and licensing process.