

Policy Type: Registration	Effective Date: April 18, 2024
Policy Number and Name: 3.8 Communicating Registration Decisions	Revision Date:
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Definitions

Applicant/Candidate is an individual who has submitted a completed application to the Association of Nova Scotia Land Surveyors (ANSLS) for consideration to become a practicing member of the regulated occupation.

Internal Review is the process by which an applicant/candidate may formally contest a registration decision and have their application and other supporting evidence reconsidered by the Registration Appeal Committee within the ANSLS.

Registration is official confirmation that the applicant has the qualifications necessary to become a member of the ANSLS and is eligible to perform the scope of practice and/or use the protected title.

Registration decision is the conclusion of the assessment of a completed application for registration by the ANSLS. It will include both the Executive Director's and Board of Examiners determination as to whether the applicant is eligible for registration by the ANSLS. A registration decision may reflect two possible outcomes:

- Registration is granted – the applicant has met the requirements for registration and is eligible to become a practicing member of the ANSLS. The applicant's registration may be subject to terms, conditions, or restrictions as permitted by law.
- Registration is not granted – the applicant does not currently meet the requirements for registration and is not eligible to become a practicing member of the ANSLS at this time. The applicant may be eligible to become registered at a later time, after fulfilling certain requirements or addressing gaps in their training and/or skills. This decision is subject to internal review.

Policy

This policy provides a process for communicating registration decisions to applicants/candidates.

Procedures

Notification of Decision

Timeframe for registration decisions

Registration decisions will be provided within seven days of the ANSLS's receipt of a completed application and all required supporting documentation.

Where registration is granted

When an applicant is granted registration, the Executive Director will provide confirmation via email within the timeframe established above. If registration is subject to terms and conditions, the Executive Director will clearly outline the terms and conditions in the confirmation of decision.

Where registration is not granted

When an applicant is not granted registration by the ANSLS, they will be informed of the decision by email within the timeframe established above.

The notification of decision shall contain the following information:

- reasons for the registration decision,
- where practical, information respecting measures or programs that may be available to assist unsuccessful applicants in obtaining registration at a later date,
- a statement on the applicant's right to an internal review, and
- information on the ANSLS internal review process and of the procedures and time frames for the internal review.

The ANSLS internal review policy shall be attached to the decision letter.