

<b>Policy Type:</b> Registration	<b>Effective Date:</b> April 18, 2024
<b>Policy Number and Name:</b> 3.7 Internal Reviews of Registration Decisions	<b>Revision Date:</b>
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### ***Definitions***

*Committee* means the Registration Appeal Committee.

*Parties* refers to the applicant/candidate and the Executive Director.

*Policy* is the Policy on Internal Reviews of Registration Decisions.

*Council* refers to the governing Council of the Association of Nova Scotia Land Surveyors (ANSLS).

### ***Policy***

This policy provides a process for review of registration decisions.

### ***Composition of the Registration Appeal Committee***

1. A Registration Appeal Committee will be appointed by Council to include:

- One public representative; and
- Two members from the ANSLS active membership roster;

A chairperson will be appointed by Council.

2. No one who was a member of the ANSLS Board of Examiners or anyone else who acted as a decision-maker in reaching the original registration decision may serve on the Registration Appeal Committee.
3. Registration Appeal Committee members will participate in training prior to participating in an internal review hearing.

## ***Procedures***

### **Notification of Right to Internal Review**

- When an applicant is not granted registration with the ANSLs, they will be informed of the decision by letter.
- The letter shall include:
  - Reasons for the registration decision;
  - A statement that indicates the applicant's right to an internal review by informing the Executive Director in writing within 30 days of this letter's date.
- This Policy shall be attached to the decision letter.

### **Requesting the Internal Review**

- Within 30 days of the letter's date, the applicant may submit a written request for internal review of a registration decision via either email or mail.
- The applicant's request for internal review should outline the basis for the review.

### **Scheduling the Internal Review**

- Upon receipt of a request for internal review, the Executive Director will notify the Committee and provide all records relating to the applicant's application to the Committee within 7 days.
- The Committee will contact the applicant within 14 days of receipt of the application records to schedule the date for the Internal Review Hearing.
- The Registration Appeal Hearing will take place within 60 days of the receipt of application records by the Committee.

### **Opportunity to Make Submissions**

- Either party may make submissions in writing to the Committee within 30 days after the review has been scheduled.
- The Committee will share submissions with both parties to review. The parties will be given at least 14 days to review submissions in advance of the hearing date.

### **Internal Review Hearing**

- At the Registration Appeal Hearing, the Committee will review all submissions made by the parties.
- Both parties will have the opportunity to appear and speak before the committee.
- Parties may appear with or without legal counsel.

## **The Internal Review Decision**

- The Committee will render its decision based on careful consideration of all written submissions and oral presentations at the Hearing.
- The Committee may uphold the rejection of the applicant or order the Executive Director to reverse the decision and register the applicant. The Committee may require terms, conditions, or restrictions be imposed on the applicant's license as a condition of licensure.
- A decision will be reached within 14 days of the hearing, at which point both parties will be informed in writing.
- The decision will be issued to the applicant via mail or email with reasons.
- If the Committee issues a decision to reverse the Executive Director's decision and license the applicant, the Executive Director must register the applicant within 7 days.
- The decision of the Registration Appeal Committee is final.