

Criteria used to assess whether the requirements for registration have been met

The following criteria are used to assess whether the requirements for registration have been met:

Candidate Application:

- The completed application form submitted by the candidate to the Association of Nova Scotia Land Surveyors (ANSLS) is reviewed for completeness by the Executive Director and submission of dues payment is verified by the ANSLS Executive Administrator.
- The articling agreement is reviewed and approved by the Board of Examiners (by co-signing and dating the agreement).
- Letters of Reference are reviewed by the Executive Director to ensure there are no issues. If any such issues are identified they are brought to the attention of the Board of Examiners who will decide if they are accepted or rejected.

Full Membership:

- The Canadian Board of Examiners for Professional Surveyors (CBEPS) ***Certificate of Completion*** (including the requirements for an international applicant) is reviewed by the Executive Director to ensure it has been issued by CBEPS with a respective number being assigned. If there is uncertainty regarding legitimacy of the certificate the Executive Director will contact CBEPS for clarification. CBEPS has clearly laid out processes for assessing requirements and the ANSLS has two members who sit on either the CBEPS Board of Directors or are representatives on various committees. They are the main conduit for representation by the ANSLS on CBEPS and they frequently provide input on the CBEPS syllabus (often in consultation with the ANSLS Council).
- Once submitted by the candidate the ***Survey Project*** proposal is reviewed by the senior examiner to ensure it meets all of the requirements. It is then independently reviewed using a rating sheet by three special examiners. A “review guide” is used to clarify the process. The examiners meet with the candidate to review the project and the candidate has an opportunity to answer any questions. If the ratings on all aspects of the rating sheet are 75% or greater the candidate will be deemed to have successfully completed the survey project. If the project has to be resubmitted with revisions it is further reviewed by the examiners by completing rating sheets. Any or all of the aspects of the rating can be submitted a maximum of three times, including the initial submission. If after the third review the aspects of the rating are

still below 75% the candidate will be required to submit a new survey project. Registration Appeals Committee members and special examiners will use the rating document(s) approved by the Nova Scotia Board of Examiners. Consistent decisions are made by using the rating document regardless of who is rating the Survey Project. Each Survey Project is independently rated by three special Examiners to ensure that any potential biases are mitigated.

- The period of **articles** shall include 24 months of acceptable professional land surveying work experience based on guidelines and elements that would be reviewed by the candidate and surveyor. The 24 months of experience assumes a minimum of 3300 hours that must be totaled. A candidate must complete the period of articles in the manner and in accordance with the timelines in the articling agreement. A detailed breakdown by category is also included (and these may include detailed time sheets where available from the company). The Nova Scotia Land Surveyor only signs off on the articles when they feel that the candidate has acquired the appropriate level of experience to obtain active membership. For a minimum of 50% of the 24 months a Candidate shall be in a supervisory position or role. Once the candidate has submitted their articling hours they are reviewed and approved by the Executive Director and Board of Examiners to ensure they meet the requirement. Affidavits by the candidate and Nova Scotia Land Surveyor are signed and then approved by the Board of Examiners. They include signatures by a Commissioner of Oaths or another Nova Scotia Land Surveyor (NSLS). An initial interview with the candidate, the principal, and a minimum of three members of the Board of Examiners will be scheduled by the ANSLs within 60 days of receiving the articling paperwork. This interview is required prior to the Board approving articles.
- The **Jurisdictional Examination** and answer keys are developed by a sub- group of the Nova Scotia Board of Examiners. Once a draft of the exam and answer key is finalized, it is submitted to the entire Board for approval. Each candidate is assigned a number by the ANSLs examination administrator. No members of the Board sub-group are aware of which number corresponds to which candidate. Each exam question is sent to two markers from the Board sub-group who independently mark the exams using the provided answer key. This ensures there is no bias. If necessary the lead marker will also mark the exam. The final mark of the exam will be determined as follows:
 - If both markers grade the exam less than 70%, the final mark is the average from the two markers.
 - If both markers grade the exam at 70% or greater, the final mark is the average from the two markers.

- If one marker passes the exam and one fails the exam, the lead marker will independently mark the exam. The exam passes if two out of three markers pass the exam and the average mark of the three markers is 70% or greater.

The markers all have extensive experience with adult education especially developing and marking exams ensuring that they meet all learning outcomes. They either are or are retired faculty members at the Nova Scotia Community College and have taught courses in the surveying programs at the certificate and diploma levels. Registration Appeals Committee members also receive training in how to mark exams. Each exam question and answer key are developed and reviewed by the Nova Scotia Board of Examiners. Consistent decisions are made by using an answer key regardless of who is marking the exam.

- Once a candidate has completed all of the registration requirements they are licensed as a Nova Scotia Land Surveyor (NSLS). Before licensure occurs the Executive Director will notify the candidate of the process. This includes the following: firstly, the Executive Director will evaluate whether the requirements have been met and this is done by using the [ANSLS Candidate Evaluation for Licensure Form.pdf](#) **Cathy to hyperlink this**. Once this is complete the Executive Director signs off and sends the form to the Board of Examiners for final approval. Once approved the candidate can be sworn in as an NSLS. Before being able to practice the candidate has to provide proof of liability insurance and once received the Executive Director verifies it with the insurance provider. Finally, submission of active membership dues payment is verified by the ANSLs Executive Administrator. If the candidate is an interprovincial applicant the Certificate of Conduct is verified by the Executive Director to ensure it has been signed by an official representative from the home association. If the candidate is an international applicant the Executive Director verifies that there is proof of being legally entitled to work in Canada and there is an official certificate of standing showing that the applicant is not subject to any disciplinary findings.
- All of the registration policies are reviewed and approved by the ANSLs Council. These include policies regarding appeals.