

Association of Nova Scotia Land Surveyors (ANSLS)

Length of Time for the Registration Process

Information on the length of time that the ANSLS registration process usually takes is noted as follows:

CATEGORY	ITEM	DATES
CANDIDATE APPLICATION	Completed candidate application form submitted to the ANSLS including dues payment and entry into the candidate roster	Within 3 business days of receiving the completed application
REGISTRATION AS A FULL-ACTIVE MEMBER AS A NOVA SCOTIA LAND SURVEYOR (NSLS)	<p>An application is considered complete once all application requirements have been met. These requirements differ according to whether the candidate is considered a new applicant, an interprovincial applicant or an international applicant. Information on these requirements can be found on the ANSLS website at: https://ansls.ca/register.html</p> <p>Information concerning timelines for the articles, student project and jurisdictional exam are included below.</p>	<p>The timeline from when a candidate applies to when they are registered is affected by: will vary by applicant; and the amount of time it takes a candidate to submit a CBEPs Certificate of Completion and completion of articles, the student project and jurisdictional examination. In addition application processing time may vary based on office closures and staff/committee availability and workload.</p> <p>Once an application is considered complete the Executive Director notifies the candidate within 10 calendar days.</p>

ARTICLES	ITEM	DATES
	The Board of Examiners approves the articling agreement submitted by the candidate	Within 3 business days of receiving the completed articling agreement
	The candidate completes the articling time	Minimum of 3300 hours (approximately 24 months)
	Initial interview with the candidate, the principal, and a minimum of three members of the Board of Examiners	Within 60 days of receiving the articling paperwork from the candidate
	Board of Examiners approves the articles once the candidate has submitted information on the articling time together with signed affidavits from the Surveyor and Candidate	The ANSLS Administration notifies the candidate and principal if articles are approved within 2 weeks of the interview
	Board of Examiners defers approval of articles until additional information is received	Within 2 weeks of the interview
	ANSLS Administration sends a letter to the candidate and principal regarding deferral of articles	Within 2 weeks of the interview
	Board of Examiners refuses the articles	Within 2 weeks of the interview
	ANSLS Administration sends the written decision with reason(s) to the candidate and principal	Within 1 week of the interview
	An individual whose articles are refused by the Board may send a written request for an appeal to the Executive Director	Within 3 weeks of the interview

ARTICLES - APPEALS	ITEM	DATES
	The Executive Director must forward the matter to the Registration Appeals Committee for a review of the articles	Within 30 days of receiving a written notice of refusal and the reasons for it
	ANSLS Administration to notify in writing an individual who requests a review the date, place, and time that the Registration Appeals Committee will review the articles and indicates they are entitled to appear and make presentations	Within 30 days after receipt of a request from an individual
	The Registration Appeal Committee makes a decision, with reasons and in writing	The date of the review will be no later than 60 days after the date upon which the Committee received the request from the Executive Director
		The Registration Appeals Committee must send its decision within 30 days of it making its decision

SURVEY PROJECT	ITEM	DATES
	The Board of Examiners appoints special examiners and specifies the senior member who will be responsible to the Board for organizing and coordinating the work to be done	Approval of a motion at the ANSLs Council usually 1-2 months after the Annual General Meeting
	The candidate submits a proposed survey project	
	The Board of Examiners approves the proposed project and issues an "Order of Survey" to the candidate	Within 2 weeks
	The candidate completes the survey project	Will vary by candidate
	The candidate submits the completed student project to the ANSLs office	The student project is sent to examiners within 1 week
	The special examiners should be prepared to meet as a group to review a candidate's project	Within one month
	The three special examiners will meet in person to discuss their individual reviews, then interview the candidate and complete the ratings	Within three weeks (or a reasonable extension thereof for extenuating circumstances) after being designated to review a candidate's project
	If the candidate successfully completes the survey project the lead examiner will notify the Executive Director by submitting the rating sheets	The Executive Director will notify the candidate within 3 days
	If the candidate is required to resubmit any revised portions of the survey project they should be sent to the lead examiner	
	The lead examiner will distribute the revisions to the examiners who will review and provide a rating to the lead examiner	Within two weeks (or a reasonable extension thereof for extenuating circumstances)
	If the average rating on each aspect of the revisions is 75% or greater the lead examiner notifies the Executive Director of the Candidate's successful completion	Once received within 1 week the Executive Director notifies the candidate in 3 days

SURVEY PROJECT - APPEALS	ITEM	DATES
	After completion of any of the three reviews the Candidate can appeal the decision of the special examiners to the Executive Director	Within 30 days of the decision(s) of the special examiners
	If the Candidate appeals then the Executive Director will notify the Registration Appeal Committee, the members of which were not involved in the original decision	Within 3 days
	The Registration Appeal Committee members will review the entire project up to the disputed point in the review and will follow the same review process as the original examiners and rate the disputed aspects of the Survey Project.	Within 60 days of notification
	The Registration Appeal Committee provides its decision with reasons to the Executive Director who then notifies the candidate	Within 30 days

JURISDICTIONAL EXAM	ITEM	DATES
	The ANSLs Administration notifies candidates of the next date for the exam and asks if anyone would like to take the exam at that time	Candidates to notify the ANSLs Administration of interest in taking the exam within two weeks
	Candidates take the examination on the prescribed date	The examination is 3 hours in duration
	Copies of the completed examinations are sent to the markers	Within 2 days
	Results are provided to the lead marker	Within two weeks (or a reasonable extension thereof for extenuating circumstances)
	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 the three markers pass the exam and the average mark of the three markers is 70% or greater	Within 1 week (or a reasonable extension thereof for extenuating circumstances)
	The lead marker submits grades and answer sheets to the Executive Director and the Executive Director informs the candidate	Within thirty days from the day the candidate wrote the exam (or a reasonable extension thereof for extenuating circumstances)

JURISDICTIONAL EXAM - APPEALS	ITEM	DATES
	Once the Executive Director has send the final mark of the examination to the candidate they can request an appeal to the Executive Director	Within 30 days from the day the candidate wrote the exam (or a reasonable extension thereof for extenuating circumstances)
	If an appeal is sent to the Executive Director they then notify the Registration Appeal Committee	Within 3 days
	Members of the Registration Appeal Committee independently mark the exam using the provided answer key and results are provided to the designated lead marker	Within two weeks (or a reasonable extension thereof for extenuating circumstances)
	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 the three markers pass the exam and the average mark of the three markers is 70% or greater	Within 1 week (or a reasonable extension thereof for extenuating circumstances)
	The lead marker submits grades and answer sheets to the Executive Director and the Executive Director informs the candidate with a breakdown of their marks	Within thirty days from when the appeal was initiated (or a reasonable extension thereof for extenuating circumstances)