

## **Summary of the Internal Review Process**

The Association of Nova Scotia Land Surveyors (ANSLS) has an internal review process which is available to unsuccessful applicants to appeal their registration decision.

The main elements of this process include the following:

- Once an applicant receives a letter from the ANSLS indicating they have not been granted registration they have 30 days (from the letter's date) to submit a written request for an internal review of the registration decision. This should outline why they are requesting a review.
- Once the ANSLS receives a request for internal review the Executive Director notifies the Registration Appeal Committee within 7 days.
- Members of the Committee did not act as decision-makers in respect to the original registration decision.
- Within 14 days of receipt of the application records the Committee will schedule a date for a Hearing and this will take place within 60 days of receipt of the application records by the Committee.
- Either party may make written submissions (which could include new information) to the Committee within 30 days after the review has been scheduled and these will be shared with both parties. The parties will have at least 14 days to review the submissions in advance of the hearing date.
- At the Registration Appeal Hearing, the Committee will review all submissions and both parties will have an opportunity to appear and speak before the committee (with or without legal counsel).
- Within 14 days of the hearing the committee will render its decision and inform both parties. The written decision will include reasons. The decision could be to either uphold the original rejection of registration or reverse the decision. The decision of the Committee is final.
- If the Committee issues a decision to reverse the original decision then the Board of Examiners will register the applicant with 7 days. The Committee may require terms, conditions, or restrictions be imposed on the applicant's license as a condition of licensure.