

NSRBA Registration Policy: Apprenticeship Pathway (Registered Apprentice and Barber Certification)

The Nova Scotia Registered Barbers Association (NSRBA) provides the following registration process for applicants who wish to take the Registered Apprentice pathway to become a Registered Barber. This policy will describe the Association's process for receiving/reviewing applications and communicating registration decisions to applicants on:

- becoming a Registered Apprentice, and
- writing the certification exam and becoming a Registered Barber.

Under the revised statutes of the *Registered Barbers Act (1989)*, individuals who wish to work as a Registered Barber in Nova Scotia but are not a Registered Barber in another Canadian jurisdiction and/or have not passed a registered barbers training program must apply to be a Registered Apprentice and meet all qualifications before applying to become a Registered Barber.

Applicants practicing under a Registered Apprentice registration require direct supervision under a Registered Barber (mentor) to gain the knowledge and qualifications necessary to complete the Registered Barbers Certification Exam.

The process for submitting applications for certification as a Registered Barber as a graduate of a barbering training program at a private career college or under the labour mobility provisions of the Canada Free Trade Agreement / *Canadian Free Trade Agreement Implementation Act* (Nova Scotia), are addressed under separate policies:

- NSRBA Registration Policy: Career College Pathway
- NSRBA Registration Policy: Labour Mobility Pathway.

I. Definitions:

Applicant means an individual who has submitted a completed application to the NSRBA for consideration to become a practicing member of the barbering association.

Apprenticeship Committee is a committee composed of NSRBA Council Members responsible for reviewing and verifying the information provided by applicants in the application. The Apprenticeship Committee also ensures mentors are aware of their roles and responsibilities in the NSRBA Apprenticeship Program.

Board of Examiners refers to the NSRBA Board responsible for overseeing examinations of applicants to the NSRBA and making a recommendation for certification to the Registrar.

Career College means a college approved under the *Private Career College Act*, SNS 1998, c 23.

Certification exam refers to the written and practical examination overseen by the Board of Examiners to determine the applicant's fitness to practice barbering. If the applicant achieves a passing grade (70%), they will be issued a certification of registration.

Council means the Council of the Association.

Mentor refers to a current member of the Nova Scotia Registered Barbers Association who holds a Registered Barber certificate and has taken on the responsibility to provide an apprenticeship to a Registered Apprentice

Registrar refers to the Registrar of the NSRBA, who keeps a register of the members of the Association and issues certificates of members, certificates of exemption, and certificates of registration (as a barber or as an apprentice).

II. Application for Designation – Registered Apprentice

The NSRBA accepts applications for NSRBA Registered Apprentice certification. Applications must be complete in all respects before they are reviewed for approval.

Please note, applications and all supporting documents must be in English. Applications will not be reviewed until all information/documents are received, including translated documents.

NSRBA Apprenticeship Program Application Package

The following section outlines the requirements for what the NSRBA considers a complete NSRBA Apprenticeship Program application package:

- a) Completed NSRBA Apprenticeship Program application form.
- b) Proof of being 17 years of age or older (signed government-issued photo. identification—e.g., driver's licence, passport).
- c) Fees: Application Fee (\$25) and Annual Registration Fee (\$42).
- d) Name/address/contact of mentor overseeing apprenticeship.

In addition to the documents listed above, NSRBA Apprenticeship Program application packages for **INTERNATIONAL APPLICANTS** must also include:

- e) Proof of Canadian citizenship or proof of eligibility to work in Canada (Acceptable documentation includes, Canadian birth certificate, Canadian Passport, documentation issued by Citizenship and Immigration Canada, such as proof of permanent residency or work permit)

f) Proof of English-language proficiency¹

The NSRBA Registrar will review the submitted application package within four weeks of receipt to ensure all required documents have been provided. Applicants will be notified within this time frame of any missing information.

If the application package is complete, the Registrar will forward the completed application package to the Apprenticeship Committee for review.

Apprenticeship Committee Review

Once the package is deemed complete by the Registrar, the package will be provided to the Apprenticeship Committee.

The Apprenticeship Committee will review the package and contact the identified mentor to ensure the mentor understands the requirements of the NSRBA Apprenticeship Program, and the role and responsibilities of mentor and of the Registered Apprentice.

The Apprenticeship Committee will notify the Registrar after reviewing the program requirements with mentor and confirm that:

- The mentor has agreed to the program requirements; or
- The mentor has not agreed to the program requirements.

Once the Registrar has been notified that the mentor agrees to the program requirements, the Registrar will issue one of the following decisions in writing to the applicant:

- i. Issue a certificate of registration as Registered Apprentice and provide a NSRBA Apprentice package that includes:
 - a. Guide to apprenticeship training on theory and practical
 - b. Record of apprenticeship training
 - c. NSRBA Occupational Standard
 - d. Information on the requirement for Registered Apprentices to purchase the "Milady" textbook, along with the exam guide.
- ii. Do not issue a certificate of registration as a Registered Apprentice and provide:

¹ Please note that the NSRBA follows the same English proficiency benchmarks as the Interprovincial Standards Red Seal Program for Hairstylists (Canadian Language Benchmark – Speaking 6/7; Listening 6/7; Reading 5/6; Writing 4). For more information on English language learning, please visit <https://novascotiainmigration.com/live-here/language-learning/> or https://www.nssc.ca/learning_programs/programs/PlanDescr.aspx?prg=ENGAP&pln=ENGAP to find a program right for you.

- a. The reasoning behind the decision
- b. The policy on the right to appeal the decision.

III. Application for Designation- Registered Barber

Once a Registered Apprentice has completed the NSRBA Apprenticeship Program they may apply to be certified as a Registered Barber. To become certified as a Registered Barber, all Registered Apprentice applicants must first pass the NSRBA barber certification exam. The exam consists of two parts, a written exam and a practical exam.

Individuals must apply to become a Registered Barber to write the NSRBA barber certification exam.

NSRBA Registered Barbers Application Package

Details about the application package are included below.

All applications must include:

- a) Completed certification as a Registered Barber Application form
- b) Fees: Application Fee (\$25) and Certification Exam Fee (\$50)
- c) Proof of being 17 years of age or older (signed government-issued photo identification – e.g., driver's licence, passport)
- d) Letter from mentor attesting to completion of NSRBA Apprenticeship Program and proficiency
- e) Record of apprenticeship training, completed under the direction of the mentor

The NSRBA Registrar will assess all application packages received and determine if the NSRBA Registered Barber application package is complete. The Registrar will notify an applicant within 4 weeks of receiving an application package of any missing information/documents.

If the application is complete, the Registrar will forward the completed application package to the Apprenticeship Committee for review.

Eligibility to write the NSRBA Certification Exam

The Apprenticeship Committee will review the Registered Barber Application Package. The review may involve contacting the mentor for details of the applicant's performance. If the Apprenticeship Committee is satisfied that the applicant has demonstrated they have successfully completed the NSRBA Apprenticeship Program, the Apprenticeship Committee will advise the Registrar that the applicant is eligible to take the certification exam.

The Registrar will notify the applicant, by telephone and in writing, of their eligibility to take the certification exam, the details of when the next certification examination will be held, and requirements for passing the examination (passing grade is 70%).

The certification exam is administered by the Board of Examiners, which reports to Council on candidates that pass the examination. Council then directs the Registrar to issue the requisite certificate.

III. Communicating Decisions

Apprenticeship Registration and Certification Exam Eligibility

Decisions regarding apprenticeship registration or eligibility to write the Registered Barber certification exam will be provided by the Registrar by telephone, and in writing within 4 weeks of the date a complete application is submitted to the Registrar.

In cases where an applicant is not granted an apprenticeship registration or not approved to write the certification exam, the decision shall contain the following information:

- Reasons for the decision, which may include the following:
 - Not meeting mentorship requirement set out in section 1(d)
 - Failure to provide evidence of completion of an apprenticeship program
 - Providing fraudulent documentation or false information

When appropriate, the Registrar will provide information respecting measures or programs to assist unsuccessful applicants in obtaining registration at a later date, e.g., the apprenticeship program.

Barber Certification Examination Results and Registered Barber Certification

Decisions regarding certification exam results and Registered Barber certification will be provided by the Registrar by telephone and in writing within 4 weeks of the applicant writing the exam.

Individuals that meet the requirements to receive a certificate of registration as a Registered Barber, including achieving a passing grade (70%) on the certification exam, will be mailed the certificate within one week of notification. The certificate of registration will be mailed to the address on file.

Individuals that fail the certification examination will be provided information on:

- areas of the examination in which a passing grade was achieved, and notice that they are permitted to practice those areas under the supervision of a Registered Barber,
- eligibility to challenge the exam again three months from the date their written registration decision is issued (the fee to re-take the exam is \$50), and

- requesting a review of the registration decision.

IV. Review of Registration Decisions

- a) An applicant may seek a review of a registration decision.
- b) Applicants seeking a review of a registration decision must advise the Registrar of the request for a review, in writing (by email or regular mail), within 30 days of the date the written decision was issued by NSRBA.
- c) The written request for a review of a registration decision must include information explaining the basis for which the registration decision review is being requested.
- d) The Registrar will acknowledge the receipt of the request within 7 days of receiving it.
- e) A decision, in writing (email), regarding a registration decision review will be provided to the individual by the NSRBA within 90 days of the date the written request was received.