

NSRBA Registration Policy: Career College Pathway (Registered Barber Certification)

The Nova Scotia Registered Barbers Association (NSRBA) provides the following registration process for applicants who wish to take the Education 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 applications to write the certification exam and becoming a Registered Barber.

The process for submitting applications for certification as a Registered Barber as an apprentice or under 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: Apprenticeship Pathway (Registered Apprentice and Barber Certification)
- NSRBA 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.

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.

Career College Pathway applicants are required to demonstrate the successful completion of a barbering course, approved by the Director of the Private Career College Division of the Department of Advanced Education, at a registered private career college. Under the Revised Statutes of the *Registered Barber Act* (1989), individuals who wish to work as a Registered Barber in Nova Scotia but are not registered elsewhere in Canada nor have successfully completed an apprenticeship program through the NSRBA, must pass a registered barbers training program before applying for certification.

Certification exam refers to the 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.

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 certifications of registration (as a barber or as an apprentice).

II. Application for Designation – Registered Barber

The NSRBA accepts applications for Registered Barber certification. To become certified as a Registered Barber, all Education Pathway applicants must first pass the NSRBA 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.

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 Registered Barber 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), Certification Exam Fee (\$50), Registration Fee (\$42)
- c) Proof of being 17 years of age or older (signed government-issued photo identification – e.g. driver's licence, passport)
- d) Diploma/Certificate **OR** Sealed Transcripts indicating successful completion of a barbering course, approved by the Director of the Private Career College Division of the Department of Advanced Education, at a registered private career college.

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

- e) Proof of Canadian citizenship or proof of eligibility to work in Canada (e.g., birth certificate, Canadian Passport, or documentation issued by Citizenship and Immigration Canada, such as proof of permanent residency or work permit)
- f) Proof of English-language proficiency¹.

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.

The NSRBA Registrar will assess all application documents 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 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

Certification Exam Eligibility

Decisions regarding 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 approved to write the certification exam the decision shall contain the following information:

- Reasons for the decision, which may include the following:
 - Failure to provide evidence of successful completion of a barbering course approved by the Director of Private Career College Division of the Department of Advanced Education
 - 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 after three months from the date their written registration decision is issued (the fee to re-take the exam is \$50 fee), 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.