

## Accepting Alternative Information to Required Documentation

The Nova Scotia Registered Barbers Association (NSRBA) recognizes that there are circumstances where an applicant will not be able to provide certain required documents for reasons beyond the applicant's control. In these circumstances, the NSRBA will work with the applicant to accept alternative information to the required documentation, in a way that will not compromise the integrity of the membership process.

### 1. Requesting Consideration of Alternative Information

Any applicant indicating that it is impossible to obtain a document(s) will be provided with an opportunity to describe their particular situation for consideration.

- An applicant who cannot provide some or all the required documentation should contact the Registrar in writing to request that the NSRBA accept alternative information. The applicant's request should include:
  - a list of the documents that cannot be provided,
  - the reason the applicant cannot obtain the required documentation,
  - a description of what attempts the applicant has previously made to obtain the required documentation, and
  - a description of the documents the applicant could provide to demonstrate their qualifications for licensure.
  - Consent for the NSRBA to contact a third party to assist in obtaining documents as necessary. (Any third party costs to obtain documents will be at the expense of the applicant.)
- The Registrar may request that the applicant provide additional information or evidence to demonstrate why the applicant is unable to provide required documentation.

### 2. Acceptable Alternate Information

#### A. Educational Credentials

Where the Registrar accepts that required documentation cannot be provided for reasons beyond the applicant's control, the NSRBA will consider the following alternative information for assessing an applicant's educational credentials:

- certified copies of original certificate of completion issued by a private career college or other documentation demonstrating applicant's admission/attendance at private career college;
- photocopies of certificate of completion or other documentation demonstrating applicant's admission/attendance at private career college together with an affidavit attesting to the authenticity of the documents;
- an affidavit from the applicant describing the applicant's qualifications, the institution attended, and detailed descriptions of the courses taken and course curriculums, with supporting evidence if available;
- affidavits from former instructors and classmates verifying the applicant's course descriptions and attesting to the applicant's performance;

- any other information offered by the applicant evidencing their qualifications.

## **B. Professional Qualifications**

Where the Registrar accepts that required documentation cannot be provided for reasons beyond the applicant's control, the NSRBA will consider the following alternative documents for assessing an applicant's prior experience:

- reference letters from prior employers and colleagues along with contact information and permission to contact for verification;
- an affidavit from the applicant describing the applicant's professional qualifications and detailed descriptions of prior work performed in barbering, with supporting evidence if available;
- statements of professional standing from other relevant regulatory bodies;
- certified copies of professional licenses or certificates;
- any other information offered by the applicant evidencing their professional qualifications.

## **3. Further Assessment**

Upon review and verification of the alternative documentation related to an applicant's educational credentials / professional qualifications, the NSRBA may arrange the following mechanisms for assessing an applicant's professional competencies (as outlined in the NSRBA Occupational Standard and/or Apprenticeship Program) ahead of any determination of eligibility to challenge the NSRBA Barber Certification Exam:

- an interview;
- a written exam;
- a practical exam.

## **4. Fees**

The applicant is responsible for the costs of providing alternative documentation as well as the potential for alternative assessments. Should the NSRBA require the individual to take the written and practical examinations, the applicant is responsible for the full cost of the examinations.