

DENTURIST LICENSING BOARD OF NOVA SCOTIA

Policies and Procedures

DATE APPROVED: November 11, 2019	CATEGORY: Registration
DATE FOR REVIEW: April 30, 2021	AUTHORITY: <i>Denturists Act</i> , section 13(1)

POLICY TITLE: Appeals Process for Licensing Decisions

INTENT

The Denturist Licensing Board of Nova Scotia fulfills its mandate by ensuring new applicants for registration meet certain standards for entry to practice in the province. In keeping with the *Fair Registration Practices Act*, registration requirements are made publicly available. This policy outlines the appeal process in the event that an applicant wishes to formally contest the decisions made by the Registrar and/or the Qualifying Examination Committee.

POLICY OBJECTIVES

To ensure public protection, applicants must demonstrate that they meet the requirements for registration as dictated by the Denturists Act. Applicants must provide appropriate and genuine documentation for their qualifications to be accurately assessed. To ensure impartiality and fairness, all applications for registration are reviewed by the Registrar

AUTHORITY

Reference: The Denturists Act Chapter 25 of the Acts of 2000

Section 13 (1) Where the Registrar is not satisfied with the evidence presented by the applicant, the Registrar:

- (a) may; or
- (b) where the applicant so requests in writing, shall, refer the matter to the Board.

(2) Upon a referral pursuant to subsection (1), the Board, in consultation with the Registrar, shall consider the eligibility of the application and may make further inquiries or request additional information as the Board sees fit, and the Board shall consider the application in accordance with this Act.

(3) Where the applicant requests the opportunity to appear before the Board, this request shall be granted and the person may appear with legal counsel.

POLICY DIRECTIVES

An applicant will be notified in writing of the Registrar's decision. The written notification will provide reasons for the decision, timelines for the internal review process and information on the applicant's right to appeal the decision to the Board.

1. An applicant has 30 business days from the date of notification to file a notice of appeal. The notice of appeal must be submitted in writing and is to be addressed to the Chair of the Board and the Registrar.
2. An applicant may request a reassessment by providing a written request to the Registrar within 30 business days of receipt of the decision;
 - a. The applicant may submit additional documentation to Registrar for review;
 - b. The applicant may request to appear before the Registrar with or without legal counsel;
3. The Registrar will reconvene within 30 days to re-assess the registration decision;
4. The Registrar will provide a written decision with rationale to the applicant by registered mail within 10 business days;
5. If the matter is not resolved, the applicant can request a review by the Board by submitting a written request to the Registrar within 30 days;
6. The Board will provide a written decision with rationale to the applicant by registered mail within 10 business days;
 - (a) The decision of the Board is final.
7. Within 10 business after the hearing/review, the Board will issue an order in writing to the Registrar and the applicant with one or more of the following directions:
 - (a) Confirming the Registrar's decision;
 - (b) Direct the Registrar to issue a license to the applicant (pending the successful completion of any examination or training the Board may specify);
 - (c) Direct the Registrar to issue a license to the applicant and impose any terms of conditions and limitations the Board considers appropriate, or;
 - (d) Direct the Registrar to refuse registration where they are not satisfied that the applicant meets the requirements for registration.
8. The applicant is responsible for any and all costs related to an appeal up to \$750.