

# **DENTURIST LICENSING BOARD OF NOVA SCOTIA**

## *Policies and Procedures*

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

### **POLICY TITLE:** Insufficient and/or Incomplete Documentation

#### **INTENT**

An application for licensing requires an applicant to submit, where applicable, original documentation to determine the applicant's eligibility for registration. In keeping with the *Fair Registration Practices Act*, the Denturist Licensing Board of Nova Scotia makes registration requirements publicly available and provides the opportunity for alternative evidence when original documentation is not available to an applicant. This policy outlines how alternatives to required documentation may be considered.

#### **POLICY**

Extremely exceptional circumstances which may include but not limited to war, natural disaster or personal persecution, may render it difficult or impossible for an applicant to obtain sufficient original documentation to support an application for registration. An applicant, who can provide evidence that attempts were made, but were unsuccessful in obtaining the required documentation, may ask the Registrar to consider alternative documentation or evidence to meet requirement.

#### **PROCESS AND PROCEDURES**

1. Applicants will submit the completed application to the Registrar.
2. If documentation is unavailable from its original source, the applicant may be requested to provide:
  - (i) evidence regarding why they cannot obtain sufficient or adequate documentation from the original sources to meet registration requirements; and
  - (ii) alternative documentation/evidence to meet the requirements.
3. The application will be referred to the Registrar for review. Each request will be considered on a case by case basis.
4. Alternative documentation/evidence that may be considered by the Registrar and will be adapted to the individual circumstances of the applicant, may include, but is not limited to, a combination of the following...
  - copies of documents from the applicant or other available resources
  - signed affidavits attesting to requirements completed

- professional portfolio
  - documentary evidence from an instructor
  - education, work and academic references
  - peer assessment(s) and/or
  - other skills/competencies assessments
5. The alternative documentation/evidence should ideally be provided from the original source(s) directly to the Registrar, but all documentation/evidence the applicant is able to provide will be considered.
  6. If the Registrar is satisfied that the applicant has made efforts to provide original documentation, having provided persuasive evidence to that effect, but is not satisfied that the alternative documentation is inadequate to demonstrate that the requirement has been met, the applicant may be directed to:
    - provide additional information
    - undertake additional education; or
    - provide other evidence to satisfy the Registrar that they have met the requirements.
  7. If the Registrar is not satisfied that the applicant has made efforts to provide the original documentation and has failed to provide persuasive evidence to that effect, the Registrar can request the applicant make additional efforts.
  8. If the applicant does not make additional efforts to the satisfaction of the Registrar, the Registrar may deem that the applicant has not met one or more of the requirements.