



Notice of Registration Decision and Right to Appeal

Policy # R-05.0	Approval September 2020	Authority Board of Directors	Responsibility <input type="checkbox"/> Registrar <input type="checkbox"/> Registration Committee
Related Policy & Procedures	Amendments M/Y	Supporting Legislation/Regulation/By-Laws <input type="checkbox"/> CTA 21(1)-22(3); 23(3) <input type="checkbox"/> NSCCT By-Laws 23(1)-(3) <input type="checkbox"/> FRPA 10(5)	

POLICY

Applicants have the right to a fair, transparent, objective and timely assessment of their application for registration and licensure. This includes the right to timely notice of registration decisions, including a written summary of reasons for the decision, and notice of the right to appeal where registration is not granted. Typically, Applicants will be notified of the decision by email within 60 days of the Registrar receiving a fully complete application and all supporting documents.

Where Licensure is Granted the Applicant has met the requirements for licensure and is eligible to become a Registrant of the College. If licensure is to be subject to terms and conditions, the Registrar will clearly outline the terms and conditions in the confirmation of decision.

Where Licensure is Not Granted the College has determined that the Applicant does not currently meet the requirements for registration and is not eligible to become a Registrant at this time. The Applicant may become eligible for registration, at a later time, pending the fulfillment of specified requirements.

In the case where the NSCCT Registrar/Registration Committee does not grant licensure to an Applicant, the Applicant may appeal the decision to the Registration Appeal Committee. The College must receive written notice of an appeal within thirty (30) days of the Applicant receiving notice of the decision.

Hearing of an appeal will occur within sixty (60) days from receipt of notice of appeal. The Chair of the Registration Appeal Committee will notify the Appellant, the Registrar, and the Chair of the Registration Committee, of the date of the hearing, and information regarding the process and procedures of the appeal. The latter must include copies of the *Counselling Therapists Act* 21(1)-22(3); and *NSCCT By-Laws* 23(1)-(2).

The Appellant has the right to present a response or make submissions to the Committee up to ten (10) days prior to a scheduled hearing. *CTA* 21(1)(c)(iii); 21(3); and 21(5)(a). Submissions can be made by registered mail, personal service or electronically.

The Chair of the Registration Appeal Committee will ensure that no person who acted as a decision-maker in respect of the registration decision in question also acts as a decision-maker in the internal review of that registration decision (*FRPA* 10(5)).

The Registration Appeal Committee is charged with the duty to make any determination that it deems ought to have been made by the Registrar or Registration Committee (*CTA* 22(1)). Notice of decision (including reasons) shall be provided to the Appellant in writing within fifteen (15) business days of hearing the appeal. The decision of the Registration Appeal Committee is final (*CTA* 23(3)).

PURPOSE

To promote the fair, transparent, objective and timely assessment of all applications for Registration.

To ensure procedural fairness in the adjudication of appeals concerning decisions about registration.

To provide Applicants with clear information concerning the outcome of licensure decisions.