

## Appeal Review Procedures

December 23, 2020

The Nova Scotia Board of Registration of Embalmers and Funeral Directors is the licensing and regulatory body for all funeral director and embalmer licensees and all apprentice funeral directors and apprentice embalmers in Nova Scotia. The Board also oversees all examinations of apprentices and out-of-province license transfers. As such, the following Appeal Review Process has been drafted for appeals related to licensure:

### To begin the appeal review process, the unsuccessful applicant must:

1. Notify the Nova Scotia Board of Registration of the request to appeal. With respect to written examination appeals, the examinee must have cause to believe that the written exam outcome issued was unjust or biased.
2. The request to appeal must be received in writing, within 30 days of the exam outcome or licensing application decision letter being issued.
3. A request for a Formal Appeal should include the following information:
  - (i) A clear and concise statement of the decision which is being appealed.
  - (ii) A chronology of events involved in the appeal, including details of attempts to resolve the issue informally.
  - (iii) The desired outcome.
  - (iv) All documentation the applicant wishes to add or amend
4. The clear and concise statement of appeal must specify the grounds for the appeal request and supply any information/documentation related to this request. Grounds for appeal must reflect errors such as:
  - (i) Evidence of prejudice or of bias that affected the examiner and decision-making process
  - (ii) Illegal Discrimination - Illegal discrimination is anything written, or otherwise communicated that indicates discrimination on the basis of race, colour, religion, national origin, age, gender, gender identity, sexual preference, or any other category of people protected under the *Human Rights Act*. To protest based on the basis of discrimination, one must identify specific evidence of discrimination and explain how this affected their examination outcome.

**Upon receipt of the written appeal request:**

1. The Executive Manager will confirm receipt and acknowledge the request for appeal.
2. The Executive Manager will send all documentation provided by the examinee, along with examination information from the original examiner, notes from the initial examination, and any additional information and documentation relevant to another approved board examiner. In the event of an application decision appeal, the Executive Manager will submit the request and any supporting documentation to the Board as a whole, or in the event, the Board was the decision-maker, the determination will be made by the appointed committee.
3. The appeal review examiner or committee will report their findings to the Board and the Board will review these findings.
4. The review process will be completed within 90 days and the outcome will be issued to the examinee or applicant, in writing, from the Board office.
5. All appeal decisions are final and are not eligible for a secondary appeal or further review.