

A Guide to Classification and Professional Development for Early Childhood Educators

Classification Services

August 2018

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A Guide to Classification and Professional Development for Early Childhood Educators
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Who We Are

Classification Services of the Nova Scotia Department of Education and Early Childhood Development is responsible for the regulation of individuals who work in the following early childhood education professions in Nova Scotia:

- Regulated child care programs
- Family home day care agencies
- Pre-primary programs

Under the authority of the Day Care Act and Regulations, Classification Services

- reviews applications for classification to determine eligibility for licensure
- issues classifications
- reviews and tracks submissions of professional development required to maintain a classification

Contact us

Classification Services
Early Years Branch
Department of Education & ECD
PO Box 578
2021 Brunswick Street
Halifax, NS
B3J 2S9

classification@novascotia.ca

902-424-3431

ednet.ns.ca/earlyyears/pd/ClassificationforStaff.shtml

Types of Certificates and Qualifications for Classification

Note: For the purpose of classification, reference to **early childhood programming** includes infant, toddler, preschool, and school-age children.

ENTRY LEVEL CLASSIFICATION – one of the following:

- a) Completion of the Orientation for Staff Working in Licensed Child Care Facilities.
- b) Completion of post-secondary courses in early childhood education that are comparable to the orientation training.

LEVEL 1 CLASSIFICATION – one of the following:

- a) Completion of the Orientation for Staff Working in Licensed Child Care Facilities and Completion of coursework and workplace training as specified in standards set by the Minister: ednet.ns.ca/earlyyears/documents/pd/Standards_Trng_Level_1.pdf
- b) A post-secondary certificate in early childhood education approved by the Director.

LEVEL 2 CLASSIFICATION – one of the following:

- a) A diploma from a post-secondary early childhood education program approved by the Director.
- b) Successful completion of the Recognition of Prior Learning program.

LEVEL 3 CLASSIFICATION – one of the following:

- a) A bachelor's degree in early childhood education or an area of study that qualifies a person to plan and deliver early childhood programming for children, birth to 12 years of age.
- b) The qualifications for a Level 2 Classification and completion of a bachelor's degree program.

SCHOOL-AGE TRAINING APPROVAL – completed the Orientation for Staff Working in Licensed Child Care Facilities and one of the following at an approved post-secondary training institution:

- a) A bachelor's degree in early or elementary education.
- b) A post-secondary credential that qualifies a person to plan and deliver developmentally appropriate programming for school age children.

A six-month conditional approval of school-age training may be granted to a person who meets the requirements of a) or b) on the condition that they complete the orientation training no later than 6 months after the conditional approval is granted.

Assessing Experience in Child Care – Get Recognition of Prior Learning through a post-secondary institution

Our review of applications for classification are based on academic qualifications only. However, experience in child care is valuable. The current mechanism for having your experience count is to have it assessed for post-secondary credit through an academic institution.

Contact a post-secondary institution approved to deliver the early childhood education program directly, to find out if they offer recognition of prior learning.

Recognizing Prior Learning – In development

We are currently working on a project to be able to recognize prior learning. Once available, eligible employees with related training and experience will be able to demonstrate skills, knowledge, and judgement according to competencies required for a Level 2 Classification.

Completing Our Orientation for Staff Working in Licensed Child Care Facilities

Welcome to the Orientation for Staff Working in Licensed Child Care Facilities

If you are already enrolled in this course, please login.

→ Login ←

To register, contact the Registrar:
By email, or
By telephone: 1-866-867-2273 Ext 221

Please provide:

- Your legal name
- Your mailing address
- Your telephone number
- The name of the NS Licensed Child Care Facility, Pre-Primary program, or Regulated Family Home Day Care Agency at which you are employed

Eligibility Requirements:

- You must be a resident of Nova Scotia to register for the Orientation, and
- Work in a regulated child care facility or pre-primary program, or be a provider for a Family Home Day Care Agency, or
- Have been pre-approved by Classification Services to receive School Age Approval, or
- Have been pre-approved by Classification Services as an internationally educated learner.

Frequently Asked Questions

Overview and Objectives

We offer an online free series of informational modules and activities called *Orientation for Staff Working in Licensed Child Care Facilities*. According to Reg 37(6), staff working directly with children who do not meet the regulated training requirements must complete the orientation within one year of their date of employment. The orientation is also required as a pre-requisite to Level 1 training and for School-Age Training Approval.

The online orientation modules are hosted by BaseCorp Learning Systems. To register for the orientation, you must meet the eligibility criteria, one of which is Nova Scotia residency.

For information on how to register for this online learning: <https://nsorientation.skillbuilder.co/>

Early Childhood Education Training in Nova Scotia

Training for employment in regulated child care or pre-primary requires post-secondary coursework in early childhood education. The following training institutions are approved to deliver early childhood education training in Nova Scotia.

Training institutions

For training leading to a Level 1, 2, or 3 Classification, or for an academic assessment for transfer of credit, contact any of the following approved training institutions:

Mount Saint Vincent University

166 Bedford Highway
Halifax, NS B3M 2J6
902-457-6255
<http://www.msvu.ca/en/home/programsdepartments/professionalstudies/childand youthstudy/default.aspx>

Jane Norman College

Suite #1 60 Lorne Street
Truro, NS B2N 3K3
902-893-3342
<http://www.inst-hse.ca/index.php/featured-stories/15-early-childhood-development-diploma>

Island Career Academy

721 Alexandra Street
Sydney, NS B1S 2H4
902-564-6112
<http://www.islandcareeracademy.ca/Early-childhood-education.html>

Nova Scotia Community College

1 Main Street
Springhill, NS B0M 1X0
902-491-4911 (in metro)
1-866-679-6722 (toll-free)
https://www.nsc.ca/learning_programs/programs/PlanDescr.aspx?prg=ECED&pln=EARCHIEDUC

Université Sainte-Anne

1695, Route 1
Church Point, NS B0W 1M0
902-648-2048
<https://www.etudescollegiales.ca/en/early-childhood-education>

Nova Scotia College of ECE

6208 Quinpool Road, 2nd Floor
Halifax, NS B3L 1A3
902-423-7114
nscece.ca

Nova Scotia Community College

236 Belcher Street
Kentville, NS B4N 0A6
902-491-4911 (in metro)
1-866-679-6722 (toll-free)
https://www.nsc.ca/learning_programs/programs/PlanDescr.aspx?prg=ECED&pln=EARCHIEDUC

Nova Scotia Community College

372 Pleasant Street
Yarmouth, NS B5A 2L2
902-491-4911 (in metro)
1-866-679-6722 (toll-free)
https://www.nsc.ca/learning_programs/programs/PlanDescr.aspx?prg=ECED&pln=EARCHIEDUC

Nova Scotia Community College

1240 Grand Lake Road
Sydney, NS B1P 6J7
902-563-2450
Sydney, NS B1P 6J7
1-866-679-6722 (toll free)
https://www.nsc.ca/learning_programs/programs/PlanDescr.aspx?prg=ECED&pln=EARCHIEDUC

When an institution is not on this list

If you intend to obtain classification in Nova Scotia but you do not see the coursework or training program you plan to take listed in this guide, contact Classification Services. We can verify whether the training program would meet our qualifications for classification.

Application process for those who have completed training in Canada

Classification Services
Application for Classification

Use this form to apply for classification if you have completed relevant post-secondary training anywhere in Canada. For details on qualifications and the application process visit our website www.nsc.ns.ca/earlyyears/epd/ClassificationForm.pdf and read the Guide to Classification and Professional Development.
Errors, omissions, or incomplete applications will delay assessment.

1 Give your details

Last name _____ First name _____
Middle initial(s) _____ Former last names if any _____
Mailing Address _____ City _____
Province/Territory _____ Postal code _____
Phone numbers: Home _____ Work _____
Email address _____

Never be advised your email address may be used to contact you regarding your application for classification.
Do you give permission for Classification Services to maintain your email address in a database to send you ongoing communications about the early childhood education sector? YES NO

2 Check the level or approval that you are applying for

Entry level Level 1 Level 2 Level 3 Without Age Training Approval

3 Include your certification details from other Canadian jurisdiction, if applicable

Are you currently certified to work in childcare in another Canadian jurisdiction? Yes No

Certification from Other Canadian Jurisdictions

If you hold a certification from another province or territory, based on Chapter 7 on Labour Mobility of the Canada Free Trade Agreement (CFTA), it may be recognized and apply to your application in Nova Scotia.

- List the level, certifying agency, and province/territory in which you received the certification.
- Attach a photocopy of the certification from another province or territory with this application form.

Level of Certification	Certifying Agency	Province/Territory

If you have completed relevant training in Canada, use the **Application for Classification** form to apply for classification.

Section 1–Give your details

Complete all information including your name, former name(s), full permanent mailing address (including apartment # and post office box), and other contact information. Please print clearly.

Section 2–Check the level for which you are applying

Mark with a check the classification for which you are applying. Descriptions of the training qualifications for each level are included in this guide.

Section 3 – Complete this section if you are certified to work in childcare in another Canadian jurisdiction

The Canada Free Trade Agreement (CFTA) was approved by the federal, provincial, and territorial governments intending to remove barriers on the movement of workers, goods, services, and capital within Canada. Chapter 7 of the Agreement focusses on labour mobility. If your educational credentials have been reviewed and you have been issued certification to work in licensed child care in another Canadian jurisdiction (Yukon, British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Prince Edward Island, Newfoundland), you may apply for classification in Nova Scotia without having to submit official transcripts for review. Refer to Appendix A for a chart showing certification equivalencies between Nova Scotia and other jurisdictions.

Indicate if you are certified to work in childcare in another Canadian jurisdiction.

Indicate on the table the level, certifying agency, and province/territory in which you have received certification.

Section 4–Describe your education

Identify the name of your program of study, date attended, name of your post-secondary institution and location.

Section 5–Sign the declaration and consent

Sign your name and date the declaration. By signing the application form, you are stating that the information you are providing is true and complete to the best of your knowledge. Your signature authorizes Classification Services to review your application, verify information as needed, enter your information in the Classification database, and issue a certificate.

Section 6–Have you attached all supporting documents?

Mark with a check the documents you will be attaching to the application. You do not need to submit education documents if you are submitting certification from another jurisdiction in Canada.

Attach a copy of your orientation completion certificate, if applicable.

Attach a copy of your certification to work in another jurisdiction in Canada along with a release of information form, if applicable.

Include an official final transcript to verify your education, unless you are applying under the CFTA with certification from another Canadian jurisdiction.

Official transcripts may be either

- sent directly from the educational institution, or
- attached to the application form in a sealed envelope.

Official transcripts are issued by a post-secondary educational institution, list courses taken by the student, and show the institution seal and/or signature of the registrar. Only original official transcripts are acceptable. Classification Services must receive official transcripts before we can assess your application. We cannot accept faxed or photocopied transcripts.

Submitting the Application

By mail or hand delivery

Submit printed application forms and accompanying documentation to Classification Services by mail or hand-delivered to the address provided in this guide.

Option to submit forms by email

Scan and email forms to classification@novascotia.ca

and

Mail official transcripts to Classification Services OR arrange for your training institution to mail them to us. We cannot accept emailed or faxed transcripts. They must be official versions with the institution's seal imprinted on them.

Reviewed when complete only: Note that applications for classification are reviewed only after all information has been received.

Application process for those with international credentials

Early Childhood Educators who have completed post-secondary training in countries other than Canada are eligible to apply for classification in Nova Scotia. Note that international credentials will be measured against the [Standards for Early Childhood Education Post-Secondary Programs](#).

An early childhood educator is someone who has been trained to work with all age groups of children from birth to 12 years of age.

The application process can begin before you come to Canada but will not be complete until arrival in Canada.

Before you arrive in Nova Scotia

Applicants for classification must:

- 1) Obtain an international credential assessment. A comprehensive course-by-course report is required. The Canadian Information Centre for International Credentials (CICIC) explains how to get an international credential assessment: cicic.ca/927/identify_the_organization_responsible_for_recognition.canada
- 2) Be proficient in the use of either English or French. If your first language is not English or French, include the result of a language proficiency test.
Acceptable language proficiency tests:
 - a Canadian Language Benchmark (CLB) at a level 7
- 3) Provide official transcripts, program and course descriptions, and proof of instructional and practicum hours in a translated format. We accept translated documents from the following sources:
 - A Canadian consulate, high commission, or embassy in the country from which the applicant is immigrating
 - A certified member of the Association of Translators and Interpreters of Nova Scotia
 - A translator accredited by a professional association of translators in Canada
 - A translator accredited by the Canadian government
 - A translator accredited by a provincial or municipal government in Canada.
- 4) Use the [Application for Classification – International Credentials](#) form to submit your application. Be sure to provide an accurate email address, as this will be the primary way of communicating with you before your arrival in Canada.

Classification Services
Application for Classification – International Credentials

Use this form to apply for classification if you have a relevant non-Canadian international credential. For details on the qualification and application process visit our website ednet.ns.ca/earlyyears/pdf/ClassificationforStaff.html and read the Guide to Classification and Professional Development.
Errors, omissions, or incomplete applications will delay assessment.

1 Give your details

Last name _____ First name _____
Middle Initial(s) _____ Former last names, if any _____
Mailing Address _____ City _____
Province/Territory _____ Postal code _____
Phone numbers: Home _____ Work _____
Email address _____

Please be advised your email address may be used to contact you regarding your application for classification.
Do you give permission for Classification Services to maintain your email address in a database to send you ongoing communications about the early childhood education sector? YES NO

2 Check the level or approval that you are applying for

Entry Level Level 1 Level 2 Level 3 School Age Training Approval

3 List your first language

What is your first language? _____

4 Describe your education

List all completed and relevant training, certificates, diplomas and degrees that were achieved outside Canada.

Certificate / Diploma / Degree name	Date Attended	Training Institution name	Location

ednet.ns.ca/ednet/Registration Application for Classification – International Credentials 1

5 Sign the declaration and consent

I declare that the information on this form is true and complete in every respect. I give consent to Classification Services to verify the information contained in this form, for the purpose of classification and school age training approval.

Signature _____ Date _____

6 Have you attached all supporting documents?

Attach all necessary information:

International credential assessment result – comprehensive course-by-course report
 Language benchmark result if your first language is not English or French
 Certificate to work in childcare in another Canadian jurisdiction (if applicable)
or
 Official transcripts
They are issued by an approved educational institution and list the courses taken by the student. Official transcripts are in a sealed envelope and show the college seal and/or signature of the registrar. Only official transcripts are acceptable and must be received by Classification Services prior to any assessment. (No fax or photocopies.)
 Attached to this application
 Will be forwarded directly by educational institution
 Official Course descriptions (submitted by the training institution) with instructional hours. Translation required

7 Send this form to

Classification Services
Early Years Branch
Department of Education & ECD
PO Box 578
Halifax, Nova Scotia
B3J 2S9
Or by email to classification@novascotia.ca

For office use only

Date received (dd/mm/yyyy) _____
Registration number _____
Date issued (dd/mm/yyyy) _____
Classification level _____
School age approval Yes No Requires orientation Yes No

ednet.ns.ca/ednet/Registration Application for Classification – International Credentials 2

How to submit your application

By mail or hand delivery

Submit printed application forms and accompanying documentation to Classification Services by mail or hand-delivered to the address provided in this guide.

Option to submit forms by email

Scan and email forms to classification@novascotia.ca

and

Mail official transcripts to Classification Services OR arrange for your training institution to mail them to us. We cannot accept emailed or faxed transcripts. They must be official versions with the institution's seal imprinted on them.

Reviewed when complete only: Note that applications for classification are reviewed only after all information has been received.

Our Review Process

- 1) When an application package is received, it is checked to determine if all the required information and documents are included.
- 2) If information is missing, we send an email to the applicant. Otherwise the application proceeds to review.
- 3) We review the application using the [Standards for Early Childhood Education Post-Secondary Programs](#). A review takes 4–6 weeks to complete.
- 4) Upon completion, we send a status email to the applicant with one of the following responses:
 - More information is required to proceed with the review.
 - Pre-approval for a level of classification.
 - Pre-approval conditional upon completion of the provincial orientation training.
 - Denied with reasons provided.

Note that Classification certificates are not mailed outside Canada.

Upon arrival in Nova Scotia

- If you have been pre-approved for a level of classification, contact Classification Services at classification@novascotia.ca with your new permanent address. We mail your classification certificate to your Canadian address.
- If you have been pre-approved conditional on completion of the orientation training, register for the orientation at <https://nsorientation.skillbuilder.co/>
- When you complete the orientation, forward a copy of your completion certificate to Classification Services.

How We Process Your Application

Review for completeness:

When we receive your application package, we first ensure that your application is complete and all the documents we need are included:

- If incomplete, we attempt to notify you, using the contact information provided. We do not assess your eligibility until we receive everything.
- If complete, the review begins.

Review for eligibility:

- If your documentation demonstrates that you are eligible for a classification, we assign you a registration number. This number is unique to you and remains the same even if your name or classification change. A certificate indicating your classification level will be sent to you by mail.
- If your documentation is insufficient to meet any of the qualifications for classification, we communicate this to you in a status letter.

The review process takes four to six weeks to complete, from the time that all required documentation has been received.

How to Appeal a Decision

If you disagree with the decision made regarding their application for classification, first contact the Coordinator, Classification Services. The coordinator may be able to resolve the matter of concern.

If the matter cannot be resolved by contacting the coordinator, you may choose to pursue the matter through an internal review process. For more information on this process, see **Appendix B**.

Time sensitive: A written request for review must be received by Classification Services within **180 days** of the date on the classification decision letter.

How to Report a Change in Personal Information

Changes that should be reported to Classification Services include the following:

Official name

Complete the **Change in Personal Information** form

- 1) Provide your name, registration number, and issue date of your classification.
- 2) Check the appropriate box for the change you are reporting.
- 3) Sign your verification of the change.
- 4) Attach supporting documentation to verify a name change — like a photocopy of your birth certificate, marriage certificate, passport, or driver's license.
- 5) Mail your report to the address on the form.

Contact information (address, phone, email)

- Documentation is not required. Applicants can email classification@novascotia.ca to report change.
- Provide name and registration number.

Please note: a new certificate will only be issued if there is a name change and we are provided with an updated mailing address.

The form is titled "Classification Services Change in Personal Information" and includes the following sections:

- 1 Information as indicated on your classification certificate:** Fields for Last name, First name, Registration #, Mailing Address, City, Province/Territory, and Postal code.
- 2 Change of information – Complete the section(s) where change has occurred:** Checkboxes for Name, Address, Mailing Address, Phone number, and Email. Includes a permission checkbox for email use.
- 3 Sign the change of personal information:** Signature and Date fields.
- 4 Have you attached all supporting documents?** A checkbox for attaching supporting documents.
- 5 Send this form to:** Classification Services, Early Years Section, Department of Education & ECD, PO Box 576, Halifax, Nova Scotia, B3J 2C9. Includes a "For office use only" section for Date received and Change recorded.

How to Request a Classification Upgrade

To apply for an upgrade to your level of classification according to qualifications as outlined in section 37 of the Day Care Regulations, complete the **Application for Upgrade** form:

- 1) Give your details: name, registration number, address, email, and current level of classification.
- 2) Check the level or approval that you wish to be considered for upgrade.
- 3) Attach supporting documentation in the form of an official transcript. See note on **page 4** regarding official transcripts.
- 4) Sign the declaration and consent.
- 5) Mail your request to the address on the form.

The form is titled "Classification Services Application for Upgrade" and includes the following sections:

- 1 Give your details:** Fields for Registration number, Current level of classification, Last name, First name, Mailing Address, City, Province/Territory, Postal code, Phone numbers (Home, Work), and Email address.
- 2 Check the level or approval that you are applying for:** Radio buttons for Level 1, Level 2, Level 3, and School-Age Training Approval.
- 3 Attach supporting documentation:** Checkboxes for Copy of orientation completion certificate, Certificate to work in childcare in another Canadian jurisdiction, Official transcript, Attached to this application, Will be forwarded directly by educational institution, and International credential assessment result.

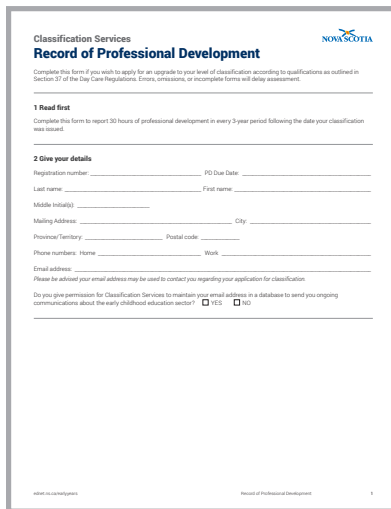
Maintaining Your Certification

You need 30 hours of professional development every 3 years.

According to Regulation 38, a person who holds a classification must complete at least 30 hours of professional development to enhance skills and knowledge specific to early childhood care and education in every 3-year period following the date their classification was issued.

You **must** submit a record of continuing professional development to Classification Services every three years. Failure to comply may result in the cancellation of a classification. Submit your information 6 weeks before professional development due date to allow for processing time.

How to submit your professional development hours



The image shows a form titled "Classification Services Record of Professional Development". It includes instructions to complete the form for an upgrade and a section for registration details. The registration details section includes fields for: Registration number, PO Due Date, Last name, First name, Middle Initial(s), Mailing Address, City, Province/Territory, Postal code, Phone numbers (Home, Work), and Email address. There is also a section for giving permission for email address use, with radio buttons for YES and NO.

Complete the **Record of Professional Development** form

List courses, seminars, conferences, and workshops attended in the past 3 years and totaling a minimum of 30 hours.

Sign the declaration and consent.

Submit to Classification Services by emailing the form to classification@novascotia.ca

If all required information has been submitted, we send you a letter to identify the new professional development due date by email. If we need more information, we contact you.

Share a copy of the letter with your childcare facility or family home day care agency, who must ensure that licensing requirements are met by each employee.

How to request an extension

Submit the Record of Professional Development form with a record of the hours that have been completed along with a letter to request an extension. The letter must include a plan to complete the required number of hours and identify a date for completion. We acknowledge receipt of your plan by email correspondence.

Share a copy of this acknowledgement with your child care facility or family home day care agency, who must keep employee credentials available for review for licensing purposes.

Upon completion of the required hours, re-submit the Record of Professional Development form with a full record of the professional development hours.

What is professional development?

Professional development is learning to enhance the knowledge and skills of the individual in the field of early childhood education.

Professional development can be acquired through a variety of methods:

- In-service training including conferences and workshops; education both formal and continuing; seminars including formalized mentoring and coaching.
- Learning opportunities that enhance skills and knowledge that reflect the individual's plan for work with and on behalf of young children and their families.
- Learning opportunities related to professional work in one of the general areas of child development, family support, programming, guiding behavior, health, safety, nutrition, special needs, communication, administration.

Links to professional development opportunities in Nova Scotia:

ednet.ns.ca/earlyyears/pd/ProfessionalDevelopment.shtml

<https://www.eypdc.ca/>

Contact Information

Classification Services
Early Years Branch
Department of Education & ECD

PO Box 578
2021 Brunswick Street
Halifax, NS
B3J 2S9

classification@novascotia.ca

902-424-3431

ednet.ns.ca/earlyyears/pd/ClassificationforStaff.shtml

Appendix A: Certification Equivalencies for Other Canadian Jurisdictions

NS Classification	Jurisdiction	Equivalent certification
Entry Level	NL	Entry
	PEI	ECE I
	ON	N/A
	MB	Child Care Assistant
	SK	ECE I
	AB	Child Development Assistant
	BC	Early Childhood Educator Assistant
	YK	Child Care Work I
Level 1	NL	Level 1
	PEI	ECE II
	ON	N/A
	MB	N/A
	SK	ECE II
	AB	Child Development Worker
	BC	Early Childhood Educator
	YK	Child Care Worker II
Level 2	NL	Level 2 & 3
	PEI	ECE III & Early Childhood Supervisor
	ON	Registered Early Childhood Educator
	MB	ECE II
	SK	ECE III
	AB	Child Development Supervisor
	BC	Early Childhood Educator infant-toddler/special needs
	YK	Child Care Worker III
Level 3	NL	Level 4
	PEI	Early Childhood Director
	MB	ECE III
	SK	N/A
	AB	N/A
	BC	N/A
School-Age Approval	All	N/A

Appendix B: Policy on Internal Review

Decisions by Classification Services are subject to Internal Review.

Applicants are entitled to a review of decisions pertaining to classification made by Classification Services Review Officers.

Decisions pertaining to classification are made in accordance with Regulation 37 of the Day Care Regulations.

Review Committee

- 2.1 The review process is conducted by the Review Committee.
- 2.2 The review committee is appointed by Classification Services and provided with training and guidelines for the review process, including the regulated qualifications for classification.
- 2.3 The review committee is appointed for a three-year term, with renewals on agreement of the member.
- 2.4 The review committee is comprised of no less than 3 and no more than 5 members including at least one subject matter expert from the Early Years Branch.
- 2.5 Classification Services appoints the Chair of the Review Committee.
- 2.6 The Review Committee will meet as required: the Chair will determine when to complete the review.
- 2.7 The Chair may decide to conduct reviews by way of in-person meetings, teleconferences or email, as appropriate.
- 2.8 At each meeting, the Chair will determine the process for recording decisions of the Review Committee (such as minutes, notes). In addition to recording its decision, the Review Committee will also identify its reasons for making the decision.
- 2.9 The Coordinator Classification Services and the Review Officer will not be present at, or participate in any way, in Review Committee meetings where Classification Services decisions are reviewed.
- 2.10 Classification Services staff will collect information on behalf of the Review Committee and ensure its timely delivery to the Review Committee Chair, but will not be present at, nor participate in any way, in Review Committee meetings.

Internal Review Procedure

- 3.1 When Classification Services makes a decision which does not align with the applicant's desire for classification, the applicant will be provided with written reasons and be informed about the internal review process.
- 3.2 Within 180 days from the day the decision is sent to the applicant, the applicant may request an internal review of the decision. This request must be made in writing to the Coordinator, Classification Services, and must clearly outline the basis/reasons for the review request.

- 3.3 Upon receipt of an internal review request, the Coordinator will:
 - a) acknowledge the request;
 - b) determine if the request was made within the 180-day timeframe, and
 - (i) if the request was made in a timely manner,
 - a. forward it to the Chair of the Review Committee; and
 - b. within 30 days of receipt of the request, provide the Review Committee with:
 - i. a copy of the written decision;
 - ii. a copy of all records related to the application in the possession of Classification Services, subject to any lawful restrictions; and
 - iii. other written information as is deemed necessary.
 - Or,
 - (ii) if the request was not made within the 180-day timeframe, notify the applicant that the request is out of time.
- 3.4 Together with the information provided above, the Coordinator will provide the applicant with the Review Committee's contact information.
- 3.5 Within 15 days of the date the Coordinator's written information and disclosure was sent to the applicant, the applicant
 - a) may provide new information and written submissions to the Review Committee, and
 - b) if any new information or written submissions are provided to the Review Committee, must also provide a copy to Classification Services.
- 3.6 If the applicant requires an extension of time to file additional information and submissions, the applicant must apply to the Review Committee for an extension. The Review Committee may extend the filing deadline.
- 3.7 A review of a decision made by Classification Services will be made by at least 3 members of the Review Committee, which
 - a) will review all material and submissions provided to it;
 - b) may decide the matter without holding an oral hearing or meeting with the applicant; and
 - c) by majority ruling, will:
 - i) confirm the decision of Classification Services
 - ii) make any decision Classification Services could have made with respect to the applicant.
- 3.8 The Review Committee must render its decision within a reasonable time, and must provide a written decision with reasons to the candidate with a copy to Classification Services, within 30 days of the meeting at which it made its decision.
- 3.9 The Review Committee's internal review decision is final.