

NSBEP POLICY AND PROCEDURE

APPLICATIONS

Policy Number: 3-140

Date of Board Approval: March 9, 2018

**SUBJECT: REQUESTS FOR DOCUMENTATION RELATED TO THE
REGISTRATION PROCESS**

**POLICY STATEMENT: Under the Fair Registration Practices Act, the Board
must have a formal policy for which requests for access
to documentation related to registrations are
considered.**

PROCEDURE:

- (1) The applicant can request and obtain a copy of his/her submitted application materials. This would include, subject to the exclusions noted below, a copy of the information submitted through the Board's online application system, the supplemental documentation required as part of application process, letter outlining the Board's decision on the application;
- (2) The following items would not be provided: minutes of meetings; copies of references provided to the Board as part of the application process under the possible expectation of confidentiality; evaluations completed by World Education Service (WES) as per the Board's contractual obligations with WES;
- (3) An electronic or hard copy of the application materials can be provided for a minimum \$20 charge, with an additional \$1 per page, up to a maximum of \$100.
The electronic copies would be sent by email.
The cost of mailing hard copies, if requested, would be separate from the above preparation costs.
- (4) The original application materials remain the property of the Board. The Board may return the original copy of the criminal record check and/or child abuse check, once the original has been viewed by Board staff.
- (5) The fee must be received by the Board before requested materials are provided.

March 2018