



Nova Scotia College of Audiologists and Speech-Language Pathologists

POLICY ON APPEALS OF REGISTRATION DECISIONS

The NSCASLP provides the following process for appeals of registration decisions.

Composition of the Registration Appeal Panel

1. The Registration Committee is comprised of licensed members of the College and public representatives on the Board of Directors. Members of the Registration Committee receive training prior to participating in a registration appeal. When an appeal of a registration decision is received, a Registration Appeal Panel will be established by the Chair of the Registration Committee from the Committee such that there are:
 - 2 licensed members of NSCASLP – 1 Audiologist and 1 Speech-Language Pathologist
 - 1 public representative
2. No one who acted as a decision-maker in reaching the original registration decision may serve on the Registration Appeal Panel.

Notification of Right to Appeal

3. When an applicant is not granted registration with the NSCASLP, they will be informed of the decision by letter.
4. The letter shall include:
 - reasons for the registration decision;
 - a statement that indicates the applicant's right to appeal the decision; and
 - a statement indicating the applicant may exercise their right to an appeal by informing the Registrar in writing within 30 days of this letter's date.
5. This Policy shall be attached to the decision letter.

Requesting the Appeal

6. Within 30 days of the letter's date, the applicant may submit a written appeal of a registration decision via email.
7. The applicant's appeal should outline the basis for the appeal.

Scheduling the Appeal

8. Upon receipt of an appeal, the Registrar will notify the Chair of the Registration Committee who will establish a Registration Appeals Panel. The Registrar will provide all records relating to the applicant's application to the Panel within 7 days.
9. The Registration Appeals Panel may determine whether an appeal hearing must be conducted through written submissions or whether the applicant or Registrar will have an opportunity to appear before the Registration Appeals Panel to present evidence or submission. The Registration Appeals Panel will contact the applicant within 14 days of receipt of the application records to inform the applicant of the decision regarding the manner of appeal hearing and to schedule the date for the applicant to appear, if required.
10. The Registration Appeals Panel will consider the appeal within 90 days of the receipt of application records by the Panel.

Opportunity to Make Submissions

11. The applicant and the Registrar may make submissions in writing to the Registration Appeals Panel within 30 days after the review has been scheduled.
12. The Registration Appeals Panel will share submissions with the applicant and the Registrar to review. They will be given at least 14 days to review submissions in advance of the Registration Appeals Panel reviewing the documentation in the case of a review through written submissions or a hearing date.

Appeal Hearing

13. At the Appeal Hearing, the Registration Appeals Panel will review all submissions made by the applicant and the Registrar.

14. The applicant and the Registrar will have the opportunity to appear and speak before the panel.

15. The applicant and the Registrar may appear with or without legal counsel.

The Appeal Decision

16. The Registration Appeals Panel will render its decision based on careful consideration of all written submissions and oral presentations at the Hearing, if conducted.

17. The Registration Appeals Panel may uphold the rejection of the applicant or order the Registrar to reverse the decision and register the applicant. The Panel may require conditions or restrictions be imposed on the applicant's license as a condition of licensure.

18. A decision will be reached within 14 days of the hearing, at which point the applicant and the Registrar will be informed in writing.

19. The decision will be issued to the applicant via email with reasons.

20. If the Registration Appeals Panel issues a decision to reverse the Registrar's decision and license the applicant, the Registrar must register the applicant within 7 days.

21. The decision of the Registration Appeal Panel is final.