



Accepting Alternative Information to Required Documentation Policy BOD Approval: September 10, 2020

The Nova Scotia Real Estate Commission recognizes that there are circumstances where an applicant will not be able to provide certain required documents for reasons beyond the applicant's control. In these circumstances, the Commission will work with the applicant to accept alternative information to the required documentation, in a way that will not compromise the integrity of the licensing process.

Requesting Consideration of Alternative Information

An applicant who cannot provide some or all of the required documentation should contact the Registrar in writing to request that the Commission accept alternative information. The applicant's request should include:

1. a list of the required documents that cannot be provided,
2. the reason the applicant cannot obtain the required documentation,
3. a description of what attempts the applicant has previously made to obtain the required documentation,
4. a description of the documents the applicant could provide to demonstrate their qualifications for licensure, and
5. whether or not the applicant consents to the Commission contacting third parties to assist in obtaining information and documentation of the applicant's qualifications.

The Registrar may request that the applicant provide additional information or evidence to demonstrate why the applicant is unable to provide required documentation.

Where the required documentation is required by a third-party assessor, the Registrar may direct the applicant to contact the third-party directly.

Acceptable Alternate Information—Educational Credentials

Where the Registrar accepts that required documentation cannot be provided for reasons beyond the applicant's control, the Commission will consider the following alternative information for assessing an applicant's educational credentials:

- certified copies of original academic documentation;
- photocopies of academic documentation together with an affidavit attesting to the authenticity of the document;
- an affidavit from the applicant describing the applicant's academic qualifications, the institution attended, and detailed descriptions of the courses taken and course curriculums, with supporting evidence if available;
- affidavits from former professors and classmates verifying the applicant's course descriptions and attesting to the applicant's academic performance;

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- information obtained by the Commission from third parties, with the applicant's advance consent, verifying the applicant's educational credentials;
- any other information offered by the applicant evidencing their academic qualifications.