

Registration Appeals

In circumstances where the Registration Committee rejects registration or approves registration subject to conditions or restrictions, the applicant has the ability to appeal. This specifically applies to any rejections or conditional acceptance related to initial membership, firm registration, renewal or reinstatement of membership or firm registration.

Any decision of the Registration Committee to decline or apply conditions or restrictions will be accompanied with a written decision, with reason. All rejected applications or when conditions or restrictions are applied may be appealed to the Registration Appeals Committee.

Registration Appeals Committee

The Registration Process for both individuals and organizations is outlined in Part 3 of the CPA Nova Scotia By-Laws. The mandate and authority of the Registration Appeals Committee is set out in Part 3 under By-Laws 338-353.

The Registration Appeals process provides individuals and organizations an opportunity to seek a review of a decision made by the Registration Committee of CPA Nova Scotia.

The Registration Appeals Committee consists of at least five (5) members and one (1) public representative. The Committee receives the following training:

- Review of the Registration Appeals Committee Manual including Impartiality, Confidentiality, Committee Terms of Reference, and Registration Appeals Committee Guidelines.
- Review of CPA Nova Scotia *Act* and By-Laws with focus on By-Laws 338-353.
- Review of Registration Practices including Registration Manual
- Registration Appeals Committee Framework
- Requirements of Fair Registration Practice Act (FRPA)
- Review of Authority of Public Inquiries Act
- Expectation of Hearing (oral and written submissions)

Registration Appeals Committee Process

The process is initiated by the filing of the Notice of Appeal Form, which must be forwarded to CPA Nova Scotia within 30 days of receipt of the decision or notice being appealed. The process proceeds as follows:

1. When a Notice of Appeal Form is received, staff will perform a bias check with the Registration Appeals Committee.
2. The Chair of the Registration Appeals Committee will schedule a hearing. Appropriate notice must be given to all parties. The Chair will consider the following, depending on the Appeal:
 - Any request for oral hearing.
 - How much time will be needed to prepare for a hearing.
 - How many witnesses or submissions will be required.
 - Any additional information or experts that may be required.
3. The Chair will collect all materials in which the decision was made and distribute the materials to the Appellant and CPA Nova Scotia.
4. Notify the Appellant of the following, in writing:
 - hearing date;
 - format of the hearing (oral or written submission);
 - the reasonable opportunity, by way of this letter, to submit further information, following the receipt of all of the materials (provided in Step 3), as per By-Law 341. Minimum 30 days is recommended; and
 - information that the written decision will be issued within 3 months following the hearing date.
5. Hold the hearing within 3 months of receipt of the Notice of Review Form.

6. Upon completion of the appeal, the Committee may:

- overturn the decision under appeal;
- vary the decision under appeal; or
- dismiss the appeal; and
- may make an order for cost against a party.

The Registration Appeals Committee will make best efforts to have the final decision communicated to the Appellant within 90 days of the final decision. Written communication will be made via email unless alternative methods have been established or requested.