

## **Nova Scotia Institute of Agrologists Acceptance of Alternative Information Policy**

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The Nova Scotia Institute of Agrologists (NSIA) recognizes that there are circumstances in which an applicant will not be able to provide certain required documents for reasons beyond the applicant's control. In these circumstances, The Nova Scotia Institute of Agrologists will work with the applicant to accept alternative information to the required documentation, in a way that will not compromise the integrity of the regulation process.

### **Requesting Consideration of Alternative Information**

An applicant who cannot provide some or all of the required documentation should contact the NSIA office in writing (email is acceptable) to request that the Nova Scotia Institute of Agrologists accept alternative information. The applicant's request should include:

- A list of the required documents that cannot be provided,
- The reason the applicant cannot obtain the required documentation,
- A description of what attempts the applicant has previously made to obtain the required documentation,
- A description of the documents the applicant could provide in lieu of the required documents

The Nova Scotia Institute of Agrologists 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 Nova Scotia Institute of Agrologists may direct the applicant to contact the third-party directly.

### **Acceptable Alternate Information**

Where the Nova Scotia Institute of Agrologists accepts that the required documentation cannot be provided for reasons beyond the applicant's control, the Nova Scotia Institute of Agrologists will consider the following alternative information for assessing an applicant's education credentials:

- Certified copies of original academic documentation;
- Photocopies of academic documentation together with an affidavit attesting to the authenticity of the document
- Affidavits from former professors and classmates verifying the applicant's course descriptions and attesting to the applicant's academic performance:
- Any other information offered by the applicant evidencing their academic qualifications.