
COLLEGE OF LICENSED PRACTICAL NURSES OF NOVA SCOTIA (CLPNNS)

Fair Registration Practices Act (FRPA) PROGRESS REPORT January 2018

Province of Nova Scotia



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Introduction

The Fair Registration Practices Act (FRPA) mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair.¹ The FRPA review process was designed to fulfill the obligations of the legislation; it allows the FRPA Review Office and the regulating bodies to review existing registration practices for current compliance with the FRPA as well as continuous improvement of transparent, objective, impartial and procedurally fair registration practices.²

The purpose of the Fair Registration Practices Act (FRPA) Progress Report is twofold. First, it allows the College of Licensed Practical Nurses of Nova Scotia to review and report on its current registration practices. Second, it shares the CPLNNS's progress on previously-identified areas for improvement, and highlights the exemplary practices that have been developed by the CPLNNS since their previous review.

Through the 2018 FRPA Progress Report, the FRPA Review Officer aims to build on the progress made by the CPLNNS to date and identify opportunities to further improve and evolve registration practices.

Summary from 2014 FRPA Review report:

The following table summarizes the Action Plan from the College of Licensed Practical Nurses of Nova Scotia 2014 Review report and the progress that has been made by CPLNNS in achieving each action item.

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale
1	<ul style="list-style-type: none">Complete automated forms for 'Part 1 for initial application'	16(3)(g)	YES		CLPNNNS has moved to one application for all applicants. We currently have an online fillable PDF application form. As well, we have included the Verification of Employment and Verification of Registration within this workplan for 2017. The Canadian Practical Nursing Registration Examination form is automated online.
2	<ul style="list-style-type: none">Review and revise website on a regular basis, with a current focus on the new grad section and the IEN database.	16(3)(g)	YES		The website is reviewed and updated on a regular basis... any changes to policy or practice are immediately changed on the website.
3	<ul style="list-style-type: none">Document policy for accommodations for applicants with a physical or mental disability.	16(3)(h)	YES		The College Board has approved the Accommodation Policy in May 2016 and again in December 2016.
4	<ul style="list-style-type: none">Consider adapting 'Formulating Sanctions and Decisions' to meet specific requirements of registration appeal.	8(b), 8(c)	YES		CLPNNNS has not had any Registration Appeals.

¹ The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2014, c. 14.

² For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf

Exemplary Practices

- The College has been recognized for the work we have done in relation to the Nova Scotia Office of Immigration -Pathway to Success for Internationally Educated Nurses.
- The College has developed the LAE Skill Competency Tutorials for Internationally Educated Nurses. LAE – A Guide for Resources and Support for Internationally Educated Nurses in Nova Scotia.
- The College works to improve its registration practices proactively and collaboratively through its participation in the nursing multi-stakeholder working group, and its attendance at FRPA breakfast meetings.
- The College has an exemplary process for processing IEN applications. Once the applicant has released the National Nursing Assessment Services Report to CLPNNS and completed the CLPNNS online application and paid their fee, the application is assessed for equivalency. The outcome of this process is one of the following:
 - #1 Complete the Pathway to Success and Skills Tutorial prior to writing the CPNR Examination...pass the exam then licensure.
 - #2 Complete a Substantive Equivalent Competence Assessment (SECA) to validate specific gaps that were identified in the initial assessment process. Complete any required remedial education, the Pathway to Success and Skills Tutorial prior to writing the CPNR Examination... pass the exam then licensure.
 - #3 Complete Practical Nursing Re Entry Program at the Nova Scotia Community College (NSCC). Complete the Pathway to Success and Skills Tutorial prior to writing the CPNR Examination... pass the exam then licensure.
- The College has had excellent feedback in relation to our fair, consistent and transparent registration processes for IENs, new graduates and out of province applicants. The College far exceeds the national standards of 3-5 business days for new graduate applications to be processed; 5 to 7 business days for Canadian out of province applications to be processed and 10 to 15 business days for IENs applications to be processed once the College has received all required documents.
- Since January 2016 the College has moved to Electronic Verification of Registration Form as a national initiative. Any member requesting a Verification of Registration has this completed and sent electronically within 3 to 5 business days.

2016 Registration Data

#	Question	Response
1	Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.	4399
2	Number of registrations for the reporting year, from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant. 	255
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification. 	2
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant. 	15
	<ul style="list-style-type: none"> AIT Transfers, applicants already registered in another Canadian jurisdiction. 	109
	<ul style="list-style-type: none"> Total number of applicants. 	381
3	Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.	
	<ul style="list-style-type: none"> Active Practicing License 	186
	<ul style="list-style-type: none"> Active Practicing with Conditions/Restrictions License: 	0
	<ul style="list-style-type: none"> Temporary License 	9
	<ul style="list-style-type: none"> Graduate Practical Nurse License 	186
4	Number of completed applications submitted by applicants who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	255
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Still in process: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Withdrawn: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> File inactive or closed: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	2

	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	• Received qualifications (training/work experience for trades) internationally, new applicant:	
	○ <i>Accepted:</i>	15
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	24
	○ <i>Withdrawn:</i>	2
	○ <i>File inactive or closed:</i>	2
	• AIT transfers, applicants already registered in another Canadian jurisdiction:	
	○ <i>Accepted:</i>	109
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	22
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	6
5	For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.	
	• Alberta	7
	• British Columbia	5
	• New Brunswick	10
	• Newfoundland & Labrador	3
	• Ontario	79

	<ul style="list-style-type: none"> Prince Edward Island 	4
	<ul style="list-style-type: none"> Quebec 	1
6	For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).	
	<ul style="list-style-type: none"> Philippines 	8
	<ul style="list-style-type: none"> India 	1
	<ul style="list-style-type: none"> Peru 	1
	<ul style="list-style-type: none"> Nigeria 	4
	<ul style="list-style-type: none"> United States 	1
7	Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	5
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	5
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	10
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	5
8	Average registration process time (or application approval) for those who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	5
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification 	5
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant 	10

	<ul style="list-style-type: none"> • AIT transfers, applicants already registered in another Canadian jurisdiction 	5
9	Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.	
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) In NS, new applicant: 	Regulatory body costs: \$375 Other: \$300
	<ul style="list-style-type: none"> • Received qualifications In Canada, new applicant: 	Regulatory body costs: \$675 Other:
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) internationally, new applicant 	Regulatory body costs: \$425 Other: \$300
	<ul style="list-style-type: none"> • AIT transfers, applicants already registered in another Canadian jurisdiction: 	Regulatory body costs: \$375 Other: \$0
10	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> • Received qualifications In Canada, new applicant: 	1
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) internationally, new applicant 	1
	<ul style="list-style-type: none"> • AIT transfers, applicants already registered in another Canadian jurisdiction: 	0
	<ul style="list-style-type: none"> • Total number of appeals, internal reviews or challenges related to a registration decision: 	2
11	Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> • Received qualifications In Canada, new applicant: 	10
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) Internationally, new applicant: 	30
	<ul style="list-style-type: none"> • AIT transfers, applicants already registered in another Canadian jurisdiction: 	0
12	What does registration with your organization authorize?	Scope of Practice Rights and Rights to use an Occupational Title.

FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<p><i>Internet, Email, Hard Copy, Telephone, Other.</i></p> <p><i>Under the LPN Act (2006) Part I Section 4(d), the College of Licensed Practical Nurses of Nova Scotia (CLPNNS) is responsible to regulate the practice of licensed practical nurses (LPN) through the registration, licensing, professional conduct, education program approval and other processes set out in the Act and LPN Regulations (2009). The College provides information to all members, applicants and potential applicants via the website (http://www.clpnns.ca). College staff respond to email and telephone inquiries as well as face to face consultation with members, potential applicants, stakeholders and members of the public.</i></p> <p><i>In 2014, the College underwent significant website renewal to ensure that members, applicants, stakeholders and the public have access to current and relevant information that is clear and consistent with other messaging as well as reflective of the LPN Act (2006), LPN Regulations(2009), CLPNNS Bylaws (2013), CLPNNS Policies & Practices and other applicable legislation. The College strives to meet best practice standards in relation to the information available on the website by continuously examining similar websites for potential improvements.</i></p> <p><i>All applications and information related to the registration and licensure of new nursing graduates; Canadian nursing graduates outside of Nova Scotia; internationally educated nursing graduates and other equivalent nursing graduates are available on the website as well as licensure renewal/reinstatement and relicensing information. College staff refer anyone seeking information to the website and mail out paper copies when absolutely necessary. The College has a number of brochures related to registration and licensure available on the website and in the office.</i></p> <p><i>As well the College has a website link to the National Nursing Assessment Service (NNAS), Self-Assessment Readiness Tool (SART) and other regulatory bodies with their website.</i></p> <p><i>Nationally, the LPN Regulatory with the exception of Quebec and Territories have implemented an electronic Verification of Registration (VOR) which has greatly improved our verification processes for out of province applicants as well as</i></p>	16(3)(g)

		CLPNNS members requesting registration verification for another province or territory.	
1b	Can applicant begin the process outside of Canada?	<p>Presently, there is nothing in the LPN Act (2006); LPN Regulations (2009); CLPNNS Bylaws (2013) or CLPNNS Registration Policies (2013) preventing an applicant from submitting their application and documents from outside of Canada.</p> <p>All applications and registration and licensure information have been transitioned to an online process (http://www.clpnns.ca) for new nursing graduates; Canadian registration outside of Nova Scotia; internationally educated nursing graduates; other equivalent nursing graduates as well as licensure renewal and relicensing and the public. http://clpnns.ca/category/registration/</p> <p>In 2016, CLPNNS in collaboration with the Nova Scotia Community College were funded by the Nova Scotia's Labour and Advanced Education to produce a PRE ARRIVAL VIDEO for IENs potentially moving to Nova Scotia which can be viewed throughout the world. http://clpnns.ca/ien-informational-video/</p> <p>The NNAS application process is online and therefore IENs are able to access information off shore and submit their documents via an online process. The College implemented an online application process for writing the Canadian Practical Nurse Registration Examination (CPNRE) prior to the change to computer based testing of the national examination in May 2016. As well the Nursing Jurisprudence Exam which was implemented in May 2016 is available online. http://clpnns.ca/application-for-registration-examination-in-nova-scotia/</p> <p>The College's website outlines any costs associated with the application and links to additional website such as: Nova Scotia Office of Immigration (NSOI; Nova Scotia Community College and Immigration Services Association of Nova Scotia (ISANS).</p> <p>The following are a list of applications available on the website: Application for Initial Registration and Licensure in Nova Scotia http://clpnns.ca/wp-content/uploads/2014/05/Application-for-Initial-Registration-and-Licensure-in-Nova-Scotia.pdf Application for Re – Licensing; Annual Licensing Renewal/Reinstatement http://clpnns.ca/re-licensing-nova-scotia/</p>	

		<p><i>Application and Application for Canadian Practical Nurse Registration Examination (CPNRE)</i> http://clpnns.ca/application-for-registration-examination-in-nova-scotia/ <i>Annual Renewal Application</i> http://clpnns.ca/2017-annual-renewal/</p>	
2	Please provide a link to your website.	www.clpnns.ca	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	<i>Strongly Agree</i>	
2b	On what basis do you make changes to your website?	<i>Feedback from Applicants, Policy Change, News Postings, Other</i>	
2c	When was the section of the website pertaining to registration last updated?	<p><i>On-going</i></p> <p><i>Annually and ongoing review of website; changes to applications, processes or fees; feedback from members, applicants, stakeholders and public in consultation with College staff; Policy changes; New postings such as College Reporter and trends or issues that may impact LPN practice.</i></p> <p><i>In August 2013, the College of Licensed Practical Nurses of Nova Scotia underwent significant website renewal. The College continues to update the website to ensure that the access to the information is clear, transparent with consistent messaging that is reflective of the LPN Act (2006), LPN Regulations (2009), College Bylaws (2013) as well as the CLPNNS Policies and Practices.</i></p> <p><i>As well the College is constantly reviewing and revising the website content in relation to Registration processes. The registration process has been constantly evolving over the past five years with the implementation of online renewal; implementation of the electronic Verification of Registration; License Verification; online applications for registration and the online application to write the CPNRE. In January 2017, the College will be doing a public survey which will include questions in relation to the College Website.</i></p> <p><i>As the College collaboratively creates a “new College for licensed practical nurses, registered nurses and nurse practitioners”, the website has been and will be an invaluable communication tool for the members, applicants, stakeholders and the public.</i></p>	
3a	Are your requirements (e.g. education, work experience,	<i>Legislation, Regulation, Policy</i>	7(a), 7(c), 7(f),

	examination and fees) for registration specified by legislation, regulation and/or policy?		16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	<p><i>LPN Act (2006) Part I College of Licensed Practical Nurses of Nova Scotia</i></p> <p><i>Objects Section 4(d)(i) (ii)</i></p> <p><i>LPN Act Part III – Registration and Licensing</i></p> <p><i>Register Section 10(1) (2)</i></p> <p><i>LPN Act Part III – Registration and Licensing</i></p> <p><i>Issuance of license to persons registered under former Act Section 1(1) (2)(3) (4)</i></p> <p><i>LPN Act Part III – Registration and Licensing</i></p> <p><i>Active practising license Section 12(1) (2)(3)</i></p> <p><i>LPN Act Part III – Registration and Licensing</i></p> <p><i>Temporary license Section 13(1) (2) (3)</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Register and Roster Section 7 (a)(b)(c)(d)</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Categories of licenses Section 8 (a)(b)(c)(d)</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Competence assessment Section 9 (1)(2)</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Registration qualifications for graduates of practical nursing education program in Province Section 10(1) (a)(b)(c)(d)(e) (2)</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Registration qualifications for graduates of programs outside Province</i></p> <p><i>Section 11(1) (a)(i)(ii)(b)(c)(d)(e)(f) (2)</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Criteria for entry in active- practicing roster</i></p> <p><i>Section 12 (a)(b)(c)(d)(e)(f) (g)(i)(ii)(iii)(iv)(A-B-C)(v)(h)</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Entitlement of members in active-practising roster</i></p> <p><i>Section 13(a)(b)(c)(d)(e)(f)(g)</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Criteria for entry in active- practicing with conditions or restrictions roster</i></p> <p><i>Section 14 (a)(b)(c)(i)(ii)(iii)(iv)(v)(vi)</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p>	

		<p><i>Entitlements of members in active- practicing with conditions or restrictions roster</i></p> <p><i>Section 15</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Active- practicing licenses issued without completion of continuing competence program</i></p> <p><i>Section 16(1)(a)(b)(c) (2)(3)</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Terms and renewal of active- practicing license</i></p> <p><i>Section 17(1)(2)(a)(b)</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Members removed from roster if license not renewed</i></p> <p><i>Section 18</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Criteria for entry in temporary roster</i> <i>Section 19</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Entitlements of members in temporary practicing roster</i> <i>Section 20(a)(b)(c)</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Expiry of temporary licenses</i> <i>Section 21(a)(b)(c)(d)</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Criteria for entry in the graduate practicing license roster</i> <i>Section 22 (a)(b)(c)</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Entitlements of members in graduate practicing roster</i> <i>Section 23</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Term of graduate practicing license</i> <i>Section 24 (a)(b)(c)</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Restrictions or conditions on previous license</i> <i>Section 25</i></p> <p><i>LPN Regulations (2009) Part 2 Registration, Licensing and Membership</i></p> <p><i>Waiver by Executive Director-Registrar of criteria for registration or licensing</i></p> <p><i>Section 26(a) (b)</i></p> <p><i>CLPNNS Policies (2016) Policy No.1 to No. 12 & No. 17</i></p>	
3c	Is this information made available to applicants	Yes	

		<p><i>This information is available to all applicants and members on the website (www.clpnns.ca). As well, CLPNNS staff provide a follow up email to individuals who provide their name and email address which includes the website link.</i></p> <p><i>According to the LPN Act (2006); LPN Regulations (2009); CLPNNS Bylaws (2013) and Registration Policies (2013) applicants must graduate from an approved practical nursing education or nursing equivalent program, pass the Canadian Practical Nursing Examination (CPNRE) or equivalent registration exam approved by the CLPNNS Board and pay all applicable fees.</i></p>	
4	Are you waiting for legislation to be passed?	<p>No</p> <p><i>The College's LPN Act (2006) and LPN Regulation (2009) are currently addressing public safety.</i></p> <p><i>Currently, the two nursing Colleges are in the process of creating one nursing College which will require new legislation to support this transition.</i></p>	
5a	Is the criteria for meeting the requirements of registration documented?	Yes	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?	<p>Yes</p> <p><i>Yes, under the LPN Act and the LPN Regulations the criteria for registration and licensure are clearly outlined as well as a process for Registration Appeal. The legislation outlines the processes for registration and licensure for new Nova Scotia graduates/Nova Scotia nursing equivalent; out of province candidates that are licensed within Canada and internationally educated nurses.</i></p> <p><i>Information related to the admission criteria to the Practical Nursing Program is available on the CLPNNS Website (www.clpnns.ca). The requirements are outlined in the: LPN Act (2006) Part I Section 4 (d).... the College shall regulate the practice of practical nursing through (i) the registration and licensing, professional conduct, education program approval and other processes set out in this Act and regulations.</i></p> <p><i>LPN Regulations (2009) Part 1 Section 3 (1) (a) (b)... the Practical Nursing Education Program - Admission standards for the practical nursing education program... (i) they have earned a certificate of education, issued under the authorization of a school board for completion of Grade XII, and have a transcript showing credits at the Grade XII level</i></p>	

		<p><i>prescribed or approved by the Department of Education in (a) English, (B) mathematics, (C) any 2 of the following or any 2 sciences approved by the Board (I) chemistry, (II) biology, (III) physics (ii) they have attained the equivalent of credits specified in subclause (i) as determined by the Department of Education CLPNNS Bylaws (2013) and the CLPNNS Registration Policies (2013) - Policy No. 1 to 19 inclusive.</i></p> <p><i>According to CLPNNS Registration Policy - CLPNNS offers Internationally Educated Nurses who partially meet the requirements of registration and licensure are provided the opportunity to complete remedial education as part of the Substantive Equivalent Competence Assessment (SECA). These SECAs have been development by CLPNNS and are completed by an outside Vendor- Nova Scotia Community College (NSCC).</i></p> <p><i>If the applicant is required to complete a SECA because their program of study does not meet the equivalency of a Nova Scotia Practical Nursing Program, the Director of Registration and Professional Conduct Service meets with them either face to face or via telephone to outline the gaps in their program and what remedial education would be required to bridge the gaps. All IEN assessment documentation is kept on file at CLPNNS.</i></p>	
6	If you require translation of specific documents how is the applicant informed?	<p><i>Web Site, Email, Telephone, Other</i></p> <p><i>The requirement to provide CLPNNS with access to English documents is clearly outlined on the website. If the applicant specifically asks the question, they receive an email referring them to the website.</i></p> <p><i>The applicant is notified during the consultation either face to face, via telephone or email. As well the information is available on the CLPNNS Website under the REGISTRATION INFORMATION:</i></p> <p><i>Only official documents are accepted. Documents that are not provided in English require translation and must be translated by a certified translator then submitted directly to CLPNNS from the translator. Official documents are defined as documents that have been sent in a sealed envelope directly by the issuing authority and have never been in the possession of anyone other than the institution that issued the documents.</i></p> <p><i>Internationally educated nurses applying for registration and licensure with the College through the National Nursing Assessment Service (NNAS) would have their documents</i></p>	7(a)

		<i>translated prior to CLPNNS receiving the NNAS Advisory Report.</i>	
7	Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade / Canada Free Trade Agreement)?	<p>Yes</p> <p><i>Under CLPNNS Registration Policy No. 4 Initial Registration and Licensure - Out of Province Applicant (within Canada) Under the Agreement on Internal Trade (AIT), the process is outlined for applicants. As well the College website (www.clpnns.ca) has GUIDELINES for completing the application with step by step directions.</i></p> <p><i>In January 2016, under the umbrella of the Canadian Council of Practical Nursing Regulators (CCPNR) the national group of regulators implemented a process that all applicants applying for initial registration and licensure from another jurisdiction will have their Verification of Registration electronically submitted to CLPNNS. CLPNNS processes are streamlined and once the applicants file is complete the decision is rendered within 3 to 5 business days.</i></p>	3
8	Does your organization make accommodation for applicants with physical or mental disability?	<p>Yes</p> <p><i>According to the CLPNNS document "Becoming a Practical Nurse in Canada: Requisite Skills and Abilities" developed by Canadian Council of Practical Nurse Regulators (CCPNR) in 2013, there are seven Regulatory Requirements which individuals should measure themselves prior to becoming a LPN in Canada. The Nova Scotia Community College, as the sole provider of Practical Nursing Education in the province as well has clear "Program Outcomes" related to Essential and Employability Skills that every student must successfully pass in order to graduate from the Program.</i></p> <p><i>Under the LPN Act (2006) Part V - Professional Conduct Process there are provisions under the Section 35- Fitness to Practice that outline a process for individuals with incapacity issues related to their practice instead of going through the Complaint or Professional Conduct Process. As well under the LPN Regulations (2009) Professional Conduct - Part 4: Section 43 Fitness to Practice Committee Assessment for Incapacity and the CLPNNS Professional Conduct Policy No.20 - Eligibility for Fitness to Practice Assessment.</i></p> <p><i>Under CLPNNS Registration Policy No 11 and 12, the College addresses accommodation in relation to the Canadian Practical Nurses Registration Examination (CPNRE) and the Practical Nursing Jurisprudence Examination (PNJE). Most examination accommodations are related to additional time, quiet room and a reader. The Registration Policies are available on the website.</i></p>	16(3)(h)

9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	Yes	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	<p><i>Since August 2014, all Internationally Educated Nurses are initially assessed through the National Nursing Assessment Services (NNAS) process. NNAS is a corporation that was established to co-ordinate a consistent, national approach to the assessment of IENs' eligibility for registration/licensure by Canadian nursing regulatory bodies which was supported by Federal funding.</i></p> <p><i>As well the Nova Scotia Community College (NSCC) is the vendor for the Substantive Equivalent Competence Assessment (SECA) which support the College determining eligibility for licensure in relation to Internationally Educated Nurses (IEN) or any applicant who does not meet the criteria for registration and licensure.</i></p>	
9c	Please indicate the types of activities that they assist with.	<p><i>Data Collection, Data Storage, Credential Assessment, Verification of Documents</i></p> <p><i>The NNAS collects data, stores the data, assesses credentials, assesses curriculum against national standards set by the profession, verifies identification documents, verifies registration, verifies education and verifies employment.</i></p>	
9d	Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act, including transparency, objectivity, impartiality and procedural fairness?	<p><i>MOU, Service Level Agreement</i></p> <p><i>NSCC completes Recognition of Prior Learning in relation to the IENs and any other applicant who does not meet the criteria for registration and licensure.</i></p> <p><i>Out of Province but within Canada applicants applying for initial registration and licensure must complete the CLPNNS application process which includes a Verification of Registration (VOR) from their original and current regulatory body. Most regulatory bodies have an internal review process.</i></p>	
9e	Are you informed of all decisions made by third parties on applicants?	Yes	

9f	Does the third party have an internal review process for unsuccessful applicants?	<p>Yes</p> <p><i>CLPNNS has a Registration Appeals process as outlined in the LPN Act (2006) Part III Section 14- Reasons for Refusal; Section 15- Registration Appeal Committee; Section 16- Duties of Registration Appeal Committee; Section 17- Decision of Registration Appeal Committee. When an applicant is denied registration and licensure with CLPNNS their right to an appeal the decision through the Registration Appeal process is outlined in the letter. The information is available on the CLPNNS Website- LPN Act (2006); LPN Regulations (2009); CLPNNS Registration Policies (2013).</i></p> <p><i>IENs applying for initial registration/licensure with the CLPNNS must complete the NNAS process. Once NNAS has completed the assessment, an Advisory Report is issued. NNAS does not have the authority to render a decision in relation to a registration and licensure of individual applicants. Only the regulatory body has the authority to render a licensure decision. The NNAS Board has policy in relation to the IEN appealing the outcome of the NNAS Advisory Report.</i></p>	
10a	What types of supports do you provide to applicants during the registration process?	<i>Internet, Telephone, Print Material, Other</i>	7(e), 16(3)(k)
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	<p><i>CLPNNS does not have access or a mandate to provide English Language support and/or financial assistance for applicants. The applicant may require remedial education, access to books for review or medical equipment (hearing aids).</i></p> <p><i>CLPNNS has a very supportive and collaborative relationship with the Nova Scotia Community College (NSCC) in relation to access to remedial education. NSCC does not avail CLPNNS applicants of free access to education.</i></p> <p><i>CLPNNS in collaboration with NSCC has developed a Pathway to Success Program that is comprised on three courses: Course I - Review of Concepts and Competencies for LPN which is a nine module online self-facilitated course. Course II - Introduction to the LPN Role on Nova Scotia which is a four day face to face course that provides an introduction to the roles and responsibilities of the LPN within the health care system in Nova Scotia. Course III - CPNRE Preparation is a one day course offered to IENs who are preparing to write the national exam.</i></p>	

		<i>CLPNNS refers IEN applicants to the Immigrant Services Association of Nova Scotia (ISANS) for English Language support.</i>	
11	Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?	<p>Yes</p> <p><i>The College of Licensed Practical Nurses of Nova Scotia (CLPNNS) has developed a Pathway to Success Program that is comprised on three courses:</i></p> <p><i>Course I - Review of Concepts and Competencies for LPN which is a nine module online self-facilitated course. The course includes a review of Medical Surgical Nursing, Pharmacology, Health Assessment, Mental Health, Professional Practice, Therapeutic Communication, Documentation and Maternal -Child Health.</i></p> <p><i>Course II - Introduction to the LPN Role on Nova Scotia which is a four day face to face course that provides an introduction to the roles and responsibilities of the LPN within the health care system in Nova Scotia.</i></p> <p><i>Course III - CPNRE Preparation is a one day course offered to IENs who are preparing to write the national exam.</i></p> <p><i>Content is presented through discussion, case studies, a practice test and review of simulated exam questions. Currently all of these courses are free for IENs applying to Nova Scotia for registration and licensure. If the applicant is unsuccessful then a consultation with Registration Services to ensure the focus is related to the gaps identified in the CPNRE results report. This is not mandatory and the individual must wish to explore their options and opportunities. CLPNNS refers IENs to the Immigrant Settlement and Integration Services (ISIS) for English Language support.</i></p>	8(d)
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	<p><i>Very Reasonable</i></p> <p><i>The Registration Services Team which is comprised of four individuals having a variety experience are very willing and capable of assisting applicants with their inquiry. CLPNNS quotes that the applicant will have a response within 3 to 5 business day for most questions that are via email or telephone. CLPNNS staff are very accommodating with drop in appointments.</i></p>	7(b), 8(a), 8(b), 8(c)
13a	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	Yes	8(b), 8(c), 10
13b	Do you have a formal policy for this process?	Yes	

		<i>The LPN Act (2006) Part III Section 14, LPN Regulations (2009) and College of Licensed Practical Nurses of Nova Scotia Registration Policies (2016) outline the responsibility to provide written decisions with reasons for the decision when registration/licensure is denied.</i>	
	Do you have a standard timeline	<p>Yes</p> <p><i>New Nova Scotia Graduate Applicants applying for initial registration and licensure with CLPNNS receive a decision via email within 3-5 business days once CLPNNS has a completed application and all fees are paid.</i></p> <p><i>Out of Province within Canada Applicants applying for initial registration and licensure with CLPNNS receive a decision via email within 5-7 business days once CLPNNS has a completed application and all fees are paid.</i></p> <p><i>Internally Educated Nurse Applicants applying for initial registration and licensure with CLPNNS receive a decision via letter or email within 7- 10 business days once CLPNNS has a completed application and all fees are paid.</i></p>	
13c	Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)	<p>Yes</p> <p><i>If further information is needed throughout the process, a telephone call or email is sent to the individual. Any applicant who is denied or refused registration and licensure with CLPNNS is notified by letter outlining the reasons for the decision and any potential remedial options they may have, if applicable... Such as: Registration Appeal or referral to the Nova Scotia Community College (NSCC) for Remedial Education or Recognition of Prior Learning. As previously outlined, CLPNNS completes a Substantive Equivalent Competence Assessment (SECA) to determine if an individual does not meet the Entry Level Competencies of a LPN in Nova Scotia.</i></p>	
13d	Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you could communicate the results.	<i>At this time, CLPNNS continues to communicate with the applicants. CLPNNS received very positive feedback from IENs and other applicants in relation to the support from CLPNNS staff. CLPNNS feels the timelines are excellent but we are constantly reflecting and reviewing our process to ensure they are fair and transparent.</i>	
14a	Do you provide information on what documentation of qualifications must accompany an application?	Yes	9(a), 16(3)(a), 16(3)(b), 16(3)(e)

14b	Do you include a process for verification of documentation authenticity?	<p>Yes</p> <p><i>The LPN Act (2006), LPN Regulations (2009) and CLPNNS Registration Policies (2016) outline the responsibility to provide applicants with information related to the documentation requirements for registration /licensure. Initial licensure for new Graduates in Nova Scotia are provided with a face to face site visit personally by the Executive Director - Registrar or delegate prior to registration and licensure. At this time the applicants are provided with access to the CLPNNS website where all information related to required documents and the processes is available.</i></p> <p><i>All information related to applicants applying for registration and licensure such as: New Nova Scotia Graduates, IENs, Out of Province but within Canada, relicensing and annual renewal is available on the CLPNNS website in a step by step process. Applicants who have specific circumstances or a more comfortable with a telephone conversation or face to face, CLPNNS staff are able to offer this personal service. The Application for the Initial Registration/Licensure in Nova Scotia and the Application for the Canadian Practical Nurse Registration Examination (CPNRE) are available online.</i></p>	
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	<p>Yes</p> <p><i>NSCC is the sole provider of Practical Nursing Education in the province. All campuses are visited personally by the Executive Director-Registrar or delegate prior to registration and licensure to review the processes of writing the national exam and registration/licensure with new graduates. Students are provided with access to the CLPNNS website for all information related to registration and licensure.</i></p> <p><i>IEN applicant information is available on the website including the requirement initial application to NNAS. The requirements are reviewed by the Registration Services staff with the IEN either face to face, telephone or email. All communication and responds to all inquiries and questions are responded to within 24 to 48 hours.</i></p> <p><i>Application information for the applicant applying from Out of province with Canada under the Agreement on Internal Trade (AIT) is available on the website as well information is provided in face to face, telephone or email consultation. The website outlines a step by step process of all aspects of the application process.</i></p> <p><i>Application information for the relicensing applicant is available on the website, as well information is provided in</i></p>	7(c), 16(3)(a), 16(3)(b)

		<p><i>face to face, telephone or email consultation. The website outlines a step by step process of all part of the relicensing application process.</i></p> <p><i>Annual Renewal/ Reinstatement of license information is available on the website. In August of 2015, CLPNNS implemented a very successful online process. The Online portal open on August 1st and closes on October 31st at 1pm ADT. Guidelines are available to assist with completing the application.</i></p>	
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	<p>Yes</p> <p><i>According to the LPN Regulations (2009) Part 2 Section 26- Waiver by Executive Director- Registrar of criteria for registration and licensing allows for this if it is consistent with the objects and purpose of the College.</i></p> <p><i>Since the implementation of the National Nursing Assessment Service (NNAS), situations requiring discretion from CLPNNS related to missing documentation that is beyond the applicant's control have been rare. With the introduction of the refugees from Syria, CLPNNS has committed to working both provincially and nationally to implement best practice in relation to a fair, transparent and consistent assessment are these applicant's file. CLPNNS has a Substantive Equivalent Competence Assessment (SECA) which would be used to validate identified gaps in the documentation as well as other documents to assess eligibility for registration and licensure.</i></p>	9(b), 16(3)(c)
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<p><i>Obtaining original documents, verification of credentials, identifying and participating in gap training programs, access to qualifying exam, language proficiency or professional technical language.</i></p> <p><i>The most common issue that CLPNNS sees with applicants from other countries is meeting the English Language requirement set by CLPNNS. Other issues are that some applicants have difficulty obtaining original documents and or have their documents verified. Since the inception of the National Nursing Assessment Service (NNAS), CLPNNS does not deal directly with these issues.</i></p> <p><i>Nova Scotia is very fortunate to have the Pathway to Success Program for IENs. The Pathway Program is three courses that support IENs in preparation for the Canadian Practical Nurse Registration Examination (CPNRE) as part of the registration and licensure process.</i></p>	6, 9(b), 16(3)(c)

18a	Do you have a process for which requests for access documentation related to registrations are considered?	Yes	12, 16(3)(j)
18b	Is this made available to applicants?	Yes	
18c	What information may you exclude	<p><i>The applicant is made aware of CLPNNS Policies No.3; No.4; No.5; No. 6; No. 8 and No. 9 through the information on the website as well the applications have a statement that they must check off that they understand that all documents received by CLPNNS are the property of CLPNNS and can only be released to another regulatory body with written permission from the applicant.</i></p> <p><i>Documents will not be released to the applicant or third party unless required by law. If the applicant requests a meeting to discuss their application, CLPNNS staff are willing to review these documents with the applicant but the documents are not released to them.</i></p>	
18d	Do you charge a fee?	<p>Yes</p> <p><i>There would be a fee to photocopy and stamp certified true copies to cover the costs of the administrative support to complete this work.</i></p>	7(a)
19	Does your Act include an authority to conduct an internal review of the registration decision?	<p>Yes</p> <p><i>All applicants are made aware of CLPNNS Policies No.3; No.4; No.5; No. 6; No. 8 and No. 9 through the information on the website as well the applications have a statement that they must check off that they understand that all documents received by CLPNNS are the property of CLPNNS and can only be released to another regulatory body with written permission from the applicant.</i></p> <p><i>When the registration decision has been rendered, the applicant can request to meet with the Director to discuss their application decision. CLPNNS registration staff are willing to review the decision with the applicant to discuss further options but their documents related to the decision are not released to them.</i></p>	
20	Do you have a regulation or by-law that defines the internal review process?	<p>Yes</p> <p><i>Under the LPN Act (2006) Part III Section 15, 16 and 17 as well as Policy 16 outlines the process for applicants to access the Registration Appeal Process. This information is available on the CLPNNS Website.</i></p>	

21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<p><i>Included with a registration decision.</i></p> <p><i>Under the LPN Act (2006) Part II Section 15, 16 and 17 as well as the CLPNNS Policy No.16 - Appointment of Registration Appeal Committee, the applicant is able to appeal the registration and licensure decision. The applicant is informed by letter that they have been unsuccessful in their application for registration and licensure within 10 business days of their file being deemed complete. The letter clearly states that they are able to appeal the decision under the Registration Appeal process as outlined in the LPN Act (2006).</i></p> <p><i>During this process there is an opportunity for the applicant to introduce new evidence that would be inadmissible under Subsection 3 of the LPN Act.</i></p> <p><i>The decision of the Registration Appeal Committee is final.</i></p>	7(a), 10(1)
22a	Do you have an internal review process and procedures document (policy document)?	Yes	7(a), 10(1)
22b	Does this include time frames for the internal review?	<p>Yes</p> <p><i>The LPN Act (2006) Part III Sections 15 -Registration Appeal Committee; Section 16 - Duties of the Registration Appeal Committee and Section 17- Decision of the Registration Appeal Committee. As well CLPNNS Policy No. 16 (2016) outlines the timelines, “give its decision, including reasons, in writing and send to the applicant and the Executive Director/Registrar, a copy of the written decision by registered mail or personal service within 60 days”.</i></p>	
23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<p><i>The CLPNNS Board appoints a Registration Appeal Committee (RAC) consisting of one non-member, one public representative and two members of the active practising roster as well one of the committee as the Chair of the Committee. The RAC sets a date for the hearing of the appeal, which shall be not later than sixty days following receipt of the written notice that the applicant requests an appeal. The Committee serves written notice of the date; time and place for the hearing after the applicant is advised by the Executive Director-Registrar of the right to be represented by legal counsel, a union representative or another representative at the expense of the applicant. The Committee will make a determination that in the Committees opinion ought to have been made by the Executive Director-Registrar and render its decision, including reasons, in writing. The Committee will send the applicant and the Executive Director/Registrar, a</i></p>	7(a), 10, 16(3)(m)

		<p><i>copy of the written decision by registered mail or personal service within 60 days.</i></p> <p><i>The Committee will provide an opportunity to the opposing party to review any evidence available to the RAC at least ten days before the appeal. In the case of: 1. written or documentary evidence, an opportunity to examine the evidence; 2. evidence of an expert, a copy of the expert's written report or if there is no written report, a written summary of the evidence; 3. in the case of evidence of a witness, the identity of a witness. At the Committees discretion, allow the introduction of evidence that would be otherwise be inadmissible under the LPN Act Section 16 Subsection (3) and make decisions it considers necessary to ensure that a party is not prejudiced; and permit such persons who have been convicted or found to be guilty, by a Court in or out of Canada, of any offence that is inconsistent with proper professional behaviour of a licensed practical nurse, including a conviction under the Criminal Code of Canada, or the Controlled Drugs and Substances Act (Canada), for which a pardon has not been granted, and where such persons on application for registration (or licensure) was denied registration (or licensure) by the Executive Director-Registrar to be registered upon such terms and conditions the Committee may direct an appeal pursuant to LPN Act (2006) Part III Section 14-16.</i></p>	
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<i>CLPNNS must disclose any information and provide a reasonable opportunity to allow the applicant to present a response and make submissions. As well the Committee must provide an opportunity for the applicant to review the decision made by the Executive Director-Registrar and the documents upon which the decision was based.</i>	
23c	Specify the format for the internal review submission	<i>Oral, Written, Other</i>	
23d	What is the timeline for submitted supporting evidence?	<p><i>Days</i></p> <p><i>The Committee is convened within sixty days of the notice to appeal and then the applicant may have any additional 10 days if they have been unsuccessful to present further evidence to the Committee.</i></p>	
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	<p><i>Yes</i></p> <p><i>The CLPNNS Board supports that the timelines outlined are fair and transparent to the applicant. The applicant would be collaborating with and providing any necessary documents to CLPNNS during the assessment stage of the application. The</i></p>	

		<i>desire of both parties would be that all potential opportunities and avenues to reach a decision that supports the objects of the College would have been done during the application and assessment process. To date CLPNNS has not had a Registration Appeal.</i>	
24a	Are the results of the internal review made available to applicants in writing with reasons?	Yes	
24b	In what timeframe are the results of the internal review made available to applicants?	<i>1-2 months</i>	7(a), 10(3)
24c	Are these timelines communicated?	Yes <i>The Registration Appeal Committee sets a date for the hearing of the appeal, which shall be not later than sixty days following receipt of the written notice that the applicant requests an appeal. The Committee serves written notice of the date; time and place for the hearing after the applicant is advised by the Executive Director-Registrar of their right to be represented by legal counsel, a union representative or another representative at their expense. The Committee will make a determination that in the Committees opinion ought to have been made by the Executive Director-Registrar and give its decision, including reasons, in writing. The Committee will send the applicant and the Executive Director/Registrar, a copy of the written decision by registered mail or personal service within 60 days.</i>	
25	Have individuals who make internal review decisions received appropriate training?	Yes <i>All CLPNNS Committee members are provided an orientation to the role and responsibility.</i>	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review?	Yes <i>The LPN Act (2006) Part III Sections 15 -Registration Appeal Committee; Section 16 - Duties of the Registration Appeal Committee and Section 17- Decision of the Registration Appeal Committee. As well CLPNNS Policy No. 16 (2016) clearly outlines who makes up the Registration Appeal Committee. ``The Board shall appoint a Registration Appeal Committee consisting of one non-member, one public representative and two members of the active practicing roster and appoint a Chair''. The act does not state those exact words but it is clear that no staff member or the Executive Director-Registrar is part of the Committee.</i>	7(a), 10(5), 16(3)(n)

27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	No	7
28	Has your organization experienced any unintended consequences—defined as an unintended negative impact on labour market, economic, social or other condition—arising as a result of the implementation of Chapter 7 of the Agreement on Internal Trade?	No	3
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian jurisdiction regardless of the requirements in the previous jurisdiction?	Yes <i>Under the LPN Act (2006) and the Regulations (2009) Part 2 Section 11(1)(2), the College has the authority to register and license graduates from outside of Nova Scotia as long as they have established licensure in their original province or territory. The applicant may be required to complete remedial education if it has been identified as a legitimate objective or the Executive Director-Registrar determines that the applicant must complete a Substantive Equivalent Competence Assessment (SECA). The licensure decision would be outlined in a letter with a rationale. The Director has the ability to meet with the applicant to discuss the licensure decision.</i>	Chapter 7, CFTA
30	Do you review the requirements of the other provincial regulatory bodies regularly?	Yes <i>Under the umbrella of the Canadian Council of Practical Nursing Regulators (CCPNR), the Directors of Registration from across the country except Quebec and the Territories have met regularly to share information in relation to our registration practices. The group has created a National Registration Handbook as well as the electronic Verification of Registration process from this collaborative work.</i>	3, Chapter 7, CFTA
31a	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?	No	
31b	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government	Yes	

	<p>representative to complete an AIT notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?</p>	<p><i>Under the LPN Act (2006) and the Regulations (2009) College Bylaws (2013), the Board may establish and regulate the examinations required as a prerequisite to qualifying an individual as a licensed practical nurse.</i></p> <p><i>The College implemented a Practical Nursing Jurisprudence Examination (PNJE) as part of the initial registration and licensing process in May 2016. This mandatory examination was introduced under the Agreement of Internal Trade (AIT) Article 706: Section 3 (f) ...demonstrate knowledge of the measures maintained by that Party applicable to the practice of the occupation in its territory.</i></p> <p><i>During the development and implementation process the College consulted with the other Canadian jurisdictions regularly as well the Provincial Nursing Network was updated in a timely manner of the development and implementation of the PNJE.</i></p>	
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Further Recommendations / Next Steps

The College of Licensed Practical Nurses of Nova Scotia has completed all of their action items stemming from their 2014 FRPA Review. The CLPNNS's registration practices are thoroughly documented and provide for objective and impartial assessments in a timely manner. The CLPNNS has done commendable work in collaborating with its inter-provincial counterparts and national organizations, in adopting modern competency-based assessment practices for registration, and in providing numerous resources to internationally educated nurses through its website.

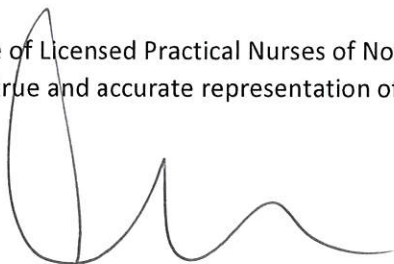
In this context, I expect the College of Licensed Practical Nurses of Nova Scotia to maintain its commitment to the FRPA and endeavor to continuously improve its registration practices as the best practices evolve. In particular, I recommend the CLPNNS undertake the following actions before its 2019 Review:

#	Action	Questionnaire Reference	FRPA Reference
1	<ul style="list-style-type: none">Develop a visual pathway to licensure	1-3	16(3)(a), (g)
2	<ul style="list-style-type: none">Modify the policy on the Appointment of the Registration Appeal Committee to explicitly provide that 'no one who acted as a decision-maker in respect of a registration decision shall act as a decision-maker in an internal review.'	26	10(5)
3	<ul style="list-style-type: none">Work with the National Nursing Assessment Service (NNAS) and other Canadian jurisdictions to enhance flexibility around language level requirements by:<ul style="list-style-type: none">reviewing the requirement that IENs pass a language test—CELBAN or IELTS—before undertaking the NNAS assessment process, and/orproviding and transparently documenting the justification for compelling IENs to pass a language test(s) as a first step on the pathway to licensure and publish the rationale on the NNSAS website, and/orassessing credentials for applicants who cannot immediately meet the language requirements with the proviso that the level must be met before a candidate is permitted to challenge the registration exam or do competency assessment, and/orextending the two-year expiration period of test scores—i.e. if IENs can demonstrate continued exposure to the English language during that time <i>or</i> develop a rationale for the two-year expiration date and publish it on the NNAS website.	3, 5, 9	

We truly appreciate CLPNNS's proactive engagement in the FRPA Progress review process and thank CLPNNS's staff for their participation.

Disclaimer

The College of Licensed Practical Nurses of Nova Scotia (CLPNNS) hereby declares that the information contained in this report is a true and accurate representation of current registration practices of their organization.



Registrar

25 July 2018

Date

Appendix

- ✓ Blank application form
- ✓ CLPNNS Registration Policy Manual
- ✓ NNAS Applicant Handbook

APPLICATION FOR INITIAL REGISTRATION AND LICENSURE IN NOVA SCOTIA

Please choose **one** of the following:

- ☐ Nova Scotia Practical Nursing Graduates – Application fee \$50.00
Are you requesting a GPN license: Yes ☐ No ☐
- ☐ Canadian Registration outside of Nova Scotia – Application fee \$50.00
- ☐ Internationally Educated Nurse – Application fee \$100.00
- ☐ Practical Nursing Graduate Equivalent – Application fee \$50.00
- ☐ Other _____ – Application fee \$50.00

Please note: All fees must accompany this application, are to be paid in Canadian funds, and are non-refundable.

Under the LPN Act (2006) and LPN Regulations (2009) the Executive Director/Registrar has the authority to request the applicant to provide any information to establish that the applicant has the capacity, competence, capability and character to safely and ethically practice practical nursing.

APPLICANT INFORMATION (Please Print)

(Last Name)	(First Name)	(Middle Name)	(Previous Name)
Date of Birth: _____ (dd/mm/yyyy)		Email Address: _____ (Personal Email)	
(Street Address)		(City/Town)	(Province/Territory/State)
(Country)		(Postal Code/Zip Code)	
(Telephone – Home)		(Telephone – Cell)	

Check the boxes below, to ensure that you have read and understand the statements.

- ☐ I understand that CLPNNS will rely on the documents and information submitted and that if any of the items are falsified, altered or tampered with may adversely affect my eligibility for registration and licensure. A record of the findings of fraud will be kept on file at CLPNNS and will form part of the information provided to a regulatory body in any new application.
- ☐ I understand that all documents submitted become the property of CLPNNS and will not be returned.
- ☐ I understand documents that are not provided in English will require official translation before being submitted to CLPNNS; any costs associated with the translation of documents are the responsibility of the applicant.
- ☐ I acknowledge that CLPNNS may use the information submitted or any information submitted on my behalf for statistical purposes.

Release of Information: Under Personal Information Protection and Electronic Documents Act (PIPEDA), statistical information may be released by the College to third parties for research or statistical purposes. Your personal information is never released.

EDUCATIONAL INSTITUTION

(Name of Program)		(Year Graduated)		
(Name of Educational Institution)				
(Street Address)	(City/Town)	(Province/Territory/State)	(Country)	(Postal Code)
Program Start Date (dd/mm/yyyy)		Program End Date (dd/mm/yyyy)		Program Length (month's)

Did your Practical Nursing or Nursing Equivalent Program include the following?

Pharmacology/Administration of Medications: Yes ☐ No ☐ Year Completed: _____

Physical/Health Assessment: Yes ☐ No ☐ Year Completed: _____

REGISTRATION/LICENSURE INFORMATION

Original Regulatory Body	Current Regulatory Body
Name: _____	Name: _____
City/Town: _____	City/Town: _____
Province/State: _____	Province/State: _____
Country: _____	Country: _____
Registration Number: _____	Registration Number: _____
Dates: From _____ To _____ (dd/mm/yyyy) (dd/mm/yyyy)	Dates: From _____ To _____ (dd/mm/yyyy) (dd/mm/yyyy)

PRACTICE EXPERIENCE INFORMATION (within the past five years)

Current/Most Recent Employment Agency #1	Current/Most Recent Employment Agency #2
Name of Employer: _____	Name of Employer: _____
Street Address: _____ _____	Street Address: _____ _____
City/Town: _____	City/Town: _____
Province/State: _____	Province/State: _____
Country: _____	Country: _____
Dates: From _____ To _____ (dd/mm/yyyy) (dd/mm/yyyy)	Dates: From _____ To _____ (dd/mm/yyyy) (dd/mm/yyyy)

NUMBER OF HOURS PRACTISED IN PAST FIVE YEARS

YEAR	HOURS
Year 201____	
Year 201____	
Year 201____	
Year 201____	
Year 201____	
Total	

ENGLISH LANGUAGE

The College of Licensed Practical Nurses of Nova Scotia requires that applicants may be required to confirm English language proficiency. If your first language is not English you are required to successfully complete an English language proficiency assessment or meet the criteria as outlined on our website www.clpnns.ca.

JUDICIAL OR DISCIPLINARY DECLARATION:

1. Have you been charged with, pleaded guilty to or been convicted of any indictable offence(s) for which you have not received a pardon?
Yes ☐ No ☐
2. Are you currently under investigation by any registration/licensing authority?
Yes ☐ No ☐
3. Have you been disciplined by a registration/licensing authority for any occupation/profession in any province, state or country?
Yes ☐ No ☐
4. Have you had conditions or restrictions placed on any professional license that you currently hold?
Yes ☐ No ☐
5. Is there, to your knowledge any issue related to your competence, character, capacity or conduct that may impact your ability to practice as a Licensed Practical Nurse?
Yes ☐ No ☐

If you answered yes to any of the above questions, please contact the Director of Registration and Professional Conduct Services at CLPNNS for further information and instructions.

Please note that it is your responsibility to check the CLPNNS website's (www.clpnns.ca) "License Verification" to ensure your license has been processed prior to accepting work.

I verify the information on this application is true, complete and I have read and understand the information. I understand by signing this application I agree to the terms and conditions stated herein.

Signature _____

Date _____

PAYMENT INFORMATION

Payment Total (CAD Funds Only):	\$	
Payment Type: Make cheque/money order payable to CLPNNS.	Cheque <input type="checkbox"/>	
	Money Order <input type="checkbox"/>	
	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>	
Credit Card Details:	Card Number:	Expiry Date:
	Cardholder Name:	
	Cardholder Signature:	

CLPNNS Office Use Only		
GPN Number:	LPN Number:	Temporary Number:
Issue Date:	Issue Date:	Issue Date:
Fee Paid: \$	Fee Paid: \$	Fee Paid: \$
CLPNNS Staff:	CLPNNS Staff:	CLPNNS Staff:
Criminal Record Verification		
CLPNNS Staff:	Date:	



REGISTRATION SERVICES

POLICY MANUAL

Revised: December 2016

Approved in Principle:

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POLICY No. 1

SECTION	REGISTRATION			
SUBSECTION	CLPNNS Register			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 10, 11, 12, 13, 20, 21 LPN Regulations (2009) Part 2 Section 7			
Consented to by Board May 27 th 2003 December 6 th 2013 December 9 th 2016	Effective May 27 th 2003	Reviewed December 6 th 2013 December 9 th 2016	Revised December 6 th 2013 December 9 th 2016	Number of Pages 1

POLICY STATEMENT

CLPNNS maintains a Register in which the name of those persons who qualify for registration under the *LPN Act (2006)* and *LPN Regulations (2009)* are entered.

PROCEDURE:

1. The applicant's name is entered in the CLPNNS Register once the criteria for registration and licensure have been met. The following information is entered in the Register: unique registration number, school and year of graduation, location of school of nursing, method of registration (examination or endorsement) and date of entry. The information shall be hand written using black ink.
2. After the initial registration process has been completed, more detailed information are entered and maintained on the Registration Database until such time as they are removed from the Register. Changes in a member's name are entered in the Registration Database following receipt of appropriate documentation (e.g. birth, marriage/change of name certificates).
3. Notification from the Executive Director-Registrar, Fitness to Practice Committee, Complaints Committee or Professional Conduct Committee of the resignation or revocation of a member's registration, the date and year of such resignation or revocation is entered into the Registration Database.
4. Upon receiving notification of a member's death their registration information is removed from the Registration Database and the Roster. According to the LPN Act, the Roster means the record of the category of licensing. The member is entered in the Registration Database as "Deceased" and date of death is entered into the member's individual file which is filed separately within the CLPNNS office.
5. As stated in the *LPN Act* the Register is open for inspection to members or the public during normal business hours. All information entered in the Register and the Registration Database is done under the direction of the Director of Registration and Professional Conduct Services.

POLICY No. 2

SECTION	REGISTRATION			
SUBSECTION	CLPNNS Registration Database			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 10, 11, 19, 20, 21 LPN Regulation (2009) Part 2 Section 7, 8			
Consented to by Board May 27 th 2003 December 6 th 2013 December 9 th 2016	Effective May 27 th 2003	Reviewed August 15 th 2013 December 6 th 2013 December 9 th 2016	Revised December 6 th 2013 December 9 th 2016	Number of Pages 2

POLICY STATEMENT

CLPNNS maintains an electronic Registration Database in which the history of all registrants who qualified for registration and licensure under the *LPN Act (2006)* and *LPN Regulations (2009)* are entered, maintained and stored. The Registration Database may also contain information resulting from the Professional Conduct process as directed by the Executive Director-Registrar, Fitness to Practice Committee, Complaints Committee, Professional Conduct Committee, or Re-instatement Committee, Registration Appeals Committee or any committee of CLPNNS authorized to impose conditions or restrictions on an active practicing licence.

PROCEDURE:

1. The member's name and unique registration number, member's current address, member's current email address, phone number, place of employment, practice hours, criminal record check information, registration history, professional conduct decisions are entered in and maintained in the electronic database with the information from their application, educational institution and year of graduation, location of school of practical nursing, method of registration (examination or endorsement), date of entry and fee paid.
2. Changes in a member's name are entered in the electronic database following receipt of appropriate documentation (e.g. birth, marriage/change of name certificates).
3. Notification from the Executive Director-Registrar, or delegate, Professional Conduct Committee, or Fitness to Practice Committee of restrictions and/or conditions, the date and year of such decision are entered in the "Notes" section of the electronic database. All registrants with restrictions and/or conditions attached to their license are noted on the CLPNNS Website under "License Verification".
4. Notification from the Executive Director-Registrar, or delegate, Professional Conduct Committee or Fitness to Practice Committee of the revocation of a member's license, the date and year of such revocation are entered in the "Notes" section of the database and the member's status is changed to "Inactive."

POLICY No. 2 PROCEDURES:

5. Upon notification of the death of a member, the member's status on the Registration Database is changed to "other" with the reason "deceased" and date of death is entered into the member's individual file which is filed separately within the CLPNNS office.
6. All information entered in the database is done so by Registration Services staff, under the direction of the Director of Registration and Professional Conduct Services.
7. All changes to Registration status is done by Registration Services staff following consultation with the Executive Director-Registrar.
8. Access to the database is restricted to CLPNNS staff only.
9. The Registration Database is not open for inspection to members or the public.
10. Data is extracted from the Register to form the Registration Database.

POLICY No. 3

SECTION	REGISTRATION			
SUBSECTION	Initial Registration and Licensure – Graduates of a Practical Nursing Education Program in Nova Scotia			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 10,11,12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 LPN Regulations (2009) Part 2 Section 8, 10, 12, 14, 15, 16, 17			
Consented to by Board May 27 th 2003 December 6 th 2013 December 9 th 2016	Effective May 27 th 2003	Reviewed February 12 th 2004 December 6 th 2013 December 9 th 2016	Revised February 12 th 2004 December 6 th 2013 December 9 th 2016	Number of Pages 2

POLICY STATEMENT

In order to ensure protection of the public, the College shall regulate the practice of practical nursing through registration and licensing processes. Licensed practical nurses must have their name entered in the CLPNNS Register and appropriate roster subject to specific exemptions set out in the *LPN Act (2006)* & *LPN Regulations (2009)*.

PROCEDURE:

1. A graduate from a Nova Scotia practical nursing education program, approved by the Board, seeking initial registration with CLPNNS must submit:
 - an “*Application for Initial Registration and Licensure in Nova Scotia*”;
 - proof of successful completion of the Practical Nursing Jurisprudence Examination;
 - proof of identification (a government issued picture ID (such as: driver’s license, passport);
 - proof of legal name (copy of birth/marriage/divorce certificates);
 - verification of practical nursing program form completed by the educational institution;
 - official transcript from educational institution;
 - current criminal record check (within four weeks of application).
2. The Director of Registration and Professional Conduct Services determines that the applicant meets the criteria in accordance with LPN Regulations Section 10. Guidelines for completing the application process and general registration information are available on the website (www.clpnns.ca).
3. Documents received by CLPNNS through the application process are the property of CLPNNS and can only be released to another regulatory body with written permission from the applicant. Documents will not be released to the applicant or any third party unless required by law.

POLICY No. 3 PROCEDURE:

4. A criminal record check is required as part of the registration/licensure process. Once the application has been approved the original document will be returned to the applicant, if the document is a copy it will be shredded. If the applicant has a positive criminal record check, the matter will be dealt with in accordance with the LPN Act Section 42(1). All document related to the positive criminal record check will be retained on the member's file until the College receives a copy of a pardon.
5. Under the LPN Act (2006) Section 42 (1), any member charged with, pleaded guilty to, been convicted or found to be guilty in or out of Canada of any offense that is inconsistent with the proper professional behavior of a member including conviction under the under the Criminal Code of Canada; the Controlled Drug and Substances Act of Canada or other legislation is required to advise the Executive Director-Registrar in writing within thirty days of the charge or conviction being entered.
6. Only official documents are accepted. Documents that are not provided in English require translation and must be translated by a certified translator then submitted directly to CLPNNS from the translator. Official documents are defined as documents that have been sent in a sealed envelope directly by the issuing authority and have never been in the possession of anyone other than the institution that issued the documents.
7. The applicant who has met the criteria for registration and has paid the applicable fees is:
 - entered in the register and appropriate roster;
 - assigned an individual registration number;
 - entered into the appropriate roster for the current year;
 - issued a license to practise practical nursing according to the appropriate roster (active-practising, active practising with conditions or restrictions, temporary, graduate practising roster);
 - provided with access to the information on the CLPNNS website
 - deemed eligible for a Graduate Practical Nursing (GPN) license.
8. If the applicant is denied registration on the active practising roster, they shall be advised of the reason(s) for the denial of licensure in writing including information related to the right to appeal the decision to the CLPNNS Registration Appeal Committee, in accordance with LPN Act Section 14 to 17.
9. Incomplete applications are retained for six months from date of last contact. Applicants seeking to resume the registration process after this time period are required to re-apply and pay the applicable fee.
10. Completed applications are retained for six months from the date the applicant is informed of eligibility for initial registration in Nova Scotia. Applicants seeking to register after this time period may be required to re-apply and pay applicable fees.

POLICY No. 4

SECTION	REGISTRATION			
SUBSECTION	Initial Registration and Licensure - Out of Province Applicant (within Canada) Under the Agreement of Internal Trade			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 10,11,12,13,14,15,16,17,18, 19,20,21,22 LPN Regulations (2009) Part 2 Section 8, 9, 11, 12, 13, 14, 15			
Consented to by Board May 27 th 2003 December 6 th 2013 December 9 th 2016	Effective May 27 th 2003	Reviewed August 15 th 2013 December 6 th 2013 December 9 th 2016	Revised December 6 th 2013 December 9 th 2016	Number of Pages 3

POLICY STATEMENT

In order to ensure protection of the public and respecting the Agreement on Internal Trade (AIT), Chapter 7 (2009), the College shall regulate the practice of practical nursing through registration and licensing processes. Licensed practical nurses must have their name entered in the CLPNNS Register and appropriate roster subject to specific exemptions set out in the *LPN Act (2006) & LPN Regulations (2009)*.

PROCEDURE:

1. The applicant residing in Canada (outside of Nova Scotia), seeking initial registration with CLPNNS is provided access to the following information on the CLPNNS website (www.clpnns.ca) for completing the application and general registration information must submit:
 - an “*Application for Initial Registration and Licensure in Nova Scotia*”;
 - proof of successful completion of the Practical Nursing Jurisprudence Examination;
 - proof of identification (a government issued picture ID (such as: driver’s license, passport);
 - proof of legal name (copy of birth/marriage/divorce certificates);
 - verification of registration form your current and original regulatory body;
 - verification of practice hours form your employer for the past five years, if applicable;
 - current criminal record check (within four weeks of application).
2. Once the application is complete and the applicable fee (\$50.00) has been received. The Executive Director-Registrar/Director of Registration and Professional Conduct Services determines if the applicant meets the criteria set out in LPN Regulations Section 11 by:
 - (a) Verifying that the applicant graduated from a nursing program which qualified the applicant to be a licensed practical nurse or nursing equivalent in that jurisdiction and that the program of study was approved by the Board as “substantially equivalent to a practical-nursing education program in Nova Scotia” or the Agreement on Internal Trade (AIT) mandates registration for the applicant.

POLICY No. 4 PROCEDURE:

- (b) If the Board determines that an out-of-province nursing program is not "substantially equivalent to a practical-nursing education program" the Executive Director-Registrar/ Director of Registration and Professional Conduct Services may establish conditions to be met by the applicant in order to grant approved status.
 - (c) Verifying that the applicant:
 - has successfully completed such registration exams as approved by the Board;
 - provides proof of legal name (copy of birth/marriage certificates or passport);
 - meets the requirements of the LPN Regulations (2009) Section 11 (1 & 2) through verification of practice hours by their employer;
 - meets all other registration requirements.
 - (d) Obtaining the following information from the regulatory body where the program was taken, or in which the applicant last practised:
 - name of applicant original and/or current;
 - name of the school of nursing/nursing program and date of graduation;
 - date of registration in original and/or current jurisdiction;
 - original registration number;
 - method by which registered in the original and current jurisdictions;
 - result from any writing the Practical Nurse Registration/Licensure Examinations;
 - date of writing;
 - current status, i.e. whether the applicant is in good standing;
 - any disciplinary action;
 - electronic verification form or document with an official SEAL from the original and/or current registering authorities.
 - (e) English Language Proficiency is a requirement for licensure for any applicant whose first language is not English by:
 - establishing that the applicant has been educated in English and/or that the nursing education program both theory and clinical was conducted in English; or
 - requiring the applicant to successfully complete the language tests approved by the Board; or
 - establishing that the applicant has been practising nursing in English for the past two years.
3. Documents received by CLPNNS through the application process are the property of CLPNNS and can only be released to another regulatory body with written permission from the applicant. Documents will not be released to the applicant or any third party unless required by law.
4. Any legitimate objectives posted under the Agreement on Internal Trade (2009) are required to be met prior to the applicant receiving an active – practicing license. The applicant may be eligible for a temporary license until such time as they have successfully completed the remedial education or other requirements as set by the Executive Director- Registrar.

POLICY No. 4 PROCEDURE:

5. A criminal record check is required as part of the registration/licensure process. Once the application has been approved the original document will be returned to the applicant, if the document is a copy it will be shredded. If the applicant has a positive criminal record check, the matter will be dealt with in accordance with the LPN Act Section 42(1). All document related to the positive criminal record check will be retained on the member's file until the College receives a copy of a pardon.
6. Under the LPN Act (2006) Section 42 (1), any member charged with, pleaded guilty to, been convicted or found to be guilty in or out of Canada of any offense that is inconsistent with the proper professional behavior of a member including conviction under the under the Criminal Code of Canada; the Controlled Drug and Substances Act of Canada or other legislation is required to advise the Executive Director-Registrar in writing within thirty days of the charge or conviction being entered.
7. Only official documents are accepted. Documents that are not provided in English require translation and must be translated by a certified translator then submitted directly to CLPNNS from the translator. Official documents are defined as documents that have been sent in a sealed envelope directly by the issuing authority and have never been in the possession of anyone other than the institution that issued the documents.
8. Applicants who meet the criteria for registration outlined in the Regulations Section 11 (1) & (2) are:
 - entered in the register;
 - assigned an individual registration number;
 - entered in the appropriate roster for the current year;
 - issued a license to practice nursing, if entered in the active- practicing roster.
9. If the applicant is denied registration on the active practising roster, they shall be advised of the reason(s) for the denial of licensure in writing including information related to the right to appeal the decision to the CLPNNS Registration Appeal Committee, in accordance with LPN Act Section 14 to 17.
10. If the applicant is denied registration/licensure by the Executive Director-Registrar, the applicant will be advised that the decision may be appealed to the Registration Appeal Committee in accordance with LPN Act Section 16.
11. Incomplete applications are retained for six months from date of last contact. Applicants seeking to resume the registration process after this time period are required to re-apply and pay the applicable fee.
12. Completed applications are retained for six months from the date the applicant is informed of eligibility for initial registration in Nova Scotia. Applicants seeking to register after this time period may be required to re-apply and pay applicable fees.

POLICY No. 5

SECTION	REGISTRATION			
SUBSECTION	Initial Registration and Licensure - Internationally Educated Nurses			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 10,11,12,13,14,15,16,17,18,19,20,21,22 LPN Regulations (2009) Part 2 Section 8, 9, 11, 12, 13, 14, 15			
Consented to by Board May 27 th 2003 December 6 th 2013 December 9 th 2016	Effective May 27 th 2003	Reviewed August 15 th 2013 December 6 th 2013 December 9 th 2016	Revised December 6 th 2013 December 9 th 2016	Number of Pages 4

POLICY STATEMENT

In order to ensure protection of the public, the College shall regulate the practice of practical nursing through registration and licensing processes. A licensed practical nurse must have their name entered in the CLPNNS Register and appropriate roster subject to specific exemptions set out in the *LPN Act (2006) & LPN Regulations (2009)*. The following outlines the assessment process for eligibility of an internationally educated nurse (IEN) applying for initial registration and licensure in Nova Scotia.

PROCEDURE:

1. Since August 12th 2014, all internationally educated nurses (IEN) applying for initial registration and licensure in Canada must initially complete the National Nursing Assessment Services (NNAS) process (www.nnas.ca). CLPNNS will not accept applications directly from the applicant until the NNAS Advisory Report is available.
2. Once the NNAS Process is complete, the internationally educated nurse must apply for initial registration and licensure with CLPNNS by completing the “*Application for Initial Registration and Licensure in Nova Scotia*” and pay the application fee of \$100.00. The application and general guidelines for completing the registration and licensure process are available on the website www.clpnns.ca. Upon signing the application, the applicant has consented to permitting CLPNNS to verify any and all information they have provided CLPNNS.
3. Documents received by CLPNNS through the application process are the property of CLPNNS and can only be released to another regulatory body with written permission from the applicant. Documents will not be released to the applicant or any third party unless required by law.
4. Only official documents are accepted. Documents that are not provided in English require translation by a certified translator and submitted directly to CLPNNS from the translator. Official documents are defined as documents that have been sent in a sealed envelope directly by the issuing authority and have never been in the possession of anyone other than the institution that issued the documents.

POLICY No.5 PROCEDURE

5. Once the application is complete the Executive Director-Registrar/Director of Registration and Professional Conduct Services determines if the IEN meets the criteria set out in legislation (LPN Regulations Part 2: Registration, Licensing and Membership). The application is considered complete when the following has been received:
- Application for Initial Registration and Licensure in Nova Scotia with all applicable fees;
 - Proof of successful completion of the Practical Nursing Jurisprudence Examination;
 - Current Criminal Record Check.

National Nursing Assessment Services Advisory Report which includes the following documents:

- *Verification of Registration/Licensure documents;*
 - *Verification of Graduation from a Practical Nursing/Nursing Equivalent Program documents;*
 - *Verification of Employment documents;*
 - *Confirmation of English Language proficiency, if the applicant's first language is not English (Language scores are valid for a period of two years only);*
 - *NNAS Nursing Education Analysis document;*
 - *Copy of Birth Certificate;*
 - *Copy of Marriage Certificate, if applicable;*
 - *Government issued Photo Identification;*
6. The applicant may ask to provide further information related to their practical nursing/nursing equivalent program to determine if the program is substantively equivalent to an approved/recognized practical nursing program in Nova Scotia.
7. Under the LPN Regulations the Executive Director-Registrar may require the applicant to complete a Substantive Equivalent Competence Assessment (SECA) to determine if the applicant's program of study is substantively equivalent to a Nova Scotia Practical Nursing Education Program. The applicant is responsible to pay all fees related to the SECA.
8. The SECA is the property of the IEN. The IEN must provide consent to the vendor to release a copy of the SECA Summary Report to CLPNNS. The assessment cannot be completed by CLPNNS without a copy of the SECA Summary Report.
9. CLPNNS will complete the assessment process by reviewing the SECA Summary Report to determine if the IEN requires any further remedial education. The IEN applicant will be notified by letter in relation to the registration and licensure decision within 7 to 10 business days of completing the assessment.
10. If the applicant fails to meet the application criteria, the applicant will be provided information regarding the CLPNNS Registration Appeal Process.
11. Once the IEN applicant is deemed eligible to write the Canadian Practical Nurses Registration Examination (CPNRE), the IEN applicant will be referred to the CLPNNS website to complete the CPNRE application process and pay all applicable fees.

POLICY No.5 PROCEDURE

12. Once the applicant has met all of the registration and licensure criteria, the applicant is eligible for an active-practising; active –practising with conditions and/or restrictions; or temporary license
13. If an Internationally Educated Nurse (IEN) applicant fails the CPNRE while working with a temporary license, the temporary license is considered to be “void” with no eligibility to extend the temporary license.
14. All Internationally Educated Nurse (IEN) applicants who obtain licensure with an active practising license must complete the Orientation to the Canadian Health Care System course /workshop within the first year of licensure.
15. Applicants who meet the registration and licensing criteria as outlined in LPN Regulations Part 2 Section 11 (1) & (2), upon initial licensure are required to have:
 - their name entered in register;
 - an individual registration number assigned;
 - their name entered in appropriate roster for the current year;
 - a license to practice practical nursing issued, if entered in the active practising roster;
16. Incomplete applications are retained for six months from the date of last contact. Applicants seeking to resume the registration process after this period of time is required to re- apply and pay the applicable fees.
17. Complete applications are retained for six months from the date the applicant is informed of eligibility for initial registration in Nova Scotia. Applicants seeking to register after this period of time may be required to re-apply and pay the applicable fees.
18. A criminal record check is required as part of the registration/licensure process. Once the application has been approved the original document will be returned to the applicant, if the document is a copy it will be shredded. If the applicant has a positive criminal record check, the matter will be dealt with in accordance with the LPN Act Section 42(1). All document related to the positive criminal record check will be retained on the member’s file until the College receives a copy of a pardon.
19. Under the LPN Act (2006) Section 42 (1), any member charged with, pleaded guilty to, been convicted or found to be guilty in or out of Canada of any offense that is inconsistent with the proper professional behavior of a member including conviction under the under the Criminal Code of Canada; the Controlled Drug and Substances Act of Canada or other legislation is required to advise the Executive Director-Registrar in writing within thirty days of the charge or conviction being entered.

POLICY No.5 PROCEDURE

20. If the applicant is denied registration on the active practising roster, they shall be advised of the reason(s) for the denial of licensure in writing including information related to the right to appeal the decision to the CLPNNS Registration Appeal Committee, in accordance with LPN Act Section 14 to 17.
21. The applicant may be required confirm language proficiency for the applicant whose first language is not English by:
- establishing that they have been educated in English and/or that the nursing education program was conducted in English; or
 - requiring the applicant to successfully complete the language tests (CEBLAN or IELTS) approved by the Board;
 - establishing that they have been practising nursing in English for the past two years.

CELBAN (Canadian English Language Benchmarks Assessment for Nurses)

Listening-10 Reading-8 Writing-7 Speaking-8

IELTS (International English Language Testing System)

Listening-8 Reading-7 Writing-7.5 Speaking-7.5 Overall 7.5

The Standard error of measurement (SEM) is accounted for in all sections of the CEBLAN.

The SEM for IELTS is 0.5

POLICY No. 6

SECTION	REGISTRATION			
SUBSECTION	Substantive Equivalent Competence Assessment – Internationally Educated Nurses			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 10,11 and Part V Section 32 (1)(2) LPN Regulations (2009) Part 2 Section 11 and Part 4: Section 35 (2)			
Consented to by Board May 27 th 2003 December 6 th 2013 December 9 th 2016	Effective May 27 th 2003	Reviewed August 15 th 2013 December 6 th 2013 December 9 th 2016	Revised December 6 th 2013 December 9 th 2016	Number of Pages 4

POLICY STATEMENT

The College of Licensed Practical Nurses of Nova Scotia (CLPNNS) as the regulatory body for Nova Scotia's licensed practical nurses (LPNs). CLPNNS is responsible to set, monitor and enforce standards for education, practice and professional conduct, including approval of the Code of Ethics. Under the LPN Regulations (2009) Section 11 (1) (a), the Executive Director –Registrar may require an applicant to complete a Substantive Equivalent Competence Assessment (SECA).

PROCEDURE:

1. The Executive Director- Registrar may require an applicant to complete a Substantive Equivalent Competence Assessment (SECA) as part of the application process when the applicant is required to demonstrate evidence of competence; currency of practice; language fluency and ability; and good character. As well as to ensure that the applicant meets the Entry Level Competencies of a Canadian educated licensed practical nurse (LPN).
2. The Nova Scotia Community College (NSCC) is the approved vendor which provides the laboratory and clinical components of the Substantive Equivalent Competence Assessment (SECA).
3. The applicant may be required to complete a Substantive Equivalent Competence Assessment (SECA), as defined in the LPN Regulations, if the Executive Director-Registrar or delegate determines that:
 - the applicant education program is not an adequate equivalency to a practical nursing education program in Nova Scotia; or
 - the applicant's documentation cannot validate that the program of study is not substantively equivalent to a Nova Scotia Practical Nursing Program; or
 - the applicant education program partially meets the equivalency to a practical nursing program in Nova Scotia; or
 - the applicant is unable to have their credentials assessed through routine channels; or
 - the member's competence has been questioned during the Professional Conduct process;

POLICY No. 6 PROCEDURE:

4. CLPNNS completes a Substantively Equivalent Competence Assessment related to theory and clinical related to the applicants program of study, as defined in the LPN Regulations Section 2 (1) (c) on all Internationally Educated Nurse applicants applying for initial license in Canada as part of the application process. The applicant is not entitled to a copy of the internal SECA Report but the Director of Registration and Professional Conduct Service may review the SECA with the applicant if requested. The applicant may be required to provide further documentation if a more in-depth SECA must be completed to make a decision in relation to the IENs application.
5. The Substantive Equivalent Competence Assessment may include a Laboratory and/or Clinical SECA. The fee for the laboratory and/or clinical assessment is paid directly to the approved Vendor. The applicant will be provided with a SECA Summary Report by the Vendor. The IEN applicant is responsible to provide the College with permission to access the SECA directly from the approved vendor.
6. If the applicant does not successfully pass the SECA the College may require the applicant to complete remedial education prior to being deemed eligible to write the Canadian Practical Nurses Registration Examination (CPNRE)
7. A competence assessment from another Canadian jurisdiction may be acceptable in lieu of the applicant completing the assessment in Nova Scotia. This decision from the other Canadian jurisdiction does not preclude the need for further education.
8. If the remedial education is deemed to be too extensive; the applicant will be notified in writing with the reasons for the decision. The applicant will be provided information regarding the CLPNNS Registration Appeal Process.
9. If the Executive Director-Registrar/ Director of Registration and Professional Conduct Services determines that the SECA Summary Report meets the criteria for registration and licensure.
10. Once the applicant is deemed eligible, the College will provide information in relation to writing of the Canadian Practical Nurses Registration Exam (CPNRE) and the next steps in the registration/licensing process.

Appendix I- Criteria for the Substantive Equivalency Competence Assessment:

The IEN applicant may be required to undergo a Substantive Equivalent Competency Assessment (SECA) consisting of an in-depth review of theory and clinical curriculum; laboratory and/or clinical to determine if their practical nursing/nursing education program is substantively equivalent to the practical nursing program in Nova Scotia. The SECA is based on the current Entry Level Competencies which reflect the practice of a licensed practical nurse (LPN) in Nova Scotia.

The **Theory and Clinical Curriculum** SECA outlines the requirements of the theory and clinical elements of the curriculum. A content expert using their professional nursing judgment will apply the Rating Codes of Met, Partially Met or Not Met. A rating of 80 to 100% must be achieved in all elements of the curriculum in both theory and clinical. If the rating 60 to 80% is achieved in any of the elements additional remedial education to address the unmet elements may be required. If the rating of 0 to 60% is achieved the review will be deemed insufficient to meet the critical elements of the curriculum equivalency.

Rating Code:

- | | |
|---------------|--|
| Met | The curriculum review does support the rating of 80 to 100%. |
| Partially Met | The curriculum review does support the rating of 60 to 80% and requires additional remedial education to meet the critical elements of the entry-level curriculum. |
| Not Met | The curriculum review does support the rating of 0 to 60% and does not meet the critical elements of the entry-level curriculum. |

The **Laboratory SECA** outlines the requirements which the candidate must successfully pass in order to progress to registration and licensure as a LPN. The candidate is assessed by “testing” the competencies outlined in the assessment tool through direct examination and observation by an approved registered nurse in a simulated laboratory setting. The assessor evaluates the candidate using their professional nursing judgment and assessment skills to apply the rating of Met, Partially Met or Not Met. If the candidate is deemed unsafe during the assessment the assessor retains the right to stop the process. To successfully pass the simulated laboratory assessment the candidate must achieve a rating of 80 to 100% in all competencies. If the candidate receives a rating 60 to 80% in any competency the candidate may be required to complete a further remedial education. If the candidate receives a rating of 0 to 60% in any competency, the candidate may be referred to an educational institution for further formal education or other measures as determined by the Executive Director-Registrar.

Rating Code:

- | | |
|-----|---|
| Met | The candidate is able to demonstrate the competencies independently and consistently. The candidate requires minimal supporting cues by the assessor attaining an 80 % or greater. As well the candidate is performing as expected by the assessor and is deemed to have met the competencies of an entry-level practitioner. |
|-----|---|

Appendix I Continued

Partially Met	The candidate is not able to demonstrate the competency independently and consistently. The candidate requires frequent verbal and physical directive cues by the assessor attaining less than 80%. The candidate is not performing as expected by the assessor and requires additional remedial education to meet the competencies of an entry-level practitioner.
Not Met	The candidate is unable to demonstrate the competencies independently and consistently. The candidate requires continuous verbal and physical cues by the assessor attaining less than 60%. The candidate is not performing as expected by the assessor and requires substantive education to meet the competencies of an entry-level practitioner.

The **Clinical SECA** outlines the requirements of the candidate to successfully pass the Clinical Competency Assessment. The candidate is evaluated using the Clinical Competence Evaluation Tool through hands on examination and observation. The Assessor evaluates the candidate using their professional nursing judgment and evaluation skills to apply the Rating Codes of Met, Partially Met or Not Met. To successfully pass the Clinical Competence Assessment the candidate must achieve a rating of 80 to 100% in all competencies. If the candidate receives a rating 60 to 80% in the competencies the candidate may be required to complete additional remedial education to address the unmet competencies. If the candidate receives a rating of 0 to 60% in the competencies the Clinical Competence Assessment will be deemed as a failure. If the candidate is deemed unsafe during the Clinical Competence Assessment the assessor retains the right to stop the assessment process.

Rating Code:

Met	The candidate is able to demonstrate the competencies independently and consistently with minimal supporting cues by the assessor (80 to 100%). As well the candidate is performing as expected by the assessor and is deemed to have met the competencies of an entry-level practitioner.
Partially Met	The candidate is not able to demonstrate the competency independently and consistently without frequent verbal and physical directive cues by the assessor (60 to 80%). The candidate is not performing as expected by the assessor and requires additional remedial education to meet the competencies of an entry-level practitioner.
Not Met	The candidate is unable to demonstrate the competencies independently and consistently without continuous verbal and physical cues by the assessor (60 to 0%). The candidate is not performing as expected by the assessor and requires substantive education to meet the competencies of an entry-level practitioner.

POLICY No. 7

SECTION	REGISTRATION			
SUBSECTION	Entry in Active- Practising Roster, With or Without Conditions and/or Restrictions, and Issuance of Active- Practising License			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Sections 10,11,12 LPN Regulations (2009) Part 2 Section 8, 10, 11, 12, 13, 14, 15			
Consented to by Board May 27 th 2003 December 6 th 2013 December 9 th 2016	Effective May 27 th 2003	Reviewed December 6 th 2013 December 9 th 2016	Revised December 6 th 2013 December 9 th 2016	Number of Pages 4

POLICY STATEMENT

To ensure protection of the public, only members entered in the Register, the roster of active-practising members and holding a current license are eligible to use the designation “LPN/Licensed Practical Nurse” and to practise practical nursing in Nova Scotia. Members entered in the Register are eligible for entry in the active- practising roster if the requirements set out in *LPN Regulations* Section 12 are met. Members entered in the Register are eligible for entry in the active- practising with conditions or restrictions roster if the requirements set out in *LPN Regulations* Section 14 are met.

PROCEDURE:

A. Initial Entry to the Active- Practising Roster (without conditions and/or restrictions) and Issuance of License

1. Application for entry in the active- practising roster and receipt of a current active- practising license is made by completing the *Application for Initial Registration/Licensure in Nova Scotia* and paying the applicable active- practising license fee.
2. An active- practising license shall be issued to applicants if the following criterion are met:
 - a. CLPNNS receives the completed application and current active- practising license fee.
 - b. All responses to the Judicial or Disciplinary Declaration questions on the application and/or Verification of Registration (VOR) form have been answered and verified that the applicant is not subject to any disciplinary finding, which would prohibit the practice of practical nursing.

POLICY No.7 PROCEDURE

- c. A Verification of Practice Hours (VOPH) has been received from the most recent/current employer(s) for applicants:
 - seeking initial registration in Nova Scotia;
 - members reinstating their license, if they practised outside of Nova Scotia since last holding entry in the active- practising roster.
- d. Official confirmation of the graduation from a practical nursing/nursing equivalent education program has been received, if applicable.
- e. If the member has not graduated from an approved practical nursing education program in the one-year period immediately preceding application:
 - i. “the number of hours of practise in practical nursing” is reviewed to confirm the applicant meets the requirements of 1000 hours in the practise of practical nursing in the five year period immediately preceding application for entry in the active-practising roster; or
 - ii. the number of hours of practise in practical nursing is reviewed to confirm the applicant meets the requirements of 500 hours in the one year period immediately preceding application for entry in the active-practising roster; or
 - iii. confirmation of successful completion of either a practical nursing re-entry program, competence assessment, or a program approved by the Board, in the five year period immediately preceding application for entry in the active-practising roster is secured; or
 - iv. confirmation that the member is/has been enrolled in and attending a program approved by the Board and at the time of initial enrollment was eligible for entry in the active- practising roster in the five year period immediately preceding application for entry in the active- practising roster is secured.
- 3. If notice of a disciplinary action from another jurisdiction is received for a member holding a current license, a summary outlining the nature of the complaint shall be obtained from the other jurisdiction. On receipt, the summary will be reviewed by the Executive Director-Registrar/Director of Registration and Professional Conduct Services to determine if the complaint impedes the registration process.
- 4. When the requirements under the LPN Regulations Section 12 are met, the member’s name is entered in the active- practising roster and a current active- practising license is issued. The entitlements of members entered in the active- practising roster are identified under LPN Regulation Section 13.

POLICY No.7 PROCEDURE:

Practice of Practical Nursing

1. The “practice of practical nursing” as defined under the *LPN Act* (2006) Interpretation 2 (ah) means the provision of nursing services:
 - i. independently, for clients considered stable with predictable outcomes and
 - ii. under the guidance or direction of a registered nurse, medical practitioner or other health care professional authorized to provide such consultation, guidance or direction, for clients considered unstable with unpredictable outcomes.
2. Under *LPN Act* (2006) Interpretation 2 (ae), Nursing Services means the application of practical nursing theory in the:
 - (i) assessment of clients,
 - (ii) collaboration in the development of the nursing plan of care,
 - (iii) implementation of the nursing plan of care, and
 - (iv) ongoing evaluation of the client,for the purpose of:
 - (v) promoting health,
 - (vi) preventing illness,
 - (vii) providing palliative and rehabilitative care, and
 - (viii) assisting clients to achieve an optimal state of health.
3. Under *LPN Act* (2006) Interpretation 2 (at), scope of practice means the designated roles, functions and activities that a licensed practical nurse is educated, competent and authorized to perform within the practice of practical nursing.
4. Members must hold a current active- practicing, active-practising with conditions/restrictions, temporary or graduate practical nurse license in order to claim hours of practice in practical nursing.

B. Initial Entry to the Active- Practising Roster with conditions and/or restrictions and Issuance of License

1. Application for entry in the active- practising roster and receipt of a current active- practising license is made by completing an “*Application for Initial Registration and Licensure in Nova Scotia*” and paying the applicable fees.
2. An active- practising license shall be issued to applicants in accordance with the requirements in Section A of this policy and in accordance with LPN Regulations.
3. Conditions or restrictions can be placed on the license by any one of the following:
 - (a) another licensing jurisdiction;
 - (b) the Executive Director-Registrar;

POLICY No.7 PROCEDURE:

- (c) the Complaints Committee, Fitness to Practice Committee, Professional Conduct Committee, or Re-instatement Committee or equivalent Committee from another jurisdiction, the Registration Appeal Committee or any Committee authorized by the College to impose conditions or restrictions
- 4. When conditions or restrictions are or have been imposed by any of the above mentioned authorities the applicant is issued an active- practising license with conditions or restrictions and placed on the active- practising with conditions or restrictions roster. The entitlements of members entered in the active -practising with conditions or restrictions roster are identified under LPN Regulation Section 13, subject to particular conditions and restrictions that are placed on the member's license.

POLICY No. 8

SECTION	REGISTRATION			
SUBSECTION	Annual Renewal of Active- Practising License or Active- Practising License with Conditions or Restrictions			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Sections 4 (d)(i), 21, 22 (1), 24 LPN Regulations (2009) Part 2 Sections 12, 13, 14, 15, 17, 18			
Consented to by Board May 27 th 2003 December 6 th 2013 December 9 th 2016	Effective May 27 th 2003	Reviewed December 6 th 2013 December 9 th 2016	Revised December 6 th 2013 December 9 th 2016	Number of Pages 3

POLICY STATEMENT

Under the *LPN Regulation* Part 2 Section 17 (1), an active-practising license or an active-practising license with conditions or restrictions remains in effect until the end of the licensing year in which it was issued. The Executive Director-Registrar/Director of Registration and Professional Conduct Services will remove the name of any member who does not renew their license from the applicable roster effective the day after their license expires. In this policy the use of the term “active- practising license” will encompass those who are members of the “active- practising with conditions or restrictions” roster.

PROCEDURE:

Annual Entry to the Active-Practising Roster and Issuance of Active- Practising License

1. The College makes available the “*Annual License Renewal/Reinstatement Application*” to all members in the current active –practicing and active- practising with conditions/restrictions three calendar months prior to the end of the current licensing year (October 31st). Members receive an email reminder to complete the online application and pay the licensure fees of \$325.00.
2. The annual licensing fee is determined by the Board of the CLPNNS. Effective November 1st 2015, the College with Board approval implemented a \$50.00 late fee for any member renewing their license after October 15th.
3. The College provides on the website www.clpnns.ca annual renewal/reinstatement information, a step by step guide to complete the application as well as a guide for completing the application process. As well, contact information for CLPNNS staff to assist members in the process of completing the application is posted on the website.
4. Members eligible for annual license renewal/reinstatement are required to provide an active and current email address. If the member does not receive the email notification, they are responsible to access the application form on the CLPNNS Website.

POLICY No. 8 PROCEDURE:

5. Under the LPN Regulations Section 12 (g) requires that all Annual License Renewal/Reinstatement application are reviewed by CLPNNS staff to ensure that all criteria for entry in the active- practising and active –practising with conditions/restrictions roster has been met. CLPNNS reserves the right to verify any information provided by the member.
6. The annual licensing fee is non-refundable once the license year for which it was paid has commenced. If a refund is requested prior to the start of the current licensing year (prior to November 1st), the member will be moved to an INACTIVE roster and their name will be removed from the “License Verification” on the CLPNNS Website.
7. Member information available on the CLPNNS Website under License Verification is the member’s name, member registration number and effective dates of license. Any conditions or restrictions imposed as per LPN Regulation Section 14 will be available on the website under License Verification – Conditions column with ability to view details.
8. Data personally entered by the member through the online MEMBER PORTAL is reviewed and verified by Registration Services.
9. If applicable, paper copies of the application *are* retained for two years -the current license year and the previous year.
10. Under LPN Regulations Sections 12, 14 and 19 the member’s name is entered in the applicable roster once the criterion for licensure is met. The member’s registration status is updated on the CLPNNS Website under “License Verification” once the licensing process has been completed. The entitlements for members entered in the roster are identified under LPN Regulation Section 13.
11. If the criteria of LPN Regulations have not been met the Director of Registration and Professional Conduct Services:
 - notifies the member via email/letter/phone the reason for the criteria not being met to resolve any outstanding issues; and
 - if such attempts are unsuccessful, the applicant is advised of the Registration Appeal Process. (LPN Act Section 14-17)
12. Members in the active- practicing and active- practicing with conditions/restrictions roster, who do not remit the licensing fee and the Annual Renewal/Reinstatement application prior to the start of the next license year, are removed from the applicable roster effective November 1st of that year and shall forfeit all rights and privileges of their membership until the application and all applicable fees are paid.

POLICY No. 8 PROCEDURE:

13. Under the LPN Act (2006) Section 42 (1), any member charged with, pleaded guilty to, been convicted or found to be guilty in or out of Canada of any offense that is inconsistent with the proper professional behavior of a member including conviction under the Criminal Code of Canada; the Controlled Drug and Substances Act of Canada or other legislation is required to advise the Executive Director-Registrar in writing within thirty days of the charge or conviction being entered.
14. Annual license renewal/reinstatement fees can be paid by cheque or money order, as long as the cheque/money order is dated and received prior to the date the Nominal Roll is submitted to ASI. The examination can be paid by Visa or Mastercard or Debit (in person only). Any cheques that are deemed insufficient fund will incur a \$25.00 charge.

POLICY No. 9

SECTION	REGISTRATION			
SUBSECTION	Reinstatement of Active- Practising License After Date of Expiry			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Sections 21(2) LPN Regulations (2009) Part 2 Section 17(2) and 18			
Consented to by Board May 27 th 2003 December 6 th 2013 December 9 th 2016	Effective May 27 th 2003	Reviewed December 6 th 2013 December 9 th 2016	Revised December 6 th 2013 December 9 th 2016	Number of Pages 2

POLICY STATEMENT

Members previously entered in the active- practising or active- practising with conditions/restrictions roster whose license has expired are required to be reinstated to the appropriate roster and issued a current license to practice practical nursing according to the LPN Regulation Section 17(2) are met.

PROCEDURE:

Section A

1. Any member that has held an active- practising license in the previous registration year and requests entry to the active- practising roster after November 1st but before December 31st of the same year is required to pay the active- practicing license fee as well as the applicable late fee.
2. Any member that has held an active- practising license in the previous registration year and requests entry to the active- practising roster after January 1st of the current licensing year is required to pay the active- practising license fee as well as the re-instatement fee.

Section B

1. Any member that applies to CLPNNS for reinstatement to the active- practising roster following license expiry is sent an email outlining the criteria for a current license, a step by step guide to complete the application as well as a guide for completing the application process. As well, contact information for CLPNNS staff to assist members in the process of completing the application is posted on the website.
2. Members eligible for reinstatement are required to provide an active and current email address. If the member does not receive the email notification, they are responsible to access the application form on the CLPNNS Website.

POLICY No.9 PROCEDURE:

3. When the requirements of LPN Regulation Section 17(2) (a) (b) are met members are entered in the active- practising roster.
4. Under the LPN Regulations (2009) Section 11(1)(2), if the member has practiced in a jurisdiction other than Nova Scotia, the member must complete the application for relicensing in Nova Scotia and submit the following information with the applicable licensing fee:
 - Verification of Registration (VOR) from all jurisdictions where the member held an active- practising license/license;
 - Verification of Practice Hours (VOPH) from all employers where the member has practiced as a practical nurse;
 - Documentation such as: Birth Certificate, Marriage Licensed (if applicable) confirming any change in name from that currently on the roster;
 - Current Criminal Record Check;
5. Under the LPN Regulations Section 12 (g) requires that all applications are reviewed by CLPNNS staff to ensure that all criteria for entry in the active- practising and active –practising with conditions/restrictions roster has been met. CLPNNS reserves the right to verify any information provided by the member.
6. Member information available on the CLPNNS Website under License Verification is the member's name, member registration number and effective dates of license. Any conditions or restrictions imposed as per LPN Regulation Section 14 will be available on the website under License Verification – Conditions column with ability to view details.
7. The licensing fee is non-refundable once the license year for which it was paid has commenced.
9. Data personally entered by the member through the online MEMBER PORTAL is reviewed and verified by Registration Services.
10. Paper copies of the application *are* retained for two years - the current license year and the previous year.
9. Applicants denied entry in a particular roster shall be advised that they may appeal the decision to the Registration Appeal Committee, in accordance with LPN Act (2006) Part III Section 15.
10. Under the LPN Act (2006) Section 42 (1), any member charged with, pleaded guilty to, been convicted or found to be guilty in or out of Canada of any offense that is inconsistent with the proper professional behavior of a member including conviction under the under the Criminal Code of Canada; the Controlled Drug and Substances Act of Canada or other legislation `is required to advise the Executive Director-Registrar in writing within thirty days of the charge or conviction being entered.

POLICY No. 10

SECTION	REGISTRATION			
SUBSECTION	Entry in the Temporary Practising Roster			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 13 (1) (2) (3) LPN Regulations (2009) Part 2 Section 19, 20, 21			
Consented to by Board May 27 th 2003 December 6 th 2013 December 9 th 2016	Effective May 27 th 2003	Reviewed May 27 th 2009 December 6 th 2013 December 9 th 2016	Revised August 2009 December 6 th 2013 December 9 th 2016	Number of Pages 2

POLICY STATEMENT

A temporary license to practise practical nursing may be issued to applicants who fail to meet the criteria in LPN Act (2006) Part III Section 13 to allow holders to practise practical nursing while awaiting an active practicing license.

PROCEDURE:

1. A temporary license to practise practical nursing may be approved where an individual fails to meet all of the requirements or conditions for an active practicing license to practise practical nursing.
2. Upon receipt of an application, the Executive Director-Registrar/Director of Registration and Professional Conduct Services may approve, with or without conditions, or refuse, a temporary license, and shall notify the applicant accordingly.
3. A temporary license issued must:
 - (a) be issued for a specific period of time, not to exceed twelve (12) months in total; and
 - (b) set out any restriction/condition in the practise of practical nursing in which the license holder may engage.
4. When the requirements of LPN Act Section 13 are met, the member's name is entered in the temporary practicing roster and a temporary license is issued. The entitlements of members entered in the temporary practicing roster are identified under LPN Regulations Section 20.
5. A temporary license issued under Section 13 of the Act expires on the date:
 - (a) the College receives notice that the license holder has failed the registration examination;
 - (b) the College issues an active practicing license;
 - (c) the College has set as the expiry of the temporary license;
 - (d) the College suspends or revokes the temporary license under the Professional Conduct process.

POLICY No.10 PROCEDURE:

6. The College shall maintain a Record of Temporary Licenses in accordance with the LPN Act Section 13 (3).
7. The Record of Temporary Licenses may be inspected by any person during regular business hours.
8. Under the LPN Act (2006) Section 42 (1), any member charged with, pleaded guilty to, been convicted or found to be guilty in or out of Canada of any offense that is inconsistent with the proper professional behavior of a member including conviction under the under the Criminal Code of Canada; the Controlled Drug and Substances Act of Canada or other legislation `is required to advise the Executive Director-Registrar in writing within thirty days of the charge or conviction being entered.
9. Any member holding a temporary license must adhere to the same policies as a member holding an active practising license.

POLICY No. 11

SECTION	REGISTRATION			
SUBSECTION	Entry in the Graduate Practising Roster			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 13 (1) (2) LPN Regulations (2009) Part 2 Section 22, 23, 24			
Consented to by Board May 27 th 2003 December 6 th 2013 December 9 th 2016	Effective May 27 th 2003	Reviewed December 6 th 2013 December 9 th 2016	Revised December 6 th 2013 December 9 th 2016	Number of Pages 2

POLICY STATEMENT

A graduate license to practise practical nursing may be issued to applicants who meet the criteria in the LPN Act (2006) Section 13 (1) (2) to allow the Graduate Practical Nurse (GPN) to practice practical nursing while waiting to write the Canadian Practical Nurses Registration Exam (CPNRE) and subsequent approval of an active practicing license.

PROCEDURE:

1. Registration Services may enter the name of a person in the graduate practising roster and issue a GPN license to graduates of practical nursing education programs in Nova Scotia upon submission of the following:
 - completed Application for Initial Registration and Licensure in Nova Scotia;
 - paid the applicable fees;
 - all documents required to complete the application process;
 - Verification of Practical Nursing Program form from the Educational Institution; and
 - Practical Nursing Program: Final Confirmation form from the Educational Institution.
2. The Record of GPN licenses may be inspected by any person during regular business hours.
3. The following data is entered in the *Register of Graduate Practical Nurses* issued a GPN license: name, address, date of issuance, school of graduation and fee paid.
4. Information available on the CLPNNS Website under GPN License is the name, effective dates for which the license is valid and any applicable conditions.
5. Graduate licenses are issued for a three-month time period and are not renewable.
6. In accordance with LPN Regulations Section 24 (a) (b) (c), the Graduate Practical Nurse license is deemed invalid on the earliest (of the following) date:
 - three months from the date the GPN license was issued;
 - notification that the holder has not passed the registration examination;
 - an active-practising license is issued to the GPN License holder.

POLICY No.11 PROCEDURE:

Note: *If the GPN is practising practical nursing when their license has been deemed invalid, the GPN holder must cease working and immediately notify their employer.*

7. Graduate license holders are:
 - eligible to engage in practical nursing practise in the province of Nova Scotia;
 - eligible to use the title "Graduate Practical Nurse", "GPN" but shall not use the designation *Licensed Practical Nurse, LPN* in the Province, either alone or in combination with other words, letters or description to imply that the person is entitled to practise as a licensed practical nurse, unless the name of the person is entered in the Register and in the roster of active- practising members and that person is the holder of a license to practise practical nursing.
 - eligible to receive liability coverage through the College of Licensed Practical Nurses of Nova Scotia;
 - eligible to practise within the requirements of the position for which they have been employed and their nursing competencies;
 - eligible to practise within the requirements of applicable legislation.
8. If a GPN license is refused, the applicant may, by written notice, appeal the refusal to the Registration Appeal Committee within thirty days of notification of the refusal under LPN Act (2006) Part III Section 14.
9. Holders of a graduate license convicted of an offence as listed under LPN Act (2006) Part III Section 42 (1) (2) (3) are required to advise the Executive Director-Registrar, in writing, of any such conviction within thirty days of the conviction being entered.
10. Under the LPN Act (2006) Section 42 (1), any member charged with, pleaded guilty to, been convicted or found to be guilty in or out of Canada of any offense that is inconsistent with the proper professional behavior of a member including conviction under the under the Criminal Code of Canada; the Controlled Drug and Substances Act of Canada or other legislation `is required to advise the Executive Director-Registrar in writing within thirty days of the charge or conviction being entered.

POLICY No. 12

SECTION	REGISTRATION			
SUBSECTION	Registration Examinations			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 2 (d) (i) LPN Regulations Part 2 CLPNNS By-Law (2013) Section 8			
Consented to by Board May 27 th 2003 December 6 th 2013 May 26 th 2016 December 9 th 2016	Effective May 27 th 2003	Reviewed December 6 th 2013 April 28 th 2016 December 9 th 2016	Revised December 6, 2013 April 28, 2016 December 9 th 2016	Number of Pages 5

POLICY STATEMENT

CLPNNS shall administer registration examinations in Nova Scotia in accordance with *LPN Act* (2006) and CLPNNS By-Laws (2013).

PROCEDURE:

GENERAL REGISTRATION EXAMINATION

1. According to CLPNNS By-Law 8, the Board is required to establish and regulate Registration examinations.
2. The Licensed Practical Nurse (LPN) registration examinations currently in effect are the *Canadian Practical Nurse Registration Examination (CPNRE) facilitated by Assessment Strategies Inc. (ASI)* and the *CLPNNS Practical Nursing Jurisprudence Examination (PNJE)*.
3. Assessment Strategies Inc. (ASI) is responsible to determine the dates and writings of the Canadian Practical Nurses Registration Examination in collaboration with the Canadian Council of Practical Nurse Regulators (CCPNR). The CLPNNS Practical Nursing Jurisprudence Examination is under the direction of the Executive Director-Registrar.
4. Examination results are released to members for their personal use.
5. Registration examination results are released to outside agencies for statistical purposes only.
6. Registration examinations approved by the CLPNNS Board to meet the regulatory examination requirements in addition to the CPNRE is the *Ordre des Infirmieres et Infirmiers du Quebec*.

POLICY No.12 PROCEDURE:

A. Canadian Practical Nurse Registration Examination (CPNRE)

1. The Canadian Practical Nurse Registration Examination (CPNRE) is a Computer Based Test (CBT) delivered three to four times per year over a four week period of time. The examination must be taken at an approved testing center. The *CPNRE* results are reported as "Pass" or "Fail". Candidates shall have a maximum of three opportunities to write and pass the registration examination in the 24 month period immediately following their initial eligibility to write.
2. Candidates eligible to rewrite the *Canadian Practical Nurse Registration Examination* are required to complete the entire examination. If the candidate begins the registration examination but does not finish within the allotted time, the writing counts as one of the three writing opportunities. If the candidate does not complete the examination due to extenuating circumstances the regulatory body will determine if the examination counts as one of the three opportunities.
3. Examination results are released to candidates from CLPNNS office via email or regular postal service within 48 hours of CLPNNS receiving the results from ASI. College staff are not authorized to release the examination results over the telephone.
4. Examination results are shared with the Educational Institution offering the Practical Nursing Program for statistical purposes only and are considered confidential information. This confidential information released to the educational institution is protected by the policies of the College.
5. Candidates who have successfully passed the examination are sent a letter via email or regular postal service from CLPNNS recognizing their accomplishment including the information related to how to complete the licensure process in Nova Scotia.
6. Candidates who have not been successful in passing the examination are sent notice recognizing their unsuccessful attempt of the CPNRE, ASI Feedback report, CLPNNS examination regulations and information related to the next writing opportunity, examination fee payment information and the dates for submission to CLPNNS.
7. Candidates shall not be permitted a fourth write of the CPNRE unless they are able to demonstrate that they have experienced extenuating circumstances as outlined in the CLPNNS Bylaws (2013) Section 8 (8.6). The decision to permit a fourth write lies with the Executive Director –Registrar.

Registration Examination Notice and Application

1. The notice of the registration examination dates in Nova Scotia are posted to the CLPNNS Website (www.clpnns.ca) and sent to the Academic Chair/Program Manager-of the Practical Nursing Education Program, at least three months prior to the examination date.

POLICY No. 12 PROCEDURE:

2. The notice of the registration examination(s) shall include the following information: approved testing centers, examination dates, examination fee, sitting fees and payment options.
3. The online "*Application for Registration Examination*" must be received at CLPNNS as per the specified date according to ASI schedule and the CLPNNS By-Laws. The deadline for receipt of applications at CLPNNS is determined by ASI in order to allow CLPNNS time to process the applications and submit the Nominal Roll (list of candidates).
4. The *application* is approved following receipt of the *Practical Nursing Program Verification of Program Status form* submitted by the Educational Institution. Once the applicant is approved to write the CPNRE their name is placed on the Nominal Roll and submitted to ASI.
5. ASI will notify the examination vendor of the list of eligible CPNRE candidates. The examination vendor will notify the CPNRE candidate via the submitted email address. The candidate is responsible to notify CLPNNS of any changes to their information immediately.

CPNRE Fee

1. The registration examination fee includes both the CLPNNS' fee, and ASI's fee.
2. Candidates who withdraw from the Registration Examination may have the examination fee refunded or partially refunded as per CLPNNS Policy.
3. The CPNRE can be paid by cheque or money order, as long as the cheque/money order is dated and received prior to the date the Nominal Roll is submitted to ASI. The examination can be paid by Visa or MasterCard or Debit (in person only). Any cheques that are deemed insufficient fund will incur a \$25.00 charge.

Administration of the CPNRE

1. The administration of the Registration Examination shall be conducted in accordance with the policies and procedures established by the College in collaboration with Assessment Strategies Incorporated.
2. To secure entry to the testing registration examination room, candidates are required to present two original (no photocopies) valid (not expired) forms of identification. The "*Primary Identification*" must be government issued and have the first and last name correctly spelled with a photo and signature. The "*Secondary Identification*" must have the first and last name correctly spelled with a signature. The first and last name on the identification documents **must match exactly** the names submitted on the *Application for Registration Examination* and the *Nominal Roll*. The candidates will not be permitted to write the CPNRE without proper identification and the testing center fee may be forfeited.

POLICY No. 12 PROCEDURE:

3. As per ASI's policies and procedures CLPNNS shall:
 - Ensure there are sufficient writing centers for each examination session that meet the ASI guidelines;
 - Submit the Nominal Roll (list of candidates) for each examination session to ASI by the specified date and in the prescribed format;
 - Forward requests related to the examination score to ASI from candidates in accordance with ASI's process and policy. As well, that the candidate submits the appropriate ASI application form and fee.

B. CLPNNS Practical Nursing Jurisprudence Examination (PNJE)

1. Jurisprudence is the scientific study or the application of the principles of law or justice, (CARNA 2012). Nursing Jurisprudence is the application and interpretation of the principles of law or legal rules as they relate to:
 - the practice of nursing,
 - the obligations nurses have to their clients, and;
 - the relationships nurses have with each other and health care professionals, (Orr, 2013; Taber Online, 2014).

Nursing jurisprudence is contextually framed by federal and provincial legislation. This means that LPNs must be aware of provincial and federal legislation impacting how their standards and code are interpreted in Nova Scotia.

2. All initial applicants for registration and licensure with CLPNNS including any new and Re Entry candidates are required to successfully complete the Practical Nursing Jurisprudence Examination (PNJE) as part of the initial registration/licensing process with CLPNNS as outlines below:

- **Nova Scotia New Graduates of the Practical Nursing/Nursing Equivalent Program**

All graduates of a Nova Scotia Practical Nursing Education Program or Nova Scotia Nursing Equivalent Program who have completed all of the requirements for registration and licensure must successfully complete the PNJE;

- **Practical Nursing Re Entry Program Graduates**

Candidates that are required to successfully complete the approved Practical Nursing Re-Entry Program to re-establish registration and licensure must successfully complete the PNJE;

- **Licensed/Registered Practical Nurses from Outside of Nova Scotia but within Canada**

All Licensed/Registered Practical Nurses (LPN/RPN) who are licensed in another Canadian jurisdiction and are requesting initial application to CLPNNS under the Agreement on Internal Trade are required to successfully complete the PNJE.

- **Licensed Practical Nurses previously licensed in Nova Scotia**

Any Licensed Practical Nurse (LPN) who was previously licensed in Nova Scotia requesting reinstatement of their Nova Scotia license and have not been licensed in Nova Scotia in the past five (5) years are required to successfully complete the PNJE;

POLICY No. 12 PROCEDURE:

○ Internationally Educated Nurses (IENs)

Candidates who are requesting initial application for registration and licensure in Nova Scotia are required to successfully complete the PNJE.

3. Applicants seeking initial or re-instatement of licensure in Nova Scotia may be required as part of the registration and licensure process to successfully complete the *“Practical Nursing Jurisprudence Learning Module and Examination”*.
4. As part of the initial or reinstatement application process candidates will apply and be approved to enroll in the Practical Nursing Jurisprudence Learning Module and Examination when all requirements for registration and licensure have been met and eligibility to write the CPNRE has been granted by CLPNNS.
5. Candidates will be notified by email when all criteria for the Practical Nursing Jurisprudence Learning Module and Examination have been met. The candidate will be provided a website link to the Jurisprudence Study Guide and other related information specific to the module, exam and /or process. Successful completion of both the Canadian Practical Nurse Registration Examination (CPNRE) and the Practical Nursing Jurisprudence Examination (PNJE) are requirements for registration/licensure and may be written in any order.
6. The Practical Nursing Jurisprudence Learning Module and Examination is offered ONLINE only. Approved candidates are provided with LOGIN credentials which provides access to the ONLINE platform hosting the learning module and exam.
7. Once the candidate activates their LOGIN credentials they will be provided limited access to the learning module and the exam. The learning module is comprised of three units, one unit for each of the branch of the framework. Content is arranged around the sections within each unit.
8. When each examination question is answered successfully, a pop-up message indicates CORRECT. If the question is answered unsuccessfully then the pop-up message will indicate INCORRECT. As well, the pop-up message contains direct links to source documents where information pertaining to the correct answer may be found. Candidates cannot move to the next learning module until all questions in that specific section are answered correctly.
9. Due to the fact that all information contained in the Practical Nursing Jurisprudence Learning Modules and Examination are specific to Nova Scotia and the LPN profession, Recognition of Prior Learning (RPL) will not be available.
10. Candidates are required to achieve 100% on the examination.

POLICY No. 12 PROCEDURE:

11. Others candidates seeking registration and licensure or reinstatement of licensure in Nova Scotia will adhere to the following process:

Step #1 – Approved to write the Canadian Practical Nurse Registration Examination (CPNRE) if applicable;

Step #2- Approved for Registration and Licensure with CLPNNS;

Step #3 – Receive an Active –Practising License with a flagged deficiency until such time as the candidate has successfully completed the jurisprudence exam.

Registration Examination Accommodation

As per CLPNNS policies and procedures, the College shall:

- Ensure that any candidate requesting accommodation has completed the CLPNNS *Candidate Accommodation Application and the Candidate Accommodation: Documentation of Disability Related Needs* forms at the time the application is submitted to ensure the required accommodations can be provided;
- Submit candidate “Accommodation” requests for testing accommodation needs.

POLICY No. 13

SECTION	REGISTRATION			
SUBSECTION	Examination Accommodation			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 2 (d) (i) LPN Regulations Part 2 CLPNNS By-Law (2013) Section 8 Human Rights Act (2012) Section 3(1), 4,5(1)			
Consented to by the Board May 26 th 2016 December 9 th 2016	Effective May 26 th 2016	Reviewed May 26 th 2016 December 9 th 2016	Revised December 9 th 2016	Number of Pages 7

POLICY STATEMENT

CLPNNS shall approve testing accommodations for the Practical Nursing Registration Examination in accordance with *LPN Act* (2006) and *CLPNNS By-Laws* (2013). Candidates who believe that the administration of the Registration Examination and/or the Jurisprudence Examination discriminates against them on the ground(s) prohibited by the *Nova Scotia Human Rights Act* (2012) , may request in writing that they be provided accommodation to eliminate or reduce the effects of the prohibited discrimination during the administration of the examination.

For the purpose of this policy, “Grounds” is defined as age; race; colour; religion; creed; sex; sexual orientation; gender identity; gender expression; physical disability; mental disability; an irrational fear of contracting an illness or disease; ethnic; national or aboriginal origin; family status; marital status; source of income; political belief/affiliation or activity; individual’s association with another individual or class of individuals having characteristics referred to above.

PROCEDURE:

1. Candidates are responsible to submit a written request for accommodation to the Director of Registration and Professional Conduct Services no later than the date on which they apply to CLPNNS to write the examination.
2. The process for requesting an accommodation is outlined on the CLPNNS Website. The written request must include the following information:
 - Completed and signed “*Application for Registration Examination*” form by the candidate;
 - Completed and signed “*Candidate Accommodation- Application*” form by the candidate;
 - Completed and signed “*Candidate Accommodation – Documentation of Disability Related Needs*” form by the candidate’s health care professional if the accommodation requested is based on a physical or mental disability.

POLICY NO. 13 PROCEDURE:

3. The decision to approve or deny the accommodation will be made by CLPNNS Executive Director-Registrar and/or the Director of Registration and Professional Conduct Services.
4. Accommodation of the candidate in other testing situations does not ensure approval of a request for accommodation on the CPNRE or Jurisprudence Examination.
5. Assessment Strategies Inc. (ASI) reserves the right to refuse any accommodation that threatens the psychometric soundness, fairness and security of the CPNRE. In this case, ASI will work with CLPNNS to suggest possible alternatives for accommodation.
6. The Registration Examination is administered via a Computer Based Testing in an approved testing center over an uninterrupted four hours (4) period of time. The examination is taken in a test room containing a computer in an individual cubical along with an erasable note board and marker. The Jurisprudence Examination is a four hour online open book exam that can be taken on a personal computer.
7. If the accommodation(s) are approved, every reasonable effort will be taken, short of undue hardship, to eliminate or reduce the prohibited discriminatory effects from the administration of the examination. This means that the approved accommodation may not be the first choice of the candidate or not the most expensive or the most comprehensive option available but must be the option that provides the candidate to overcome the discriminatory effect of writing the CPNRE and/or Jurisprudence Examination in the usual method and environment.
8. Candidates are not responsible for the direct costs or the costs associated with the provision of the accommodation.
9. Candidates are responsible for associated costs related to participating in the accommodation process, which may include providing additional information to CLPNNS upon request and considering alternative accommodations proposed by CLPNNS.
10. Documentation received from the candidate related to the accommodation application will not be released to any third party or used in any other CLPNNS proceeding without the candidates consent.
11. The Director of Registration and Professional Conduct Services will communicate the decision in writing to the candidate. If the request is denied a reason for the decision will be included in the letter.
12. Candidates with an approved accommodation will be notified by email by the examination vendor that they must contact the vendor by phone to schedule the examination appointment.
13. Candidates with an approved accommodation for the Jurisprudence Examination will be notified by CLPNNS of any specific examination requirements.

POLICY No. 13 PROCEDURE

14. Candidates will not be required to complete and submit a new accommodation application for each repeated attempt of the examination.
15. The Director of Registration and Professional Conduct Services will maintain a secure and separate file for each candidate that contains the confidential medical information provided with the application form to substantiate the request for an accommodation. Once the decision has been rendered the candidate's documentation will be returned to the candidate via regular mail. The decision letter will be kept on the candidate's file.
16. If the candidate's request for accommodation is based on a physical or mental disability, the candidate must complete the appropriate section of the *Candidate Accommodation – Documentation of Disability Related Needs* form and forward the form to a qualified health professional to complete. The health care professional must describe the accommodation required to overcome the discriminatory effect of writing the examination in the usual method and/or environment as well as the rationale for the recommendation. After the form has been completed and signed, the health care professional is responsible to return the documents to CLPNNS.
17. CLPNNS defines a qualified health professional as someone who has known the candidate for a period of time and has been actively involved in the treatment of their disability.

CANDIDATE ACCOMMODATION APPLICATION

Name: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____ Exam Language: _____

Examination Name: _____ Examination Date: _____

#1 Please identify under which of the following grounds/characteristics are you applying for an accommodation under the Nova Scotia Human Rights Act (2012). Please circle which apply:

- ☐ Age ☐ Race ☐ Colour ☐ Marital Status ☐ Religion ☐ Political Belief ☐ Source of Income ☐ Creed
☐ Ethnic ☐ National/Aboriginal Origin ☐ Sex ☐ Sexual Orientation ☐ Gender Identity ☐ Gender Expression
☐ Individual Association with another individual or class of individuals having characteristics referred to above

If the candidate has selected any one of the three characteristic listed below, they must have a qualified health care professional complete and submit the Accommodation: Disability Related Needs form.

- ☐ Physical Disability ☐ Mental Disability ☐ Irrational Fear of contracting Illness of disease

#2 Describe the grounds/characteristics on which you are prevented from writing the examination in the usual method and /or environment?

#3 Select all types of “Accommodation” you are requesting. Select all that apply:

Separate Room
 Additional Time _____ minutes
 Reader
 Recorder
 Modification of Examination
 Other _____

#4 Outline any accommodation for past testing, including those provided throughout your practical nursing program. You must arrange for the educational institution to forward directly to CLPNNS a brief letter outlining the information related to the past testing accommodation.

#5 Upon entrance into the Practical Nursing Program, were you made aware of the document “Requisite Skills and Abilities for LPNs”?

Signature: _____ Date: _____

If you have a disability that may require an accommodation for writing the registration examination, please complete Section A of this form and forward the form to a qualified health professional to complete.

Section B. The health professional must describe the accommodation you require to overcome the discriminatory effect of writing the examination in the usual method and/or environment as well as the rationale for the recommendation. After the form has been completed and signed please return to CLPNNS. CLPNNS defines a qualified health professional as someone who has known the candidate for a period of time and has been actively involved in the treatment of their disability.

SECTION A (To be completed by candidate)

Name: _____ **Accommodation Request:** _____

Phone Number: _____ **Email Address:** _____

SECTION B (To be completed by the Qualified Health Professional)

#1 The approximate date when the disability was first diagnosed and/or identified.

#2 Provide a brief history and description of the disability, including the functional limitations which prevent the candidate from writing the examination in the usual method and/ or environment. Attach a separate letter if required.

#3 Describe the nature/type of the accommodation that is required by this candidate to overcome the functional limitations of the disability. Select all that apply.

Separate Room
Additional Time _____ minutes
Reader
Recorder
Modification of Examination (i.e. large font)
Other _____

#4 Provide a description of the current treatment plan and why this is not effective in overcoming the functional limitations of the disability, thereby necessitating the above accommodation(s).

Printed Name: _____ **Designation:** _____

Signature: _____ **Date:** _____

Telephone: _____ **Email Address:** _____

1. Is the candidate requesting accommodation as a result of discrimination based on the following grounds or characteristics under the Nova Scotia Human Rights Act (2012):
 - a. Age;
 - b. Race;
 - c. Colour;
 - d. Religion;
 - e. Creed;
 - f. Sex;
 - g. Sexual Orientation, Gender Identity, Gender Expression;
 - h. Physical Disability or Mental Disability;
 - i. An Irrational Fear of contracting an illness or disease;
 - j. Ethnic, National or Aboriginal Origin;
 - k. Family Status;
 - l. Marital Status;
 - m. Source of Income;
 - n. Political Belief, Affiliation or Activity;
 - o. Individual's association with another individual or class of individuals having characteristics referred to above.

Note: Discrimination as a result of English being the candidate's second language is not a prohibited ground or characteristic.

2. Candidate submitted sufficient information in order to assess the request for accommodation? Has the candidate submitted the following:
 - o Completed *Candidate Accommodation Application* form;
 - o Completed *Candidate Accommodation: Documentation of Disability Related Needs* form from their health professional;
 - o Sufficient information from the health professional with medical documentation to understand the request for accommodation;
 - o Any other important documentation and/or clarification deemed necessary by the College to confirm that the disability disadvantages the candidate if they to write the examination using the usual test taking method and environment.
3. Can a reasonable accommodation be made without undue hardship, considering all of the information provided by the candidate? Relevant factors include but are not limited to:
 - a. Does the proposed accommodation have a practical effect of eliminating or reducing the identified barrier/ discriminatory effect?
 - Was the same or similar accommodation granted to the candidate in the testing situation for the same disability during their practical nursing/nursing equivalent program or was the disability diagnosed after completion of the practical nursing/ nursing equivalent program?
 - b. Can the accommodation be put in place in a manner that is standardized and fair as possible to all candidates?
 - Does the requested accommodation give the candidate an unfair advantage?
 - c. Does the proposed accommodation pose a safety risk to others or to the candidate seeking accommodation?

- d. What are the costs to put the accommodation in place and would such costs be prohibitive?
 - e. How disruptive would the proposed accommodation be, considering the number of candidates writing the registration examination and the number of candidates requesting accommodation?
 - f. Will the accommodation undermine the integrity of the examination?
 - Does the requested accommodation alter the skills and abilities that are measured and the level at which they can be assessed?
 - g. If the requested accommodation appears to create an undue hardship, can an alternative accommodation be made available?
4. If the request for accommodation is denied because of a rule, standard, practice or requirement of the College (hereinafter referred to as “rule”), is the rule reasonable and justifiable?
- a. Is the rule rationally connected to its objective?
 - i. What is the purpose of the rule?
 - ii. Is the rule a logical way to meet that purpose?
 - b. Did the College adopt the rule with honest and good faith belief that the rule was necessary to accomplish its service-related purpose?
 - i. What were the circumstances surrounding the adoption of the rule?
 - ii. When was the rule created, by whom and why?
 - iii. What other considerations were included in the development of the rule?
 - c. Is this rule reasonably necessary for the College to accomplish its purpose?
 - I. Is the rule based on facts or unsupported assumptions?
 - II. Does the rule treat some groups of candidates more harshly than others?
 - III. Has the rule been designed to minimize its discriminatory effect?
 - IV. Has the College considered alternatives to the rule such as individual assessment?
 - V. Would accommodation amount to undo hardship?
 - d. Identify the type of accommodation to be offered. Some types of testing accommodation that can be considered include, but are not limited to:
 - a. Accessible Writing Centre;
 - b. Separate Room;
 - c. Additional Time;
 - d. Recorder;
 - e. Reader;
 - f. Interpreter for the Hearing Impaired;
 - g. Voice- Output Software;
 - h. Modification of Test Material (i.e. large font).

These Guidelines have been adapted from Assessment Strategies Inc. (2011) Testing Accommodation for Candidates with Disabilities: Guidelines for use by the Provincial/Territorial Regulatory Authorities. Author; Alberta Human Rights Commission (September 2010) Duty to Accommodate Students with Disabilities in Post-Secondary Educational Institutions. Author; British Columbia (Public Sector Employees Relations Commission) v. British Columbia Government and Services Employees’ Union (B.C.G.S.E.U) (1999) 35 C.H.R.R. D/257 (S.C.C.).

POLICY No. 14

SECTION	REGISTRATION			
SUBSECTION	Examination Refunds			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 4 (d) (i) CLPNNS By-Law (2013) Section 8			
Consented to by Board May 27 th 2003 December 9 th 2016	Effective May 27 th 2003	Reviewed December 6 th 2013 December 9 th 2016	Revised December 6 th 2013 December 9 th 2016	Number of Pages 1

POLICY STATEMENT

Application for refunds for fees surrounding the registration examination will be processed in accordance with this Policy.

PROCEDURE:

1. If an applicant notifies CLPNNS they are unable to write the Canadian Practical Nurses Registration Exam (CPNRE), prior to the Nominal Roll being sent to ASI (in accordance with ASI policies), CLPNNS will issue a refund to the applicant in the full amount of \$300.00.
2. If an applicant notifies CLPNNS in writing they are unable to write the CPNRE due to extenuating circumstances as defined by the CLPNNS Bylaws after the Nominal Roll is sent to ASI, the applicant will receive a refund in the amount to be determined by the Director of Registration and Professional Conduct Services based on individual circumstances. An administrative fee may be maintained by CLPNNS.
3. If CLPNNS receives notification from the Practical Nurse Program faculty, the student has not successfully completed the program after the Nominal Roll has been sent to ASI. CLPNNS will issue a refund to the student in the amount to be determined by the Director of Registration and Professional Conduct Services based on individual circumstances. An administrative fee may be maintained by CLPNNS.
4. If, on the day of writing, an applicant does not appear on site and no notification was received by CLPNNS, then the applicant is not entitled to any refund.

POLICY No. 15

SECTION	REGISTRATION			
SUBSECTION	Approved Examination			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 9 (1) (b) CLPNNS By-Laws(2009) Section 8			
Consented to by Board December 6 th 2013 December 9 th 2016	Effective December 6 th 2013	Reviewed December 6 th 2013 December 9 th 2016	Revised December 6 th 2013 December 9 th 2016	Number of Pages 2

POLICY STATEMENT

The Canadian Practical Nurses Registration Exam (CPNRE), hereafter referred to as the “approved examination,” is the examination that has been approved by the Board of Directors, except when any other examination has been approved by the Board as equivalent to that examination.

PROCEDURE:

Approved Exam:

1. The approved examination for use by the CLPNNS shall be the Canadian Practical Nurses Registration Examination as administered by Assessment Strategies Incorporated (ASI) three to four times per year.
2. The approved examination shall be conducted in accordance with CLPNNS Registration Policies, CLPNNS Bylaws approved by the Board, and rules established by ASI.
3. Registration examinations approved by the CLPNNS Board to meet the regulatory examination requirements in addition to the CPNRE is the Ordre des Infirmieres et Infirmiers du Quebec.

Applications:

1. Nova Scotia students enrolled in a Practical Nursing Program must complete the online application to write the CPNRE prior to the CLPNNS scheduled submission date.
2. The “Application for Registration Examinations” must be completed prior to the writing of the exam. The application is available on the CLPNNS Website www.clpnns.ca under REGISTRATION.
4. International Educated Nurses applying to write the CPNRE must complete the Application for Registration Examination. CLPNNS shall advise the applicant, by letter of their eligibility to write the exam and deadline date for the submission of the examination application.
4. The applicant’s name on the Application for Registration Examinations form must mirror the name on the Practical Nursing Program Verification of Program Status form submitted by the Educational Institution.

POLICY No. 15 PROCEDURE:

5. Applicants who apply to write the CPNRE shall pay an examination writing fee of \$300.00.
6. Applicants required to re-write the CPNRE shall pay a fee of \$300.00 for each additional writings.
7. The applicant shall be solely responsible for ensuring that the application form and fee are received by CLPNNS on or before the posted “Nominal Roll Date” on the CLPNNS website www.clpnns.ca.
8. The applicant is solely responsible for advising CLPNNS of any changes in the applicants name or email address. Failure to notify CLPNNS of these changes may result in the applicant being denied access to the CPNRE Writing Centre.
9. The applicant will receive an email from CLPNNS confirming placement on the Nominal Roll which will include the Examination Reference Guide. The Examination Reference Guide is available on the CLPNNS website www.clpnns.ca .
10. CPNRE Writing Centre information will be emailed directly to the applicant by the examination vendor.

POLICY No. 16

SECTION	REGISTRATION			
SUBSECTION	Appointment of Registration Appeal Committee			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 15 and 16			
Consented to by Board May 27 th 2003 December 6 th 2013 December 9 th 2016	Effective May 27 th 2003	Reviewed December 6 th 2013 December 9 th 2016	Revised December 6 th 2013 December 9 th 2016	Number of Pages 2

POLICY STATEMENT

In accordance with the LPN Act (2006) Part III Section 15, the Board of Directors shall appoint a Registration Appeal Committee, when an appeal has been received, to hear the appeal of applicants pursuant to the LPN Act (2006) Part II Section 16.

PROCEDURE:

1. The Board shall:
 - (a) appoint a Registration Appeal Committee consisting of one non-member, one public representative and two members of the active practising roster; and
 - (b) appoint the Chair of the Registration Appeal Committee.
2. The Registration Appeal Committee shall:
 - (a) set a date for the hearing of the appeal, which shall be not later than sixty days following receipt of the written notice of appeal; and
 - (b) serve written notice of the date, time and place for the hearing of the appeal upon the applicant and the Executive Director-Registrar; and
 - (c) advise the applicant of the right to:
 - be represented by legal counsel, a union representative or another representative at the expense of the applicant;
 - disclosure of any information provided by the CLPNNS; and
 - a reasonable opportunity to present a response and make submissions; and
 - (d) review the decision made by the Executive Director-Registrar and the documents upon which the decision was based; and

POLICY No.16 PROCEDURE:

- (e) make any determination that in the Committees opinion ought to have been made by the Executive Director-Registrar;
- (f) give its decision, including reasons, in writing and send to the applicant and the Executive Director/Registrar, a copy of the written decision by registered mail or personal service within 60 days;
- (g) provide an opportunity to the opposing party to review any evidence available to the Registration Appeal Committee at least ten (10) days before the appeal. In the case of:
 - I. written or documentary evidence, an opportunity to examine the evidence;
 - II. evidence of an expert, a copy of the expert's written report, if there is no written report, a written summary of the evidence; or
 - III. in the case of evidence of a witness, the identity of a witness;
- (h) at the Committees discretion, allow the introduction of evidence that would be otherwise be inadmissible under the LPN Act Section 16 Subsection (3) and make decisions it considers necessary to ensure that a party is not prejudiced; and
- (i) permit such persons who have been convicted or found to be guilty, by a Court in or out of Canada, of any offence that is inconsistent with proper professional behavior of a licensed practical nurse, including a conviction under the Criminal Code of Canada, or the Controlled Drugs and Substances Act (Canada), for which a pardon has not been granted, and where such persons on application for registration (or licensure) was denied registration (or licensure) by the Executive Director-Registrar to be registered upon such terms and conditions the Committee may direct following an appeal pursuant to LPN Act (2006) Part III Section 14-16.

POLICY No. 17

SECTION	REGISTRATION			
SUBSECTION	Evaluation/Audit of Practise Hours			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 10 (1), 12 (g) LPN Regulations (2009) Part 2 Section 27			
Consented to by Board May 27 th 2003 December 9 th 2016	Effective May 27 th 2003	Reviewed December 6 th 2013 December 9 th 2016	Revised December 6 th 2013 December 9 th 2016	Number of Pages 2

POLICY STATEMENT

In accordance with LPN Regulation (2009) Part II Section 12 (g) (i) and (ii), each member applying for entry in the active- practising roster must have either completed at least 1000 practical nursing hours within the 5 years preceding their application, or have completed at least 500 practical nursing hours in the year preceding their application. In order to ensure this information provided by the members is accurate and in accordance with Section 27 (2), CLPNNS may at any time conduct an audit of the record of hours kept and submitted by the member and/or employing agency on their annual applications for licensure to ensure the validity of the hours recorded.

PROCEDURE:

A. Auditing of Practise Hours Process:

1. Every year CLPNNS to randomly selects through the CLPNNS Registration Database a percentage of active- practising members to have their hours audited.
2. Every attempt will be made to ensure that members are only chosen for the random audit once every five (5) years.
3. A letter is sent by the Director of Registration and Professional Conduct Services to each of selected active- practising members requesting validation of their hours by their employers within 30 days of receiving the letter. If the member is self –employed the will meet with the member to review their record of practice hours and supporting documentation.
4. If the member is non-compliant, a value of zero (0) practical nursing hours will be entered on the CLPNNS Registration Database with a note explaining the change in practice hours.
5. In order for the member to make the correction to their practicing hours after not complying with the audit letter, the member must request that the employer submit a signed letter directly to CLPNNS validating the number of practical nursing hours for that particular year. If the member is self –employed the will meet with the member to review their record of practice hours and supporting documentation.

POLICY No. 17 PROCEDURE:

B. Qualifying Practise Hours:

1. Hours practiced as a LPN qualify for entry in the Registration Database. These practice hours must ensure that LPN knowledge, skill and judgment are required for the position and or role.
2. The College requires that the formal job/role description from the employer states that a LPN license is mandatory. As well, if the LPN is self-employed, the College requires that a professional role description state that the LPN license is mandatory.
3. CLPNNS may request a copy of the job/role description for verification of practice hours.

C. Non Qualifying Practise Hours:

A LPN shall not be credited for any hours worked:

- (a) in another healthcare category, i.e. nurses' aide, nursing assistant, Personal Care Worker (PCW), Continuing Care Assistant (CCA), porter, escort, sitter, home support worker, ward clerk etc.;
- (b) while not licensed as a LPN;
- (c) while working in a volunteer capacity;
- (d) while in a job or role that does not specifically require the knowledge, skill and judgment of the LPN for that position (example: cosmetic esthetician, medical sales)

D. Appeal of Practise Hours

1. A member has the right to appeal a decision regarding the credited hours for practical nursing. The member's appeal shall:
 - (a) be submitted in writing to CLPNNS;
 - (b) identify how the member believes the responsibilities of the position conform to the Standards of Practice for Licensed Practical Nurses in Canada (2013); and
 - (c) provide substantiation of how the practice meets the criteria.
2. The decision of CLPNNS after appeal is considered final.

POLICY No. 18

SECTION	REGISTRATION			
SUBSECTION	CLPNNS Fees			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 10 (1) CLPNNS By Law (2013) 9			
Consented to by Board May 27 th 2003 December 6 th 2013 December 9 th 2016	Effective May 27 th 2003	Reviewed December 6 th 2013 December 9 th 2016	Revised December 6 th 2013 December 9 th 2016	Number of Pages 2

POLICY STATEMENT

The CLPNNS Board of Directors may establish a schedule of fees for administrative costs relative to registration services.

PROCEDURE:

1. Fees for registration, late fees, reinstatement fees, entry in a particular roster or rosters and for temporary or Graduate Practical Nurses (GPN) licenses are established in accordance with CLPNNS By-Law 28.1. All current fees are posted on the CLPNNS Website.
2. The late fee of \$50.00 is applicable to members seeking entry to the active- practising roster after the October 15th date and prior to December 31st of the current license year, if the member has been previously entered in this roster.
3. The reinstatement fee (\$50.00) is applicable to members seeking re-entry to the applicable roster. As well the re-instatement fee applies to members seeking re-entry the roster after after December 31st and prior to October 31st of the current license year, if the member has been previously entered in the roster.
4. Additional fees are required for the following services:
 - Applications Fee for registration and licensure in Nova Scotia;
 - Initial Registration Fee without a license;
 - Preparation of documents to be faxed outside of Nova Scotia;
 - Preparation of duplicate receipts for licensing fee(s);
 - Preparation of personal copies of registration examination results, if not an active- practising member;
 - Verification of Registration (VOR);
 - Preparation of certified true copy of out-of country transcripts on file at CLPNNS;
 - Verification of Practice Hours (VOPH) which have been submitted by the member.
5. Documents forwarded by courier at the request of member are done so at their expense. Such documents are sent following receipt of the appropriate courier fee.

POLICY No. 18 PROCEDURE:

Appendix - REGISTRATION SERVICES FEE

- **Application Fees**
 - New Graduates Applicants- \$50.00
 - Out of Province within Canada Applicants – \$50.00
 - Internationally Educated Nurses Applicants- \$100.00
- **Non Practicing Registration Fee - \$50.00 (NO LICENSE)**
- **Re –Instatement Fee – \$50.00**
- **Annual Renewal Licensure Fee – \$325.00**
 - Annual License Fee after May 1st - \$165.00
 - Annual Renewal Late Fee – \$50.00 (after October 15th)
 - Re Printing of Confirmation of Licensing for Lost Receipts Fee- \$10.00
- **Verification of Registration - \$25.00**
- **Preparation of Practical Nursing Education Program (Unofficial Transcript) - \$25.00**
- **Photocopying of Documents –**
 - Under 10 pages - \$10.00 Fee
 - Over 10 pages- \$25.00 Fee

POLICY No. 19

SECTION	REGISTRATION			
SUBSECTION	Supplementary Registration Services offered by CLPNNS			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 10-11 LPN Regulations (2009) Part 2 Section 7, 8, 27 28			
Consented to by Board May 27 th 2003 December 6 th 2013 December 9 th 2016	Effective May 27 th 2003	Reviewed December 6 th 2013 December 9 th 2016	Revised December 6 th 2013 December 9 th 2016	Number of Pages 2

POLICY STATEMENT

Supplementary registration services provided by CLPNNS are the Verification of Registration (VOR), Verification of Examination Results and Provision of Nursing Transcripts.

PROCEDURE:

A. Verification of Registration (VOR):

- Verifications are completed for members seeking registration/licensure with another regulatory body. These verifications are completed electronically if the regulatory body in the jurisdiction requesting the verification accepts electronic VORs. Other verifications are completed on member's request.
- All members are charged a fee of \$25.00.
- Verification requests are completed electronically using the Registration Database which includes the following:
 - name of original and/or current registering jurisdiction;
 - name of the practical nursing/program;
 - date of graduation;
 - date of registration in Nova Scotia;
 - original CLPNNS registration number;
 - method of registration;
 - date(s) of writing and results from the registration examination(s) written for CLPNNS;
 - current roster of licensing;
 - any disciplinary findings.
- Each electronic VOR must be signed by the Director of Registration and Professional Conduct Services and /or the Registration and Professional Conduct Consultant. Any VOR which cannot be accepted electronically will have the CLPNNS seal imprinted on it and be signed by the Director of Registration and Professional Conduct Services.

POLICY No. 19 PROCEDURE:

B. Provision of Nursing Program Transcripts

1. School of practical nursing transcripts are provided for graduates of specified schools (since closed), upon payment of the applicable fee.
2. The transcript fee provides one transcript; additional copies will incur additional fees.
3. Transcripts are prepared and photocopied from the transcript documents on file at CLPNNS.
4. Copies of transcripts requested for educational institutions, potential employers or registration with another province/territory or country are placed in a sealed envelope and stamped "Official Transcript" on the front.
5. Copies of transcripts for personal use by the graduate are provided on request and on payment of the transcript fee. These transcripts are stamped "Unofficial Transcript".
6. The fee for copies of transcripts on file is \$25.00.
7. Each transcript must be signed by the Director of Registration and Professional Conduct Services and /or the Registration and Professional Conduct Consultant.

C. Provision of Record of Practice

Requests for a hard (paper) copy of a member's (hours of practice) for the five years entered on the current years Registration Database are completed on receipt of the fee for this service. Notice is sent that these hours are self-reported and not verified by CLPNNS. The fee for this service is \$10.00.

D. Provision of Record of Examination Results

Personal copy(s) of a member's or non-members results on the registration examination is provided to members in the active- practising roster. The fee for this service is \$10.00.

POLICY No. 20

SECTION	REGISTRATION			
SUBSECTION	Release of Information from the Registration Database			
APPLICABLE LEGISLATION	LPN Act (2006) Part III Section 10 (2) CLPNNS By-Laws (2013) 34			
Consented to by Board May 27 th 2003 December 6 th 2013	Effective May 27 th 2003	Reviewed December 6 th 2013	Revised December 6 th 2013	Number of Pages 2

POLICY STATEMENT

Registration Data collected on all applications for registration and licensure in Nova Scotia are the property of CLPNNS and will only be released as set out below:

PROCEDURE:

A. Release of information - no cost recovery

1. Core data collected on *Applications* is sent yearly to the Canadian Institute for Health Information [CIHI], in accordance with the format specified by CIHI.
2. Core data is collected on *Applications* is sent yearly to the Nova Scotia Department of Health and Wellness (DOHW), in accordance with the format specified by DOHW.
3. Core data is collected on *Applications* is sent yearly to the Fair Registration Practices Act (FRPA), in accordance with the format specified by FRPA.
4. Registration Services will provide confirmation of a member's or applicant's status to an employer or prospective employer, in the event the member/applicant is unable to present their current license.
5. Members requesting their registration number, hours of employment, duplicates of transcripts are required to provide birth surname, name of school of practical nursing, address and birth date to confirm identity.
6. With the member's consent, a member's name will be released to Assessment Strategies Inc. (ASI) for consideration of selection to ASI Committees.
7. The CLPNNS Official Website (www.clpnns.ca), Section "License Verification" may be accessed by the members, employers, and general public in order to confirm current license status.

POLICY No. 19 PROCEDURE:

B. Release of Information - Cost Recovery

1. Information is released on a cost recovery basis for the following purposes:
 - nursing/nursing related research and information surveys;
 - mailing of information pertaining to practical nursing education and conferences;
 - provision of aggregate and collated statistical data.
2. The request for information must be submitted in writing and include:
 - the project's objectives, time frame, methodology and design;
 - the purpose for which the data is being requested;
 - the specific data that is required and the license years required;
 - the specific individuals who will have access to the data;
 - confirmation that the research proposal has passed an ethical review;
 - confirmation that the costs incurred by CLPNNS in processing the request will be remunerated by the initiator of the request.

NOTE: The written request must include a "declaration" that the data will not be used for commercial purposes; not be released in public documents except in aggregate form; be protected by adequate confidentiality and security purposes; be returned or destroyed upon completion of the project; not be provided to other individuals/groups; not be used in any way other than authorized by the Executive Director-Registrar.

3. Research and survey proposals must be consistent with the mandate of the CLPNNS.
4. A copy of the information to be sent to members (e.g., questionnaires, cover letters) must be provided to CLPNNS.
5. Members have the right to refuse participation in a research project upon receipt of initial mailing from researcher.
6. Release of information does not reflect endorsement or support by the CLPNNS.
7. The Executive Director-Registrar will acknowledge receipt of all requests for the release of information from the member database, advice regarding the decision to approve or reject the request and provide the schedule of costs.
8. The response to requests approved by the Executive Director-Registrar will include the time frame for processing the request and the estimated cost for information processing and data retrieval.
9. To meet Privacy of Information concerns, a statement is placed on the "*Application*", on the Website for completing the application to inform members that information collected on the application may be released under this policy.



National Nursing Assessment Service (NNAS)

//// Applicant Handbook ////



NNAS Application Information

NNAS Website: <http://www.nnas.ca/>

NNAS Customer Care: +1-855-977-1898

(If toll free is not available): +1-215-349-9370

Mailing Address: P. O. Box 8658, Philadelphia, PA 19101- 8658, USA

NNAS.ca/ContactUs

Internationally Educated Nurses (IENs)

Phone Toll Free: (855) 977-1898

(If toll free is not available): +1-215-349-9370

Email: support@nnas.ca

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1. National Nursing Assessment Service (NNAS)

Introduction

All nurses who were educated outside of Canada and are seeking initial registration/licensure to practise in a Canadian province (with the exception of Quebec and the Territories) as a registered nurse (RN), licensed practical nurse (LPN) or a registered psychiatric nurse (RPN) must first complete an application to the National Nursing Assessment Service (NNAS).

NNAS is a partnership of Canadian nursing regulatory bodies. Its role is to streamline the application process for internationally educated nurses (IENs) who want to work in Canada. NNAS offers an easy, direct and secure way to review, verify and store documents that are required by nursing regulatory bodies to support a nurse's application for registration.

NNAS has three roles:

- ◇ To verify credentials for internationally educated nurses;
- ◇ To compare these credentials to Canadian standards;
- ◇ To provide a secure, centralized electronic repository for the nurse's education and registration credentials.

NNAS has a legal contract with CGFNS International, Inc. (Commission on Graduates of Foreign Nursing Schools) in Pennsylvania; U.S.A. who will:

- ◇ review and store all documents required in a secure database
- ◇ ensure the documents are authentic;
- ◇ ensure that each nurse's file contains all the documents that the regulatory body requires
- ◇ evaluate the documents against Canadian standards;
- ◇ send the completed file to the regulatory body or bodies, for further action and decision on eligibility for Canadian nursing registration.

This Handbook describes the steps in completing the NNAS application. A detailed description of each step will help you understand the NNAS application process requirements.

Please read all instructions in this handbook carefully before submitting your NNAS application, and before sending any documents or forms to NNAS.

NNAS was created by the Canadian nursing regulatory bodies and the federal and provincial governments. NNAS received start-up funding from the Government of Canada's Foreign Credential Recognition Program.

NNAS Applications

The first step toward registration and licensure as a nurse in Canada is to complete a **NNAS application**.

You must set up an online account with NNAS and complete the application before your application will be considered by any Canadian nursing regulatory body. You are eligible to apply for a NNAS application if you:

- ◇ received your post-secondary nursing education outside of Canada;
- ◇ have never been registered to practise as a nurse in Canada
- ◇ want to work as a Registered Nurse (RN), Licensed Practical Nurse (LPN), or Registered Psychiatric Nurse (RPN) in Canada

By creating an NNAS account at <http://www.nnas.ca>, you can print required forms, check the status of your application, view email correspondence and language test results, as applicable, and update your contact information.

Member Regulatory Bodies (RBs) in Canada		
Registered Nurse RBs	Practical Nurse RBs	Registered Psychiatric Nurse RBs
College and Association of Registered Nurses of Alberta	College of Licensed Practical Nurses of Alberta	College of Registered Psychiatric Nurses of Alberta
College of Registered Nurses of British Columbia	College of Licensed Practical Nurses of British Columbia	College of Registered Psychiatric Nurses of British Columbia
College of Registered Nurses of Manitoba	College of Licensed Practical Nurses of Manitoba	College of Registered Psychiatric Nurses of Manitoba
Nurses Association of New Brunswick	Association of New Brunswick Licensed Practical Nurses	
Association of Registered Nurses of Newfoundland and Labrador	College of Licensed Practical Nurses of Newfoundland and Labrador	
College of Registered Nurses of Nova Scotia	College of Licensed Practical Nurses of Nova Scotia	
College of Nurses of Ontario	College of Nurses of Ontario	
Association of Registered Nurses of Prince Edward Island	Licensed Practical Nurses Association of Prince Edward Island	
Saskatchewan Registered Nurses' Association	Saskatchewan Association of Licensed Practical Nurses	Registered Psychiatric Nurses Association of Saskatchewan

Note: *If you were previously registered as a nurse in Canada, or successfully completed your nursing education at a Canadian institution, you do not have to set up an account with NNAS. You can apply directly to the nursing regulatory body of your choice unless you are applying for a different nursing group (RN, PN, RPN).*

2. NNAS Advisory Report

The NNAS application process is intended to produce an Advisory Report that contains an evaluation of your education according to approved Canadian standards and compares your education to current Canadian nursing requirements for entry into practise. The report also contains detailed information about your registration/licensing, nursing practise, employment and results of any required language testing.

Table 1: Overview of Steps to a NNAS Advisory Report

Your Role	Actions NNAS Takes
Go to http://www.nnas.ca/ and select the Apply/Login link to create your online NNAS Applicant User Account	Your NNAS Application number will be given to you when you open your application in your online account.
<p>Complete all application fields and provide credit card information to confirm your account. (Fee schedule on page 13) Only Visa and MasterCard accepted. NNAS does not accept debit cards</p> <p>This account will help keep you informed about the status of your NNAS application.</p> <p>Note: Your NNAS ID number will be your permanent NNAS ID number. You can use it to keep track of your application status or if you require additional NNAS services in the future.</p>	<p>After you submit your application with payment and it is confirmed as received, you will receive your NNAS ID number in a welcome email.</p> <p>NNAS will inform you about information and documents you must send for evaluation, or to complete your NNAS Advisory Report.</p>
<p>Submit these proof of identity documents directly to NNAS:</p> <ul style="list-style-type: none"> ◇ notarized, certified true copies of two forms of identification (ID) which contain your signature ◇ at least one of these must contain a photo ◇ all photo ID documents must be current (non-expired) <p>Examples of acceptable photo I.D. are:</p> <ul style="list-style-type: none"> ◇ passport ◇ driver's license ◇ other forms of government-issued ID <p>Other accepted ID include:</p> <ul style="list-style-type: none"> ◇ birth certificate, ◇ legal name change affidavit ◇ marriage certificate or divorce decree <p>(Continued on next page)</p>	<p>NNAS will confirm that names match on all identity documents.</p> <p>Note: If your names are not the same on all the documents you submit to NNAS, you will be required to send additional documents to explain the discrepancy.</p>

<p>If these original documents are written in languages other than English or French, a certified translation into English or French (where applicable) must be done.</p> <p>Notarized copies of the identification documents must be sent directly from the translator to NNAS.</p> <p>The NNAS applicant is responsible for paying the cost of the translations.</p>	
<p>Nursing Education Form</p> <p>Print, sign, date and send this form to each nursing or nursing-related post-secondary school you have attended outside of Canada.</p> <p>Ask each school official to complete the Nursing Education Form, and send it directly to NNAS by mail or courier, with all of your academic records/transcripts, and nursing program curriculum/course descriptions and/or course syllabi.</p>	<p>NNAS will review all academic records/transcript documents from your schools. These documents will be compared with information in the NNAS global database to verify the school and the documents.</p> <p>Important: <i>The quality and level of detail provided in the documents your school sends to NNAS in response to the Nursing Education Form, will affect the assessment of how comparable your credentials are to Canadian nursing education. When you send the Nursing Education Form to your school, we suggest that you strongly encourage your school to provide as detailed a syllabus as possible so that NNAS Evaluators have full evidence of your education. Once the evaluation of your credentials is complete and your advisory report is issued, NNAS is not able to consider any additional documents from your school for that assessment. * * If your school provides additional curriculum-related materials on your behalf after the report is issued and you would like your education to be re-assessed using this material, a new application must be created and purchased.</i></p>
<p>Nursing Registration Form</p> <p>Print, sign, date and send this form to all nursing licensing authorities outside of Canada where you are or were ever licensed or registered.</p> <p>Ask each authority to complete the Nursing Registration Form and send it directly to NNAS by mail or courier.</p>	<p>All nursing license/registration documents received from the licensing authorities will be reviewed by NNAS and compared with information in the NNAS global database to confirm the specific authority, and verify the documents.</p>
<p>Nursing Practise/Employment Form</p> <p>Print, sign, date and send this form to all employers you have worked for in the past 5 years.</p> <p>Ask each employer to complete the Nursing Practise/Employment Form and send it directly to NNAS by mail or courier.</p>	<p>NNAS will review all nursing practise/employment forms received from employers. This information will be forwarded to the regulatory body in the Canadian province where you intend to work, once your NNAS Advisory Report is completed.</p>

Language Testing Results

If applicable, ask an **approved language testing agency** to send your language test results directly to NNAS. See pages 11 and 12 for the list of approved testing agencies and the minimum scores required.

NNAS requires that language test results be sent directly from the testing agency to NNAS. Minimum language test scores are required. Testing must be current, with successful results that are no older than 6 months at the time you apply to NNAS.

Important: *All information requested on NNAS forms is required and must be provided from an approved source agency (for example educational institution, licensing authority and employer) for review and to complete a NNAS Advisory Report.*

Falsified Or Altered Documents

If NNAS discovers that your documents have been altered in any way, or that information in your application is falsified, it will send the Advisory Report to the regulatory body you have designated and will notify them of the falsification. This includes all documents and application documents submitted by you or on your behalf by another person.

Therefore, before you send anything to NNAS, ensure that none of the documents and forms have been falsified or altered in any way.

Registering with NNAS

Note: *Only nurses who have received their nursing education from a post-secondary institution outside of Canada are eligible to apply to NNAS. Other training or education, including nursing courses at a secondary or high school level, is not eligible.*

- a) Go to <http://www.nnas.ca/> and select the Apply/Login link
- b) Read Terms and Conditions of the National Nursing Assessment Service (NNAS)
- c) Create an online account

- ◇ Provide your email address and answer 3 security questions
- ◇ Agree to the online consent request
- ◇ Enter security code sent to your email address
- ◇ Create a new Password

- d) Complete the NNAS Application

Once you start to enter information for a new application, you can stop and logout of your account at any time. Your information will be saved, and you can return later to continue.

- ◇ Enter information in all the screens
- ◇ Add your credit card payment information to complete the online application process (only Visa and MasterCard accepted. NNAS does not accept debit cards).
- ◇ After 24-48 hours, you will receive your new NNAS ID number in a welcome email. This will allow you to print all the forms required for your NNAS application.

You can cancel your NNAS application or additional service orders in your online account at any time, as long as it is incomplete and without payment. See the “Cancel Order” link next to any incomplete order shown in your applicant account Dashboard screen.

3. Required Forms and Documents

a) Nursing Education Form

- ◇ Download and print the **Nursing Education Form**, including Part B: “Nursing Education Information” and Part C: “Identification of Official” from your online account.
- ◇ Send a Nursing Education Form to each post-secondary school outside Canada where you completed post-secondary courses related to your nursing education. Ask the school official who is authorized to provide the transcripts to complete the form and send them directly to NNAS by mail or courier, along with copies of your academic records/transcripts, nursing program curriculum/course descriptions, and/or course syllabi. When you send your nursing education form to your school, it is suggested that you encourage your school to provide as detailed a syllabus as possible.
- ◇ If the official providing the educational instruction information is not the school official, the name and signature of this official must be provided as well.
- ◇ **Note:** *You are responsible for paying any fee the school requests (including translation costs) to complete this form, prepare your documents, and send them to NNAS.*
- ◇ If NNAS receives documents that are written in languages other than English or French, without an English or French (where applicable) translation attached, they can be translated by NNAS for a fee, at your request.

Important: *NNAS must receive your completed Nursing Education Form and all of your nursing-related academic records/transcripts, and any other nursing program documents directly from school officials. NNAS will not accept a Nursing Education Form or any nursing education documents supplied by you or anyone else. The documents must be sent in an envelope with the organizations name, return address and seal/stamp. After NNAS receives and evaluates your Nursing Education Form and academic record/transcript documents, you may be notified that further information is required.*

b) Nursing Registration Form

- ◇ Download and print the **Nursing Registration Form**, including Part B: “Nursing Examination and Registration Information” and Part C: “Identification of Official” from your online account.
- ◇ Send a Nursing Registration Form to each nursing authority outside of Canada where you obtained a license/registration (whether it is active or inactive). Ask them to complete the form, and send it by mail or courier directly to NNAS.
- ◇ The **Nursing Registration Form** must be completed by the official authorized to provide registration/licensing information. If you have a diploma that authorized you to work as a nurse

in your country, ask the institution that issued the diploma (for example, your school or the Ministry of Health) to send an official copy of your diploma in the original language to NNAS.

- ◇ **Note:** You are responsible for any fee that the registration/licensing authority requests to complete this form, including translation costs.
- ◇ If NNAS receives documents that are in languages other than English or French, without an English or French (where applicable) translation attached, they can be translated by NNAS for fee, at your request.

Important: NNAS must receive your completed Nursing Registration Form and all registration/licensing related information and documents directly from the registration/licensing authority. NNAS will not accept a Nursing Registration Form or any nursing registration/licensing or diploma documents supplied by you or anyone else. After NNAS receives and evaluates your Nursing Registration Form or diploma documents, you may be notified that further information is required.

c) Nursing Practice/Employment Form

- ◇ Download and print the **Nursing Practice/Employment Form**, including Part B: “Employer Information” and Part C: “Identification of Employer Supervisor” from your online account.
- ◇ Send a **Nursing Practice/Employment Form** to each nursing employer you worked for in each of the last 5 calendar years starting with YEAR 1 as the current year. The forms must be completed by the official authorized to provide your nursing employment information. Ask them to complete the forms and send them directly to NNAS by mail or courier.
- ◇ **Note:** You are responsible for any fee that your employer(s) requests (including translation costs) for completing this form.
- ◇ If NNAS receives forms that are written in languages other than English or French, without an English or French (where applicable) translation attached, they can be translated by NNAS for fee, at your request.

Important: NNAS must receive your completed nursing practise employment forms directly from your current and past employer(s). NNAS will not accept nursing employment forms supplied by you or anyone else. After NNAS receives and reviews your Nursing Practice/Employment Form, you may be notified that further information is required.

d) Proof of Identity documents

- ◇ As part of your application process, you must submit documents to confirm your identity. (See Proof of Identity Documents on page 5)
- ◇ NNAS does not accept original identity documents. All identity documents must be notarized copies of original documents.(signed, date and stamp required on all copies)
- ◇ You must be with the notary when your original documents are copied and notarized as certified true copies.

- ◇ You are responsible for any fee that is requested for preparing the notarized documents.
- ◇ **Note: Certified copies of expired identity documents will not be accepted.**
- ◇ You can send the notarized copies of your proof of identity documents to NNAS by mail.

A Notary Public can prepare notarized copies of your documents. He or she is authorized by the government to certify that copied documents are true copies of the original. They apply their official signature and seal to each document they review, and declare in a written statement that they are not in any way related to the applicant.

- 1) In Canada, notarized copies must be prepared by a notary public or a lawyer.
- 2) Outside of Canada notarized copies must be prepared by an official in that jurisdiction who has the legal authority granted by the government to certify true copies of identity documents.

A notarized copy must include the following:

- ◇ the signature and seal of the notary public, along with their address and phone number, in case NNAS has to contact them and must be dated.
- ◇ a written statement that the notary has seen the originals, made the copies, and is certifying that they are true copies of original documents.

Please ensure that your legal name on your passport, government issued identification, driver's license and\marriage certificate, education, employment, and other legal documents is exactly the same as on your NNAS application. If not, you must include additional documents to explain the discrepancy, such as a marriage certificate or divorce decree.

e) Document Translations

- ◇ All documents for your NNAS application must be written or translated into English or French (where applicable).
- ◇ Copies of your original identity documents must be notarized as certified true copies before the translations are done.
- ◇ You are responsible for all translation costs.

Translations can be done in 3 ways:

- ◇ By an approved source agency (for example an educational institution or licensing authority)
- ◇ By a certified translator
- ◇ By NNAS. You can contact NNAS by mail or email via Contact Us, and request a translation. This is done by a translation service used by CGFNS International, Inc., at the cost of \$85.00 per page. You must specify the documents you want to be translated, the

language of the documents and the number of pages. With this information, NNAS will notify you of the total cost and any further actions necessary to complete the translation service.

All translated documents must include:

- ◇ The translator's official stamp and/or identification number, address and telephone number, along with the date of the translation
- ◇ A statement by the translator that it is an accurate and authentic/true representation of original document(s)
- ◇ Printed name and original signature of translator

Note: NNAS will not accept documents translated by the applicant or anyone related to the applicant. The certified translations, along with the notarized true copies of the original documents, must be mailed directly from the translator to NNAS.

f) Proof of Language Proficiency documents

- ◇ For your NNAS application, you must prove that you can listen, speak, read and write in English or French (depending on the province where you intend to register)
 - o If your first language is English or French, you will be considered for a language exemption if you meet other criteria, such as:
 - i. If the primary language where you live and work is English or French (where applicable) AND if your nursing education program language of instruction, for both theory and clinical was in English or French (where applicable). On-line or distance education programs are not accepted as evidence of fluency
 - ii. If you can show evidence of safe practice within the last two years of working as a nurse, where services were provided in English or French (where applicable) and where the primary language of the practice setting and clients was English or French
 - o If your first language is not French or English, you will be required to take a language proficiency test (as applicable).
 - i. **IELTS** - International English Language Testing System
 - ◇ www.ielts.org
 - ◇ Only the Academic format is accepted.
 - ii. **CELBAN** - Canadian English Language Benchmark Assessment for Nurses
 - ◇ <http://www.celbancentre.ca>
 - iii. **TEF** - Test d'Évaluation de Français
 - ◇ <http://www.francais.cci-paris-idf.fr/>

◇ **The minimum (lowest acceptable) scores for the language tests are:**

- o **IELTS¹:** Academic format - speaking 7, listening 7.5, reading 6.5, writing 7, overall 7
- o **CELBAN:** speaking 8, listening 10, reading 8, writing 7
- o **TEF:** speaking 5, listening 5, reading 4, writing 4, vocabulary 4

¹IELTS describes this test as “IELTS Academic” and reference it as a “format” not a “version”

Combined scores from different tests are not acceptable. Scores must be obtained from a test taken at the same sitting.

Note: *Testing must be current, with successful results that are no older than 6 months at the time you apply to NNAS.*

g) Third Party Authorization to Release Information

- ◇ NNAS protects your privacy, and will only discuss your application with you. If you choose to let NNAS disclose your file information or provide file status information to another person, you must submit a Third Party Authorization form to designate that person. (See form on page 17.)
- ◇ The completed Third Party Authorization form can be sent to NNAS by mail or courier.
- ◇ NNAS only keeps one mailing address per applicant. Therefore, NNAS will send any mailed correspondence to that address.
- ◇ **Note:** *You can cancel your Third Party Authorization at any time. Send a letter to NNAS by mail or courier.*

4. Fee Schedule - All fees are in U. S. Dollars (USD) plus applicable taxes

Main Application Order	\$650
<p>For a new NNAS application for any one provincial regulatory body.</p> <p>The Main Application order is the first NNAS application type you will purchase. One nursing group and one province can be selected for an Advisory Report.</p> <p>Your Main Application will be active for up to 12 months from the date the paid application is submitted. If all the documents required for an Advisory Report have not been received by NNAS within 12 months of submission, it will expire.</p> <p>If the Main Application order expires, all additional service orders will also expire at the same time, regardless of when they were submitted.</p> <p>An expired application can be reactivated by purchasing a Reactivation Order on the website within 12 months after it expires.</p> <p>If you do not reactivate an expired application within 12 months of expiration, you must purchase a new Main Application order at the full regular fee, along with any other Service Orders, as needed.</p> <p>An Advisory Report can be re-issued to the same regulatory body for up to 2 years after it is issued, if the original report is no longer available. There will be a service fee.</p> <p>After an Advisory Report is issued, you must purchase another Main Application order to complete an Advisory Report for another provincial regulatory body or another nursing group, at the full regular price</p>	
Advisory report for another province	\$55
<p>You can request (purchase) an Advisory Report for another province.</p> <p>An additional province report can be purchased at a discount if it is ordered before the Main Application order closes. This is referred to as an “incremental order.”</p> <p>The Main Application order closes when:</p> <ul style="list-style-type: none">(a) the Advisory Report is issued(b) the order *expires. The order expires at 12 months old if the file has not become ready for review (all required documents received and acceptable). <p>Once your main order closes you can purchase an Advisory Report for another province at the full regular fee. You may select an additional province while your main order is open by clicking on the “Add Province” link in your applicant account Dashboard screen. The fee will be charged for each additional province you select. See the fee schedule on the website for pricing.</p> <p>IMPORTANT:</p> <p>*If the Main Application order expires, all additional service orders will expire at the same time, regardless of when they were purchased.</p>	

Evaluation for a different nursing group (RN, PN, RPN)	\$220
<p>You can request (purchase) an additional evaluation for a different nursing group.</p> <p>An additional evaluation for a different nursing group can be purchased at a discount if it is ordered before the Main Application closes. This is referred to as an “incremental order.”</p> <p>The Main Application order closes when:</p> <ul style="list-style-type: none"> (a) the Advisory Report is issued (b) the order *expires. The order expires at 12 months old if the file has not become ready for review (all required documents received and acceptable). <p>Once your main order closes you can purchase an Advisory Report for another province at the full regular fee. You can purchase an additional nursing group evaluation by clicking on the “Add Nursing Group” link in your applicant account Dashboard screen. See the fee schedule on the website for pricing.</p> <p>IMPORTANT</p> <p>*If the Main Application order expires, all additional service orders will expire at the same time, regardless of when they were purchased.</p>	
Reactivation for an expired Main Application	\$180
<p>The Main Application and any additional service orders expire after 12 months from the date the Main Application was purchased, if all documents required for the Advisory Report are not received and acceptable by NNAS.</p> <p>An expired Main Application can be reactivated (for a fee) within 12 months after it expires, but can only be re-activated once. After that, you must purchase another Main Application order and any additional Service Orders to complete the Advisory Report. See the fee schedule on the website for pricing.</p>	
Document Translations (by NNAS)	\$85 per page
<p>You may purchase translation services from NNAS to translate. See the fee schedule on the website for pricing.</p>	
Appeals to NNAS, (refundable if appeal is successful)	\$500
<p>You can submit a written request to NNAS for an appeal to reconsider elements of your evaluation that you believe were misrepresented or under-evaluated. NNAS will review your case and send you a written response. See the fee schedule on the website for pricing.</p>	

NNAS has a no refund policy

There are no refunds after an order has been submitted and payment has been made.

5. Contact NNAS

1. ONLINE

Apply for all NNAS services online at <http://www.nnas.ca/>. With your online account, you can check the status of your application, verify that your documents and language test scores have been received by NNAS, make changes to your contact information, and access additional services.

DO NOT give your Password to other people.

If you have questions about your application or required documents, NNAS recommends that you first check the status of your online account. You may also contact NNAS by letter, phone or through the Contact Us form at <http://www.nnas.ca/>

See Table 2 on page 16 for more communication guidelines.

2. MAIL:

NNAS recommends that you send all correspondence by air mail and that you consider using an express courier if time is limited.

All required forms and documents sent directly from issuing authorities, should be mailed to NNAS. Third Party Authorization Forms, identity documents and any written correspondence from you can also be mailed to this address:

NNAS
P. O. Box 8658
Philadelphia, PA 19101-8658
USA

3. BY COURIER:

NNAS
3600 Market Street, Suite 400
Philadelphia, PA 19104-2651
USA

4. BY EMAIL

Your email to NNAS must be sent from the applicant's email address, for confidentiality purposes. Contact NNAS Customer Care through Contact Us at <http://www.nnas.ca/>. Always include your NNAS ID number, application number and full name in all correspondence.

5. BY PHONE:

Call NNAS Customer Care Toll Free number at 1-855-977-1898

To save time, have your NNAS ID number ready. NNAS Customer Care provides applicant status information

by phone to applicants only. If they are unable to verify your identity, information will not be released by phone. NNAS will not release information to anyone other than the applicant unless they have received a Third Party Authorization form which was signed by the applicant.

Customer Care is not available on weekends or U.S. holidays.

Please review these communication guidelines when communicating with NNAS.

Table 2: Communication Guidelines

Reason For Communication	Who Can Initiate Request?	Communications Channel	You Need
Questions about whether NNAS received your documents	Only you or your authorized third party	Email through NNAS Contact Us form at http://www.nnas.ca/ write us, call us at 1-855-977-1898, or log into your NNAS applicant account.	Include your full name, NNAS ID number and application number
Questions about correspondence from NNAS	Only you or your authorized third party	Email through NNAS Contact Us form at http://www.nnas.ca/ write us, or call us at 1-855-977-1898	Include your full name, NNAS ID number and application number
Address change	Only you or your authorized third party	Email through NNAS Contact Us form at http://www.nnas.ca/ write us, or make changes via your online applicant account	Include your full name, NNAS ID number and application number
Legal name change	Only you	Write to NNAS and include legal documentation of name change	Include your full name, NNAS ID number and application number



NNAS Third Party Authorization

NOTICE: By signing below you (1) allow NNAS Inc. and their service providers to disclose confidential, personal, private information about you and your file at NNAS to the person designated below; (2) release and indemnify NNAS, its members, service providers, trustees, officers and employees from any liability for losses, damages or claims of any type arising out of actions taken by NNAS in reliance upon this Third Party Authorization to release information, hereafter known as "Authorization".

This Authorization will remain valid from the date the Authorization is received by NNAS until such time as your file is transferred to the provincial regulatory body of application.

REVOCATION: This Authorization can be revoked by submitting a new Third Party Authorization dated and signed after the initial authorization. In addition, you may revoke this Authorization in writing at any time, which will be effective on or after the 30th day after NNAS receives it, by regular mail or courier mail, at NNAS offices.

AUTHORIZATION: I authorize NNAS to release to the authorized third party indicated by me below, any information about me and my NNAS application or services, including the status of my NNAS application or service, and any other information relating to my file at NNAS. I understand that all postal mail and email will be sent to the authorized third party's mailing address and email address as indicated below. This authorization revokes any previous authorization submitted by me.

1. Your NNAS ID number: _____ 2. Your NNAS Application number: _____

3. Your birth date (dd/mm/yy format): _____

4. Your name, signature, and date

Print your name: _____

Your signature: _____ Date: _____
(Do not print) (dd/mm/yy format)

5. Your authorized third party's information (Please print)

Third party's contact name: _____
First/Given Middle Last/Family name

Third party's organization name (if applicable): _____

Mailing address: _____

City/Town: _____ Province/State: _____

Postal Code/Zip Code: _____ Country: _____

E-mail: _____