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Nova Scotia College of Nursing

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Fair Registration Practices Act (FRPA)  
Review Report

September 20, 2022

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Province of Nova Scotia

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## EXECUTIVE SUMMARY

The Nova Scotia College of Nursing (NSCN) is specifically named in the *Fair Registration Practices Act* (FRPA or “the Act”) as a “regulating body” that is subject to the Act. Section 6 of the Act summarizes the “Duty” of each “regulating body”, including NSCN, as follows:

*Duty of regulating body*

**6** *A regulating body has a duty to carry out registration practices that are transparent, objective, impartial and procedurally fair.*

The Review Officer, appointed under Section 13 of the Act and under the authority provided for under Sections 14 and 16 of the Act, facilitated a FRPA Review, which was initiated on May 3, 2022, and resulted in this final report. The purpose of this FRPA Review at the outset was:

- 1) To determine the current compliance status with the FRPA and, in particular, the fulfillment of the above quoted “Duty” of a regulating body”; and
- 2) If areas of non-compliance are identified, to facilitate a path back to compliance through the requirement to develop an Action plan containing specific actions and completion dates as well as the requirement of progress reports on that Action plan until compliance is achieved.

The current compliance status was determined based on NSCN’s responses to 12 review questions, as well as corroborating information on NSCN’s website ([www.nscn.ca](http://www.nscn.ca)). Upon review of this information, no compliance issues were identified and therefore no Action Plan was required. The review questions, NSCN’s responses, and the assessment of those responses based on compliance criteria are detailed in this report.

As required under Subsections 16(8) of the Act, another review will be conducted on NSCN’s registration practices within 5 years of the date of this report.

The collaboration and cooperation of the Nova Scotia College of Nursing throughout this review process is gratefully acknowledged.

Sincerely,



Frank Reinhardt

Review Officer, Fair Registration Practices Act (FRPA)

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# 1. INTRODUCTION

## 1.1. THE FAIR REGISTRATION PRACTICES ACT

[The Fair Registration Practices Act](#) (FRPA; the Act) applies to 49 [regulatory bodies](#) in Nova Scotia, covering over 62 occupations and 21 trades. A regulatory body (regulatory authority or regulator) sets the standards and regulates how people practice as members of an occupation or trade. Everyone who practices within a regulated occupation or trade must register with the regulatory body.

The FRPA mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair. Section 16(2) of the FRPA states: “Every regulating body shall review its registration practices in accordance with this Section and shall file a report on the results of the review with the Review Officer for the reporting period.” This review process is to occur as per the Act and if items are deemed to be noncompliant with the FRPA, an Action Plan is required to be completed by the regulating body. The intent of the Action Plan is to identify how the items of noncompliance are progressing to ensure compliance, fairness, and transparency, as required by the Act.

## 1.2. OVERVIEW OF THE REGULATING BODY

<b>Name of Regulating Body:</b>	Nova Scotia College of Nursing
<b>Review Questions Due:</b>	2022-08-31
<b>Date Submitted:</b>	2022-08-15
<b>Name and contact for the review submitter:</b>	Name: Cathy Rose Phone: 902-377-5112 Email: cathy.rose@nscn.ca

**Occupations Authorized to Regulate:** The Nova Scotia College of Nursing (NSCN) regulates the practice of licensed practical nurses (LPN), nurse practitioners (NP) and registered nurses (RN). NSCN has six registers and six categories of licence:

- Registers: 1. LPN, 2. LPN-conditional, 3. NP, 4. NP-conditional, 5. RN, 6. Categories of licence: 1. LPN-practising, 2. LPN-conditional, 3. NP-practising, 4. NP-conditional, 5. RN-practising, 6. RN-conditional
- Categories of licence: 1. LPN-practising, 2. LPN-conditional, 3. NP-practising, 4. NP-conditional, 5. RN-practising, 6. RN-conditional

**Nova Scotia Nursing Act (2019) found here:** [https://nslegislature.ca/legc/bills/63rd\\_2nd/1st\\_read/b121.htm](https://nslegislature.ca/legc/bills/63rd_2nd/1st_read/b121.htm).

**Occupational profile:** Nurses (LPN, NP and RN) provide nursing services to clients in a variety of settings. Nursing services is defined in the Nursing Act as: "the application of specialized and evidence-based knowledge of nursing theory, health and biological, physical, behavioural, psychosocial or sociological sciences inclusive of principles of primary health care, in a variety of roles including clinical services to clients, research, education, consultation, management, administration, regulation, policy or system development relevant to such application, and such other services, roles, functions, competencies and activities for each nursing designation that are related to and consistent with the foregoing, including those

- (a) described in Section 174 or prescribed by the regulations;
- (b) taught in an approved education program;
- (c) authorized for practice under federal or Provincial legislation; and
- (d) generally accepted as constituting the practice of nursing;"

**Role of the Regulatory Body:** As the regulatory body, NSCN issues licenses to qualified LPNs, NPs and RNs practicing in Nova Scotia, sets the nursing practice standards, approves nursing education programs, enhances the continuing competence of nurses, and addresses complaints received about nursing practice. NSCN is the safeguard that assures the public that all nurses in Nova Scotia have the education and skills they need to care for people safely, competently, ethically and compassionately.

NSCN protects the public of Nova Scotia through regulating nursing services. NSCN:

- sets practice standards for the three designations of nurses
- registers and licenses those qualified to practice nursing
- approves nursing education programs
- intervenes to preserve safe practice
- governs and operates with the highest integrity

**Registration section of the NSCN website:** <https://www.nscn.ca/registration-licensing>

Note: NSCN has used hyperlinks throughout this document to assist the reader in locating the applicable information on our website.

## 2. QUANTITATIVE DATA - 2021

Quantitative data is collected from regulating bodies each year by way of a data survey. The following is a copy of the information provided by the Nova Scotia College of Nursing, covering the year 2021, in fulfillment of the quantitative reporting requirements under Section 15 of the FRPA:

<b>Total Practicing Members*:</b>	<b>15,166</b>
Licensed Practical Nurses (LPNs)	4,775
Nurse Practitioners (NP)	254
Registered Nurses (RNs)	10,137

\* As of December 31, 2021

<b>Applications</b>				
	Decisions Rendered in 2021 <sup>1</sup>		In Progress at	Received
	Successful	Unsuccessful <sup>2</sup>	end of 2021 <sup>1</sup>	in 2021
<b>Licensed Practical Nurses (LPN)</b>				
New	158	0	42	236
Interprovincial	141	0	11	145
International	9	0	48	28
<b>Nurse Practitioners (NP)</b>				
New	30	0	3	33
Interprovincial	11	0	14	15
International	1	0	0	1
<b>Registered Nurses (RNs)</b>				
New	336	0	47	466
Interprovincial	267	0	68	349
International	94	0	163	69
<b>Total</b>				
New	524	0	92	735
Interprovincial	419	0	93	509
International	104	0	211	98

1. Regardless of when the applications were received.

2. Excludes Withdrawn Applications.

<b>Province of Origin of Interprovincial Applicants:</b>				
	LPN	NP	RN	Total
Ontario	93	8	196	297
New Brunswick	15	1	42	58
Alberta	14	1	24	39
British Columbia	8	1	26	35
Newfoundland	6	2	23	31
Prince Edward Island	5	0	9	14
Quebec	2	0	12	14
Saskatchewan	2	0	7	9
Manitoba	0	1	6	7
Northwest Territories	0	0	3	3
Nunavut	0	0	1	1
Unknown	11	12	0	23
<b>Total</b>	<b>156</b>	<b>26</b>	<b>349</b>	<b>531</b>

<b>Country of Origin of International Applicants:</b>				
	LPN	NP	RN	Total
Philippines	10	0	20	30
India	7	0	18	25
Nigeria	2	0	6	8
U.S.A	1	1	6	8
United Kingdom	1	0	5	6
Israel	2	0	2	4
China	1	0	2	3
Other	4	0	10	14
Unknown	31	0	294	325
<b>Total</b>	<b>59</b>	<b>1</b>	<b>363</b>	<b>423</b>

### 3. ANALYSIS OF REGISTRATION PRACTICES

As per Section 16 of the Act, the registration practices of a regulating body must be reviewed, and a public report produced. The FRPA Program works with regulatory bodies to assess the registration practices against the compliance criteria and develop an Action Plan to help each organization comply with the Act and improve registration practices, if applicable.

The Nova Scotia College of Nursing responses to the FRPA Review Survey are detailed below, along with the review findings determined by the Review Officer in accordance with the Act.

#### 3.1: INFORMATION AND REGISTRATION PROCEDURES

This section asks questions about all practices and policies your organization may use to provide information to the applicant during the registration process. The registration process includes the actions required to be taken by individual applicants, and any documentation required to be submitted which will be used to assess the applicant’s request for registration. Documentation examples could include transcripts, certificates, job descriptions, articles, letters of support, and evaluations. All communication to and from the applicant should be clear and understandable to all individuals, including those who may have received their qualifications outside of Canada.

##### QUESTION 1 (REGISTRATION OF NEW APPLICANTS)

Explain, in detail, the requirements for registration of New Applicants, who do not have international credentials (subject of Question 2) and are not licenced in other Canadian Jurisdictions (subject of Question 3). Requirements include: 1) qualifications; 2) a list of the documentation an applicant must submit; and 3) the registration process and how requirements are met .If there are steps (such as an exam or experience requirement) that take place as a part of the registration process, please include. Also, explain how this information is communicated to applicants. Include a link(s) to information published in the public domain.

Alignment with the FRPA: Section 7(c), 9(a), 16(3)(a), (b) and (g)

<b>RESPONDENT ANSWER</b>	<b>Use the chart provided to identify each type of license issued (practising). In the rows below identify the documentation required, a step-by-step overview of the registration process, and how information is communicated for each type of license issued.</b>	
	<b>1. LICENSE TYPE</b>	<b>LPN-conditional registration and conditional category of licence</b>
	<b>QUALIFICATIONS (LIST)</b>	<b>Licensed Practical Nurse</b>
	<b>DOCUMENTATION (LIST)</b>	<b>Graduates of Nova Scotia Practical Nursing Programs:</b>

		<p>The following must be submitted to NSCN to apply for LPN-conditional registration and conditional category of licence:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Application for a Licence</a> [Nursing Act s.18(1) and s. 20(1)]</li> <li>2. Proof of name and photo identification [Nursing Act s.18(1)(c)(v)] <ul style="list-style-type: none"> <li>• Not expired government-issued photo identification (e.g. passport or driver’s license)</li> <li>• Birth certificate</li> <li>• Name change certificate (e.g. marriage certificate) if applicable</li> </ul> <p>Note: if the applicant is unable to provide one or more of these documents for reasons beyond their control, NSCN will accept an <i>Affirmation of Name</i> signed by a notary public or attorney. We have developed a template document for this purpose.</p> </li> <li>3. LPN-conditional registration and LPN-conditional category of licence <a href="#">fee</a> [Nursing Act s.18(1)(a) and 20(1)(a)]</li> <li>4. <a href="#">Registration/Licensure Verification form</a> from every jurisdiction where they held or currently hold a licence/registration (nursing and other regulated professions). Note: for most new graduates this is not applicable [Nursing Act s.18(1)(c)(iii), 18(1)(c)(iv), 20(1)(b)(i), 20 (1)(b)(v)]</li> <li>5. Original <a href="#">criminal record check(s)</a> that is less than six months old [Nursing Act s.18(1)(d) and s.45(2)]. We will accept a vulnerable sector check in lieu of the criminal record check, if the applicant was required by their employer to complete one.</li> <li>6. <i>Confirmation of Program Completion</i> from the school of nursing [Nursing Act s. 18(1)(b)]. This is a template document that the schools of nursing complete and send to NSCN, indicating that the applicant has successfully completed the requirements of the PN program.</li> </ol>
	<p><b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b></p>	<p>The Nova Scotia schools of nursing</p> <ol style="list-style-type: none"> <li>1. submit confirmation of program completion to NSCN</li> </ol> <p>The applicant:</p> <ol style="list-style-type: none"> <li>2. submits the <i>Application for a Licence</i> and pays the conditional registration and conditional category of licence fee</li> <li>3. submits the proof of name and photo identification</li> <li>4. arranges for other regulatory bodies to send a Registration/Licensure Verification form, if applicable</li> <li>5. passes the <a href="#">LPN Jurisprudence Exam</a></li> <li>6. submit a Canadian criminal record check</li> </ol> <p>Note: Steps 1 through 6 can take place in any order.</p> <p>Generally, all of the items identified above are received at NSCN prior to the application being reviewed for registration and licensure eligibility. However, NSCN will offer LPN-conditional registration and an LPN-conditional category of licence for 60 days while waiting for items 4 to 6. A condition will appear on the licence that reads: “(name) must arrange for NSCN to receive all outstanding application documents.”. There is a template letter used to communicate this information.</p> <p>Communication of decision: NSCN staff reviews the application documents and, within five business days, communicates one or more of the following decisions to the applicant in writing:</p> <ol style="list-style-type: none"> <li>1. NSCN requires additional information or documentation</li> </ol>



		<ol style="list-style-type: none"> <li>2. the applicant is eligible to take the CPNRE</li> <li>3. the applicant is eligible to apply for LPN-conditional registration and LPN-conditional licensure</li> <li>4. the applicant is ineligible for registration and licensure</li> </ol> <p># 1: When additional information or documentation is required, the applicant is notified in writing, along with the reason for the request.</p> <p># 2: When the applicant is eligible to take the CPNRE, they are notified in writing and given information outlining the application process as well as information about preparing to take the exam. This information is also available on our website.</p> <p># 3: When the applicant becomes eligible for LPN-conditional registration and is issued an LPN-conditional licensure, the applicant is notified by email and their name will appear on the “<a href="#">Search for a Nurse</a>” function on the NSCN website. It is here that members of the public can check the registration and licensure status of all LPNs, RNs and NPs by using their name or registration number.</p> <p># 4: When an applicant is found ineligible for registration and licensure, they are given a letter outlining the written reasons for the denial and information about the review process.</p> <p>The Nursing Act authorizes the Chief Executive Officer to refer a registration and licensure matter to the Registration and Licensing Committee for decision [see Nursing Act s. 19 and s21(1)(d)]. Pursuant to Nursing Act s.22(2), the Committee will review an application for registration and licensure and do one of the following:</p> <ol style="list-style-type: none"> <li>1. approve the application and direct the CEO to register and licence the individual</li> <li>2. impose conditions or restrictions on the registration and/or licence</li> <li>3. deny the application</li> </ol>
	<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<p>We communicate with applicants through email (with attached letters, if applicable), phone calls, face-to-face meetings (including the use of Zoom and Teams technology), and through the applicant portal (RN and NP only). We have template emails and letters to facilitate the consistency of information to applicants.</p> <p><i>Links:</i></p> <p>Link to main page of the website for new Nova Scotia graduates: <a href="https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/new-grad-educated-nova-scotia">https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/new-grad-educated-nova-scotia</a></p> <p>Link to conditional registration and conditional category of licence page: <a href="https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/conditional-registration-licensure">https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/conditional-registration-licensure</a> ; on this page there are also two question and answer documents:</p> <ol style="list-style-type: none"> <li>1. <a href="#">LPN Conditional Licence Questions and Answers for Applicants</a></li> <li>2. <a href="#">LPN Conditional Licence Questions and Answers for Employers</a></li> </ol> <p>Link to application form: <a href="#">Application for a Licence</a></p> <p>Link to fees: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/fees-payment-receipts">https://www.nscn.ca/registration-licensing/general-licensing-information/fees-payment-receipts</a></p> <p>Link to verification form: <a href="#">Registration/Licensure Verification form</a> (if needed)</p> <p>Link to criminal record check information: <a href="#">criminal record check</a></p>
	<p><b>2. LICENSE TYPE</b></p>	<p><b>RN-conditional registration and conditional category of licence</b></p>

<b>QUALIFICATIONS (LIST)</b>	<b>Registered Nurse</b>
<b>DOCUMENTATION (LIST)</b>	<b>Graduates of Nova Scotia Nursing Programs:</b> The application requirements are the same as the LPN-conditional registration and conditional category of licence
<b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b>	The registration process is the same as that of the LPN-conditional registration and conditional category of licence above with the following exceptions: 1. RN applicants must pass the <a href="#">RN Jurisprudence Exam</a> 2. in the communication of decision, RN applicants may be given eligibility: a) to take the NCLEX-RN b) apply for RN-conditional registration and an RN-conditional category of licence.
<b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b>	Communication of information is the same as the LPN-conditional registration and LPN-conditional category of licence except the links to the questions and answers documents are different: 1. <a href="#">RN Conditional Licence Questions and Answers for Applicants</a> 2. <a href="#">RN Conditional Licence Questions and Answers for Employers</a> The link to the registration exam is different. Here is the link to the NCLEX-RN information on our website: <a href="https://www.nscn.ca/registration-licensing/licensing-exams/nclex-rn-exam">https://www.nscn.ca/registration-licensing/licensing-exams/nclex-rn-exam</a>
<b>3. LICENSE TYPE</b>	<b>Nurse Practitioner – conditional registration and conditional category of licence</b>
<b>QUALIFICATIONS (LIST)</b>	<b>Nurse practitioner</b>
<b>DOCUMENTATION (LIST)</b>	Note: nursing practitioners must hold RN registration and a current RN category of licence with NSCN to apply for NP registration and licensure. they must submit the following: 1. <a href="#">Initial Registration Assessment Application</a> or apply on the <a href="#">RN &amp; NP New Application Portal</a> [Nursing Act s.18(1) and s. 20(1)] 2. <a href="#">Assessment fee</a> [Nursing Act s.18(1)(a) and 20(1)(a)] 3. Provide proof of passing a NSCN-approved controlled drugs & substances theory course or that this curriculum was taught in their NP program. 4. Provide proof of program completion from the school of nursing [Nursing Act s. 18(1)(b)]
<b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b>	<b>Registration Process:</b> <b>Graduates of Nova Scotia Nurse Practitioner Programs:</b> 1. Obtain registration and a licence to practice nursing as an RN in Nova Scotia 2. submit the documents listed above 3. <a href="#">Pass the RN Jurisprudence Exam</a> 4. <a href="#">Pass the NP Jurisprudence Exam</a> Communication of decision: is the same as the LPN and RN communication except: 1. the applicant would be given eligibility to take the applicable NP exam based on their client population:

	<ul style="list-style-type: none"> <li>a) Family/All Ages: Canadian Nurse Practitioner Examination (CNPE):</li> <li>b) Pediatrics: Pediatrics Primary Care NP Exam:</li> <li>c) Adult: Adult/Gerontology Primary Care NP Exam</li> <li>d) Neonatal: there is currently no exam for this NP group. They must successfully complete the Neonatal NP Competence Assessment Process. In this competence assessment the applicant is required to: <ul style="list-style-type: none"> <li>1. complete an Objective Structured Clinical Exam (OSCE)</li> <li>2. work 400 preceptored hours as an NP with conditional registration and a conditional category of licence</li> <li>3. submit a learning plan to NSCN</li> <li>4. submit a clinical practice form completed by their preceptor(s) at the end of their 400 hours</li> </ul> </li> </ul> <p>2. the applicant is eligible to apply for NP-conditional registration and an NP-conditional category of licence</p>
<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<p><b>The communication is the same as the LPN and RN except:</b>  The NP conditional registration and conditional category of licence questions and answers are different:</p> <ul style="list-style-type: none"> <li>1. <a href="#">NP Conditional Licence Questions and Answers for Applicants</a></li> <li>2. <a href="#">NP Conditional Licence Questions and Answers for Employers</a></li> </ul> <p>Here is a link to the NP exams: <a href="#">NP exam</a></p>
<p><b>4. LICENSE TYPE</b></p>	<p><b>LPN-Registration and LPN-Practising Category of Licence</b>  <b>RN-Registration and RN-Practising Category of Licence</b>  <b>NP-Registration and NP-Practising Category of Licence</b></p>
<p><b>QUALIFICATIONS (LIST)</b></p>	<p><b>LPN-conditional</b>  <b>RN-conditional</b>  <b>NP-conditional</b></p>
<p><b>DOCUMENTATION (LIST)</b></p>	<p>All conditional registration and conditional category of licence holders are eligible for registration and a practicing licence once they:</p> <ul style="list-style-type: none"> <li>1. pass the applicable exams [Nursing Act s.18(1)(c)(i)]: <ul style="list-style-type: none"> <li>a) LPN – <a href="#">CPNRE</a></li> <li>b) RN – <a href="#">NCLEX-RN</a></li> <li>c) NP – applicable <a href="#">NP exam</a> based on their NP program/ client population: <ul style="list-style-type: none"> <li>i. Family/All Ages: Canadian Nurse Practitioner Examination (CNPE)</li> <li>ii. Pediatrics: Pediatrics Primary Care NP Exam</li> <li>iii. Adult: Adult/Gerontology Primary Care NP Exam</li> <li>iv. Neonatal: Neonatal NP Competence Assessment Process (described on page 11)</li> </ul> </li> </ul> </li> <li>2. submit an <i>Application for a Licence</i> [Nursing Act s.18(1) and s. 20(1)]</li> </ul>

		<ol style="list-style-type: none"> <li>3. pay the applicable <a href="#">registration and licensure fees [Nursing Act s.18(1)(a) and 20(1)(a)]</a></li> <li>4. provide any outstanding application documents, if applicable</li> </ol> <p>Note: if the new graduate did not hold conditional registration and a conditional category of licence before passing the exam, they must provide all the applicable documentation outlined above in sections 1, 2 and 3, as applicable</p>
	<b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b>	<ol style="list-style-type: none"> <li>1. NSCN receives official confirmation from the exam provider that the applicant has passed the applicable registration exam; NSCN informs the applicant of their exam results. In the case of the NNP, this is once the learning plan and the clinical practice form are reviewed, the NP is informed of their next steps in obtaining NP-registration and an NP-practising category of licence.</li> </ol> <p>The applicant:</p> <ol style="list-style-type: none"> <li>2. submits an <i>Application for a Licence</i></li> <li>3. pays the applicable registration and licensure fees</li> </ol> <p>NSCN staff review the application documents and issue NP-registration and an NP-practising category of licence. When the applicant becomes eligible for registration and is issued a practising category of licence, the applicant is notified by email and their name will appear on the “<a href="#">Search for a Nurse</a>” function on the NSCN website. It is here that members of the public can check the registration and licensure status of all LPNs, RNs and NPs by using their name and/or registration number.</p>
	<b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b>	<p>Communication of decision is the same as those identified in the LPN, RN and NP sections above</p> <p>NP Exam page: <a href="https://www.nscn.ca/registration-licensing/licensing-exams/np-exams">https://www.nscn.ca/registration-licensing/licensing-exams/np-exams</a></p> <ol style="list-style-type: none"> <li>1. Family/All Ages: Canadian Nurse Practitioner Examination (CNPE): <ol style="list-style-type: none"> <li>a. <a href="#">Family/All Ages Exam Application Form</a></li> <li>b. <a href="#">Exam Fact Sheet</a></li> </ol> </li> <li>2. Pediatrics: Pediatrics Primary Care NP Exam: <ol style="list-style-type: none"> <li>a. Primary Care Pediatric Nurse Practitioner Certification Exam <a href="#">Application Form</a></li> <li>b. Exam Fact <a href="#">Sheet</a></li> <li>c. Release <a href="#">Form</a></li> </ol> </li> <li>3. Adult: Adult/Gerontology Primary Care NP Exam <ol style="list-style-type: none"> <li>a. Application <a href="#">Form</a></li> <li>b. Exam Fact <a href="#">Sheet</a></li> </ol> </li> </ol>
<b>REVIEW FINDINGS</b>	<b>Compliance Criteria:</b> Requirement that the regulating body:	<b>Compliant?</b> <b>(YES/NO)</b>

(To be completed by the FRPA Review Officer)	• provides information about its registration practices in a clear and understandable form;	YES
	• explains the qualifications required for registration;	YES
	• identifies documentation of qualifications that must accompany an application;	YES
	• explains the registration process and how requirements for registration are to be met;	YES
	• explains how information is communicated; and	YES
	• provides information in a publicly accessible manner.	YES

**Comments, to be completed by the FRPA Review Officer:**  
 Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from the information found on NSCN’s website ([www.nscn.ca](http://www.nscn.ca)) on September 8, 2022.

**QUESTION 2 (REGISTRATION OF INTERNATIONAL APPLICANTS)**

Do you have a registration process for applicants who have international qualifications? If so, describe the process and include a list of the documentation an applicant must submit. How is information on the registration process communicated to applicants with international qualifications? Include a link(s) to information published in the public domain.

Alignment with the FRPA: *Section 7(c), 9(a) and 16(3)(b), (g)*

<b>RESPONDENT ANSWER</b>	<b>Use the chart provided to identify each type of license issued (practising). In the rows below identify the documentation required, a step-by-step overview of the registration process, and how information is communicated for each type of license issued.</b>	
	<b>1. LICENSE TYPE</b>	<p>LPN-conditional registration and LPN-conditional category of licence          RN-conditional registration and RN-conditional category of licence          LPN-registration and LPN-practising category of licence          RN-registration and RN-practising category of licence</p>
	<b>DOCUMENTATION (LIST)</b>	<p>NNAS Advisory Report and Supporting Documentation:</p> <ul style="list-style-type: none"> <li>• Proof of legal name and photo identification [Nursing Act s.18(1)(c)(v)]             <ul style="list-style-type: none"> <li>▪ Government-issued photo ID (e.g. passport or driver’s license)</li> <li>▪ Birth certificate</li> <li>▪ Name change certificate (e.g. marriage certificate), if they have changed their name following marriage.</li> </ul> </li> <li>• NNAS Application Form and NNAS correspondence</li> <li>• <i>Nursing Registration Form</i> from all nursing regulatory bodies the applicant holds or has held registration/licensure [Nursing Act s.18(1)(c)(iii), 18(1)(c)(iv), 20(1)(b)(i), 20 (1)(b)(v)]</li> <li>• <i>Nursing Practice/Employment Form</i> from all nursing employers they have worked for in the past five years [Nursing Act s. 18(1)(c)(iii)]</li> <li>• <i>Nursing Education Form</i>, which provides information about the nursing program from the school(s) of nursing [Nursing Act s. 18(1)(b)]</li> </ul>

		<ul style="list-style-type: none"> <li>• Transcripts from the school(s) of nursing for all nursing programs [Nursing Act s. 18(1)(b)]</li> <li>• English language proficiency test scores, if applicable [Nursing Act s. 18(1)(c)(ii)]</li> </ul> <p>Note: English language proficiency test score expire two years from the test date. Applicants <u>may</u> be required to provide updated test scores if they do not meet another option, as outlined on our website here: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/english-language-proficiency">https://www.nscn.ca/registration-licensing/general-licensing-information/english-language-proficiency</a></p> <p>Note: While in the NNAS application process, IENs can request English language proficiency assessment be deferred from the NNAS process by completing the following form: <a href="https://www.nscn.ca/form-defer-english-language-proficiency-assessment-nscn">https://www.nscn.ca/form-defer-english-language-proficiency-assessment-nscn</a></p> <ul style="list-style-type: none"> <li>• NSCN application form: <a href="#">Internationally Educated Nurses not Currently Licensed in Canada Application for Initial Registration Assessment in Nova Scotia</a> [Nursing Act s.18(1) and s. 20(1)]</li> <li>• <a href="#">Initial assessment fee</a> (LPN) or <a href="#">Initial Assessment Fee</a> (RN) [Nursing Act s.18(1)(a) and 20(1)(a)]</li> <li>• Meet NSCN’s English language proficiency registration requirement explained here: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/english-language-proficiency">https://www.nscn.ca/registration-licensing/general-licensing-information/english-language-proficiency</a> [Nursing Act s. 18(1)(c)(ii)].</li> </ul> <p>Note: <i>Nursing Registration Form</i> and the <i>Nursing Practice/Employment Form</i> expire two years from the date they were completed. If the documents submitted to NNAS have expired, applicants <u>may</u> be required to submit updated documents prior to the assessment of their application.</p>
	<p><b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b></p>	<p>We do not proceed with the assessment of the application until all of the documents have been submitted and the NNAS advisory report has been received.</p> <p>Note: we currently accept electronic verifications from regulatory bodies in Canada. If we can authenticate an international verification by using an online search tool or by contacting the regulatory body directly by phone or email, we accept the electronic verification from international sources.</p> <p>There are two flowcharts on our website that outlines the pathway to registration and licensure for IEN applicants:</p> <ol style="list-style-type: none"> <li>1. LPN: <a href="https://cdn1.nscn.ca/sites/default/files/documents/Registration/IEN_Pathway_LPn.pdf">https://cdn1.nscn.ca/sites/default/files/documents/Registration/IEN_Pathway_LPn.pdf</a></li> <li>2. RN: <a href="https://cdn1.nscn.ca/sites/default/files/documents/Registration/IEN_Pathway_RN.pdf">https://cdn1.nscn.ca/sites/default/files/documents/Registration/IEN_Pathway_RN.pdf</a></li> </ol> <p>The application process for both LPN and RN IEN applicants is as follows:</p> <ol style="list-style-type: none"> <li>a) the IEN applicant applies to NNAS to have their credentials authenticated and compared to Canadian education standards</li> <li>b) once the IEN receives their NNAS Advisory Report, they submit an application to NSCN: <a href="#">Internationally Educated Nurses not Currently Licensed in Canada Application for Initial Registration Assessment in Nova Scotia</a> [Nursing Act s.18(1) and s. 20(1)] and pays the applicable <a href="#">fee</a> [Nursing Act s.18(1)(a) and 20(1)(a)]</li> <li>c) NSCN accesses and downloads the NNAS Advisory Report and supporting documents from a secure online server</li> <li>d) The application documents are reviewed to determine whether all required documents have been collected by NNAS. If anything is missing, the applicant is informed by email. Note: if the applicant is unable to provide one or more of the identity documents for reasons beyond their control, NSCN will accept an Affirmation of Name signed by a notary public or attorney. We have developed a template document for this purpose.</li> <li>e) Once the application is deemed to be complete, it is reviewed by a nursing consultant and the applicant received written communication about their next steps:</li> </ol>

- i. the applicant is eligible to take the [registration exams](#) and apply for [conditional registration and conditional category of licence](#)
- ii. the applicant is eligible for registration once they have completed the [jurisprudence exam](#) and submitted a [criminal record check\(s\)](#)
- iii. the applicant is given one opportunity to take the registration exam and are given eligibility for one four-month conditional registration and conditional category of licence, which expires if the applicant fails their one attempt of the exam
- iv. the applicant is required to choose one of two interventions:
  - 1. [Nursing Community Assessment Service](#) (NCAS) assessment and any resulting bridging education courses, or
  - 2. [Nursing Re-entry Program](#) provided at the Nova Scotia Community College (NSCC for LPNs) or the Nova Scotia Health Learning Institute for Health Care Providers ([Learning Institute for RNs](#))
- v. the applicant is informed they are ineligible for registration and licensure; in which case they are informed of their right to have this decision reviewed by a panel of the Registration and Licensing Review Committee. This process is explained in greater detail later in the report.

For applicants who are required to complete one of the interventions in #iv above:

1. The applicant completes the applicable *Consent for Release of Information* (the consent form can be found on our website and a link is included in our written communication).
2. the information contained in the *Consent for Release of Information* is sent to the external service provider (NCAS, NSCC or the Learning Institute) and the applicant is copied on this correspondence
3. the applicant then works with the external service provider to complete the required intervention
  - a) in the case of the NCAS assessment:
    1. the applicant completed the NCAS assessment
    2. a copy of the NCAS report is sent to the applicant for review
    3. once the report is accepted by the applicant, a copy of the report is sent to NSCN
    4. NSCN reviews the NCAS report and determines the bridging education courses the applicant must complete based on the competency gaps identified in the report. Note: some individuals may have no competency gaps and move onto taking the applicable registration exam
    5. NSCN communicates the bridging education courses the applicant is required to complete
      - i. if there are no courses required, the applicant is given eligibility to take the CPNRE or NCLEX-RN – if they previously passed a registration exam accepted by NSCN, they are given eligibility to apply for registration and licensure (see page 48 for the list of exams accepted by NSCN).
      - ii. if there are competence gaps identified in the NCAS assessment and bridging education courses are required
        - a. NSCN informs the applicant of the bridging education courses they are required to complete and that they must be completed at the NSCC (for LPNs) or the Learning Institute (for RNs)
        - b. the applicant will submit a *Consent for Release of Information* to NSCN allowing us to send their information to NSCC or the Learning Institute



		<ul style="list-style-type: none"> <li>c. NSCN will send the applicant’s information to the bridging education provider (i.e. NSCC or the Learning Institute) – the applicant is copied on this correspondence</li> <li>d. the applicant will successfully complete the bridging education courses at NSCC or the Learning Institute</li> <li>e. NSCC or the Learning Institute will send official confirmation to NSCN of course completion</li> <li>f. NSCN will provide information about applying for: <ul style="list-style-type: none"> <li>1. the applicable registration exam, if the applicant has not passed an exam accepted by NSCN (See page 48)</li> <li>2. conditional registration and a conditional category of licence, if the applicant has not passed an exam accepted by NSCN (See page 48)</li> <li>3. registration and a practising category of licence if the applicant previously passed an exam accepted by NSCN (See page 48)</li> </ul> </li> </ul> <p>b) in the case of the nursing re-entry program:</p> <ul style="list-style-type: none"> <li>1. the applicant successfully completes the nursing re-entry program</li> <li>2. the NSCC (LPN) or the Learning Institute (RN) will send official confirmation to NSCN of course completion</li> <li>3. NSCN will provide information about applying for: <ul style="list-style-type: none"> <li>i. the applicable registration exam (LPN: CPNRE; RN: NCLEX-RN)</li> <li>ii. conditional registration and a condition category of licence, if the applicant has not passed an exam accepted by NSCN (See page 48)</li> <li>iii. registration and a practising category of licence if the applicant previously passed an exam accepted by NSCN (See page 48)</li> </ul> </li> </ul>
	<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<p>Communication to the applicant is similar to the LPN and RN communication described above.</p> <p>Link to the main IEN page: <a href="https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/internationally-educated-nurse-not-currently-licensed-canada">https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/internationally-educated-nurse-not-currently-licensed-canada</a></p> <p>Information about the NCAS assessment can be found on our website here <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/nursing-re-entry-and-competence-assessment">https://www.nscn.ca/registration-licensing/general-licensing-information/nursing-re-entry-and-competence-assessment</a> and on our provider’s website here: <a href="https://www.ncasbc.ca/getting_started/Pages/mc.aspx">https://www.ncasbc.ca/getting_started/Pages/mc.aspx</a></p> <p>Information about the bridging education courses that may be required following the NCAS assessment can be found on our website here: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/nursing-re-entry-and-competence-assessment">https://www.nscn.ca/registration-licensing/general-licensing-information/nursing-re-entry-and-competence-assessment</a> and on our provider’s website here: <a href="https://learninginstitute.nshealth.ca/rn-bridging-reentry">https://learninginstitute.nshealth.ca/rn-bridging-reentry</a>.</p> <p>Information about the nursing re-entry program can be found on our website here: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/nursing-re-entry-and-competence-assessment">https://www.nscn.ca/registration-licensing/general-licensing-information/nursing-re-entry-and-competence-assessment</a> and on our provider’s website here: <a href="https://learninginstitute.nshealth.ca/rn-bridging-reentry">https://learninginstitute.nshealth.ca/rn-bridging-reentry</a>.</p>
	<p><b>2. LICENSE TYPE</b></p>	<p><b>Nurse Practitioner</b></p>



	<p><b>DOCUMENTATION (LIST)</b></p>	<p>Note: nursing practitioners must hold RN registration and a current RN category of licence with NSCN to apply for NP registration and licensure. They must</p> <ol style="list-style-type: none"> <li>1. submit the <a href="#">Initial Registration Assessment Application</a> or apply on the <a href="#">RN &amp; NP New Application Portal</a> [Nursing Act s.18(1) and s. 20(1)]</li> <li>2. pay the <a href="#">Assessment fee</a> [Nursing Act s.18(1)(a) and 20(1)(a)]</li> <li>3. Provide proof of passing a NSCN-approved controlled drugs &amp; substances theory course or that this curriculum was taught in their NP program.</li> <li>4. arrange for the Director or designate from their NP Program to forward the following to NSCN: <ol style="list-style-type: none"> <li>a) Description of the program of study</li> <li>b) Course objectives/outcomes</li> <li>c) Nurse practitioner competencies to be achieved within the program</li> <li>d) Detailed course content ( not the brief university program calendar description)</li> <li>e) Number of course hours (theory/lab/clinical)</li> <li>f) Methods of evaluation [Nursing Act s. 18(1)(b)]</li> </ol> </li> </ol>
	<p><b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b></p>	<ol style="list-style-type: none"> <li>1. The information from the NP program is sent to an external psychometrician who, along with an NP, compares the international NP program to the Dalhousie University program and the entry level competencies for NPs. The NP is informed of the estimated costs and that they are responsible to pay. At the end of this analysis a report is prepared.</li> <li>2. NSCN reviews the report prepared by the psychometrician, with the following possible decisions: <ol style="list-style-type: none"> <li>a) the international NP program is <u>comparable</u> to the Dalhousie University program (taught 100% of the critical NP entry-level competencies and 80% of the very important NP entry-level competencies and the applicant is given eligibility for one of the following: <ol style="list-style-type: none"> <li>1. the applicant NP exam, according to the NP client population, and entry into the NP-conditional register and the NP-conditional category of licence</li> <li>2. If the applicant previously passed a NP registration exam accepted by NSCN, the NP is given eligibility for NP-registration and an NP-practising category of licence</li> </ol> </li> <li>b) the international NP program is <u>not comparable</u> to the Dalhousie University program, the applicant is referred to the Registration and Licensing Committee for review and decision. <ol style="list-style-type: none"> <li>1. once the NP meets the requirements of the Registration and Licensing Committee, they will be eligible for: <ol style="list-style-type: none"> <li>i. the applicant NP exam, according to the NP client population, and entry into the NP-conditional register and the NP-conditional category of licence</li> <li>ii. If the applicant previously passed a NP registration exam accepted by NSCN, the NP is given eligibility for NP-registration and an NP-practising category of licence</li> </ol> </li> </ol> </li> </ol> </li> </ol>

	<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<p>We communicate with applicants through email (with attached letters if applicable), phone calls, face-to-face meetings, and through the applicant portal (RN and NP).          We have created template emails and letters for consistency in communication.          The application process information can be found on our website: <a href="https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/internationally-educated-nurse-not-currently-licensed-canada">https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/internationally-educated-nurse-not-currently-licensed-canada</a>          Link to information about the Registration and Licensing Committee: <a href="https://www.nscn.ca/explore-nscn/committees/registration-and-licensing-committee">https://www.nscn.ca/explore-nscn/committees/registration-and-licensing-committee</a></p>
<p>If you do not have a process, please explain.</p>		
<p><b>REVIEW FINDINGS</b>  (To be completed by the FRPA Review Officer)</p>	<p><b>Compliance Criteria:</b>          Requirement that the regulating body:</p> <ul style="list-style-type: none"> <li>• provides information about its registration practices in a clear and understandable form to individuals who received their qualifications outside Canada;</li> <li>• identifies documentation of qualifications that must accompany an application;</li> <li>• explains the registration process and how requirements for registration are to be met;</li> <li>• explains how information is communicated; and</li> <li>• provides information in a publicly accessible manner.</li> </ul>	<p><b>Compliant? (YES/NO)</b></p> <p>YES          YES          YES          YES          YES</p>
<p><b>Comments, to be completed by the FRPA Review Officer:</b>          Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from the information found on NSCN’s website (<a href="http://www.nscn.ca">www.nscn.ca</a>) on September 8, 2022.</p>		

**QUESTION 3 (REGISTRATION OF INTERPROVINCIAL APPLICANTS)**

Do you have a registration process for applicants who are registered/licensed in another jurisdiction in Canada (Interprovincial applicants)? If so, describe the process and include a list of the documentation an applicant must submit. How is information on the registration process communicated to applicants who are Interprovincial applicants? Include a link(s) to information published in the public domain.

Alignment with FRPA: *Sections 3, 7(c), 9(a) and 16(3)(b), (g)*

**Interprovincial applicants:** applicants who are currently registered/licensed in another jurisdiction in Canada, in accordance with the Canadian Free Trade Agreement (CFTA).

<p><b>RESPONDENT ANSWER</b></p>	<p>Use the chart provided to identify each type of license issued (practising). In the rows below identify the documentation required, a step-by-step overview of the registration process, and how information is communicated for each type of license issued.</p>
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	<p><b>a) LICENSE TYPE</b></p>	<p><b>LPN-conditional registration and LPN-conditional category of licence</b></p>
	<p><b>DOCUMENTATION (LIST)</b></p>	<p><b>Graduates of Canadian (out of province) Practical Nursing Programs:</b>  The following must be submitted to NSCN to apply for LPN-conditional registration and conditional category of licence:</p> <ol style="list-style-type: none"> <li>1. Application for a Licence [Nursing Act s.18(1) and s. 20(1)]</li> <li>2. Payment of the initial assessment fee [Nursing Act s.18(1)(a) and 20(1)(a)]</li> <li>3. Proof of name and photo identification [Nursing Act s.18(1)(c)(v)] <ul style="list-style-type: none"> <li>• Not expired government-issued photo identification (e.g. passport or driver’s license)</li> <li>• Birth certificate</li> <li>• Name change certificate (e.g. marriage certificate) if applicable</li> </ul> <p>Note: if the applicant is unable to provide one or more of the identity documents for reasons beyond their control, NSCN will accept an Affirmation of Name signed by a notary public or attorney. We have developed a template document for this purpose.</p> </li> <li>4. LPN-conditional registration and LPN-conditional category of licence fee [Nursing Act s.18(1)(a) and 20(1)(a)]</li> <li>5. Registration/Licensure Verification form from the last jurisdiction where they held or currently hold a licence/registration (nursing and other regulated professions). Note: for most new graduates this is not applicable [Nursing Act s.18(1)(c)(iii), 18(1)(c)(iv), 20(1)(b)(i), 20 (1)(b)(v)]</li> <li>6. Original criminal record check [Nursing Act s.18(1)(d) and s.45(2)]</li> <li>7. Confirmation of Program Completion from the school of nursing or the regulatory body where they completed their program [Nursing Act s. 18(1)(b)]</li> <li>8. Evidence of English language proficiency [Nursing Act s.18(1)(c)(ii)]</li> </ol>
	<p><b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b></p>	<p><b>Graduated of Canadian (out of province) Practical Nursing schools of nursing</b>  The applicant:</p> <ol style="list-style-type: none"> <li>1. arranges for NSCN to receive Confirmation of Program Completion from the school of nursing or the regulatory body where they completed their program [Nursing Act s. 18(1)(b)]</li> <li>2. submits the <i>Application for a Licence</i> [Nursing Act s.18(1) and s. 20(1)] and pays initial assessment fee and the conditional registration and conditional category of licence fee [Nursing Act s.18(1)(a) and 20(1)(a)]</li> <li>3. submits the proof of name and photo identification [Nursing Act s.18(1)(c)(v)]</li> <li>4. submits evidence of English language proficiency in keeping with NSCN’s policy [Nursing Act s.18(1)(c)(ii)]</li> <li>5. arranges for other regulatory bodies to send a registration/Licensure Verification form, if applicable [Nursing Act s.18(1)(c)(iii), 18(1)(c)(iv), 20(1)(b)(i), 20 (1)(b)(v)]</li> <li>6. passes the <a href="#">LPN Jurisprudence Exam</a> [Nursing Act s.18(1)(c)(i)]</li> <li>7. submit a Canadian criminal record check [Nursing Act s.18(1)(d) and s.45(2)]</li> </ol> <p>Note: Steps 1 through 7 can take place in any order. We will offer conditional registration and a conditional licensure for 60 days while waiting for items 5 to 7.</p>

<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<p>We communicate with applicants through email (with attached letters if applicable), phone calls, face-to-face meetings, and through the applicant portal (RN and NP).          We have created template emails and letters.          Link to main page of the website for new out of province Canadian graduates: <a href="https://www.nscn.ca/new-grad-educated-another-province">https://www.nscn.ca/new-grad-educated-another-province</a>          Link to application form: <a href="#">Application for a Licence</a>          Link to fees: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/fees-payment-receipts">https://www.nscn.ca/registration-licensing/general-licensing-information/fees-payment-receipts</a>          Link to English language proficiency information: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/english-language-proficiency">https://www.nscn.ca/registration-licensing/general-licensing-information/english-language-proficiency</a>          Link to verification form: <a href="#">Registration/Licensure Verification form</a> (if needed)          Link to criminal record check information: <a href="#">criminal record check</a></p>
<p><b>b) LICENSE TYPE</b></p>	<p><b>RN-conditional registration and RN-conditional category of licence</b></p>
<p><b>DOCUMENTATION (LIST)</b></p>	<p><b>Graduates of Canadian (out of province) Nursing Programs:</b>          The documents required by the RN out of province new graduate are the same as the LPN out of province new graduate with the exception of:          1. RN applicants submit their Application for a Licence on the <a href="#">RN &amp; NP New Application Portal</a> [Nursing Act s.18(1) and s. 20(1)]</p>
<p><b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b></p>	<p>This process is the same as that of LPN out of province new graduates</p>
<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<p>This communication and website links are the same as those of LPN applicants</p>
<p><b>c) LICENSE TYPE</b></p>	<p><b>NP-conditional registration and NP-conditional category of licence</b></p>
<p><b>DOCUMENTATION (LIST)</b></p>	<p>The documentation requirement is the same as that of NPs who graduated from nursing programs in NS (see Question 1).</p>
<p><b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b></p>	<p>The process is the same as that of NPs who graduated from nursing programs in NS (see Question 1).</p>
<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<p>The communication is the same as that of NPs who graduated from nursing programs in NS (see Question 1).</p>
<p><b>d) LICENSE TYPE</b></p>	<p><b>Special Event conditional registration and conditional category of licence</b></p>

		<p>LPN-conditional registration and LPN-conditional category of licence  RN-conditional registration and RN-conditional category of licence  NP-conditional registration and NP-conditional category of licence</p>
	<p><b>DOCUMENTATION (LIST)</b></p>	<p>Please submit the following documents and fees to apply:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Application for a Practising Licence</a> [Nursing Act s.18(1) and s. 20(1)]</li> <li>2. <a href="#">Application fee</a> [Nursing Act s.18(1)(a) and 20(1)(a)]</li> <li>3. Photocopy of the following documents: <ul style="list-style-type: none"> <li>• Government-issued photo ID (e.g. passport or driver’s license)</li> <li>• Birth certificate</li> <li>• Name change certificate (e.g. marriage certificate) if you are married</li> </ul> <p>Note: if the applicant is unable to provide one or more of the identity documents for reasons beyond their control, NSCN will accept an Affirmation of Name signed by a notary public or attorney. We have developed a template document for this purpose.</p> </li> <li>4. <a href="#">Original criminal record check</a> [Nursing Act s.18(1)(d) and s.45(2)]</li> <li>5. Verification of Current Registration and Licensure [Nursing Act s.18(1)(c)(iii), 18(1)(c)(iv), 20(1)(b)(i), 20 (1)(b)(v)]</li> <li>6. Proof of employment or proof of enrollment in a nursing course</li> <li>7. <a href="#">English Language Proficiency Test, if applicable.</a></li> </ol>
	<p><b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b></p>	<p>The documents and fees above can be sent to NSCN in any order. Once the application is complete, it will take a maximum of five business days to process the application. The licence is issued for a maximum of four months, once per licensure year. These licenses will have the following conditions and restrictions:</p> <ol style="list-style-type: none"> <li>1. the applicant will only be able to engage in the practise of nursing in Nova Scotia for the purpose of providing nursing services with a specific employer or while completing a specific course during a specific time frame.</li> <li>2. the applicant must maintain their practising licence in another Canadian jurisdiction (this would not apply in an emergency/disaster event).</li> </ol> <p>Nurse Practitioners have an additional condition/restriction: cannot prescribe controlled drugs and substances</p>
	<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<p>The communication is the same as that of LPN and RN conditional registration and conditional category of licensure recipients. Link to page about this type of licence: <a href="https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/any-nurse-registered-or-licensed-another-province/special-event-conditional-licence">https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/any-nurse-registered-or-licensed-another-province/special-event-conditional-licence</a></p>
	<p><b>e) LICENSE TYPE</b></p>	<p><b>LPN-registration and LPN-practising category of licence</b>  <b>RN-registration and RN-practising category of licence</b>  <b>NP-registration and NP-practising category of licence</b></p>

	<p><b>DOCUMENTATION (LIST)</b></p>	<p>The following must be submitted to NSCN to apply for registration and category of licence:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Application for a Licence</a> [Nursing Act s.18(1) and s. 20(1)]</li> <li>2. Initial assessment <a href="#">fee</a> [Nursing Act s.18(1)(a) and 20(1)(a)]</li> <li>3. Proof of name and photo identification [Nursing Act s.18(1)(c)(v)] <ul style="list-style-type: none"> <li>o Not expired government-issued photo identification (e.g. passport or driver’s license)</li> <li>o Birth certificate</li> <li>o Name change certificate (e.g. marriage certificate) if applicable</li> </ul> <p>Note: if the applicant is unable to provide one or more of the identity documents for reasons beyond their control, NSCN will accept an Affirmation of Name signed by a notary public or attorney. We have developed a template document for this purpose.</p> </li> <li>4. Licensure <a href="#">fee</a> [Nursing Act s.18(1)(a) and 20(1)(a)]</li> <li>5. <a href="#">Registration/Licensure Verification form</a> from the last jurisdiction in Canada where they held or currently hold a licence/registration [Nursing Act s.18(1)(c)(iii), 18(1)(c)(iv), 20(1)(b)(i), 20 (1)(b)(v)]</li> <li>6. pass the applicable jurisprudence exam [Nursing Act s.18(1)(c)(i)]</li> <li>7. Statement from Employer from most recent employer [Nursing Act s. 18(1)(c)(iii)]</li> <li>8. Original <a href="#">criminal record check</a> [Nursing Act s.18(1)(d) and s.45(2)]</li> <li>9. Proof of <a href="#">English Language Proficiency</a>, as applicable. [Nursing Act s. 18(1)(c)(ii)]</li> </ol>
	<p><b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b></p>	<p>RN and NP applicants can visit the <a href="#">RN &amp; NP New Applicant Portal</a> to track the receipt of their application documents. NSCN staff reviews the application documents and, within five business days, communicates one of the following decisions to the applicant in writing:</p> <ol style="list-style-type: none"> <li>1. NSCN requires additional information or documentation</li> <li>2. the applicant is eligible for registration and a practising category of licence</li> <li>3. the applicant is ineligible for registration and a practising category of licence</li> </ol> <p>Note: We will offer conditional registration and a conditional category of licence for 60 days while waiting for items 5 to 8. A condition will appear on the licence that reads: “(name) must arrange for NSCN to receive all outstanding application documents.”</p> <ol style="list-style-type: none"> <li>1. When additional information or documentation is required, the applicant is notified in writing, along with the reason for the request.</li> <li>2. When the applicant is issued registration and a practising category of licence, the applicant is notified by email and their name will appear on the “<a href="#">Search for a Nurse</a>” function on the NSCN website. It is here that members of the public can check the registration and licensure status of all LPNs, RNs and NPs by using their name or registration number.</li> <li>3. When an applicant is found ineligible for registration and licensure, they are given a letter outlining the reasons for the denial and information about the review process.</li> </ol>
	<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<p>Information is available on the website here: <a href="https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/any-nurse-registered-or-licensed-another-province">https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/any-nurse-registered-or-licensed-another-province</a></p>

	<p>We communicate with applicants through email (with attached letters if applicable), phone calls, face-to-face meetings, and through the applicant portal (RN and NP).          We have created template emails and letters to provide consistency in information.          Link to application form: <a href="#">Application for a Licence</a>          Link to fees: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/fees-payment-receipts">https://www.nscn.ca/registration-licensing/general-licensing-information/fees-payment-receipts</a>          Link to English language proficiency information: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/english-language-proficiency">https://www.nscn.ca/registration-licensing/general-licensing-information/english-language-proficiency</a>          Link to verification form: <a href="#">Registration/Licensure Verification form</a> (if needed)          Link to the Statement from Employer: <a href="#">Statement from Employer</a>          Link to criminal record check information: <a href="#">criminal record check</a></p>	
<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria:</b> Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	• has a streamlined process to license applicants certified in another Canadian jurisdiction that regulates the same occupation or trade;	YES
	• identifies documentation of qualifications that must accompany an application;	YES
	• explains the registration process and how requirements for registration are to be met;	YES
	• explains how information is communicated; and • provides information in a publicly accessible manner.	YES
<b>Comments, to be completed by the FRPA Review Officer:</b> Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from the information found on NSCN's website ( <a href="http://www.nscn.ca">www.nscn.ca</a> ) on September 8, 2022.		

<b>QUESTION 4 (REGISTRATION PROCESS FEES)</b>	
<p>Do you charge a fee for the registration process? If so, describe the fee and explain how this information is communicated to applicants. Include a link to information published in the public domain. If there is a third-party process with associated fees, please explain. Provide a link to any published information.</p> <p>Alignment with the FRPA: <i>Section 7(f) and 16(3)(d)</i></p>	
<b>RESPONDENT ANSWER</b>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Describe and explain: All fees are listed on our website: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/fees-payment-receipts">https://www.nscn.ca/registration-licensing/general-licensing-information/fees-payment-receipts</a>.          Additionally, we have developed two flowcharts to highlight fee information for internationally educated nurses (IENs):          one for LPN applicants: <a href="https://cdn1.nscn.ca/sites/default/files/documents/Registration/IEN_Pathway_LP_N.pdf">https://cdn1.nscn.ca/sites/default/files/documents/Registration/IEN_Pathway_LP_N.pdf</a> and          one for RN applicants: <a href="https://cdn1.nscn.ca/sites/default/files/documents/Registration/IEN_Pathway_RN.pdf">https://cdn1.nscn.ca/sites/default/files/documents/Registration/IEN_Pathway_RN.pdf</a></p>



<b>REVIEW FINDINGS</b>	<b>Compliance Criteria:</b>	<b>Compliant? (YES/NO)</b>
	Requirement that the regulating body:	
	<ul style="list-style-type: none"> <li>provides information setting out any fees for registration in a clear and understandable form;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>describes the fees even if they are not applicable or are \$0; and</li> </ul>	YES
	<ul style="list-style-type: none"> <li>provides information about fees in a publicly accessible manner.</li> </ul>	YES
<b>Comments, to be completed by the FRPA Review Officer:</b>		
Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from the information found on NSCN’s website ( <a href="http://www.nscn.ca">www.nscn.ca</a> ) on September 8, 2022.		

**QUESTION 5 (ALLOWANCE FOR ALTERNATIVE DOCUMENTATION)**

Are there any situations, where the standard required documentation cannot be reasonably obtained by an applicant, that alternative documentation may be acceptable to the regulating body?

If yes, please detail what alternative documentation may be accepted in what situations and in place of what standard documentation. How is this information communicated to applicants? If available, please provide a link to where this information is published in the public domain.

Alignment with the FRPA: *Sections 7, 9 and 16(3)(c)*

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes	
	<input type="checkbox"/> No	
	If yes, please explain:	
	<p>All Internationally educated nurses (IENs) must first apply to the National Nursing Assessment Service (NNAS) to have their credentials assessed. NNAS has developed a policy regarding an alternative process for applicants who are unable to provide application documents for reasons beyond their control: <a href="https://www.nnas.ca/assessment-policies/inaccessible-documents/">https://www.nnas.ca/assessment-policies/inaccessible-documents/</a>.</p> <p>Once NSCN receives the application information, we will proceed with our registration and licensure decision based on the information provided in the NNAS Advisory Report. Depending on the missing information, the applicant may be required to complete a competence assessment.</p> <p>Note: if the applicant is having difficulty obtaining a required application document, we may offer conditional registration and a conditional category of licence for 60 days while waiting for the document to arrive. A condition will appear on the licence that reads: “(name) must arrange for NSCN to receive all outstanding application documents.”</p>	
<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria (only if there is an allowance for alternative documentation):</b>	<b>Compliant? (YES/NO/ N/A)</b>
	Requirement that the regulating body:	
	<ul style="list-style-type: none"> <li>provides clear and understandable information with respect to acceptable alternative documentation;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>advises applicants on what alternative information may be supplied when they cannot reasonably obtain the standard documentation; and</li> </ul>	YES
	<ul style="list-style-type: none"> <li>provides information about acceptable alternative documentation in a publicly accessible manner.</li> </ul>	YES



**Comments, to be completed by the FRPA Review Officer:**

Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from the information found on NSCN’s website ([www.nscn.ca](http://www.nscn.ca)) on September 8, 2022.

**QUESTION 6 (SUPPORT PROVIDED TO APPLICANTS DURING THE REGISTRATION PROCESS)**

Do you provide any support to applicants during the registration process? If so, describe the type of support provided. (Examples: contact information, explanation of registration requirements, translation services, etc.). How is information about supports communicated to applicants? Provide a link(s) to information published in the public domain.

Alignment with the FRPA: *Sections 7(e) and 16(3)(k)*

**RESPONDENT ANSWER**

- Yes
- No

**If yes, describe:** General information about contacting NSCN can be found on our website here: <https://www.nscn.ca/explore-nscn/nscn-team/contact-us>; We offer multiple ways for applicants to engage with us for the support they require. In addition to in-person meetings, we also offer virtual appointments and provide information via phone call, email or conference call. Staff contact information can be found on this page: <https://www.nscn.ca/explore-nscn/nscn-team/contact-us>

We have also introduced MyLiveChat (MLC) to our customer service communication options. MLC is an online customer service tool that allows users, including members of the public, applicants, registrants and other stakeholders to connect with our Customer Experience Coordinator in real time. MLC enables us to answer questions immediately and/or connect users with the appropriate staff member for more information.

We have a number of webpages in the Registration and Licensing section of our website: <https://www.nscn.ca/registration-licensing> that explain our registration and licensure requirements.

Information about the Nova Scotia new graduate registration and licensure requirements as well as the application process can be found here: <https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/new-grad-educated-nova-scotia>

Information about the Canadian New Graduate registration and licensure requirements as well as the application process can be found here: <https://www.nscn.ca/new-grad-educated-another-province>

Information about the CFTA registration and licensure requirements as well as the application process can be found here: <https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/any-nurse-registered-or-licensed-another-province>

Information about the IEN registration and licensure requirements as well as the application process <https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/internationally-educated-nurse-not-currently-licensed-canada>. Information about translation services is on this page as well.

	Information about applying for conditional registration and conditional category of licence can be found here: <a href="https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/conditional-registration-licensure">https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/conditional-registration-licensure</a>	
<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria:</b>	<b>Compliant? (YES/NO)</b>
	Requirement that the regulating body:	
	• provides support to the applicant during the registration process;	YES
	• describes the type of support provided to the applicant during the registration process; and	YES
	• provides information about the type of support provided to applicants during the registration process in a publicly accessible manner.	YES
<b>Comments, to be completed by the FRPA Review Officer:</b> Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from the information found on NSCN’s website ( <a href="http://www.nscn.ca">www.nscn.ca</a> ) on September 8, 2022.		

**QUESTION 7 (ACCOMMODATION POLICIES FOR APPLICANTS WITH A PHYSICAL OR MENTAL DISABILITY)**

Do you have a description of existing accommodation policies for applicants with a physical or mental disability? If so, describe how an applicant would request an accommodation and how requests are considered. How do you make this process available to applicants in a transparent, objective, impartial and procedurally fair manner? Include a link(s) to information published in the public domain.

Alignment with the FRPA: *Section 6, 16(3)(h)*

Reference: [Human Rights Act \(nslegislature.ca\)](http://nslegislature.ca)

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, describe:</b> Accommodations are sought by applicants when applying for the national registration exams (e.g. CPNRE, NCLEX-RN, NP exams) and provincial registration exams (LPN, RN and NP jurisprudence exam). Applicants request accommodations on registration exam are sent the following email: <i>Dear,</i> <i>I have attached two forms for you. Here is how you can apply for testing accommodations:</i> <i>1. The form RE011 Candidate Exam Accommodation is completed by you and forwarded to NSCN.</i>
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	<p>2. The form RE012 Test Accom Mental Physical Disability Related Needs is completed by a health professional when you are applying for accommodation on the grounds of a physical or mental disability. Please return this form to NSCN.</p> <p>3. In addition please ask the university's accessible learning centre to provide a letter outlining the testing accommodations you received during your nursing program. Do not apply to take the NCLEX-RN exam through Pearson VUE until your request for testing accommodation has been assessed. If you decide not to complete the testing accommodation application, please inform NSCN so it does not result in delays in your NCLEX-RN application. If you have any questions, feel free to contact me. My contact information is below.</p> <p>When requesting testing accommodations, applicants must cite one of the grounds identified in the Nova Scotia Human Rights Act. Note: NSCN can provide a copy of the accommodation forms and the assessment tool used to assess these requests, if required.</p> <p>Information about each of the above exams is available on our website: <a href="https://www.nscn.ca/registration-licensing/licensing-exams/entry-practice-exam-requirements">https://www.nscn.ca/registration-licensing/licensing-exams/entry-practice-exam-requirements</a></p>	
<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<p><b>Compliance Criteria:</b> Requirement that the regulating body:</p> <ul style="list-style-type: none"> <li>has a description of existing accommodation policies for applicants with a physical or mental disability;</li> <li>has a clear process for applicants to request an accommodation and understand how requests will be considered; and</li> </ul>	<b>Compliant? (YES/NO)</b>
		YES
		YES
<p><b>Comments, to be completed by the FRPA Review Officer:</b> Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from the information found on NSCN's website (<a href="http://www.nscn.ca">www.nscn.ca</a>) on September 8, 2022.</p>		

**QUESTION 8 (ACCESS TO REGISTRATION RECORDS)**

Do you have a documented process by which an applicant can request access to their registration records? If so, describe how an applicant can make this request, any exclusions to information that can be provided, and any fees that may apply. Include a link(s) to any published information, if available.

Alignment with the FRPA: *Sections 12(1) through (5) and 16(3)(j)*

<b>RESPONDENT ANSWER</b>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><b>If yes, describe:</b> Individuals who wish to have access to their registration records are asked to complete a form on our website entitled "Accessing Your Records": <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/accessing-your-records">https://www.nscn.ca/registration-licensing/general-licensing-information/accessing-your-records</a>. Nothing in the application documents is excluded from this review.</p>
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	There is no fee associated with this review. We do not provide photocopies of application documents.	
<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria:</b>	<b>Compliant? (YES/NO)</b>
	Requirement that the regulating body:	
	<ul style="list-style-type: none"> <li>has an established process by which an applicant can make a request in writing for access to their registration records; and</li> <li>describes how an applicant can make a request, any exclusions to information that can be provided and any fees that may apply.</li> </ul>	YES YES
<b>Comments, to be completed by the FRPA Review Officer:</b> Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from the information found on NSCN’s website ( <a href="http://www.nscn.ca">www.nscn.ca</a> ) on September 8, 2022.		

### 3.2: ASSESSMENT CRITERIA AND COMMUNICATION OF DECISION PROCESSES

This section will explore assessment practices and how these practices are communicated to an applicant. An assessment measures an applicant’s skills, knowledge, qualifications, and credentials against the standard that must be met by your regulating body to be granted a licence/certification. Information on the criteria (Examples: exam material, competency information, work experience, requirements, etc.) used for assessment, how that information is communicated to the applicant, and how final registration/application decisions are provided will be requested in this section.

**QUESTION 9 (ASSESSMENT CRITERIA)**

Explain, in detail, the criteria used by the regulating body to assess if an applicant has met requirements to be registered/licensed. (Examples: competencies, pass marks, experience standards, etc.) Also, explain how this information is communicated to applicants. Provide a link(s) to information published in the public domain.

If there is a third-party assessor involved in the process, describe their role in the space provided.

Alignment with the FRPA: *Section 7(d), 16(3)(b) and (i)*

**RESPONDENT ANSWER**

Explain the criteria used for assessment and how the information is communicated:

Requirements for licensure and the criteria are communicated to the applicant in writing; information is also available on the website.

The application criteria and requirements for:

1. Nova Scotia New Graduates can be found here: <https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/new-grad-educated-nova-scotia>
2. Out of province new graduates can be found here: <https://www.nscn.ca/new-grad-educated-another-province>
3. Nurses registered or licensed in another province or territory (CFTA Transfers) can be found here: <https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/any-nurse-registered-or-licensed-another-province>
4. Internationally educated nurses can be found here: <https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/internationally-educated-nurse-not-currently-licensed-canada>

One of the principles of our website design is to have information about a registration requirement on their own webpage and, when the registration requirement is mentioned on another page, a hyperlink is inserted to facilitate the access of information. For example, on the new Nova Scotia graduate [webpage](#), where the requirement for a criminal record check is identified, a hyperlink is used to allow the user to go directly to the criminal record check page for more information <https://www.nscn.ca/registration-licensing/general-licensing-information/criminal-record-check>.

If there are questions about the applicant’s ability to meet one or more of the criteria listed below, NSCN will follow up with the applicant to obtain additional information before making a registration and licensure decision. The nature of the information requested will depend on the assessment criteria that is of concern.

Requirements for Registration and Licensure Identified in the Nursing Act	Documentation and Communication of Requirement
<p>18 (1) An applicant for registration on any register other than a conditional register shall submit a completed application in a form approved by the Chief Executive Officer together with,</p>	<p>The application forms collect the following information:</p> <ol style="list-style-type: none"> <li>1. Name(s) and contact information</li> <li>2. Nursing and non-nursing education</li> <li>3. Current enrollment in education</li> <li>4. Employment information and nursing practice hours – used to assess currency of practice – see 20(1)(b)(iv) below</li> <li>5. Registration and licensure information in nursing and non-nursing regulated professions</li> <li>6. Judicial questions regarding criminal charges, civil proceedings, complaints and discipline history, conditions and restrictions on one of their licenses, conduct issues during education, termination from employment and a question about their competence, character, capacity, conduct or reputation that may impact their registration and ability to practice safely (see 18(1)(d) below)</li> <li>7. Consent, verification and signature</li> </ol> <p>The IEN application form can be found here: <a href="https://cdn3.nscn.ca/sites/default/files/documents/Registration/IEN-initial-assessment.pdf">https://cdn3.nscn.ca/sites/default/files/documents/Registration/IEN-initial-assessment.pdf</a></p> <p>The RN and NP (NS New Graduate, Out of Province New Graduate, CFTA) application form can be found here: <a href="https://members.nscn.ca/pages/afia/nsnewgrad.aspx">https://members.nscn.ca/pages/afia/nsnewgrad.aspx</a></p>

	The LPN application form can be found here: <a href="https://cdn1.nscn.ca/sites/default/files/documents/Registration/ApplicationForLicence.pdf">https://cdn1.nscn.ca/sites/default/files/documents/Registration/ApplicationForLicence.pdf</a>
18 (1)(a) payment of the applicable fee, within the time determined by the Chief Executive Officer and in a method acceptable to the Chief Executive Officer	Information about fees can be found here: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/fees-payment-receipts">https://www.nscn.ca/registration-licensing/general-licensing-information/fees-payment-receipts</a> . Links to the fees webpage are available throughout the website at appropriate locations
18 (1)(b) proof satisfactory to the Chief Executive Officer that the applicant is a graduate of (i) an approved education program for the designation for which the applicant seeks to be registered, (ii) an education program in another jurisdiction in or outside of Canada that rendered the applicant eligible for registration in that jurisdiction, in the same scope of practice for which registration is sought with the College, or (iii) an education program in another jurisdiction in or outside of Canada that, together with the additional education and experience of the applicant, as determined by the Chief Executive Officer, provides the applicant with the competencies to practise in the same scope of practice for which registration is sought with the College	<ol style="list-style-type: none"> <li>1. For New graduates, both Nova Scotia and out of province, NSCN requires a <i>List of Confirmed Graduates</i> from the NS school of nursing or a <i>Confirmation of Program Completion</i> from the school of nursing or regulatory body.</li> <li>2. For CFTA applicants, this information is received on the <i>Registration/Licensure Verification</i> form received from the regulatory body.</li> <li>3. For IEN applicants, this information is contained in the NNAS Advisory Report</li> </ol>
18(1)(c) proof satisfactory to the Chief Executive Officer that the applicant	
(i) has successfully completed such examinations as approved by the Board for the designation sought by the applicant	Information about the registration exams is available to applicants here: <a href="https://www.nscn.ca/registration-licensing/licensing-exams/entry-practice-exam-requirements">https://www.nscn.ca/registration-licensing/licensing-exams/entry-practice-exam-requirements</a> . There is a hyperlink to this page on each of the registration exams. The exam requirement is explained on the applicable webpage for each application type.
(ii) has demonstrated proficiency in the English language, in the manner prescribed by the Chief Executive Officer	Information about the English language proficiency requirement is available on our website here: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/english-language-proficiency">https://www.nscn.ca/registration-licensing/general-licensing-information/english-language-proficiency</a> . Note: We have recently made enhancements to our English language proficiency policy to allow more flexible options for meeting this requirement.
(iii) has the capacity, competence, and character to safely and ethically engage in practice	Information about the applicant's capacity, competence, and character to safely and ethically engage in practice is collected on the application form (e.g. judicial questions), <i>Registration/Licensure Verification</i> form, <i>Statement from Employer</i> , criminal record check and English language proficiency assessment.
(iv) has no outstanding complaints, prohibitions, conditions, agreements or restrictions from any registration or licensing authority that would preclude registration on a register other than a conditional register	This information is collected on the <i>Registration/Licensure Verification</i> form.

(v) is the person named in the documentation submitted in support of the application	We collect proof of legal name and non-expired government issued photo identification for each applicant. This is explained on the applicable webpage for each application type.
<p>18(1)(d) any information the Chief Executive Officer requires to establish that subsection 45(2) does not apply to the applicant</p> <p>45(2) Notwithstanding anything contained in this Act or the regulations, where a person</p> <p>(a) has been charged with, pleaded guilty to, been convicted of any offence in or out of Canada that is inconsistent with the proper professional behaviour of a registrant, including a conviction under</p> <p style="padding-left: 40px;">(i) the Criminal Code (Canada),</p> <p style="padding-left: 40px;">(ii) the Controlled Drugs and Substances Act (Canada), or</p> <p style="padding-left: 40px;">(iii) such other legislation as may be prescribed in the regulations;</p> <p>(b) has been found guilty of a disciplinary finding in another jurisdiction;</p> <p>(c) has had a licensing sanction imposed by another jurisdiction; or</p> <p>(d) is the subject of an investigation or disciplinary process in any jurisdiction, and the person is a registrant or applies for registration or a licence or the renewal of a licence, the Chief Executive Officer may, by such notice as the Chief Executive Officer prescribes, require the person to attend a meeting before the Complaints Committee or, where the person is not a registrant, the Registration and Licensing Committee, to fully disclose the facts and circumstances of any of the matters referred in subsection (2).</p>	We collect this information on the application form (e.g. judicial questions) and through the collection of criminal record checks. Information about this requirement can be found on our website here: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/criminal-record-check">https://www.nscn.ca/registration-licensing/general-licensing-information/criminal-record-check</a> .
18(1)(e) any additional information required by the regulations	There is nothing currently in the Regulations related to registration requirements.
(2) In addition to the criteria in subsection (1), where an applicant seeks registration on the Nurse Practitioners' Register, the applicant must first be registered on the Registered Nurses' Register	Nurse practitioners are informed in writing of this requirement when they apply to NSCN. this is also written on the website here: <a href="https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/any-nurse-registered-or-licensed-another-province">https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/any-nurse-registered-or-licensed-another-province</a> , <a href="https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/new-grad-educated-nova-scotia">https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/new-grad-educated-nova-scotia</a> , <a href="https://www.nscn.ca/new-grad-educated-another-province">https://www.nscn.ca/new-grad-educated-another-province</a> and <a href="https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/internationally-educated-nurse-not-currently-licensed-canada">https://www.nscn.ca/registration-licensing/first-time-registering-nova-scotia/internationally-educated-nurse-not-currently-licensed-canada</a> .
20 (1) An applicant for a practising licence must submit a completed application in a form approved by the Chief Executive Officer together with	See 18(1) above
20(1)(a) payment of the applicable fee, within the time determined by the Chief Executive Officer and in a method acceptable to the Chief Executive Officer	See 18 (1)(a) above
20(1)(b) proof satisfactory to the Chief Executive Officer that the applicant	
(i) continues to meet the criteria in subclauses 18(1)(c)(i), (iii), (v) and (vii),	See 18(1)(c)(i), (iii), (v) and (vii) above



<p>(ii) has professional liability insurance or other form of malpractice coverage or liability protection in the form and amount set by the Board,</p>	<p>Part of the initial registration and licensure fee paid to NSCN is remitted to a professional liability insurance provider. This is explained on our website here: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/fees-payment-receipts">https://www.nscn.ca/registration-licensing/general-licensing-information/fees-payment-receipts</a>  Information about the professional liability insurance providers is available on our website here: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/professional-liability-protection">https://www.nscn.ca/registration-licensing/general-licensing-information/professional-liability-protection</a></p> <ul style="list-style-type: none"> <li>• For RNs and NPs that is the Canadian Nurses Protective Society: <a href="https://cnps.ca/">https://cnps.ca/</a></li> <li>• for LPNs: Lloyd Sadd Insurance Brokers Ltd.: <a href="https://www.lloydsadd.com/">https://www.lloydsadd.com/</a></li> </ul>
<p>(iii) meets the requirements of the continuing-competence program for the designation for which a licence is sought</p>	<p>Requirements for the continuing competence program are described on our website here: <a href="https://www.nscn.ca/professional-practice/continuing-competence/continuing-competence-program">https://www.nscn.ca/professional-practice/continuing-competence/continuing-competence-program</a> as well as on the <a href="#">Application for a Licence</a> (page 9).</p>
<p>(iv) meets the currency of practice requirements for the designation for which a licence is sought</p>	<p>The currency of practice requirement is explained on our website here: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/currency-practice">https://www.nscn.ca/registration-licensing/general-licensing-information/currency-practice</a>.  Although the current requirement for currency of practice specifies a set number of nursing practice hours over specific timeframes, NSCN has developed an alternative licensure process for nurses who have some nursing practice hours in the past five licensure years. However, if the applicant has no nursing practice hours, they will be required to satisfactorily complete either a competence assessments and bridging education or a nursing re-entry program pursuant to section 20(3)</p>
<p>(v) has no prohibitions, conditions, agreements or restrictions on the applicant's ability to practise from any registration or licensing authority</p>	
<p>(vi) is registered on the register of the same designation for which the practising licence is sought</p>	<p>This is self-explanatory</p>
<p>(vii) meets such additional criteria as may be set out in the regulations</p>	<p>There are currently no additional criteria set out in the Regulations</p>
<p>20(2) In addition to the criteria in subsection (1), where an applicant seeks a Nurse Practitioner's practising licence, the applicant must first hold a current Registered Nurse's practising licence.</p>	<p>See 18(2) above</p>
<p>20(3) In assessing whether an applicant meets the criteria for a practising licence under subsection (1), the Chief Executive Officer may</p> <ul style="list-style-type: none"> <li>(a) require an applicant to satisfactorily complete such competence assessments and bridging education as determined by the Chief Executive Officer; and</li> <li>(b) limit the duration of or impose conditions or restrictions on a licence for non-compliance with a continuing-competency program.</li> </ul>	<p>See 20(1)(b)(iv); information is available here: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/nursing-re-entry-and-competence-assessment">https://www.nscn.ca/registration-licensing/general-licensing-information/nursing-re-entry-and-competence-assessment</a>  As it states on the website:  If you are an LPN or RN, you may have the option to choose between nursing re-entry programs or <a href="#">competence assessments</a> and bridging education courses if you:</p> <ol style="list-style-type: none"> <li>1. Previously held an LPN or RN nursing licence with the Nova Scotia College of Nursing (NSCN) but you do not meet our <a href="#">currency of practice requirement</a>.</li> </ol>



2. Previously held a LPN or RN licence in another Canadian province or territory but you do not meet our [currency of practice requirement](#).
3. Are an internationally educated nurse who does not meet our [currency of practice](#) and/or it has been determined that your nursing program did not provide you with the entry-level competencies to safely practice in Nova Scotia.
4. Are required through the professional conduct process.

Is a third party involved in the assessment process?

X Yes

No

If yes, name the third-party(s) and describe their role:

**National Nursing Assessment Service**

The [National Nursing Assessment Service](#) (NNAS) NNAS for LPN and RN applicants educated outside Canada and who have never been registered or licensed in Canada as a nurse\*:

1. NNAS is a non-profit organization whose membership comprises 18 Nursing Regulatory Bodies in Canada
2. NNAS is the first step in the registration and licensure process for Internationally Educated Nurses (IEN). All IENs are required to apply to NNAS and receive an NNAS Advisory Report prior to applying to NSCN. NNAS' work is guided by the values of transparency, fairness, and integrity
3. NNAS verifies and authenticates IEN credential documents:
  - Proof of legal name and photo identification [Nursing Act s.18(1)(c)(v)]
  - *Nursing Registration Form* from all nursing regulatory bodies the applicant holds or has held registration/licensure [Nursing Act s.18(1)(c)(iii), 18(1)(c)(iv), 20(1)(b)(i), 20 (1)(b)(v)]
  - *Nursing Practice/Employment Form* from all nursing employers they have worked for in the past five years [Nursing Act s. 18(1)(c)(iii)]
  - *Nursing Education Form*, which provides information about the nursing program from the school(s) of nursing [Nursing Act s. 18(1)(b)]
  - Course descriptions from the school of nursing [Nursing Act s. 18(1)(b)]
  - Transcripts from the school(s) of nursing for all nursing programs [Nursing Act s. 18(1)(b)]
  - English language proficiency test scores, if applicable [Nursing Act s. 18(1)(c)(ii)]
4. Using the course descriptions provided by the IEN's school(s) of nursing, NNAS compares the IEN's nursing program(s) to the Canadian national nursing Entry to Practice Competencies:
  - a) LPNs: [https://ccpnr.ca/wp-content/uploads/2021/03/CCPNR-ELCs\\_2019E.pdf](https://ccpnr.ca/wp-content/uploads/2021/03/CCPNR-ELCs_2019E.pdf)
  - b) RNs: <https://www.ccrnr.ca/assets/ccnr-rn-entry-level-competencies---2019.pdf>
5. Following this comparison, NNAS
  - a) provides an overall percentage of the entry-level competencies taught within the IEN's nursing program(s) as well as the percentage of competencies met in each of the entry-to-practice categories

b) identifies the entry-level competencies that were not taught in the IEN's program(s); NSCN refers to this as the IEN's educational gaps  
\*NPs educated as an NP outside Canada not go through the NNAS process.

### **Nursing Community Assessment Service**

[Nursing Community Assessment Service](https://www.nscn.ca/registration-licensing/general-licensing-information/nursing-re-entry-and-competence-assessment) (NCAS) is the external provider of the competence assessment. There is a link to the NCAS website on the NSCN website here:  
<https://www.nscn.ca/registration-licensing/general-licensing-information/nursing-re-entry-and-competence-assessment>

1. IENs who have significant educational gaps identified through the NNAS process are given the option to complete an NCAS
2. NCAS uses a combination of a computer-based assessment and a simulation lab assessment to assess the extent to which an applicant demonstrates the entry-to-practice competencies required for safe practice as an LPN or RN. Information about the assessment is available on the NCAS website:  
<https://www.ncasbc.ca/assessments/Pages/default.aspx>
3. NCAS produces a report of each applicant's competencies as measured against the Canadian national nursing Entry to Practice Competencies:
  - a) LPNs: [https://ccpnr.ca/wp-content/uploads/2021/03/CCPNR-ELCs\\_2019E.pdf](https://ccpnr.ca/wp-content/uploads/2021/03/CCPNR-ELCs_2019E.pdf)
  - b) RNs: <https://www.ccrnr.ca/assets/ccnr-rn-entry-level-competencies---2019.pdf>A sample RN NCAS report can be found here: [https://www.ncasbc.ca/what\\_to\\_expect/Documents/Sample%20RN%20Report%20-%20Maritime%20Canada.pdf](https://www.ncasbc.ca/what_to_expect/Documents/Sample%20RN%20Report%20-%20Maritime%20Canada.pdf)
4. NSCN uses this report to determine the bridging education courses the applicant is required to successfully complete prior to registration and licensure

### **Nursing Bridging Education Course and Re-entry Program Providers**

*LPN applicants:* The Nova Scotia Community College (NSCC) currently offers bridging education courses as well as the nursing re-entry program for LPN applicants. Upon written permission from the applicant, NSCN will inform NSCC of the education requirements. The applicant is then responsible to complete the educational requirement. Once complete, the NSCC notifies NSCN of program completion.

*RN applicants:* The Learning Institute currently offers bridging education courses as well as the nursing re-entry program for RN applicants. Upon written permission from the applicant, NSCN will inform the Learning Institute of the education requirements. The applicant is then responsible to complete the educational requirement. Once complete, the Learning Institute notifies NSCN of program completion.

Both the NSCC and the Learning Institute go through an educational approval process with NSCN.

### **Registration Exam Providers**

One of the final steps in the registration and licensing process is for the applicant to pass an NSCN-approved registration exam:

1. the exam providers set the passing scores for the national exam
2. LPN – [Canadian Practical Nurse Registration Exam](#) is administered by [Yardstick Assessment Strategies](#)
3. RN – NCSBN is the developer of the [NCLEX-RN](#) and sets the passing standard: <https://www.nclex.com/passing-standard.htm>; the NCXLEX-RN is administered at Pearson Professional Centers located around the world.

4. [NP exam](#) requirement is based on the client population the NP was educated to care for in their NP program:
  - i. Family/All Ages: Canadian Nurse Practitioner Examination (CNPE)
  - ii. Pediatrics: Pediatrics Primary Care NP Exam
  - iii. Adult: Adult/Gerontology Primary Care NP Exam
5. NSCN administers and sets the passing score for the jurisprudence exams
6. Other exams accepted by NSCN for LPN registration and licensure include:
  - a) OIIAQ Provincial Practical Nursing Exam
  - b) Rex-PN (beginning January 4, 2022)
7. Other exams accepted by NSCN for RN registration and licensure include:
  - a) Canadian Registered Nurse Examination (June 7, 2000 until up to and including the October 1, 2014 CRNE)
  - b) The State Board Test Pool (beginning 1956 until June 1982)
  - c) The CNAT Five Part Nursing Examination ( beginning August 1970 until June 1980)
  - d) The CNAT Comprehensive Examination For Nurse Registration/Licensure (beginning August 1980 until June 1995)
  - e) The Nurse Registration/Licensure Examination (beginning August 1995 to January 2000);
  - f) The Professional Examination of the Ordre des infirmières et infirmiers du Québec (beginning 1946 until 1979;
  - g) The Professional Examination of the Ordre des infirmières et infirmiers du Québec (beginning January 1, 2000).
8. Other exams accepted by NSCN for NP registration and licensure include:
  - a) American Nurses Credentialing Centre Family Nurse Practitioner Exam (beginning September 2008)
  - b) American Nurses Credentialing Center – Adult NP Exam (beginning December 4, 2006 until February 11, 2015)
  - c) American Nurses Credentialing Center– Pediatric NP Exam (beginning April 28, 2008 until February 11, 2015)
  - d) l’Ordre des infirmières et infirmiers du Québec (OIIQ) Neonatal NP exam (beginning September 27, 2010)

**English language proficiency testing companies:**

The role of the English language proficiency testing companies is to assess each applicable applicant against their evaluation criteria to determine their skill level in reading, writing, listening and speaking. They then rate the applicant on each of these language skills areas. The results of the English language proficiency test can be sent to NSCN upon the applicant’s request to the testing companies.

1. Currently NSCN accepts English language proficiency test scores from the following two companies:
  - a. [IELTS \(the academic version\)](#) through the British Council
  - b. [CELBAN](#) through the Touchstone Institute
2. The English language proficiency tests currently accepted by NSCN were set by a national steering committee in 2010, based on a robust analysis of the reliability and validity of the language tests available at that time
3. The passing standards for these tests were adopted by NSCN following a national standard setting exercise in 2010\*.

	<p>4. The passing standards are the same for all nursing regulatory bodies and are available on our website here: <a href="https://www.nscn.ca/registration-licensing/general-licensing-information/english-language-proficiency">https://www.nscn.ca/registration-licensing/general-licensing-information/english-language-proficiency</a></p> <p>*Note: NSCN is currently participating in another standard setting exercise.</p>	
<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria:</b> Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	<ul style="list-style-type: none"> <li>describes all criteria used to assess whether the requirements for registration have been met;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>explains how information is communicated;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>provides information in a publicly accessible manner; and</li> </ul>	YES
	<ul style="list-style-type: none"> <li>describes the role of third-party assessors (if applicable).</li> </ul>	YES
<b>Comments, to be completed by the FRPA Review Officer:</b> Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from the information found on NSCN’s website ( <a href="http://www.nscn.ca">www.nscn.ca</a> ) on September 8, 2022.		

**QUESTION 10 (COMMUNICATING REGISTRATION DECISIONS)**

Explain how you communicate registration decisions to applicants who are: a) successful; and b) not granted registration. Include the approximate length of time required to issue a registration decision, who makes the decision, and what information is provided with each type of decision.

Alignment with the FRPA: *Sections 8(b), (c), (d), 16(3)(l) and (m)*

<b>RESPONDENT ANSWER</b>	<p><b>Explain the registration decision communication process:</b></p> <p>Successful applicants:          We communicate with applicants through email (with attached template letters, as applicable), phone calls, zoom or teams meetings, face-to-face meetings, and through the applicant portal (for RN and NP only).          We work with our communications department to</p> <ol style="list-style-type: none"> <li>ensure the website is written in plain language</li> <li>create template letters that provide consistent information.</li> <li>create emails for applicants and registrant that are consistent and use easy to understand/plain language</li> </ol> <p><b>Both Successful and Unsuccessful Applicants:</b>          Written decisions are provided to the applicant in writing via email as soon as possible following receipt of all required application documents. We provide rationale for all our assessment decisions within our written correspondence. The final decision letter includes the rationale for the decision as well as information and links to the website information to help them be successful in their next steps.</p>	
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	<p>From the 2021 FRPA review, the average time between complete application and the communication of decision/next steps was:</p> <ol style="list-style-type: none"> <li>1. New NS graduates: LPN: 0 days (same day); NP: 1 day; RN: 1 day</li> <li>2. Canadian Free Trade Applicants: LPN: 1 day; NP: 1 day; RN: 1 day</li> <li>3. Internationally Educated Nurse Applicants: LPN: 48 days; NP: 1 day; RN: 46 days</li> </ol> <p>The Nursing Act authorizes the Chief Executive Officer to refer a registration and licensure matter to the Registration and Licensing Committee for decision [see Nursing Act s. 19 and s21(1)(d)]. Pursuant to Nursing Act s.22(2), the Committee will review an application for registration and licensure and do one of the following:</p> <ol style="list-style-type: none"> <li>1. approve the application and direct the CEO to register and licence the individual</li> <li>2. impose conditions or restrictions on the registration and/or licence</li> <li>3. deny the application</li> </ol> <p>Applicants not granted registration: We communicate to unsuccessful applicants in a similar way, with one notable exception. Applicants not granted registration are given information about the process of having the assessment decision reviewed by the Registration and Licensing Review Committee. The following information appears in our letters:</p> <p><b>Right to Review</b></p> <p>Section 35 of the <i>Nursing Act</i> provides you with the right to request that the Registration and Licensing Review Committee review the CEO’s decision if they have denied you registration or licensure or have imposed conditions or restrictions on your registration, license or renewal of license. If you wish to have this decision reviewed by the Registration and Licensing Review Committee, your request must be made in writing within thirty (30) days from receipt of this letter, and must outline the grounds for requesting a review.</p> <p>If you would like to proceed with this process, please let me know within that timeframe.</p>														
<p><b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)</p>	<table border="1"> <thead> <tr> <th data-bbox="424 898 2198 967"><b>Compliance Criteria:</b></th> <th data-bbox="2198 898 2494 967"><b>Compliant? (YES/NO)</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="424 967 2198 1003">Requirement that the regulating body:</td> <td data-bbox="2198 967 2494 1003">YES</td> </tr> <tr> <td data-bbox="424 1003 2198 1039">• explains the process they use to communicate registration decisions, and the timeframe;</td> <td data-bbox="2198 1003 2494 1039">YES</td> </tr> <tr> <td data-bbox="424 1039 2198 1075">• provides written decisions to all applicants;</td> <td data-bbox="2198 1039 2494 1075">YES</td> </tr> <tr> <td data-bbox="424 1075 2198 1110">• provides applicants with reasons when registration has not been granted;</td> <td data-bbox="2198 1075 2494 1110">YES</td> </tr> <tr> <td data-bbox="424 1110 2198 1146">• provides information on programs/services available to support the future success of applicants, if applicable; and</td> <td data-bbox="2198 1110 2494 1146">YES</td> </tr> <tr> <td data-bbox="424 1146 2198 1182">• provides a description of the internal review process to applicants who are not granted registration.</td> <td data-bbox="2198 1146 2494 1182">YES</td> </tr> </tbody> </table>	<b>Compliance Criteria:</b>	<b>Compliant? (YES/NO)</b>	Requirement that the regulating body:	YES	• explains the process they use to communicate registration decisions, and the timeframe;	YES	• provides written decisions to all applicants;	YES	• provides applicants with reasons when registration has not been granted;	YES	• provides information on programs/services available to support the future success of applicants, if applicable; and	YES	• provides a description of the internal review process to applicants who are not granted registration.	YES
<b>Compliance Criteria:</b>	<b>Compliant? (YES/NO)</b>														
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<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from the information found on NSCN’s website (<a href="http://www.nscn.ca">www.nscn.ca</a>) on September 8, 2022.</p>															

### 3.3: INTERNAL REVIEW/APPEAL PROCESS

Section 10 of the Act states “Where a regulating body does not provide registration to an applicant, the regulating body shall provide an internal review process within a reasonable time and shall inform the applicant of the internal review process and of the procedures and time frames for the internal review.” This section focuses on the internal review/appeal process, including opportunities for an applicant to provide new information for a decision and details surrounding the decision-makers involved in the internal review/appeal process. Additionally, information on the training provided to individuals who make internal review/appeal decisions will be required.

#### QUESTION 11 (INTERNAL REVIEW PROCESS)

Do you have a documented internal review process for applicants who disagree with the registration decision?

If yes, describe the process including:

- time frames throughout the process; and
- opportunities available to the applicant to provide new information and make submissions with respect to their internal review; and
- how internal review decisions are communicated to applicants and what information is included with the decision; and
- a statement that no one who acted as a decision-maker in respect of a registration decision can act as a decision-maker in an internal review of that decision; and
- if available, provide a link to this information published in the public domain.

Alignment with the FRPA: *section 7(a) and 10, 16(3)(m) and (n)*

**Internal review:** a rehearing, reconsideration, review or appeal or other process provided by a regulating body in respect of the merits of a registration decision, regardless of the terminology used to describe the process.

**RESPONDENT ANSWER**

- Yes  
 No

**If yes, explain:**

The Nursing Act (2019) sets out the process and timeframes for the internal review process completed by the Registration and Licensing Review Committee. Nursing Act (2019) can be found here: [https://nslegislature.ca/legc/bills/63rd\\_2nd/1st\\_read/b121.htm](https://nslegislature.ca/legc/bills/63rd_2nd/1st_read/b121.htm)

- s.21(3) and s.23(b) outlines the requirement to inform the applicant of their applicant's right to have the decision by registration reviewed by the Registration and Licensing Review Committee
- s.35(1) identifies the requirement for the applicant or registrant to request a review within 30 days of receipt of the written reasons
- s.35(2) identifies the requirement for the applicant/registrant when requesting a review. Note: there is currently no fee.

	<ul style="list-style-type: none"> <li>• s.36 identifies the responsibilities of the CEO related to the review</li> <li>• s. 37 to 38 outlines the ability of the review committee to establish procedures and determine the applicant/registrant’s participation in the proceedings.</li> <li>• s. 39 sets the timeframe for notification of applicant/registrant to be at least 14 days before the date set for the review</li> <li>• s. 40 to s.42 sets out other procedural information and the powers of the committee, including the ability of the committee to review new evidence</li> <li>• s. 43 and s. 44 outline the timeframe for communication of decision and the scope of decision making of the Committee</li> </ul> <p>Staff members of NSCN cannot be members of any regulatory committees.  Section 17 of the NSCN By-Laws outline the membership, panel composition and quorum of the Registration and Licensing Committee:  <a href="https://cdn1.nscn.ca/sites/default/files/documents/Legislation/Nova-Scotia-College-of-Nursing-By-laws.pdf">https://cdn1.nscn.ca/sites/default/files/documents/Legislation/Nova-Scotia-College-of-Nursing-By-laws.pdf</a>  Information about the Registration and Licensing Review Committee can be found on our website here: <a href="https://www.nscn.ca/explore-nscn/committees/registration-and-licensing-review-committee">https://www.nscn.ca/explore-nscn/committees/registration-and-licensing-review-committee</a>.  The Committee terms of reference is available here: <a href="https://www.nscn.ca/sites/default/files/documents/committees/2022-06-05_GOV_TOR_RegLicensingReview_Committee.pdf">https://www.nscn.ca/sites/default/files/documents/committees/2022-06-05_GOV_TOR_RegLicensingReview_Committee.pdf</a>.</p> <p><b>If no, explain why not:</b></p>	
<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria:</b> Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	• has a documented internal review process;	YES
	• describes time frames associated with the internal review process;	YES
	• describes opportunities the applicant has to provide new information and make submissions with respect to their internal review;	YES
	• describes how internal review decisions are communicated to applicants and what information is included with the decision;	YES
	• ensures that no one who acted as a decision-maker in respect of a registration decision can act as a decision-maker in an internal review; and	YES
• provides information on the internal review process in a publicly accessible manner.	YES	
<b>Comments, to be completed by the FRPA Review Officer:</b> Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from the information found on NSCN’s website ( <a href="http://www.nscn.ca">www.nscn.ca</a> ) on September 8, 2022.		

**QUESTION 12 (INTERNAL REVIEW TRAINING)**

Have the decision-makers for the internal review received training on conducting on an internal review? If so, describe the training.

Alignment with the FRPA: *Sections 11 and 16(3)(p)*

**RESPONDENT ANSWER**

- Yes
- No

**If yes, please describe:**

We held three formal education sessions for members of the Registration & Licensing Review Committee.

Session #1:

<b>Topic:</b>	<b>Adjudicative Committee Orientation</b>
Length/Format:	5 hours / Live Zoom Session <i>(Recording available)</i>
Mandatory?	Yes
Facilitator:	Kimberley Turner, Pink Larkin Victoria Rees, Pink Larkin
Dates:	May 14, 2020
Description:	<p><b>Understanding your Role</b></p> <ul style="list-style-type: none"> <li>a) <b>Know Your Legislation</b> <ul style="list-style-type: none"> <li>• The Act, Regulations and By-Laws</li> <li>• The Human Rights Act and the Charter</li> <li>• The Role of Adjudicative Committees</li> <li>• The Public Interest - what does that mean?</li> <li>• Right Touch Regulation - more than just words</li> </ul> </li> <li>b) <b>The Hearing Process – Basics</b> <ul style="list-style-type: none"> <li>• The path to a hearing</li> <li>• Pre-Hearing Conferences</li> <li>• Contested Hearings</li> <li>• Settlement Agreements</li> </ul> </li> </ul> <p><b>The Duty of Fairness - What does this look like before and during hearings?</b></p> <ul style="list-style-type: none"> <li>• Understanding the basics</li> <li>• Admissibility and disclosure of evidence</li> </ul> <p><b>Duty of Fairness - Tips and Traps</b></p> <ul style="list-style-type: none"> <li>• Effective deliberations</li> <li>• Listening and organizing</li> <li>• Tone and body language</li> <li>• Asking questions – how far can you go?</li> <li>• Avoiding unconscious bias</li> <li>• Dealing with the media, publication bans, use of electronic communications</li> </ul>



	<p><b>Decision Making</b></p> <ul style="list-style-type: none"> <li>• The Role of the Chair</li> <li>• The Role of Committee members</li> <li>• They Whys and Hows of Decision Making</li> <li>• Understanding and applying public interest factors</li> <li>• Making credibility assessments</li> <li>• When is a registrant’s prior discipline record relevant?</li> </ul> <p><b>The Final Disposition</b></p> <ul style="list-style-type: none"> <li>• Sentencing Principles</li> <li>• Considering options: rehabilitation, restorative approach, penalties</li> <li>• Assessing Costs</li> <li>• Use of precedents</li> <li>• Decision Writing – The basics</li> </ul>	
	Session #2:	
	<b>Topic:</b>	<b>Diversity &amp; Inclusion</b>
	Length/Format:	90 Minutes Live Zoom session. <i>(Recording available)</i>
	Mandatory?	No <i>(However, we did have full participation of all members)</i>
	Facilitator:	Kristina Koller
	Dates:	November 23 and 30, 2021
	Description:	Diversity and inclusion as it relates to procedural fairness and decision-making. Focusing on unconscious bias, we explored concepts such as stereotypes, privilege and racism and how those concepts impact a committee’s perceived objectivity during the decision-making process.
	<p>Session #3:</p> <p>In addition to the education identified above, an internal staff member who is also a lawyer conducted an NSCN committee specific orientation; including but not limited to orientation to the committee and NSCN, (by-laws, terms of reference, etc.). This session included a live presentation, PowerPoint slides, a hard-copied orientation manual and a checklist that participants signed to confirm completion.</p> <p>Note: As new committee members are appointed, they are required to review recordings of the above sessions and submit documentation of completion.</p>	
	<p><b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)</p>	<p><b>Compliance Criteria:</b> Requirement that the regulating body:</p> <ul style="list-style-type: none"> <li>• ensures that internal review decision-makers have received training on conducting an internal review; and</li> <li>• describes the training.</li> </ul>
<p><b>Comments, to be completed by the FRPA Review Officer:</b> Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from the information found on NSCN’s website (www.nscn.ca) on September 8, 2022.</p>		

#### 4. ACKNOWLEDGEMENTS:

The *Nova Scotia College of Nursing* hereby declares that the information contained in this report is a true and accurate representation of its current registration practices.

**SIGNATURE OF THE AUTHORIZED MEMBER OF THE REGULATING BODY: NOVA SCOTIA COLLEGE OF NURSING**

A handwritten signature in black ink, appearing to read "Sue Smith", written in a cursive style.

**Name (print): Sue Smith, CEO & Registrar**

**DATE: 2022-10-06**