
COLLEGE OF
REGISTERED
NURSES OF NOVA
SCOTIA (CRNNS)

Fair Registration
Practices Act (FRPA)
PROGRESS REPORT
November 2018

Province of Nova Scotia



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Introduction

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

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

Through the 2017-2018 FRPA Progress Report, the FRPA Review Officer aims to build on the progress made by CRNNS to date and identify opportunities to further improve and evolve registration practices.

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

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

Summary from 2013 FRPA Review report:

The following table summarizes the Action Plan from the College of Registered Nurses of Nova Scotia 2013 Review report and the progress that has been made by CRNNS in achieving each action item.

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale (completed by CRNNS)
1	<ul style="list-style-type: none"> Review website using the plain language resource and attempt to simplify information using links and lists. 	16(3)(g)	Yes		<p>In May 2015, we retired our old website and launched a new website with new content. When we re-wrote the registration services content, we kept the principles of relational and right touch regulation in mind:</p> <ul style="list-style-type: none"> Proportionate Consistent Targeted Transparent Accountable Agile <p>We also established a few principles of our own:</p> <ul style="list-style-type: none"> include comprehensive information about our application processes use simple, clear and concise language to describe our processes use white space liberally use bullets and lists wherever possible use Frequently Asked Questions format where possible/appropriate remove the duplication of content (use hyperlinks where possible) Refer to the Perfectly Plain resource document when revising website material <p>Our current website has a number of new and/or improved features such as:</p> <ul style="list-style-type: none"> content can now be changed by our in-house resource person Broken link checker – we are immediately notified whenever a link on our website is broken Enhanced search functions with key word searches Several means to provide feedback on the website such as: <ul style="list-style-type: none"> Public comment feature, Contact Us forms, Page rating scale (thumbs up/down), Staff contact emails.

					<ul style="list-style-type: none"> • Consistent content at the bottom of each webpage: <ul style="list-style-type: none"> ○ contact information for CRNNS (“Get in Touch”) including a map to our location ○ “Quick Links” to frequently visited webpages • Most registration services webpages include: <ul style="list-style-type: none"> ○ links to other relevant webpages ○ links to helpful internal and external resources <p>Regular website reviews:</p> <ol style="list-style-type: none"> 1. On an annual basis our external website company (Code and Mortar) completes a comprehensive review for: <ul style="list-style-type: none"> ○ content (at a high level) ○ navigation ○ analytics ○ technical issues. Code and Mortar then provides CRNNS with a written report including recommendations for improvement. 2. When we receive feedback from website users we make the necessary revisions once they have been verified by staff. 3. We collect feedback about our website via: <ul style="list-style-type: none"> ○ pre-planned online surveys ○ the page rating scale ○ the ‘comment box’ on certain pages ○ the feedback forms on the webpage. 4. We review the website content on a regular basis to ensure it is current. The last review was conducted in March 2018. 5. All registration services policies are reviewed a minimum of every three years. Whenever a regulatory policy is revised or developed, the website is reviewed and updated accordingly. <p>Here is some of the feedback we have received about our website:</p> <ul style="list-style-type: none"> • In the 2017 licence renewal survey, 98% of members thought the website provided them with the information they needed to renew their licence.
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				<ul style="list-style-type: none"> • In 2017 licence renewal survey, 85% of members thought the website was easy to understand and navigate. • In the 2017 CCP survey, 98% found the CRNNS technology easy to use. This would have included the CRNNS website and Member Portal. • In the 2016 CRNNS Bi-Annual Member Survey, 75% of members indicated that they could find what they were looking for on the website. A further 16% were 'unsure' or could not answer. <p>Please note: with the creation of one nursing regulator there will also be the creation of an entirely new website. Through this process, the following steps will be taken:</p> <ol style="list-style-type: none"> 1. work with an expert agency; 2. review the current website; 3. engage with internal and external stakeholders; 4. follow best practice, including consulting with the FRPA review office; and 5. continue to follow regulatory principles such as relational and right-touch regulation.
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Exemplary Practices (completed by CRNNS)

CRNNS is viewed as a leader in nursing regulation by our counterparts across Canada. We have demonstrated exemplary practice in the following areas:

1. Developing, implementing and evaluating changes to our Continuing Competence Program, one of our licensure requirements.
2. Revisions to the judicial questions asked on our application forms and revisions to the process we use to assess applicants with positive judicial question responses.
3. Changes to our temporary licence policy that allow individuals to continue to work as a nurse, with some conditions and restrictions, following registration examination failure and the comprehensive review to study the impact of these policy changes. This policy allows new graduates and recently approved IENs to work longer and consolidate their learnings. It also increases the pool of available nurses, which may have a positive impact on client care.
4. Recent changes in the temporary licence policy to allow holders of this licence to keep the same temporary licence until they have failed the NCLEX-RN three times or until the licence expires after four months, whichever comes first (March 2018). If the temporary licence expires and the individual has not failed the exam three times, they can apply for a re-issued temporary licence. This will allow for a smoother transition to initial practice and minimize the disruption to staffing levels related to exam failure. We will monitor the impact of this change. Note: temporary licences will not be issued to applicants more than 12 months after:
 - i. the date the graduate completes the requirements of their nursing program; or
 - ii. the date the IEN is first informed of their eligibility to take the NCLEX-RN.
5. The collection of vulnerable sectors checks from all new applicant and members reactivating after more than a two-year break in licensure.
6. The development and dissemination of revised Standards for Nursing Practice and Code of Ethics.
7. Since September 2013, the implementation of jurisprudence exams for all new applicants (RN and NP).
8. Since November 1, 2014, the implementation of a policy for NP prescription of controlled drugs and substances.
9. In February 2015, changes to the NP exam we accept, following a comprehensive national review.
10. Collaborative regulation through CRNNS' involvement in the Regulated Health Professions Network.
11. Policy practicum placement of a master's student to explore the issuance of restricted licenses to IENs with identified educational gaps.
12. National harmonization of the initial phase of the IEN application process by supporting the establishment of the National Nursing Assessment Service (NNAS).
13. Since Summer 2013 we have published the following regulatory documents³, all of which are available on our website:

2013:

1. NP Bulletin - New Electronic Death Registration Results in Minor Changes for Nurse Practitioners CRNNS NP Bulletin
2. NP Bulletin - Phase 3: NP Authority to Order MRI Exams Extended to Musculoskeletal Conditions CRNNS NP Bulletin
3. **Ask a Practice Consultant - Care Directive or Delegated Function? CRNNS Ask a Practice Consultant**
4. Ask a Practice Consultant - RN Assisting With Flu Immunizations CRNNS Ask a Practice Consultant
5. NP Bulletin - Medical Certificate of Death Education for NPs CRNNS NP Bulletin

³ Although all of our documents relate to our regulatory processes, documents related to specific registration issues have been bolded.

6. On-Line Fall 2013 CRNNS On-Line/Nursing in Focus Newsletters

2014

1. NP Bulletin - Treatment Agreements – A Guideline for Nurse Practitioners CRNNS NP Bulletin
2. Ask a Practice Consultant - Short Staffing CRNNS Ask a Practice Consultant
3. On-line December 2014 CRNNS On-Line/Nursing in Focus Newsletters
4. NP Bulletin - NP Authority to Complete Federal and Provincial Forms CRNNS NP Bulletin
5. Employment & Practice Trends Among New Registered Nurse Graduates – 2013 Study CRNNS Report
6. On-line October 2014 CRNNS On-Line/Nursing in Focus Newsletters
7. Nurse Practitioners' Authorized Practices: Nova Scotia Schedule of Prescribing Pharmaceuticals CRNNS Policy Statement
8. On-Line September 2014 CRNNS On-Line/Nursing in Focus Newsletters
9. **FAQs on Licensure Requirements for Nurse Practitioners Prescribing Controlled Drugs and Substances CRNNS Q&A, FAQ, Fact Sheet**
10. NP Bulletin - Guidelines when NPs Leave a Practice Temporarily or Permanently CRNNS NP Bulletin
11. NP Bulletin - Phase 4: Authority to Order MRI for Cardiac/Thoracic System and Abdomen/Pelvic Conditions CRNNS NP Bulletin
12. NP Bulletin - New Continued Care Prescriptions Agreement CRNNS NP Bulletin
13. Nursing In Focus Spring 2014 CRNNS On-Line/Nursing in Focus Newsletters
14. Ask a Practice Consultant - Transporting Controlled Drugs in Rural Communities CRNNS Ask a Practice Consultant
15. On-Line March 2014 CRNNS
16. **FRPA Review Report CRNNS Report**
17. Real eNgagement for Real Action CRNNS Report
18. Together We Can - College's Response to Real eNgagment for Real Action report CRNNS Report
19. Abandonment CRNNS Professional Practice Guideline
20. Advanced Nursing Practice CRNNS Position Statement
21. Nurse Practitioner Quality Monitoring & Improvement Program First Five Year Cycle Report CRNNS Report
22. Nurse Practitioners' Scope of Practice Related to Cosmetic Procedures: BOTOX and Dermal Fillers CRNNS Policy Statement
23. Treatment Agreements - Nurse Practitioner Practice Guideline CRNNS Professional Practice Guideline
24. Guidelines: When NPs Leave a Practice Temporarily or Permanently CRNNS Professional Practice Guideline

2015

1. Ask a Practice Consultant - The Use of Mobile Devices for Information Sharing
2. Adding New Interventions to the Registered Nurse Role – Decision Making Framework CRNNS Policy Statement
3. Nurse Practitioner Consultation and Referral Guidelines CRNNS Professional Practice Guideline
4. Duty to Provide Care: Assignments in Relation to Competence CRNNS Professional Practice Guideline
5. Ask a Practice Consultant - Conduct Unbecoming CRNNS Ask a Practice Consultant
6. NP Bulletin - MSI Billing Guidelines for NPs Employed by a Physician CRNNS NP Bulletin
7. RNs Recommending and Administering Over The Counter Medications CRNNS Professional Practice Guideline
8. **NCLEX-RN Preparation Guide CRNNS**
9. Interdisciplinary Practice Review Nurse Practitioner Committee - 2014 Annual Report CRNNS Report
10. Assess, Treat and Release from Emergency Departments and Collaborative Emergency Centers Professional Practice Guideline for Registered Nurses CRNNS Professional Practice Guideline
11. Assess, Treat and Release from Emergency Departments and Collaborative Emergency Centers Q and A for Registered Nurses CRNNS Q&A, FAQ, Fact Sheet

12. Registered Nurses as Second Attendants in Home Births with a Midwife Position Statement CRNNS Position Statement
13. Transitioning into Professional Practice Toolkit CRNNS
14. Interpreting and Modifying the Scope of Practice of the Registered Nurse CRNNS Report
15. CRNNS 2014 Annual Report CRNNS Report
16. Ask a Practice Consultant - New Grad and Charge Nurse
17. On-Line May 2015 CRNNS On-Line/Nursing in Focus Newsletters
18. Ask a Practice Consultant - Employer of New Grad and Charge Nurse CRNNS Ask a Practice Consultant
19. Nurse Practitioner Client Discharge from Hospital Settings CRNNS Professional Practice Guideline
- 20. Becoming a Registered Nurse in Nova Scotia: Requisite Skills & Abilities CRNNS Position Statement**
- 21. NCLEX-RN: Myths and Facts CRNNS Q&A, FAQ, Fact Sheet**
- 22. Student Q&A – NCLEX CRNNS Q&A, FAQ, Fact Sheet**
- 23. Employer Q&A – NCLEX CRNNS Q&A, FAQ, Fact Sheet**
24. On-line Newsletter March 2015 CRNNS On-Line/Nursing in Focus Newsletters
25. On-line January 2015

2016

1. Public Perception Survey of Registered Nurses and Nurse Practitioners in Nova Scotia - 2016 CRNNS Report
- 2. Entry-Level Competencies for Nurse Practitioners in Canada CRNNS along with CCRNR Policy Statement**
- 3. Volunteerism CRNNS Professional Practice Guideline**
4. Problematic Substance Use: A Guide for Managers CRNNS Professional Practice Guideline
5. CRNNS By-Laws CRNNS Legislative Document
- 6. NCLEX-RN Number of Writes Q&A N/A Q&A, FAQ, Fact Sheet**
7. Ask a Practice Consultant- Caring for Syrian Refugees CRNNS Ask a Practice Consultant
8. Midwifery Position Statement CRNNS Position Statement
9. 2015 Annual Report CRNNS Report
- 10. Updated New Graduate and Internationally Educated Nurses Q&A – Temporary Licence CRNNS Q&A, FAQ, Fact Sheet**
- 11. Updated Employer Q&A – Temporary Licence CRNNS Q&A, FAQ, Fact Sheet**
12. Registered Nurse Sensitive Outcomes: 2016 Summary Report Dr. Esther Sangster-Gormley RN PhD Report
13. Nurse Practitioner Sensitive Outcomes: 2016 Summary Report Dr. Esther Sangster-Gormley RN PhD Report
- 14. NCLEX-RN 2015: performance of Nova Scotia graduates CRNNS Report**
15. Ask a Practice Consultant - Emergency Room Coverage CRNNS Ask a Practice Consultant
16. NP Bulletin - CCRNR Releases NP Practice Analysis Findings CRNNS NP Bulletin
17. Employment & Practice Trends Among New Registered Nurse Graduates – 2014 Study CRNNS Report
- 18. Continuing Competence Program Guidebook**

2017

1. NP Bulletin: Prescribing Mifegymiso in Nova Scotia CRNNS NP Bulletin
2. Ask a Practice Consultant - RNs Floating to Other Nursing Units CRNNS Ask a Practice Consultant
3. Documentation Guidelines for Nurses CRNNS & CLPNNS Professional Practice Guideline
4. Ask a Practice Consultant - RN Role When Working in Triage with LPNs CRNNS Ask a Practice Consultant
5. Medical Assistance in Dying: A Practice Guideline for Nurse Practitioners CRNNS Professional Practice Guideline
6. Professional Boundaries and the Nurse-Client Relationship: Keeping it Safe and Therapeutic - Guidelines for Registered Nurses CRNNS Professional Practice Guideline
7. Complementary & Alternative Health Care: A Guideline for Registered Nurses and Nurse Practitioners CRNNS Professional Practice Guideline

8. Medical Assistance in Dying: A Guideline for Nurses CRNNS and CLPNNS Professional Practice Guideline
9. Caring for Clients Authorized to Use Medical Cannabis CRNNS & CLPNNS Professional Practice Guideline
10. Duty to Provide Care in Emergency Situations CRNNS Professional Practice Guideline
- 11. What Self-Regulation Means to You - Fact Sheet CRNNS Q&A, FAQ, Fact Sheet**
12. Problematic Substance Use in the Workplace: Practice Guideline CRNNS Professional Practice Guideline
13. Nurse Practitioner Standards of Practice CRNNS Policy Statement
14. Effective Utilization of RNs and LPNs in a Collaborative Practice Environment CRNNS Professional Practice Guideline
- 15. Camp Nursing: A Guideline for Registered Nurses CRNNS Professional Practice Guideline**
- 16. A Guide for Self-Employed Registered Nurses CRNNS Professional Practice Guideline**
17. Medication Guidelines for Registered Nurses CRNNS Professional Practice Guideline
18. Orientation of Registered Nurses to the Workplace CRNNS Position Statement
19. Professional Presence and Registered Nurses in Nova Scotia - Practice Guideline CRNNS Professional Practice Guideline
20. Resolving Professional Practice Issues Toolkit CRNNS Professional Practice Guideline
21. Quality Nursing Practice Environments - Position Statement CRNNS Position Statement
22. Social Media Guidelines for RNs and NPs CRNNS Professional Practice Guideline
- 23. Telenursing Practice Guidelines CRNNS Professional Practice Guideline**
24. Assignment and Delegation Guidelines for Registered Nurses and Licensed Practical Nurses CRNNS Professional Practice Guideline
25. Change of Sex Designation on Birth Certificates, Questions and Answers for RNs and NPs CRNNS Q&A, FAQ, Fact Sheet
26. Delegated Functions: Guidelines for Registered Nurses CRNNS Professional Practice Guideline
27. NP Bulletin - Changes to NP Guidelines for Collaborative Practice CRNNS NP Bulletin
28. Nurse Practitioner Guidelines for Collaborative Practice CRNNS Professional Practice Guideline
29. Nurse Practitioner Population & Setting Verification Form CRNNS Form
30. Ask a Practice Consultant, Standard 5: It's Part of the Job - Understanding the Laws as a Self-Employed Nurse CRNNS
31. Ask a Practice Consultant, Standard 4: What is My Accountability as a Preceptor or Mentor? CRNNS Ask a Practice Consultant
32. Ask a Practice Consultant, Standard 3: Recognizing and Responding to Unprofessional Practice N/A Ask a Practice Consultant
- 33. NCLEX-RN 2016 Performance of NS Graduates CRNNS Report**
34. 2016 Annual Report CRNNS Report
- 35. Dual Licensure of RNs/LPNs College of Licensed Practical Nurses of Nova Scotia and College of Registered Nurses of Nova Scotia Position Statement**
36. Ask a Practice Consultant - Standard 2: What is my Accountability When Changes in my Practice Area Impact my Practice? CRNNS Ask a Practice Consultant
37. NP Bulletin - Disability Tax Forms CRNNS NP Bulletin
38. Interdisciplinary Nurse Practitioner Practice Review 2016 Annual Report CRNNS Report
39. Promoting Culturally Competent Care CRNNS Position Statement
40. Ask a Practice Consultant - Standard 1: Accessing Resources Online – What Do I Need to Think About? CRNNS Ask a Practice Consultant
41. Ask a Practice Consultant - Opposing Opinions on a Proposed Plan of Care CRNNS Ask a Practice Consultant
42. Patient Safety Position Statement CRNNS Position Statement
43. Stigma and Its Impact on Client Care CRNNS Position Statement
44. Standards of Practice for Registered Nurses CRNNS Policy Statement

45. Nursing Plan of Care Practice Guideline
46. Ask a Practice Consultant- The Importance of a Comprehensive Nursing Assessment CRNNS Ask a Practice Consultant
47. Harm Reduction Strategies in RN and NP Practice CRNNS Professional Practice Guideline
48. Duty to Report CRNNS Professional Practice Guideline
49. Registered Nurses Working in Collaborative Emergency Centres CRNNS Q&A, FAQ, Fact Sheet
50. The Role of the RN/NP- Immunization Q&A CRNNS Q&A, FAQ, Fact Sheet
51. NP Bulletin - Considerations for NPs Caring for Long Term Care Residents

2016 Registration Data

Registered Nurses

#	Question	Response
1	Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.	10,327
2	Number of registrations for the reporting year, from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant. 	356
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification⁴. 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant. 	14
	<ul style="list-style-type: none"> AIT Transfers, applicants already registered in another Canadian jurisdiction. 	200
	<ul style="list-style-type: none"> Total number of applicants. 	570
3	Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.	
	<ul style="list-style-type: none"> Active-Practising 	10,103
	<ul style="list-style-type: none"> Active-Practising with Conditions and Restrictions 	18
	<ul style="list-style-type: none"> Temporary Licence 	421
4	Number of completed applications submitted by applicants who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	302
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Still in process: 	70
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Withdrawn: 	1
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> File inactive or closed: 	3

⁴ CRNNS regulations require all applicants for registered nurse registration and licensure to establish registration in the jurisdiction where they completed their program. Therefore, on the registered nurse surveys the number for this category will always be zero.

	<ul style="list-style-type: none"> ● Received qualifications In Canada, new applicant: 	
	<ul style="list-style-type: none"> ○ <i>Accepted:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Rejected:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Still in process:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Withdrawn:</i> 	0
	<ul style="list-style-type: none"> ○ <i>File inactive or closed:</i> 	0
	<ul style="list-style-type: none"> ● Received qualifications (training/work experience for trades) internationally, new applicant: 	
	<ul style="list-style-type: none"> ○ <i>Accepted:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Rejected:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Still in process:</i> 	68
	<ul style="list-style-type: none"> ○ <i>Withdrawn:</i> 	1
	<ul style="list-style-type: none"> ○ <i>File inactive or closed:</i> 	0
	<ul style="list-style-type: none"> ● AIT transfers, applicants already registered in another Canadian jurisdiction: 	
	<ul style="list-style-type: none"> ○ <i>Accepted:</i> 	144
	<ul style="list-style-type: none"> ○ <i>Rejected:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Still in process:</i> 	56
	<ul style="list-style-type: none"> ○ <i>Withdrawn:</i> 	5
	<ul style="list-style-type: none"> ○ <i>File inactive or closed:</i> 	6
5	For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.	
	<ul style="list-style-type: none"> ● Alberta 	16
	<ul style="list-style-type: none"> ● British Columbia 	4
	<ul style="list-style-type: none"> ● Manitoba 	5
	<ul style="list-style-type: none"> ● New Brunswick 	51

	<ul style="list-style-type: none"> • Newfoundland & Labrador 	37
	<ul style="list-style-type: none"> • Northwest Territories 	2
	<ul style="list-style-type: none"> • Ontario 	67
	<ul style="list-style-type: none"> • Quebec 	8
	<ul style="list-style-type: none"> • Saskatchewan 	2
	<ul style="list-style-type: none"> • Prince Edward Island 	18
6	For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).	
	<ul style="list-style-type: none"> • India 	13
	<ul style="list-style-type: none"> • Israel 	3
	<ul style="list-style-type: none"> • Lebanon 	1
	<ul style="list-style-type: none"> • USA 	6
	<ul style="list-style-type: none"> • Namibia 	1
	<ul style="list-style-type: none"> • Nepal 	1
	<ul style="list-style-type: none"> • Nigeria 	2
	<ul style="list-style-type: none"> • Philippines 	39
	<ul style="list-style-type: none"> • UK 	3
7	Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.	
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) In NS, new applicant: 	9
	<ul style="list-style-type: none"> • Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) Internationally, new applicant: 	25
	<ul style="list-style-type: none"> • AIT transfers, applicants already registered in another Canadian jurisdiction: 	8

8	Average registration process time (or application approval) for those who received their qualifications as indicated below.	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	70 (includes time spent in the collection of documents and writing the registration exam)
	• Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification	0
	• Received qualifications (training/work experience for trades) Internationally, new applicant	915 (includes time spent in the collection of documents, completing a competence assessment (if applicable) completing bridging programs (if applicable) and writing the registration exam (if applicable))
	• AIT transfers, applicants already registered in another Canadian jurisdiction	143 (includes time spent in the collection of documents)
9	Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	Regulatory body costs: \$796 Other: \$360
	• Received qualifications In Canada, new applicant:	Regulatory body costs: 0 Other:0
	• Received qualifications (training/work experience for trades) internationally, new applicant:	Regulatory body costs: \$1371 Other: \$1010 (which includes the \$650 USD to NNAS and \$360 to NCSBN for one writing of the NCLEX-RN); Note if the applicant fails the NCLEX-RN they will be required to pay another administrative fee to CRNNS and an exam fee to NCSBN.
	• AIT transfers, applicants already registered in another Canadian jurisdiction:	Regulatory body costs: \$709 Other: 0
10	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	0
	• Received qualifications In Canada, new applicant:	0

	<ul style="list-style-type: none"> • AIT transfers, applicants already registered in another Canadian jurisdiction: 	0
	<ul style="list-style-type: none"> • Total number of appeals, internal reviews or challenges related to a registration decision: 	0
11	Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> • Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) Internationally, new applicant: 	0
	<ul style="list-style-type: none"> • AIT transfers, applicants already registered in another Canadian jurisdiction: 	0
12	What does registration with your organization authorize?	Scope of Practice rights and Rights to use an Occupational Title

Nurse Practitioners

#	Question	Response
1	Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.	160
2	Number of registrations for the reporting year, from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) In NS, new applicant. 	14
	<ul style="list-style-type: none"> • Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification. 	3
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) Internationally, new applicant. 	1
	<ul style="list-style-type: none"> • AIT Transfers, applicants already registered in another Canadian jurisdiction. 	1
	<ul style="list-style-type: none"> • Total number of applicants. 	19
3	Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.	
	<ul style="list-style-type: none"> • Nurse Practitioner 	160
4	Number of completed applications submitted by applicants who received their qualifications as indicated below.	

<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) in NS, new applicant: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>Accepted:</i> 	14
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>Rejected:</i> 	0
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>Still in process:</i> 	1
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>Withdrawn:</i> 	0
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>File inactive or closed:</i> 	0
<ul style="list-style-type: none"> • Received qualifications In Canada, new applicant: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>Accepted:</i> 	30
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>Rejected:</i> 	0
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>Still in process:</i> 	1
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>Withdrawn:</i> 	0
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>File inactive or closed:</i> 	0
<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) internationally, new applicant: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>Accepted:</i> 	1
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>Rejected:</i> 	0
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>Still in process:</i> 	1
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>Withdrawn:</i> 	0
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>File inactive or closed:</i> 	0
<ul style="list-style-type: none"> • AIT transfers, applicants already registered in another Canadian jurisdiction: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>Accepted:</i> 	1
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>Rejected:</i> 	0
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>Still in process:</i> 	2
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ <i>Withdrawn:</i> 	0

	○ <i>File inactive or closed:</i>	0
5	For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.	
	• Alberta	4
	• Newfoundland & Labrador	1
	• Ontario	2
6	For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).	
	• USA	2
7	Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	6
	• Received qualifications In Canada, new applicant:	4
	• Received qualifications (training/work experience for trades) Internationally, new applicant:	0
	• AIT transfers, applicants already registered in another Canadian jurisdiction:	4
8	Average registration process time (or application approval) for those who received their qualifications as indicated below.	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	97
	• Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification	6
	• Received qualifications (training/work experience for trades) Internationally, new applicant	183
	• AIT transfers, applicants already registered in another Canadian jurisdiction	147
9	Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	Regulatory body costs: \$1547 Other: \$0

	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	Regulatory body costs: 1547 Other: \$0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant: 	Regulatory body costs: \$1489 Other: \$650
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	Regulatory body costs: \$1114 Other: \$0
10	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	0
	<ul style="list-style-type: none"> Total number of appeals, internal reviews or challenges related to a registration decision: 	0
11	Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	0
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	0
12	What does registration with your organization authorize?	Scope of Practice rights and Rights to use an Occupational Title

FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<p>Internet Email Hard Copy Telephone Other</p> <p>We have a website that contains a great deal of information about the registration process (http://crnns.ca/). Individuals can obtain information about:</p> <ol style="list-style-type: none"> 1. applying for a licence (http://crnns.ca/registration/licences/), 2. applying to write the registration exam (http://crnns.ca/registration/licensing-exams/); and <p>Applicants and members of the public can check the status of any nurse's licence (http://crnns.ca/registration/licence-check/).</p> <p>Information for applicants on our website is divided into sections and relates to the category of applicant seeking information about licensure. Within each of these sections of the website there are several other links to relevant information:</p> <ol style="list-style-type: none"> 1. First time licence - new Nova Scotia graduate: http://crnns.ca/registration/licences/first-time-licence/ns-rn-new-grad-licence/. There is a link here to an automated online application form: https://members.crnns.ca/pages/afia/afialogin.aspx 2. First time licence - New Out-of-Province Canadian graduate: http://crnns.ca/registration/licences/first-time-licence/canadian-new-grad/. There is a link here to an online automated application form: https://members.crnns.ca/pages/afia/afialogin.aspx. 3. First time licence - RN licensed in another Canadian jurisdiction (Canadian applicant or IEN applicant currently licensed in another Canadian jurisdiction): http://crnns.ca/registration/licences/first-time-licence/cnd-rn-or-licensed-ien/. There is a link there to the online automated application form: http://crnns.ca/registration/licences/first-time-licence/cnd-rn-or-licensed-ien/ 4. First time licence - Internationally educated nurse not currently licensed in another Canadian jurisdiction: http://crnns.ca/registration/licences/first-time-licence/ien/. The CRNNS application can be found here: http://crnns.ca/wp-content/uploads/2015/04/IEI-Part-1.pdf. 	16(3)(g)

5. *First time licence - Nurse Practitioner applicants (new Nova Scotia graduate, new Canadian (outside Nova Scotia) graduate, NP licensed in another Canadian jurisdiction, internationally educated nurse practitioner):* <http://crnns.ca/registration/licences/first-time-licence/nurse-practitioner/>. The online automated form can be found here: <https://members.crnns.ca/pages/afia/afianp.aspx>.
6. *Renewal of a licence:* <http://crnns.ca/registration/licences/renewal/>. The online automated form can be found here: <https://members.crnns.ca/pages/Login.aspx>.
7. *Reactivation of a licence:* <http://crnns.ca/registration/licences/reactivation/>. The paper-based application form can be found here: <http://crnns.ca/wp-content/uploads/2015/01/Reactivation-Application.pdf>

We have developed resource guidebooks, which you can find on our website, for applicants on several topics such as:

1. *the IEN application process:* <http://crnns.ca/wp-content/uploads/2015/08/IE-Registration-and-Licensure-Guide.pdf>
2. *preparing for the NCLEX-RN exam:* <http://crnns.ca/wp-content/uploads/2015/07/NCLEX-RN-Preparation-Guide.pdf>
3. *completing the requirement of the CRNNS Continuing Competence Program:* <http://crnns.ca/wp-content/uploads/2016/01/CRNNS-Continuing-Competence-Program-2015.pdf>

These guidebooks can be accessed electronically or printed.

Our email addresses are available on our website so that potential applicants can contact us for more information (<http://crnns.ca/about/contact/>). Email addresses are also provided throughout the website in appropriate locations.

All applicants can complete an automated online application form for:

1. *Initial application as a new Nova Scotia Graduate, new Canadian graduate, nurse practitioner, Canadian RN or NP*
2. *licence renewal*
3. *a temporary licence*
4. *permission to write the registration exam*

The above individuals can track the progress of their application on our application portal.

Applicants can print a paper application from our website or application documents can be mailed to an applicant upon

		<p>request. Applicants must complete a paper application for the following:</p> <ol style="list-style-type: none"> 1. licence reactivation: http://crnns.ca/registration/licences/reactivation/ 2. Internationally educated nurses: http://crnns.ca/registration/licences/first-time-licence/ien/ <p>The reactivation applicants are encouraged to contact CRNNS via email or telephone to track the progress of their application.</p> <p>IENs are encouraged to apply on our AFIA portal to track the collection and expiration of their application documents.</p> <p>CRNNS will print and mail any materials to individual RNs or other stakeholders upon request (free of charge).</p> <p>CRNNS has a computer available at our office for applicants and members to complete their application electronically. If individuals do not wish to complete their licence application electronically, CRNNS will provide a printed version of the application forms.</p> <p>Note: CRNNS does not issue paper licences.</p> <p>CRNNS staff are available to provide telephone or in-person advice about the application process from 0830 to 1630 Monday to Friday (excluding holidays).</p>	
1b	Can applicant begin the process outside of Canada?	<p>Yes</p> <p>An applicant working and/or educated outside Canada can apply for a registration and initial licensure or to reactivate their licence with CRNNS while overseas. Most, and in some cases all, of the application process can be completed prior to the applicant arriving in Canada.</p> <p>For example, IENs who are outside of Canada can complete the NNAS process and apply to CRNNS while overseas. They can also write the NCLEX-RN exam anywhere in the world there is a NCLEX-RN testing centre. However, if they are required to complete a competence assessment and/or bridging education, they must complete these requirements in Nova Scotia. This is because CRNNS reviews and approves the bridging/re-entry program at the RN-PDC. Therefore, we are aware of the learning outcomes of courses offered there. We cannot be assured of the learning outcomes from other bridging programs across Canada because we have not conducted a curricular review of those programs.</p> <p>If an applicant had successfully completed bridging education in another jurisdiction in order to fill education gaps, we would consider this education.</p>	

2	Please provide a link to your website.	http://crnns.ca/	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	<i>Strongly Agree</i>	
2b	On what basis do you make changes to your website?	<p><i>Feedback from Applicants, members, the public and other stakeholders</i></p> <p><i>Policy Change</i></p> <p><i>News Postings</i></p> <p><i>Other</i></p> <p><i>We may update our website based on feedback from other stakeholders, changes in CRNNS policy and new legislation. We also update the website when we have new documents to share with members and the public.</i></p> <p><i>CRNNS has adopted Relational Regulation, which includes right touch regulation. Here is a link explaining this philosophy: http://crnns.ca/about/relational-right-touch-regulation/. Because of this new philosophy, we have changed the way in which we communicate information on our website, including the use of plain language.</i></p> <p><i>We have made every effort to streamline content so that we do not repeat information on more than one webpage. All forms and guidelines are available on our website (see Question #1). Information about the pathway to licensure is also available on our website (see Question #1).</i></p>	
2c	When was the section of the website pertaining to registration last updated?	<i>On-going</i>	
3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	<p><i>Legislation</i></p> <p><i>Regulation</i></p> <p><i>Policy</i></p>	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	<p><i>The registration requirements for Nova Scotia graduates, Canadian graduates, internationally educated nurses (IENs) currently licensed in another Canadian jurisdiction can be found in RN Regulations Section 7.</i></p> <p><i>There are also several Registration Services policies which provide details on the application processes for these applicants:</i></p> <ul style="list-style-type: none"> <i>• A-010 Application for Registration: Applicants from other Canadian Jurisdictions</i> <i>• A-020 Expired Documents for Applicants from Another Canadian Jurisdiction</i> 	

- *A-030 English Language Proficiency Test Requirements: Applicants Currently Licensed in Another Canadian Jurisdiction*
- *A-040 Assessment of Eligibility to Take the NCLEX-RN: Canadian Applicants*
- *C-110 Application for a) Registration or b) Registration and Initial Licensure*

The registration requirements for internationally educated nurses (IENs) who graduated before December 31, 2007 and who are not currently licensed in another Canadian jurisdiction can be found in RN Regulations Section 8.

The registration requirements for internationally educated nurses (IENs) who graduated on or after December 31, 2007 and who are not currently licensed in another Canadian jurisdiction can be found in RN Regulations Section 9(2).

There are also several Registration Services policies which provide details on the application process for these IEN applicants:

- *B-010 Assessment of Eligibility to Register with the CRNNS: Graduates of International Nursing Programs who applied to the CRNNS before August 12, 2014*
- *B-015 Assessment of Eligibility to Register with the CRNNS: Graduates of International Nursing Programs who applied to the CRNNS on or after August 12, 2014*
- *B-020 Expired Documents for Internationally Educated Nurse (IEN) Applicants*
- *B-040 English Language Proficiency Test Requirements: Internationally Educated Nurses (IEN)*
- *B-050 Assessment of Eligibility to Take the NCLEX-RN: Internationally Educated Nurses (IEN)*
- *C-110 Application for a) Registration or b) Registration and Initial Licensure*

The licensing rosters are listed in Section 5 of the RN Regulations.

- *The licensure requirements for entry into the active-practising roster can be found in RN Regulation Section 10. You can also find information in the following policy:*
- *D-030 Meeting the Criteria for Entry in the Active-Practising Roster*
- *The licensure requirements for entry into the active-practising with conditions and/or restrictions roster can be found in RN Regulations Section 12.*

		<ul style="list-style-type: none"> • <i>The licensure requirements for entry into the transitional roster can be found in RN Regulations Section 14. You can also find information in the following policy:</i> • <i>B-030 Transitional Licence to Meet Baccalaureate in Nursing Requirements: Internationally Educated Nurses</i> • <i>Criteria for entry into the temporary licence (TL) roster can be found in Section 14 of RN Act. You can also find information in the following policies:</i> <ul style="list-style-type: none"> • <i>C-100 Temporary Licence: New Canadian Graduates and Internationally Educated Nurses not Currently Registered in Another Canadian Jurisdiction</i> • <i>C-105 Temporary Licence: RN registered but not currently licensed with the CRNNS or RNs currently licensed in another Canadian jurisdiction who wishes to temporarily engage in the practice of nursing in NS for a special, time-limited event</i> • <i>Criteria for entry into the nurse practitioner (NP) roster can be found in Section 19 of the RN Regulations. Please note: NPs must meet the registration and licensure requirements for an active-practising licence before they are assessed for eligibility for an NP licence. You can also find information about NP licensure in the following policies:</i> <ul style="list-style-type: none"> • <i>E-010 Application for Initial Nurse Practitioner (NP) Licensure</i> • <i>E-150 Temporary Licence for Nurse Practitioners</i> • <i>E-155 Temporary Licence: Nurse Practitioners registered but not currently licensed with the CRNNS or NPs currently licensed in another Canadian jurisdiction who which to temporarily engage in the practice of nursing in NS for a special, time-limited event</i> • <i>E-160 Annual Nurse Practitioner License Renewal</i> • <i>E-170 Licensure Requirement: Nurse Practitioner Authority to Prescribe Controlled Drugs and Substances</i> • <i>Criteria for entry into the NP with conditions and/or restrictions roster Section 21 of the RN Regulations.</i> • <i>Information about licenses issued to individuals who do not complete the CRNNS continuing competence program can be found in Section 23(1) of the RN Regulations.</i> <ul style="list-style-type: none"> • <i>D-030 Three-Month Licence to Fulfil the Continuing Competence Program (CCP) Requirement</i> 	
3c	Is this information made available to applicants	Yes	

		<p><i>We do not post the registration services policies in their current format because they are written for internal use and include procedural information. We are currently conducting a review of our policy development processes to determine whether there is a better way to write policies for internal and external use.</i></p> <p><i>Policy-related information is provided on our website in plain language.</i></p>	
4	Are you waiting for legislation to be passed?	<p><i>No</i></p> <p><i>There has been an agreement between the governing bodies of the CLPNNS and CRNNS to form a new nursing regulator in Nova Scotia. This will require legislative changes in the near future.</i></p>	
5a	Is the criteria for meeting the requirements of registration documented?	<p><i>Yes</i></p>	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?	<p><i>Yes</i></p> <p><i>Nova Scotia Graduates: The Council of the CRNNS approves the nursing education programs offered in Nova Scotia, therefore a graduate of one of these programs is found to have met the education requirements set in the RN Regulations. These applicants must meet the other registration and licensure requirements as set in the RN Regulations and described on the website (see below for links).</i></p> <p><i>Canadian Graduates: CRNNS recognizes the education provided in another Canadian undergraduate nursing program as being equivalent to a nursing education programs offered in Nova Scotia. Therefore, a graduate of one of these programs will be found to have met the education requirements set in the regulations. These applicants must meet the other registration and licensure requirements as set in the RN Regulations and described on our website (see below for links).</i></p> <p><i>Members of CRNNS: Current CRNNS members are required to meet the renewal or reactivation requirements that is set in the RN Regulations and described on the website (see below for links).</i></p> <p><i>IENs Currently Licensed in Another Canadian Jurisdiction: are required to meet the same registration and licensure requirements as Canadian graduates. CRNNS does not conduct a second review of nursing program once the IEN has been licensed in another Canadian jurisdiction.</i></p>	

IENs Not Currently Licensed in Another Canadian Jurisdiction: There is no set minimum amount of schooling that is required to be considered equivalent to a Nova Scotia nursing education program. However, IENs are not eligible for registration and licensure in Nova Scotia if they:

- 1. completed a nursing program that was not at the post-secondary level of education; or*
- 2. graduated from a specialized program that did not provide theory and clinical instruction in adult medicine and surgery.*

The NNAS Advisory Report uses the Canadian Registered Nurse (RN) Entry-Level Competencies along with the curriculum from nursing schools from across Canada to determine whether the IEN's nursing program is comparable to a Canadian nursing program. IENs are asked to arrange for their school of nursing to submit course descriptions for each course completed in their nursing program. CGFNS, the vendor for NNAS, has an extensive database containing details about nursing programs offered throughout the world which they can access when assessing an IEN's nursing program.

The NNAS analyzes the attributes that are taught in the IEN's nursing program and compares these attributes to the attributes that are taught in a Canadian nursing programs. An attribute is defined as individual concepts that are taught in the nursing program. From this analysis they determine how many attributes were found in the IENs program and how many were missing. The applicant is not given a list of the attributes against which their nursing program is assessed because of the threat of fraud. Regulatory bodies in Canada have had international schools of nursing alter (falsify) their nursing program information to meet the requirements of the regulatory bodies. Therefore, to maintain the integrity of the NNAS assessment process, these attributes are not provided to the IEN (in keeping with Section 12(2)(e) of the Fair Registration Practices Act).

The attributes are then clustered into nursing concepts referred to as dimensions. There are twenty dimensions in this assessment process. This is the level at which the IEN receives their analysis. The IEN applicant is given a list of the 20 dimensions and whether their program was comparable, somewhat comparable or not comparable on each of these dimensions. See below for more information.

The dimensions are further clustered into the entry to practice requirements from the national competencies for registered nurses. The IEN applicant is provided the list of the five entry to practice (ETP) requirements, which identified whether their

program was comparable, somewhat comparable or not comparable on each of these ETP requirements. See Appendix for more information.

The NNAS report also provide an overall determination of comparability of the entire program compared against the Canadian standard.

When the IEN's program is found "comparable" we consider their program to be equivalent to a Canadian nursing program. When a program is found "somewhat comparable" or "not comparable" by NNAS it means that there were things that were not taught in the IEN's nursing program that are required to be taught in a Canadian nursing program (educational gaps).

If the applicant's program was found to have educational gaps, CRNNS reviews the IEN's nursing experience and other education since graduation to determine whether these gaps were met through their education and experience. If there are still identified educational gaps after this evaluation, the applicant is required to complete either:

1. a competence assessment with any required bridging education up to and including a baccalaureate degree in nursing; or
2. bridging education up to and including a full nursing re-entry program.

This requirement is found in RN Regulation Sections 8 and 9.

Competence Assessment: When an applicant is referred to the Registered Nurses Professional Development Centre to complete a competence assessment they have access to the list of competencies they will be assessed against:

<http://www.rnpdc.nshealth.ca/images/files/what.pdf>

Links to website information:

Nova Scotia new graduates from a nursing program:

<http://crnns.ca/registration/licences/first-time-licence/ns-rn-new-grad-licence/>

Canadian new graduates from a nursing program:

<http://crnns.ca/registration/licences/first-time-licence/canadian-new-grad/>

Canadian graduates currently licensed in another jurisdiction:

<http://crnns.ca/registration/licences/first-time-licence/cnd-rn-or-licensed-ien/>

Internationally educated nurses (IENs) currently licensed in another Canadian jurisdiction:

<http://crnns.ca/registration/licences/first-time-licence/cnd-rn-or-licensed-ien/>

Internationally educated nurse who are not currently licensed in another Canadian jurisdiction:

		<p>http://crnns.ca/registration/licences/first-time-licence/ien/. The guidebook also provides information about the criteria. Licence renewal (annually): http://crnns.ca/registration/licences/renewal/ Licence reactivation (RN or NP): http://crnns.ca/registration/licences/reactivation/</p>	
6	If you require translation of specific documents how is the applicant informed?	<p>Web Site Email Telephone Other</p> <p>Information about the translation of documents can be found on the NNAS website here: http://www.nnas.ca/, http://www.nnas.ca/faq/ and in the NNAS IEN Applicant Handbook: http://my.nnas.ca/nnasweb/resources/mounts/reports/ien_resources/nnas_applicant_handbook_english. Information is also available on our website here: http://crnns.ca/registration/licences/first-time-licence/ien/. If we are contacted by telephone, email or in-person about the translation of documents, we inform applicants about our requirement.</p>	7(a)
7	Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade / Canada Free Trade Agreement)?	<p>Yes</p> <p>The process for applying as an applicant currently licensed in another Canadian jurisdiction, whether domestic or internationally educated, is the same. The process is explained on our website here: http://crnns.ca/registration/licences/first-time-licence/cnd-rn-or-licensed-ien/.</p> <p>In addition, the following policies apply to these applicants:</p> <ol style="list-style-type: none"> 1. A-010: Application for Registration: Applicants from other Canadian Jurisdictions 2. A-020 Expired Documents for Applicants from Another Canadian Jurisdiction 3. A-030 English Language Proficiency Test Requirements: Applicants Currently Licensed in Another Canadian Jurisdiction 4. C-110 Application for a) Registration or b) Registration and Initial Licensure 5. D-030 Meeting the Criteria for Entry in the Active-Practising Roster 	3
8	Does your organization make accommodation for applicants with physical or mental disability?	<p>Yes</p> <p>During the writing of the registration exams we approve testing accommodation(s) for any ground identified in the Nova Scotia Human Rights Act, including physical or mental disabilities.</p>	16(3)(h)

		<p>We have two policies related to testing accommodation on the:</p> <ol style="list-style-type: none"> 1. NCLEX-RN and RN Jurisprudence Exam 2. NP Exam and NP Jurisprudence Exam 	
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	Yes	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	<p>National Nursing Assessment Service <i>The National Nursing Assessment Service (NNAS)</i> http://www.nnas.ca/ collects application documents for the nursing regulatory bodies across Canada (except Quebec and the territories) for all three nursing groups: registered nurses, registered psychiatric nurses; and licensed/registered practical nurses. The documents collected include but are not limited to: demographic information; identity documents; licensure verifications for nursing and other regulated professions; employer references; school of nursing transcripts; course descriptions about the IEN's nursing program; and English (or French) language proficiency test scores (if applicable).</p> <p>NNAS has a contract with Commission on Graduates of Foreign Nursing Schools (CGFNS) International whose role (since August 12, 2014) is to:</p> <ol style="list-style-type: none"> 1. receive, review and store all documents the Internationally Educated Nurses submit; 2. ensure the documents are authentic; 3. evaluate the documents against Canadian standards; 4. ensure that each nurse's file contains all the documents that the regulatory body requires; 5. send the completed file to the regulatory body or bodies, for Canadian nursing registration. <p>Once the NNAS advisory report is issued to the IEN they can apply to CRNNS.</p> <p>The CEO and Registrar sits on the board of directors for the NNAS, along with selected CEOs and Registrars from nursing regulatory bodies across Canada. The registration services policy consultant sits on the RB User Group Committee of the NNAS (inactive in 2018).</p> <p>Registered Nurses Professional Development Centre IENs and domestic applicants who are required by CRNNS to complete a competence assessment and/or bridging/re-entry program are referred to the Registered Nurses Professional Development Centre (RN-PDC).</p> <p>The competence assessment is an assessment of the applicant's generalist nursing knowledge, skills and abilities. If</p>	

the competence assessment identifies gaps in their nursing knowledge, skills and abilities, CRNNS may require them to complete bridging education up to and including a baccalaureate degree in nursing. More information about the competence assessment can be found in the attachment: Information Sheet - Nursing Competence Assessment or at the RN-PDC website:

<http://www.rnpdc.nshealth.ca/InternationalLearners/AssessmentCentre/>.

The nursing re-entry program is a comprehensive nursing program designed to help applicants/members fill their identified educational gaps and provides them with the knowledge, skills, and abilities to safely practice nursing in Canada. The program includes both theoretical and clinical courses that are based on the Canadian entry-level competencies. The program consists of nine courses and usually takes 12 to 18 months to complete. For information about the RN-PDC nursing re-entry program can be found on the RN-PDC website at:

<http://www.rnpdc.nshealth.ca/Programs/Programs/default.asp?mn=1.47>.

The RN-PDC nursing bridging/re-entry program is regularly reviewed by the Education Advisory Committee, a statutory committee of CRNNS (see the committee terms of reference attached). This committee provides advice and recommendations to the Council to enable Council to:

- *Establish standards for ... registered nurse re-entry programs.*
- *Approve ... registered nurse re-entry programs.*
- *Deny or withdraw approval of ... registered nurse re-entry programs that do not meet the standards as approved by Council.*
- *Approve, conditionally approve or deny approval of ... registered nurse re-entry programs.*
- *Approve, conditionally approve or deny approval of new ... registered nurse re-entry programs or changes to such programs in accordance with the standards as approved by Council.*
- *Determine time intervals for assessment of ... registered nurse re-entry programs in the province.*

The registration services policy consultant sits on the IEN Multi-Stakeholder Working Group committee, which serves as the board for the RN-PDC Bridging Re-Entry Program (see the committee terms of reference).

Registration/Licensure Examinations

CRNNS has a contract with NCSBN for the administration of the [NCLEX-RN exam](#).

		<p>CRNNS has a contract with the Yardstick/Assessment Services Inc. for the administration of the Canadian Nurse Practitioner Exam.</p> <p>CRNNS has a Memorandum of Understanding with the Pediatric Nursing Certification Board for the administration of the Primary Care Pediatric Nurse Practitioner Certification.</p> <p>CRNNS has a Letter of Agreement with The American Academy of Nurse Practitioners Certification Program for the administration of the Adult Gerontology Primary Care Nurse Practitioner Certification Exam.</p> <p>World Education Services</p> <p>CRNNS has a Memorandum of Understanding with World Education Services (WES). We require that internationally educated nurses (IENs) who have applied to CRNNS <u>before August 12, 2014</u> have their academic records evaluated by World Education Services (WES). CRNNS requires a WES Course-by-Course evaluation report based on nursing program information and transcript.</p> <p>The WES report is used by CRNNS to:</p> <ol style="list-style-type: none"> determine that a nursing program is a recognized program in that country; authenticate the nursing program transcript(s); and verify that the IEN graduated from that nursing program. <p>The WES report does not determine that:</p> <ol style="list-style-type: none"> the IEN has the competencies to practice as an RN in Nova Scotia; nursing program is substantially equivalent to a nursing program offered in Nova Scotia; or the IEN is eligible to become registered/licensed with CRNNS. 	
9c	Please indicate the types of activities that they assist with.	Credential Assessment Verification of Documents Examinations	
9d	Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act, including transparency, objectivity, impartiality and procedural fairness?	MOU Service Level Agreement Participation on Board Other	
9e	Are you informed of all decisions made by third parties on applicants?	Yes	
9f	Does the third party have an internal review process for unsuccessful applicants?	Yes National Nursing Assessment Service	

The NNAS appeal process can be found here:
<https://static1.squarespace.com/static/5303cd1de4b0c4df8d27e4ce/t/56d86c9ab654f929d4ebb2fd/1457024154384/NNAS+Appeals+Procedure+-+02-26-2016.pdf>.
Information about the NNAS appeal process can be found in their FAQs under the application process:
<http://www.nnas.ca/faq/>.
A brief description of the appeal along with the associated cost can be found in the NNAS Applicant Handbook on page 14:
https://my.nnas.ca/nnasweb/resources/mounts/reports/ien_resources/nnas_applicant_handbook_english.

Registered Nurses Professional Development Centre Assessment Centre: Candidates are provided with the information below before they start the competence assessment, the assessor reviews this verbally and in writing. It is also reiterated by the RN-PDC in writing when the competence assessment report is sent to the applicant (before going to the regulatory body). The final competence assessment report is only sent to the regulatory body once the candidate has not indicated they will appeal (i.e. the five days have lapsed). If they request a review (appeal) they are provided with the policy (attached) and the Director's contact information.

If you have concerns with your competence assessment report you have five days from the day you receive your report to request a review from the Director of RNPDC. If you do not request a review, the lead assessor will send your competence assessment report to the <regulatory body> after five days. If you wish it sent sooner, please let me know. Once the report is sent to <regulatory body> it is final, and no review process can be requested through RN-PDC.

RN Bridging / Re-Entry Program: The following information is located in our Learner Handbook and is applicable to learners who wish to have an assessment/re-assessment or Learner Progression decision reviewed during a course/program. The Review Policy is located on the RN-PDC website as well as in their online learning environment.

Learners who disagree with an assessment or re-assessment decision for knowledge, skill and performance and/or a decision concerning violation of the Academic Code and/or Professional Code of Conduct are provided an opportunity to seek review of that decision. The learner's request for a review must be submitted in writing to the Director of RNPDC within five (5) working days of the receipt of the decision in question and must outline, in writing, the reason for requesting the review and any other

submissions that the learner wishes the stage I Review Committee to consider.

Registration and Licensure Exam

NCLEX-RN: There is no appeal or re-score process for the NCLEX-RN exam. The exam is scored twice prior to the release of the results to the candidate; once at exam centre and a second time at the data base centre.

Information about test security and invalid results processing can be found here: <https://www.ncsbn.org/1222.htm>.

Chapter 7 of the NCLEX RN Administration & Procedure Manual addresses incident reporting (IR). This chapter describes a number of incidents that can happen, e.g., related to testing environment, computer issues etc. NCLEX-specific IRs are made available to regulatory bodies on the NCLEX Administration Website.

The procedure for item related resolutions has 8 steps:

1. The incident is generated at the testing centre;
2. IR is received by the NCSBN Exam Department and Pearson VUE test development staff;
3. IR is forwarded to appropriate regulatory body;
4. The complaint is investigated by NCSBN and Pearson VUE;
5. The IR resolution will state: "This item has been referred to the test development staff. The RB will be contacted if this item impacts on the candidate's results.";
6. Results of the investigation are communicated to NCSBN staff;
7. If there is no problem, the IR is documented internally, and no further action is taken;
8. If there is a problem, the item is removed from the operational pool and the item is brought to the next NCLEX Exam Committee meeting.

Canadian Nurse Practitioner Exam: There is no appeal process for the Canadian Nurse Practitioner Exam but candidates can ask for an exam rescore: ASI will send the official results of the re-scores to CRNNS no later than three weeks after receiving the request for the re-score. There will be an additional fee for each re-score processed as set out in the Agreement.

Primary Care Pediatric Nurse Practitioner Certification: Applicants can request an exam score review and appeal for the Primary Care Pediatric Nurse Practitioner Certification:

- Candidates must submit this request to the regulatory body within 30 days of receiving their result. All decisions

		<p><i>made by PNCB and Prometric with regard to such reviews are final.</i></p> <ul style="list-style-type: none"> <i>Exam score review: To ensure quality, Prometric conducts a full scoring analysis and result validation on every exam result, and all scores are validated twice. However, a candidate can request Prometric to conduct another review. Prometric will validate the score again and check that: the exam performed correctly, the candidate answered or had the opportunity to answer all items, and the exam timing was appropriate. Prometric charges \$50.00 (USD) for this review.</i> <i>Appeal: Canadian candidates who are unsuccessful on the exam can request an appeal of their exam administration by PNCB. There is no fee for this appeal.</i> 	
10a	What types of supports do you provide to applicants during the registration process?	<p><i>Internet</i> <i>Telephone</i> <i>Print Material</i> <i>Other</i></p> <p><i>In addition to the methods listed above, we will meet with applicants when they drop into the office or they request a private meeting. In 2015 we participated in an information session for IEN applicants through ISANS.</i></p>	7(e), 16(3)(k)
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	<p><i>No</i></p> <p><i>We have had requests for supports to help applicants enhance and improve English language proficiency skills. We do not provide this type of support. Some IEN applicants have expressed difficulty in accessing language support programs to suit their language needs. For example, some temporary foreign workers have reported that priority for admission to a program is given to permanent residents</i></p> <p><i>However, we do provide information on our website about where language supports may be available:</i> https://crnns.ca/wp-content/uploads/2015/08/IEN-Registration-and-Licensure-Guide.pdf http://clpnns.ca/wp-content/uploads/2017/10/IEN-resource-and-support-services-final-web.pdf</p>	
11	Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?	<p><i>Yes</i></p> <p><i>IENs whose program is not found to be substantially equivalent to a Nova Scotia nursing education program are given information about the competence assessment and/or nursing re-entry program at the RN-PDC. These options are explained in writing to the applicant as well as in-person upon request. Information about these options is also available on</i></p>	8(d)

		<p>our website here: http://crnns.ca/registration/licences/competence-assessment-re-entry/.</p> <p>The competence assessment is an assessment of the applicant's generalist nursing knowledge, skills and abilities. If the competence assessment identifies gaps in their nursing knowledge, skills and abilities, CRNNS may require them to complete bridging education up to and including a baccalaureate degree in nursing. More information about the competence assessment can be found in the attachment: Information Sheet - Nursing Competence Assessment or at the RN-PDC website: http://www.rnpdc.nshealth.ca/InternationalLearners/AssessmentCentre/.</p> <p>The nursing re-entry program is a comprehensive nursing program designed to help applicants/members fill their identified educational gaps and provides them with the knowledge, skills, and abilities to safely practice nursing in Canada. The program includes both theoretical and clinical courses that are based on the Canadian entry-level competencies. The program consists of nine courses and usually takes 12 to 18 months to complete. For information about the RN-PDC nursing re-entry program can be found on the RN-PDC website at: http://www.rnpdc.nshealth.ca/Programs/Programs/default.asp?mn=1.47.</p> <p>The information given to applicants who are unsuccessful in the registration process depends of the reason for the denial. Applicants who do not meet the registration and/or licensure requirements receive individual letters describing the options they have to meet these requirements in the future. For example, if someone fails to meet the currency of competency requirements as set out in RN Regulations Section 10(g), they receive written information about their options related to the competence assessment or nursing re-entry program. This information is also available on our website here: http://crnns.ca/registration/licences/competence-assessment-re-entry/.</p> <p>Individuals who are refused registration and licensure are given information about our registration appeal process.</p>	
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	Very Reasonable CRNNS has customer service standards related to the responses to inquiries (see Appendix).	7(b), 8(a), 8(b), 8(c)
13a	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	Yes	8(b), 8(c), 10

<p>13ai</p>	<p>Do you have a formal policy for this process?</p>	<p>Yes</p> <p><i>Communication in writing of registration decisions and rationale is identified as a requirement in several registration services policies:</i></p> <ul style="list-style-type: none"> • <i>A-010 Application for Registration: Applicants from other Canadian Jurisdictions</i> • <i>A-040 Assessment of Eligibility to Take the NCLEX-RN: Canadian Applicants</i> • <i>B-010 Assessment of Eligibility to Register with the CRNNS: Graduates of International Nursing Programs who applied to the CRNNS before August 12, 2014</i> • <i>B-015 Assessment of Eligibility to Register with the CRNNS: Graduates of International Nursing Programs who applied to the CRNNS on or after August 12, 2014</i> • <i>B-050 Assessment of Eligibility to Take the NCLEX-RN: Internationally Educated Nurses (IEN)</i> • <i>C-020 Testing Accommodation Provided for the National Council Licensure Examination for registered nurses (NCLEX-RN) and the RN Jurisprudence Examination</i> • <i>C-070 Eligibility to Write the Nova Scotia Registered Nurse (NSRN) Jurisprudence Examination</i> • <i>C-100 Temporary Licence: New Canadian Graduates and Internationally Educated Nurses not Currently Registered in Another Canadian Jurisdiction</i> • <i>C-105 Temporary Licence: RN registered but not currently licensed with the CRNNS or RNs currently licensed in another Canadian jurisdiction who wishes to temporarily engage in the practice of nursing in NS for a special, time-limited event</i> • <i>C-110 Application for a) Registration or b) Registration and Initial Licensure</i> • <i>D-040 Nursing Re-Entry Program for Registration and/or Licensure</i> • <i>D-100 Judicial Questions</i> • <i>E-010 Application for Initial Nurse Practitioner (NP) Licensure</i> • <i>E-030 Assessment of Eligibility to Write the Canadian Nurse Practitioner Exam: Family All Ages</i> • <i>E-060 Special Testing Accommodation Provided for the NP Exam and the NP Jurisprudence Examination</i> • <i>E-100 Assessment of Eligibility to Write the L'Ordre des Infirmières et Infirmiers du Quebec (OIIQ) Neonatology Nurse Practitioner (NNP) Exam</i> 	
<p>13aii</p>	<p>Do you have a standard timeline</p>	<p>Yes</p> <p><i>Timeframes for making decisions are indicated on our website as well as in our email communication and letters.</i></p>	

		<p><i>Nova Scotia new graduates from a nursing program:</i> http://crnns.ca/registration/licences/first-time-licence/ns-rn-new-grad-licence/ - question #4</p> <p><i>Canadian new graduates from a nursing program:</i> http://crnns.ca/registration/licences/first-time-licence/canadian-new-grad/ - question #4</p> <p><i>Canadian graduates currently licensed in another jurisdiction:</i> http://crnns.ca/registration/licences/first-time-licence/cnd-rn-or-licensed-ien/ - question #4</p> <p><i>Internationally educated nurses (IENs) currently licensed in another Canadian jurisdiction:</i> http://crnns.ca/registration/licences/first-time-licence/cnd-rn-or-licensed-ien/ - question #4</p> <p><i>Internationally educated nurse who are not currently licensed in another Canadian jurisdiction:</i> http://crnns.ca/registration/licences/first-time-licence/ien/. The guidebook provides an estimate of the length of time for applicants to receive a decision from CRNNS (see page 4).</p> <p><i>Licence renewal (annually):</i> http://crnns.ca/registration/licences/renewal/</p> <p><i>Licence reactivation (RN or NP):</i> http://crnns.ca/registration/licences/reactivation/ - question #2</p> <p><i>Applicants for a nursing temporary licence (new Nova Scotia graduate, new Canadian graduate, IEN not currently licensed in another Canadian jurisdiction):</i> http://crnns.ca/publication/updated-new-graduate-and-internationally-educated-nurses-qa-temporary-licence/ http://crnns.ca/publication/employer-qa-temporary-licence/</p>	
13b	Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)	<p>Yes</p> <p><i>Our requirement to provide information about the appeal process is included in our template letters as well as identified in several registration services policies:</i></p> <ul style="list-style-type: none"> • <i>A-010 Application for Registration: Applicants from other Canadian Jurisdictions</i> • <i>B-010 Assessment of Eligibility to Register with the CRNNS: Graduates of International Nursing Programs who applied to the CRNNS before August 12, 2014</i> • <i>B-015 Assessment of Eligibility to Register with the CRNNS: Graduates of International Nursing Programs who applied to the CRNNS on or after August 12, 2014</i> 	

		<ul style="list-style-type: none"> • <i>B-030 Transitional Licence to Meet Bacculaureate in Nursing Requirements: Internationally Educated Nurses</i> • <i>C-070 Eligibility to Write the Nova Scotia Registered Nurse (NSRN) Jurisprudence Examination</i> • <i>C-100 Temporary Licence: New Canadian Graduates and Internationally Educated Nurses not Currently Registered in Another Canadian Jurisdiction</i> • <i>C-105 Temporary Licence: RN registered but not currently licensed with the CRNNS or RNs currently licensed in another Canadian jurisdiction who wishes to temporarily engage in the practice of nursing in NS for a special, time-limited event</i> • <i>C-110 Application for a) Registration or b) Registration and Initial Licensure</i> • <i>D-010 Application for Annual Licensure Renewal: Registered Nurse</i> • <i>D-050 Reactivating an Active-Practising or Transitional Licence After Date of Expiry</i> • <i>D-100 Judicial Questions</i> • <i>E-010 Application for Initial Nurse Practitioner (NP) Licensure</i> • <i>E-120 Eligibility to Write the Nova Scotia Nurse Practitioner (NSNP) Jurisprudence Examination</i> • <i>E-150 Temporary Licence for Nurse Practitioners</i> • <i>E-155 Temporary Licence: Nurse Practitioners registered but not currently licensed with the CRNNS or NPs currently licensed in another Canadian jurisdiction who which to temporarily engage in the practice of nursing in NS for a special, time-limited event</i> • <i>E-160 Annual Nurse Practitioner License Renewal</i> 	
13c	Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you could communicate the results.	<i>Given the short time frame we currently hold ourselves to in making and communicating decisions, I am not sure how we could improve in this area.</i>	
14a	Do you provide information on what documentation of qualifications must accompany an application?	Yes	9(a), 16(3)(a), 16(3)(b), 16(3)(e)
14b	Do you include a process for verification of documentation authenticity?	Yes <i>When CRNNS receives a document for an applicant we check several things to ensure the document was sent directly to us from the issuing authority:</i> <ol style="list-style-type: none"> 1. <i>The quality and condition of the envelope (e.g. seal unbroken; sent directly from the issuing body, etc.)</i> 2. <i>The general appearance of the document (e.g., more than one person's writing, letterhead, etc.)</i> 	

		<p>3. <i>The seal of the issuing institution (e.g. is the seal present, does it appear to be from the issuing institution, etc.)</i></p> <p>4. <i>The signature and credentials of the issuing authority's representative (e.g. who has issued the document, what is their position, etc.)</i></p> <p><i>IENs Only: The verification of document authenticity is conducted by the National Nursing Assessment Service (NNAS) as application documents are received. World Education Services also verifies and authenticates school of nursing documents on our behalf.</i></p>	
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	<p>Yes</p> <p><i>The steps in the registration processes are described on our website:</i></p> <p><i>Nova Scotia new graduates from a nursing program:</i> http://crnns.ca/registration/licences/first-time-licence/ns-rn-new-grad-licence/ <i>Here applicants can find links to other areas of the website they may find relevant:</i></p> <ol style="list-style-type: none"> 1. <i>Initial applicant portal (the place where they apply for the licence)</i> 2. <i>NCLEX-RN</i> 3. <i>jurisprudence exam</i> 4. <i>temporary licensure</i> 5. <i>vulnerable sector check and international criminal record check</i> 6. <i>fees</i> <p><i>Canadian new graduates from a nursing program:</i> http://crnns.ca/registration/licences/first-time-licence/canadian-new-grad/ <i>Here applicants can find links to other areas of the website they may find relevant:</i></p> <ol style="list-style-type: none"> 1. <i>Initial applicant portal (the place where they apply for the licence)</i> 2. <i>NCLEX-RN</i> 3. <i>jurisprudence exam</i> 4. <i>temporary licensure</i> 5. <i>vulnerable sector check and international criminal record check</i> 6. <i>English language proficiency test</i> 7. <i>Fees</i> <p><i>Canadian graduates currently licensed in another jurisdiction:</i> http://crnns.ca/registration/licences/first-time-licence/cnd-rn-or-licensed-ien/ <i>Here applicants can find links to other areas of the website they may find relevant:</i></p>	7(c), 16(3)(a), 16(3)(b)

1. *Initial applicant portal (the place where they apply for the licence)*
2. *jurisprudence exam*
3. *vulnerable sector check and international criminal record check*
4. *English language proficiency test*
5. *Fees*

Internationally educated nurses (IENs) currently licensed in another Canadian jurisdiction:

<http://crnns.ca/registration/licences/first-time-licence/cnd-rn-or-licensed-ien/>

Here applicants can find links to other areas of the website they may find relevant:

1. *Initial applicant portal (the place where they apply for the licence)*
2. *jurisprudence exam*
3. *vulnerable sector check and international criminal record check*
4. *English language proficiency test*
5. *Fees*

Internationally educated nurse who are not currently licensed in another Canadian jurisdiction:

<http://crnns.ca/registration/licences/first-time-licence/ien/>.

Here applicants can find links they may find relevant:

1. *NNAS*
2. *NCLEX-RN Exam*
3. *Temporary Licence*
4. *Fees*
5. *IEN Registration and Licensure Guide*

Nova Scotia new graduates from a Nurse practitioner program:

<http://crnns.ca/registration/licences/first-time-licence/nurse-practitioner/> - the first question on this page

Here applicants can find links to other areas of the website they may find relevant:

1. *Collaborative Practice Relationship*
2. *Initial Applicant Portal*
3. *Jurisprudence Exams*
4. *NP Exams*
5. *Fees*
6. *Licensure Requirements for Nurse Practitioners Prescribing Controlled Drugs and Substances – FAQs*
7. *General NP licensure requirements*

Canadian new graduates from a Nurse practitioner program:

<http://crnns.ca/registration/licences/first-time-licence/nurse-practitioner/> - the second question on this page

Here applicants can find links to other areas of the website they may find relevant:

1. Collaborative Practice Relationship
2. Initial Applicant Portal
3. Jurisprudence Exams
4. NP Exams
5. Fees
6. Licensure Requirements for Nurse Practitioners Prescribing Controlled Drugs and Substances – FAQs
7. General NP licensure requirements

A nurse practitioner currently licensed in another Canadian jurisdiction:

<http://crnns.ca/registration/licences/first-time-licence/nurse-practitioner/> - the third question on this page

Here applicants can find links to other areas of the website they may find relevant:

1. Collaborative Practice Relationship
2. Initial Applicant Portal
3. Jurisprudence Exams
4. NP Exams
5. Fees
6. Licensure Requirements for Nurse Practitioners Prescribing Controlled Drugs and Substances – FAQs
7. General NP licensure requirements

An internationally educated nurse practitioner who has never been licensed as an NP in another Canadian jurisdiction:

<http://crnns.ca/registration/licences/first-time-licence/nurse-practitioner/> - the fourth question on this page

Here applicants can find links to other areas of the website they may find relevant:

1. Collaborative Practice Relationship
2. Initial Applicant Portal
3. Jurisprudence Exams
4. NP Exams
5. Fees
6. Licensure Requirements for Nurse Practitioners Prescribing Controlled Drugs and Substances – FAQs
7. General NP licensure requirements

Licence renewal (annually):

<http://crnns.ca/registration/licences/renewal/>

Here applicants can find links to other areas of the website they may find relevant:

1. Continuing Competence Program
2. Affiliation
3. Licence Status Check
4. Licensing Exams
5. Canadian Vulnerable Sector Check And International Criminal Record Check

6. Document Request

7. Fees

Licence reactivation (RN or NP):

<http://crnns.ca/registration/licences/reactivation/>

Here applicants can find links to other areas of the website they may find relevant:

1. Continuing Competence Program
2. Affiliation
3. Licence Status Check
4. Licensing Exams
5. Canadian Vulnerable Sector Check and International Criminal Record Check
6. Document Request
7. Fees

Applicants for a nursing temporary licence (new Nova Scotia graduate, new Canadian graduate, IEN not currently licensed in another Canadian jurisdiction):

<http://crnns.ca/registration/licences/temporary-licence-2/>

Other helpful information that is linked to this page include:

1. Updated New Graduate and Internationally Educated Nurses Q&A – Temporary Licence
2. Updated Temporary Licence Q&A for Employers
3. Camp Nursing Practice Guidelines
4. Initial Applicant Portal
5. English Language Proficiency
6. RN Jurisprudence Exam
7. Canadian Vulnerable Sector Check and International Criminal Record Check
8. Fees

Applicants for a nurse practitioner temporary licence:

<http://crnns.ca/registration/licences/np-temporary-licence/>

Other helpful links that can be found on this page include:

1. NP Competency Framework
2. Collaborative Practice Relationship
3. Jurisprudence Exam
4. Fees

Looking for information about writing the NCLEX-RN exam:

<http://crnns.ca/registration/licensing-exams/nclex-rn/>

Looking for information about writing the jurisprudence exam (RN and NP):

<http://crnns.ca/registration/licensing-exams/jurisprudence-exams/>

Looking for information about writing the NP exams:

1. CNPE
2. Pediatrics Primary Care NP Exam

		<p>3. Adult/Gerontology Primary Care NP Exam http://crnns.ca/registration/licensing-exams/np-exams/</p>	
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	<p>Yes <i>An applicant would never be refused because they could not provide documents for reasons that are beyond their control (See registration services policies A-010, B-010 B-015, and E-010). We would look for alternative means to obtain the required application information such as affidavits. We can also refer an applicant to a competence assessment if their nursing program information is missing.</i></p> <p><i>NNAS Board is currently developing a policy related to this for use by CGFNS.</i></p>	9(b), 16(3)(c)
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<p><i>Identifying and participating in gap training programs.</i></p> <p><i>Language proficiency or professional technical language.</i></p> <p><i>Individual IENs may have difficulty with one of more of all of these items but the most common difficulties that we are aware of are related to completing bridging education programs (gap training) and meeting the English language proficiency test requirement. NNAS uses a national policy agreed on by all Canadian nursing regulators to determine when an English language proficiency test is required to be submitted. This policy is outlined in the IEN Application handbook:</i> https://static1.squarespace.com/static/5303cd1de4b0c4df8d27e4ce/t/5890bd82893fc01d6e8ab48b/1485880707207/nnas_applicant_handbook_english.pdf <i>Once the application is received from the NNAS the CRNNS rules related to English language proficiency apply. These are available on our website:</i> https://crnns.ca/registration/licences/first-time-licence/english-language-proficiency/</p> <p><i>If an English language proficiency test is required, it must be submitted prior to CRNNS conducting its assessment of the application.</i></p>	6, 9(b), 16(3)(c)
18a	Do you have a process for which requests for access documentation related to registrations are considered?	<i>Yes As most files are electronic, this requires applicants to book a meeting with the policy consultant to review the documents.</i>	12, 16(3)(j)
18b	Is this made available to applicants?	<i>No</i>	
18c	What information may you exclude?	<i>IENs only: IENs are provided with an NNAS Advisory Report which identified the areas</i>	

		<p><i>INs are informed that their nursing program is compared to a nursing program offered in Canada. They are also aware that the tool used to complete this comparison is primarily based on the national entry-level competencies. Each jurisdiction uses the national competencies to develop jurisdiction-specific competencies, ours are available here: https://crnns.ca/wp-content/uploads/2015/02/Entry-LevelCompetenciesRNs.pdf. The only difference between the national competencies and the CRNNS entry-level competencies is that we added two competencies related to African-Nova Scotian nursing practice.</i></p> <p><i>NNAS provides each applicant with information about:</i></p> <ol style="list-style-type: none"> <i>1. which of the dimensions were found to be comparable, somewhat comparable or not comparable to a Canadian program.</i> <i>2. the percentage of each of the five entry to practice requirements they met and</i> <i>3. an overall entry to practice curricular performance analysis, which includes a percentage and whether the program was found to be comparable, somewhat comparable and not comparable to a Canadian nursing program.</i> <p><i>The NNAS does not share the attributes that were present or missing in their nursing program (see question #5 for details). It is believed sharing these missing attributes could undermine the integrity of the NNAS assessment process (see Section 12(2)(e) of the Fair Registration Practices Act (2008)).</i></p>	
18d	Do you charge a fee?	No	
19	Does your Act include an authority to conduct an internal review of the registration decision?	<p>Yes</p> <p><i>An internal review about a registration decision can be conducted through the Registration Appeal Committee upon written request by the applicant. The processes related to the Appeal Committee are outlined in the following sections of the RN Act: 15, 16, 17 and 18 (the RN Act is attached).</i></p>	7(a)
20	Do you have a regulation or by-law that defines the internal review process?	<p>No</p> <p><i>The processes related to the Appeal Committee are clearly outlined in the RN Act.</i></p>	7(a), 10
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<p><i>Included with a registration decision</i></p> <p><i>When they are informed in writing that registration and licensure has been denied, they are informed of their right to appeal. They are sent a copy of the RN Act and informed that they should review Section 15 of the Act. Each letter is written to describe the individual rationale for the licensure denial. Here is an example of the information provided in this letter:</i></p> <p>Date</p>	7(a), 10(1)

		<p>ID#:</p> <p>Via email:</p> <p>Dear :</p> <p>The College of Registered Nurses of Nova Scotia (CRNNS) completed the assessment of your application for registration and licensure. This assessment determines whether your nursing program and experience provided you with competencies that are equivalent to a graduate of a Nova Scotia nursing education program.</p> <p>In addition to your application documents, CRNNS reviewed your Internationally Educated Nurse Assessment Centre: Report of Assessment conducted on ... at the Registered Nurses Professional Development Centre. This report revealed gaps in your knowledge, skills and abilities too significant to be addressed through a nursing bridging program or a full nursing re-entry program. Therefore, it has been determined that you are ineligible for registration and licensure at this time. In order to pursue registration and licensure with CRNNS, you are required to complete a Canadian baccalaureate nursing degree program.</p> <p>You can find a copy of the RN Act (2006) and the RN Regulations (2016) on our website. Section 15 of the RN Act (2006) outlines the appeal process should you wish to appeal this decision.</p> <p>If you have any questions, do not hesitate to contact me.</p> <p>Yours sincerely,</p> <p>Cathy Rose MN, RN Registration Services Policy Consultant</p>	
22a	Do you have an internal review process and procedures document (policy document)?	<i>No because the process is so well outlined in the RN Act.</i>	7(a), 10(1)
22b	Does this include time frames for the internal review?	Yes	

		<p><i>Because the process is so well described in the RN Act, including the time frames associated with the process, we did not feel the need to develop a separate policy. We follow the directions as clearly laid out in the RN Act.</i></p> <p><i>When we receive a written request for appeal, the applicant is sent a letter outlining the appeal process.</i></p>	
23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<p><i>The applicant or member is required to submit a written notice of appeal within 30 days of being given a decision by CRNNS to refuse registration or licensure (see RN Act Section 15 for RNs and Section 58 for NPs). Once the appeal is received a date, time and place for the hearing of the Registration Appeal Committee is set to be no later than 60 days following the receipt of the notice of appeal (see RN Act Section 17(1)(a)). CRNNS provides information to the appellant about their right to:</i></p> <ul style="list-style-type: none"> <i>(i) be represented by legal counsel, a union representative or another representative at the expense of the appellant,</i> <i>(ii) disclosure of any information to be provided to the Committee, and</i> <i>(iii) a reasonable opportunity to present a response and make submissions.</i> <p><i>Evidence must be submitted at least ten days before the appeal to the Registration Appeal Committee by both CRNNS and the appellant. Note: CRNNS has permitted the appellant to submit evidence after this deadline has past.</i></p> <p><i>At a hearing, all material relied upon by the Executive Director in making the registration decision is provided to the Registration Appeal Committee and to the appellant. During the hearing both parties can present evidence and make submissions, including the right to call and cross-examine witnesses.</i></p> <p><i>The Registration Appeal Committee provides its decision in writing and sends a copy of the written decision to the appellant.</i></p> <p><i>The decision of the Registration Appeal Committee is final.</i></p>	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<i>See above</i>	
23c	Specify the format for the internal review submission	<i>Oral Written</i>	
23d	What is the timeline for submitted supporting evidence?	<i>Days 10 days prior to the hearing</i>	

23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	Yes <i>We would provide an extension of this time frame for extenuating circumstances, such as the need to obtain documentation from overseas.</i>	
24a	Are the results of the internal review made available to applicants in writing with reasons?	Yes	
24b	In what timeframe are the results of the internal review made available to applicants?	1-2 month	7(a), 10(3)
24c	Are these timelines communicated?	Yes <i>At the end of the appeal meeting the Registration Appeal Committee will verbally communicate when they expected to provide their written decision to the appellant and CRNNS.</i>	
25	Have individuals who make internal review decisions received appropriate training?	Yes <i>We do not have frequent registration appeals therefore education is provided to the Registration Appeal Committee near the date of the appeal hearing. The last appeal was heard in September 2013.</i> <i>The terms of reference for the Registration Appeal Committee is found here: http://crnns.ca/wp-content/uploads/2015/02/TOR-Registration-Appeal.pdf.</i>	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review?	Yes <i>The committee is made of public and member representatives, as set out in the RN Act Section 16. Staff provide administrative support for the committee but are not involved in the decision making of the committee. This staff member was not involved in the registration decision.</i> <i>The CRNNS staff member who made the registration decision may be called as a witness to provide evidence.</i>	7(a), 10(5), 16(3)(n)
27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	No	7
28	Has your organization experienced any unintended consequences—defined as an unintended negative impact on labour market, economic, social or other condition—arising as a result of the implementation of Chapter 7 of the Agreement on Internal Trade?	Yes <i>CRNNS has not been able to require applicants who graduated on or after December 31, 2007 and who hold current licensure in another Canadian jurisdiction to hold a baccalaureate degree in nursing (RN Regulation Section 9(1)).</i> <i>CRNNS has not been able to require applicants who hold current licensure in another Canadian jurisdiction to meet the</i>	3

		<i>currency of competency requirement outlined in RN Regulation Section 10(g).</i>	
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian jurisdiction regardless of the requirements in the previous jurisdiction?)	<p>No</p> <p><i>Our RN Act (2006) was in place prior to the implementation of Chapter 7 of the Canada Free Trade Agreement; however, our practices and policies have been modified to incorporate the principles of this Agreement.</i></p> <p><i>See the description of the application process and requirements for RNs and NPs already licensed in another Canadian jurisdiction on our website in the following locations:</i></p> <p>http://crnns.ca/registration/licences/first-time-licence/cnd-rn-or-licensed-ien/</p> <p>http://crnns.ca/registration/licences/first-time-licence/nurse-practitioner/ - question #3</p> <p><i>We have also attached relevant policies.</i></p>	Chapter 7, CFTA
30	Do you review the requirements of the other provincial regulatory bodies regularly?	<p>Yes</p> <p><i>Nova Scotia Regulated Health Professions Network</i></p> <p><i>CRNNS has been an active member of the Nova Scotia Regulated Health Professions Network since its inception and our Chief Executive Officer and Registrar is currently its chair.</i></p> <p>http://www.nsrhpn.ca/</p> <p><i>“The Regulated Health Professions Network Act builds on the excellent regulatory systems already in practice. The Act authorizes regulated health professions in Nova Scotia to collaborate, on a voluntary basis, in regulatory processes related to the investigation of complaints, interpretation and/or modification of scopes of practice, and review of registration appeals.”</i></p> <p><i>Through the Network we can review the requirements of other health regulatory bodies in the province.</i></p> <p><i>Membership on the network includes:</i></p> <p><i>Executive Committee Members</i></p> <ul style="list-style-type: none"> • <i>College of Registered Nurses of Nova Scotia: Sue Smith, Chief Executive Officer and Registrar</i> • <i>Nova Scotia College of Respiratory Therapists: Shannon McDonald, Registrar</i> • <i>Nova Scotia College of Pharmacists: Bev Zwicker, Registrar</i> • <i>Nova Scotia College of Medical Laboratory Technologists: Janice Jones, Executive Director/Registrar</i> • <i>Nova Scotia Association of Social Workers: Alec Stratford, Executive Director/Registrar</i> • <i>Nova Scotia Regulated Health Professions Network: Bruce Holmes, Executive Director</i> 	3, Chapter 7, CFTA

Nova Scotia Regulated Health Professions Network Council Members

- *Member Representatives (eligible to vote)*
- *College of Dental Hygienists of Nova Scotia: Patricia Grant, Registrar/CAO*
- *College of Licensed Practical Nurses of Nova Scotia: Ann Mann, Executive Director/Registrar*
- *College of Occupational Therapists of Nova Scotia: Paulette Upshall, Registrar*
- *College of Physicians and Surgeons of Nova Scotia: D.A. (Gus) Grant, Registrar/CEO*
- *College of Registered Nurses of Nova Scotia Sue Smith, Chief Executive Officer and Registrar*
- *Denturist Licensing Board: Maureen Hope, Registrar*
- *Midwifery Regulatory Council of Nova Scotia: Anne Jackman, Registrar/Executive Director*
- *Nova Scotia Association of Medical Radiation Technologists: Megan Brydon, President*
- *Nova Scotia College of Social Workers: Alec Stratford, Executive Director/Registrar*
- *Nova Scotia Board of Examiners in Psychology: Allan Wilson, Registrar*
- *Nova Scotia College of Chiropractors: Janis Noseworthy, Registrar*
- *Nova Scotia College of Counselling Therapists: Michael Buckley, Registrar*
- *Nova Scotia College of Dispensing Opticians: Hazel MacDonald, Registrar*
- *Nova Scotia College of Medical Laboratory Technologists: Janice Jones, Executive Director/Registrar*
- *Nova Scotia College of Optometrists: Carl Davis, Chairman*
- *Nova Scotia College of Pharmacists: Bev Zwicker, Registrar*
- *Nova Scotia College of Physiotherapists: Joan Ross, Registrar*
- *Nova Scotia College of Respiratory Therapists: Shannon McDonald, Registrar*
- *Nova Scotia Dental Technicians Association: Christian Hall, President*
- *Nova Scotia Dietetic Association: Jennifer Garus, Executive Manager*
- *Provincial Dental Board of Nova Scotia: Martin Gillis, Registrar*

Member Representatives (non-voting)

- *Nova Scotia Regulated Health Professions Network Bruce Holmes, Executive Director*
- *Department of Health and Wellness: Cindy Cruikshank, Executive Director Health Systems Workforce Branch*

- *Department of Health and Wellness: Michelle MacDonald, A/Director of Health Workforce Policies and Programs*
- *Department of Health and Wellness: Andrew Travers, Provincial Medical Director, Emergency Health Services*
- *Emergency Health Services: Bud Avery, Manager of Paramedic Regulatory Affairs*

CANADIAN COUNCIL OF REGISTERED NURSE REGULATORS (CCRN) <http://www.ccrnr.ca/>

The purpose, objects and guiding principles of CCRNR can be found here: <http://www.ccrnr.ca/assets/1---ccnr-purpose-objects-guiding-principles.pdf>.

CCRN provides a vehicle for the chief executive officers of the RN regulatory bodies to discuss interprovincial/territorial, national and global regulatory matters that impact nursing regulation. All 12 RN regulatory bodies are members of CCRNR:

- *Association of Registered Nurses of Newfoundland and Labrador*
- *Association of Registered Nurses of Prince Edward Island*
- *College of Registered Nurses of Nova Scotia*
- *Nurses Association of New Brunswick*
- *Ordre des infirmières et infirmiers du Québec*
- *College of Nurses of Ontario*
- *College of Registered Nurses of Manitoba*
- *Saskatchewan Registered Nurses' Association*
- *College and Association of Registered Nurses of Alberta*
- *College of Registered Nurses of British Columbia*
- *Registered Nurses Association of the Northwest Territories and Nunavut*
- *Yukon Registered Nurses Association*

Registration Network (subcommittee of CCRNR)

The RN group consists of representatives from all 12 provincial and territorial RN regulatory bodies in Canada. The purpose of this group is to discuss provincial/territorial, national and global regulatory matters that impact the registration and licensure of RNs and NPs. CRNNS has been a longstanding member of the Registration Regulatory Network (RN). The RN group meets several times per year with one or more members of each RN/NP regulatory bodies invited. Additionally, between meetings CRNNS staff regularly communicate with and benchmarks against other RN regulatory bodies through emails and telephone conversations.

One example of the work conducted through this committee is in benchmarking registration and licensure requirements for IEN licensure. In the fall of 2015 members of the RN group met to identify legislative and policy similarities and

		<p><i>differences in the assessment and decision making related to IEN applications. From this work the group plans to work towards the harmonization of our processes.</i></p> <p>Master student's work <i>From November 2015 to August 2016 CRNNS worked with a student during her policy practicum in the Dalhousie Master of Nursing program. During this project she explored the issuance of restricted licenses to IENs with identified educational gaps. Through this work a cross-jurisdictional survey of the practices of other RN regulatory bodies related to this topic was conducted, which helped to inform the recommendations of the project. Her work has also been helpful in formulating the new Act for the One Nurse Regulator.</i></p> <p>National Nursing Assessment Service (NNAS) <i>Through membership on the NNAS Board of Directors as well as work on several working groups of the NNAS, CRNNS has explored the regulatory requirements of other RN regulatory bodies in the licensure of internationally educated nurses. The NNAS work has resulted in a harmonized approach to the application requirements for RNs, LPNs and RPNs in Canada.</i></p>	
31a	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?	No	
31b	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	No	

Further Recommendations / Next Steps

The College of Registered Nurses of Nova Scotia (CRNNS) has completed its Action Plan from its 2013 FRPA Review; CRNNS has redesigned its website to provide information in a clear and understandable format and regularly revises and updates the site based on user feedback. The College has a comprehensive set of internal policies and procedures for managing all aspects of the registration process. Additionally, CRNNS has done exemplary work in continually revising aspects of its registration and licensure requirements and practice standards as occupational standards and assessment practices evolve.

In this context, I recommend CRNNS further enhance the transparency of its registration practices by undertaking the following actions before its next Review:

#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1	<ul style="list-style-type: none"> Make registration policies, including the policy regarding an applicant's right to access to records held by the CRNNS, publicly accessible. 	3c, 16	7(a), 12	Complete by 2020
2	<ul style="list-style-type: none"> Ensure information on the entire pathway to licensure for international applicants is provided on the CRNNS website (via the IEN Registration and Licensure Guide), including: <ul style="list-style-type: none"> credential assessment (documentation requirements, approximate cost, timeline), competency assessment (approximate cost, timeline), bridging (approximate cost, timeline), examinations (costs, timelines) all other relevant application fees and timelines. Develop a visual pathway to licensure which encompasses the entire registration process. 	15	6, 7, 8, 9	Complete by 2020
3	<ul style="list-style-type: none"> Work with the NNAS to develop a policy for accepting alternative documentation if required documentation cannot be obtained for reasons beyond the applicant's control. Ensure the policy is made available to applicants on the NNAS website. 	16	9(b)	Complete by 2020
4	<ul style="list-style-type: none"> Work with the National Nursing Assessment Service (NNAS) and other Canadian jurisdictions to enhance flexibility around language level requirements, such as by: 	17	7(d)	Complete by 2020

<ul style="list-style-type: none"> ○ reviewing the requirement that IENs pass a language test—CELBAN or IELTS—before undertaking the NNAS assessment process, and/or ○ providing and transparently documenting the justification for compelling IENs to pass a language test(s) as a first step on the pathway to licensure and publish the justification on the NNAS website, and/or ○ assessing credentials for applicants who cannot immediately meet the language requirements with the proviso that the level must be met before a candidate is permitted to challenge the registration exam or do competency assessment, and/or ○ extending the two-year expiration period of test scores—i.e. if IENs can demonstrate continued exposure to the English language during that time or publishing the rationale for the two-year expiration date on the NNAS website. 			
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We appreciate the CRNNS’s participation in the FRPA Progress review process.

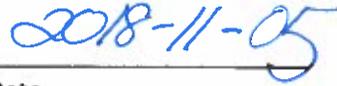
Disclaimer

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

Registrar

A handwritten signature in blue ink, consisting of several loops and a final flourish, positioned above a horizontal line.

Date

A handwritten date in blue ink, "2018-11-05", positioned above a horizontal line.

Appendix

- ✓ Blank Application Form
- ✓ Entry to Practice Requirements (NNAS Advisory Report)
- ✓ Policy on Application for a) Registration or b) Registration and Initial Licensure (C-110)
- ✓ Temporary License New Grads and IENs (C-100)
- ✓ Application for Registration: Applicants from Other Canadian Jurisdictions (A-010)
- ✓ Assessment of Eligibility to Register with CRNNS: Graduates of International Nursing Programs who Applied to CRNNS on or after August 12, 2014 (B-015)
- ✓ Testing Accommodation Provided for the National Council Licensure Examination for registered nurses (NCLEX-RN) and the RN Jurisprudence Examination (C-020)
- ✓ MOU with WES

Application Form #1



College of
**REGISTERED NURSES
OF NOVA SCOTIA**
Setting the Standard for Care.

NEW APPLICANT PORTAL

Have ever been registered with the College of Registered Nurses of Nova Scotia *

Yes No

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crnns.ca



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Clear photocopies/scans of proof of legal name (i.e. birth certificate, marriage certificate, legal affidavit) and photo identification (i.e. unexpired copy of passport, driver's licence, government issued photo ID) is required to complete your application. If you are married and have changed your name you must submit copies of your birth certificate and marriage certificate. [How to send your documents to CRNNS.](#)

Personal Data

First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Surname:	<input type="text"/>
Address:	<input type="text"/>
Address2:	<input type="text"/>
City/Town:	<input type="text"/>
Province:	<input type="text" value="Nova Scotia"/>
Country:	<input type="text" value="CANADA"/>
Postal Code:	<input type="text"/>
County (Within Nova Scotia):	<input type="text" value="Not Applicable"/>
Home Phone:	<input type="text"/> * eg 9021234567
Business Phone:	<input type="text"/> Ext: <input type="text"/>
Email:	<input type="text"/>
Gender:	<input type="radio"/> M <input type="radio"/> F *
Date of Birth:	<input type="text"/> * mm/dd/yyyy
Original Birth Surname:	<input type="text"/>
Former Name:	<input type="text"/>

Are you applying to write the Jurisprudence Examination? *

Yes No



To move between pages use the buttons "Next Page" and "Previous Page" at the bottom of each webpage. Do not use the internet browser arrow keys as you risk losing any data entered

Clear photocopies/scans of proof of legal name (i.e. birth certificate, marriage certificate, legal affidavit) and photo identification (i.e. unexpired copy of passport, driver's licence, government issued photo ID) is required to complete your application. If you are married and have changed your name you must submit copies of your birth certificate and marriage certificate. [How to send your documents to CRNNS.](#)

Personal Data

First Name:	<input type="text" value="Malerie"/>	*
Middle Name:	<input type="text" value="Test"/>	
Surname:	<input type="text" value="Test"/>	*
Address:	<input type="text" value="4005-7071 Bayers Rd"/>	*
Address2:	<input type="text"/>	
City/Town:	<input type="text" value="Halifax"/>	*
Province:	<input type="text" value="Nova Scotia"/>	*
Country:	<input type="text" value="CANADA"/>	
Postal Code:	<input type="text" value="b3l2c2"/>	*
County(Within Nova Scotia):	<input type="text" value="HALIFAX"/>	
Home Phone:	<input type="text" value="9028179746"/>	* eg.9021234567
Business Phone:	<input type="text"/> Ext: <input type="text"/>	
Email:	<input type="text" value="mmacdonald@crnns.ca"/>	*
Gender:	<input checked="" type="radio"/> M <input type="radio"/> F	*
Date of Birth:	<input type="text" value="02/27/1987"/>	* mm/dd/yyyy
Original Birth Surname:	<input type="text" value="Peter-Paul"/>	*
Former Name:	<input type="text" value="Malerie Peter-Paul"/>	

Are you applying to write the Jurisprudence Examination? *

Yes No

Upon review of your file by a staff member, further instructions and a unique user name and password will be emailed to you. This typically takes three to five business days.

If you require special accommodations please contact CRNNS at registration@crnns.ca upon completion of this application.



Language Fluency

Was your nursing program both theory and clinical offered in English? *

Yes No

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Entry/Initial Nursing Education Preparation

Initial Education:

Baccalaureate ▼ *

Nursing School:

---Not in the list--- ▼ *

Nursing School Not in List:

Test Nurses Inc

If your school is not listed in the drop down list above, please enter the name here.

School Address:

21 School Ave

Province(if Canada) or else Country of Graduation:

Unites States *

Year Graduated:

2009 ▼ *

Program started date:

11/2005

Program completed date:

11/2009

Other Education

In Nursing (Post RN) *

- Baccalaureate
- Master
- Doctorate
- None of the above

Date: * mm/yyyy

In Other than Nursing *

- Baccalaureate
- Master
- Doctorate
- None of the above

Date: * mm/yyyy

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Nurse Registration

Yes No Do you currently hold or have held an active-practising licence/registration in another jurisdiction?*

If you graduated from a Canadian school of nursing, you cannot proceed with this application until you register/licence with that Canadian jurisdiction.

If you did not graduate from a Canadian school of nursing, you must complete the [application for Internationally Educated Nurses](#).

Contact CRNS at registration@crns.ca with any questions.

List all the provinces/states/countries where you have worked as an RN in the past two(2) years

Province/State

California

Country

USA

Add Row

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Status of Registration

- Yes No 1. Have you ever been charged with, pleaded guilty to, been convicted of or found to be guilty of an offence in or out of Canada, for which you have not received a pardon?
- Yes No 2. Are you currently under investigation by any registration/licensing authority in or out of Canada?
- Yes No 3. Have you ever been disciplined by a registration/licensing authority for any occupation/profession in or out of Canada?
- Yes No 4. Do you have any conditions or restrictions on any licence that you currently hold?
- Yes No 5. Have you ever been demed or had revoked any registration, licence, or permit in or out of Canada?
- Yes No 6. Were you ever disciplined by or expelled from any university or school of nursing in or out of Canada?
- Yes No 7. Have you ever been suspended or terminated from any employment in or out of Canada?
- Yes No 8. Is there, to your knowledge or belief, any event, circumstance, or condition concerning your capacity, competence, capability, character, conduct, or reputation that may impact your ability to safely and ethically practise nursing?

Explanation (Requested if you answered yes to any of the above questions)

Other Professional Licensure (e.g. registered psychiatric nurse, registered massage therapist, registered social worker)

Yes No Do you have another professional licence? List original jurisdiction and all jurisdictions where you currently hold or have held registration and/or licensure (nursing and other regulated professions).

Profession

Licence Number

Jurisdiction

Add Row

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Nursing Experience Following Graduation

Yes No Have you been employed as a registered nurse? *

Please provide contact information for your two most recent employers.

	Employer 1	Employer 2
Immediate Supervisor	<input type="text"/>	<input type="text"/>
Position/Title	<input type="text"/>	<input type="text"/>
Facility Name	<input type="text"/>	<input type="text"/>
Facility Address	<input type="text"/>	<input type="text"/>
Facility E-mail	<input type="text"/>	<input type="text"/>
Facility Telephone #	<input type="text"/>	<input type="text"/>
Start Date	<input type="text"/>	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>

Nursing Practice

Please record the total number of actual hours worked as a registered nurse from November 1 to October 31 for the current and previous five years.

Time Period	Name of Nursing Employer(s)	Province/Territory/State	Total Actual number of hours in the practice of nursing (RN and temporary licence)
Nov 1/2016 - Oct 31/2017	<input type="text"/>	N/A ▼	<input type="text"/>
Nov 1/2015 - Oct 31/2016	<input type="text"/>	N/A ▼	<input type="text"/>
Nov 1/2014 - Oct 31/2015	<input type="text"/>	N/A ▼	<input type="text"/>
Nov 1/2013 - Oct 31/2014	<input type="text"/>	N/A ▼	<input type="text"/>
Nov 1/2012 - Oct 31/2013	<input type="text"/>	N/A ▼	<input type="text"/>
Nov 1/2011 - Oct 31/2012	<input type="text"/>	N/A ▼	<input type="text"/>

ReEntry

Yes No Have you taken a nursing re-entry program in the last five years? *

Name of Program	Province/State	Country	Date Completed
<input type="text"/>	N/A ▼	N/A ▼	<input type="text"/>

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Signature Declaration

By signing this application form:

I authorize the collection, use and disclosure of personal information concerning myself as described in the College of Registered Nurses of Nova Scotia (the CRNNS) Privacy of Member Information Policy. You can find this policy on the following webpage: <http://www.crnns.ca/privacy-policy/>.

In addition, I authorize the CRNNS to carry out the procedures necessary for the assessment of my eligibility for registration. This includes making copies of my application documents for the purpose of assessment and/or contacting the institutions or authorities stated on this application to verify the authenticity of my documents and the information provided in my application. **This Signature Declaration allows the CRNNS to contact other regulatory bodies and obtain information pertinent to my application.** I agree that a copy of this Signature Declaration can be sent by the CRNNS to other regulatory bodies allowing them to release information to the CRNNS.

I declare that all of the information I have provided in my application is complete and truthful. I understand that the CRNNS will immediately stop the assessment of my application and that my application for assessment will be cancelled, registration will be refused, and I will be prohibited from applying to the CRNNS in the future if:

1. I have provided any inaccurate information; or
2. I have omitted required information; or
3. the CRNNS determines that any documents submitted during the application or assessment process have been altered, tampered with or forged.

This applies to all documents received during the application process including written correspondence. The CRNNS will not issue a refund and will retain all documents submitted with my application.

This Signature Declaration authorizes the CRNNS to share with other Canadian regulatory bodies that my application for registration has been refused because of one of the three reasons listed above.

I understand that in order to practise nursing in Nova Scotia, I am required by law to hold a licence with the CRNNS, before I commence employment, including any orientation.

I understand that this application for assessment of eligibility for registration/licensure will be considered lapsed when the Part I and application fee (if applicable) submitted to the CRNNS is more than 6 months old and I have not been in contact with the CRNNS for 6 months or more. Should my file lapse, I understand I will be required to submit a new application form, initial assessment fee (if applicable) and updated documentation, and that if I do not re-apply, my file documents will be securely destroyed five (5) years after the date they are considered lapsed.

I have read and understand the above and the information on this form and agree to the terms stated herein.

Name: *

I confirm that I am the person named above. *

[Submit application and continue to payment page](#)

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You have successfully submitted your application(s). **YOUR APPLICATION(S) WILL NOT PROCESSED UNTIL APPLICABLE FEE(S) HAS BEEN RECEIVED.** You will be able to check the status of your application once the CRNNS has received this completed application and necessary fee(s). If this is your first contact with the CRNNS, you will receive a unique user name and password via the email address you have provided in this application. If you have not provided an email address, you will notified by mail.

Your application to take the NCLEX is not complete until you have submitted an application to Pearson VUE.

Payment type	Payment Amount
Application Assessment	\$50.00
Jurisprudence Examination	\$50.00
HST:	\$15.00
Total:	\$115.00

Choose one of the following payment options

- **New!** Interac Debit - [click here](#) *This option is only available to clients of Royal Bank, Bank of Montreal, Toronto-Dominion and Scotiabank.
- Credit card (MasterCard/VISA only) - [click here](#)
- Payment by mail - [click here](#)
- Payment at the CRNNS office - [click here](#)

*If you bank with another financial institution, we encourage you to ask them to add this payment option to their services.



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Choose one of the following licensure payment methods:

- Payment by Member
- Payment by Employer

PLEASE NOTE

Active-practising licences are required only by nurses currently practising in Nova Scotia. If you are off on leave (e.g., maternity, sick, LOA) you do not need a licence until you are ready to return to work. The reactivation fee will apply if renewing your licence between November 1 and June 30. Fees are pro-rated as of July 1 of each year. [Click here for fee schedule.](#)





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If you have questions about completing your application, a [Guide to completing the Application for Licence to Practise Nursing](#) is provided. Throughout the renewal form more information links have also been provided.

If CRNNS has data from the previous licensure year, it will be shown here. Please update if changes have occurred. Fields marked with an asterisk (*) are required.

PLEASE NOTE: Active-practising licences are required only by nurses currently practising in Nova Scotia. If you are off on leave (e.g., maternity, sick, LOA) you do not need a licence until you are ready to return to work. The reactivation fee will apply if renewing your licence between November 1 and June 30. Fees are pro-rated as of July 1 of each year. [Click here for fee schedule.](#)

You are renewing your active-practising licence for the 2018 renewal year. This licence will be valid between November 1, 2017 to October 31, 2018.

Given Name(s): [REDACTED]

Surname: [REDACTED]

If your name has changed to other than your birth name, supporting documentation (marriage or change of name certificate) must be submitted to CRNNS before your licence can be issued. [Request name change.](#)

Address: [REDACTED] *

Address2: [REDACTED]

City: [REDACTED]

Province: [REDACTED] ▼ *

Country: CANADA ▼

Postal Code: [REDACTED] *

County(Within Nova Scotia): [REDACTED]

Home Phone: [REDACTED] [REDACTED]

Business Phone: [REDACTED] [REDACTED]

Email: [REDACTED]

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Guide to completing the Application for Licence to Practise Nursing.

Initial Education:

Nursing School:

Year Graduated:

Province or Country of Graduation:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

In Nursing (Post RN)*

Baccalaureate

Master

Doctorate

None of the above

Date:

mm/yyyy

In Other than Nursing*

Baccalaureate

Master

Doctorate

None of the above

Date:*

mm/yyyy

Not Enrolled

Baccalaureate (full time)

Master (full time)

Doctorate (full time)

Baccalaureate (part time)

Master (part time)

Doctorate (part time)

Nurse Practitioner(full time)

Nurse Practitioner(part time)

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[Guide to completing the Application for Licence to Practise Nursing.](#)

Please indicate your current employment status:

- [Employed in nursing](#)
- [Employed in other than nursing](#)
- [Leave of absence](#)
- [Not employed](#)

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[Guide to completing the Application for Licence to Practise Nursing.](#)

Are you employed in NS?*

Yes No

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[Guide to completing the Application for Licence to Practise Nursing.](#)

Please indicate your present Nova Scotia employment status. [More information](#)

Regular Full-time ▼

Is this your preferred employment status? Yes No *

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Name of Nursing Employer
(Institution/Agency):

[Redacted]

Employer Not in List:

If your employer is not listed in the drop down list above, please enter the name here

Name of Manager:

[Redacted]

Manager Email:

[Redacted]

Fax Number

[Redacted]

Employer Address:

[Redacted]

Community

[Redacted] KENTVILLE

County:

(within Nova Scotia)

[Redacted]

Province:

[Redacted]

Employer Postal:

[Redacted]

Initial date of RN or NP practice with primary employer:

[Redacted]

mm/dd/yyyy*

Yes No I am currently employed by more than one employer

*

- Hospital (General/Maternity/Children/Psychiatric)
- Home Care Agency
- Nursing Station (Outpost or Clinics)
- Rehabilitation/Convalescent Centre
- Physician's Office/Family Practice Unit
- Business/Industry/Occupational Health Office
- Self-Employed/Private Practice
- Other - Specify
- Mental Health Centre
- Community Health/Health Centre
- Nursing Home/Long Term Care
- Educational Institution
- Association/Government
- Private Nursing Agency/Private Duty
- Public Health Department/Agency

*

- Staff Nurse/Community Health Nurse
- Director/Assistant Director
- Clinical Nurse Specialist
- Researcher
- Parish Nurse
- Other - Specify
- Chief Nursing Officer/Chief Executive Officer
- Manager/Assistant Manager/Coordinator
- Instructor/Professor/Educator
- Consultant
- Nurse Practitioner

*

[Redacted]

[Redacted]



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Do not include vacation, sick time and leave of absence hours. You are required to maintain and retain a record of practice hours for a minimum of 5 years. Please email registration@crnns.ca if you wish to alter hours in previous years. [More Information](#)

Time Period	Name of All Nursing Employers	Province/Territory/State	Total Actual number of hours in the practice of nursing (RN and temporary licence)
Nov 1/16 - Oct 31/17	[REDACTED]	[REDACTED]	[REDACTED]
Nov 1/15 - Oct 31/16	[REDACTED]	[REDACTED]	[REDACTED]
Nov 1/14 - Oct 31/15	[REDACTED]	[REDACTED]	[REDACTED]
Nov 1/13 - Oct 31/14	[REDACTED]	[REDACTED]	[REDACTED]
Nov 1/12 - Oct 31/13	[REDACTED]	[REDACTED]	[REDACTED]

Yes No Have you held a licence with any other regulatory body, other than registered nursing during the past 12 months? If yes, list below and ensure you provide a [verification of licensure](#) from each listed regulatory body. [More Information](#)

This information does not commit you to a retirement year. It merely provides an estimate for Health Human Resources planning. [More Information](#)

When do you plan to retire: -Please select- ▼ *

After retirement, do you intend to continue to work as a registered nurse? *

Yes No

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Guide to completing the Application for Licence to Practise Nursing.

A member or an applicant for a licence who at any time:

- a. has been charged with, pleaded guilty to, convicted or found to be guilty of any offence in or out of Canada that is inconsistent with the proper professional behaviour of a member;
 - b. has been found guilty of a disciplinary finding in another jurisdiction;
 - c. has had a licensing sanction imposed by another jurisdiction;
 - d. is the subject of an investigation or disciplinary process in any jurisdiction;
- or
- e. encounters a circumstance that would alter their answers to the questions asked on the Application for Initial Registration Assessment in Nova Scotia or the Application for Licence to Practise Nursing;

shall report the matter to the CEO & Registrar immediately. [More Information](#)

- * Yes No 1. Have you held a licence to practise as a registered nurse in Nova Scotia in one of the 2 licensure years preceding this application?
If you did **NOT** hold an active-practising licence with CRNNS in one of the 2 licensure years preceding this application, you must submit:
 - a Canadian Vulnerable Sector Check/Criminal Record Check
 - an International Criminal Record Check from the last country in which you worked
 Criminal record checks must be dated within 6 months prior to the date of your licence being issued. A CPIC check can be requested online at www.csiscreening.com **NOTE: Vulnerable sector checks and criminal record checks must include ALL nurses you have ever held.**
For more information, click [here](#).
- * Yes No 2. Have you ever been charged with, pleaded guilty to, been convicted of or found to be guilty of an offence in or out of Canada, for which you have not received a pardon?
- * Yes No 3. Are you currently under investigation by any registration/licensing authority in or out of Canada?
- * Yes No 4. Have you ever been disciplined by a registration/licensing authority for any occupation/profession in or out of Canada?
- * Yes No 5. Do you have any conditions and/or restrictions on any licence issued by any registration/licensing authority for any occupation/profession in or out of Canada?
- * Yes No 6. Have you ever been denied or had revoked any registration, licence, or permit in or out of Canada?
- * Yes No 7. Were you ever disciplined by or expelled from any university or school of nursing in or out of Canada?
- * Yes No 8. Have you ever been suspended or terminated from any employment in or out of Canada?
- * Yes No 9. Is there, to your knowledge or belief, any event, circumstance, or condition concerning your capacity, competence, capability, character, conduct, or reputation that may impact your ability to safely and ethically practise nursing?

Explanation (Requested if you answered yes to any of the above questions 2-9)

Every registered nurse applying for or renewing/reactivating a licence to practise nursing in Nova Scotia is required to complete the Continuing Competence Program approved by CRNNS' governing Council. You must select either "Yes" or "No" with respect to the development of a learning plan. [More Information](#)

Yes, I have developed a learning plan for 2018 that is based on self-reflection and a self-assessment process

No, I have not developed a learning plan for 2018 that is based on self-reflection and a self-assessment process

In the event you select "No" a time-limited licence will be issued, which will expire on the earliest of:

- 3 months after its effective date;
- the last day of the licensure year for which the licence has been issued; or
- the date on which the applicant satisfies the requirements of the continuing competence program and is issued a new licence for the remainder of the current licensure year.

More information on the CRNNS Continuing Competence Program can be found at <http://crnns.ca/registration/ccp/>.

Please take the quiz or you will get a three-month licence

I wish to volunteer in the event of an emergency in Nova Scotia that requires quick recruitment of qualified registered nurses. [More Information](#)

CRNNS requires your consent for the release of your personal information for research purposes. Please check either "Yes, I consent" or "No, I do not consent" below to indicate your preference. [More Information](#)

* Yes, I consent No, I do not consent

From time to time, CRNNS may send members electronic messages that may be deemed to be of a commercial character. We carefully screen any such messages to make sure they are relevant and useful to members. CRNNS, by the nature of its mission and your membership, likely has your implied consent to send you such messages. However, CRNNS would rather have your express consent to send you such messages. You can unsubscribe from receiving those messages that are considered to be of a commercial nature at any time. Please signify your consent to receive such messages. (Please note that you cannot unsubscribe from messages that relate to CRNNS' core mandate of regulating the profession.)

* Yes, I consent No, I do not consent

By submitting this application form, I confirm that:

1. I am the person completing the application.
2. The information provided on the form is true and complete.
3. I will immediately report to CRNNS should anything occur while licensed that would alter my responses to any of the questions contained in this application.
4. CRNNS is authorized to verify any and all information, which may include contacting the employers, institutions or authorities cited in my application.
5. I understand CRNNS will immediately stop the assessment of my application while they gather more information if:
 - a. I have provided any inaccurate information; or
 - b. I have omitted required information; or
 - c. CRNNS determines that any documents submitted during the application process have been altered, tampered with or forged.
6. I further understand that this may result in a delay or denial of my application.
7. I accept the CRNNS' Privacy Policy ([CRNNS' Privacy Policy](#))
8. I understand that any and all information provided by me to CRNNS in the course of the licence renewal process may be used internally by CRNNS for any of its regulatory functions.

Name: *

I confirm that I am the person named above.*

[Submit application and continue to payment page](#)

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THANK YOU. YOUR APPLICATION HAS BEEN SUBMITTED TO CRNNS.

Once your employer has validated your participation in their payroll deduction plan and has forwarded your payment to CRNNS, we will process your licence.

Your licence cannot be processed until payment has been received from your employer. Your employer has until September 12, 2017 to submit your payment to CRNNS. (Because of high volume experienced at this time, please allow two weeks for processing after receipt of payment from your employer.)

Following receipt of payment from your employer, your application will be processed. You will then receive email confirmation that your licence is processed. A printable official receipt will be attached to this email.

Paper licences will NOT be issued. Proof of your licence status will be posted on our website on the day your licence is processed. To check your licence status, click [here](#).



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Thank you for submitting your application

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Paying for your licence is the final step in the application process. It is important to remember that since the fee payment is part of the application process, your application will NOT be processed until payment has been received.

Once we receive your payment, your application will be processed. This will take approximately up to **5 days**.

Once your application has been processed, we will send an email confirmation to your email address on file. A printable official receipt will also be included.

All license fees are non-refundable after October 31, 2017. Paper licenses will not be issued. Proof of your [licensure status](#) will be posted on our website the day your license is processed. If you have any other questions regarding your license renewal, please visit the [renewal webpage](#) for more resources, including instructional videos and Q&As.

Account Number: XXXXXXXXXX

Amount owing: \$594.55 (includes HST)

Please Note:

- **E-banking:** E-banking adds up to 5 days to your application processing time because of the bank's own processing time. **CRNNS no longer accepts e-banking payments from CIBC and President's Choice Financial.**

To pay the 2018 licence fee, select one of the following payment options:

1. **New!** Interac Debit - [click here](#) *This option is only available to clients of Royal Bank, Bank of Montreal, Toronto-Dominion and Scotiabank.
2. E-banking. Add the College of Registered Nurses of Nova Scotia to your banking site as a registered bill: - [click here](#)
3. Credit card (MasterCard/VISA only) - [click here](#)
4. Payment by mail - [click here](#)
5. Payment at the CRNNS office (walk in) - [click here](#)

*If you bank with another financial institution, we encourage you to ask them to add this payment option to their services.

YOUR APPLICATION WILL NOT BE PROCESSED UNTIL PAYMENT HAS BEEN RECEIVED.

How Was Your Renewal Experience?

Your renewal application may time-out if you complete this survey before completing your application. Please complete the survey after payment has been made. This survey is voluntary and anonymous.

Help shape your renewal experience *next year* by completing a short survey about your renewal experience *this year*. With the success of last year's survey, we are asking once again for your feedback about your renewal experience including what worked, what didn't work and what might be improved in the areas of communications, IT, customer service and overall experience.

Licence renewal is something that as members, you must take part in every year. This is your chance to have a voice and to help shape many aspects of renewal for future years.

The survey is voluntary, anonymous and only 15-20 questions long. The survey is designed for renewal applicants only.

[click here to access the survey.](#)

Thank you in advance for your participation. If you have any questions, please email us at registration@crnns.ca or call 902.491.9744 (TF: 1.800.565.9744) ext. 221/249.

Application for Reactivation of a Licence in Nova Scotia

I hereby apply for re-activation of a licence to practise nursing as a registered nurse or nurse practitioner in Nova Scotia under the terms of the *Registered Nurses Act (2006)*. Please return the completed application to CRNNS at the address noted above with proof of legal name (if it has changed since last licensed with CRNNS).

A. Personal Information – Show given names in full.

Surname – Print in block letters	First name	Middle name
Birth name	Former name(s)	Date of birth (M/D/Y)
CRNNS Registration #: _____ Applying to reactivate licensure as a: ___ registered nurse ___ nurse practitioner		

B. Nurse Registration/Licensure

List all jurisdictions where you have worked as a registered nurse, nurse practitioner, or other regulated professional since you were last licensed with the CRNNS. List the most recent province/country of licensure first:

Province, State or Country	Registration #	Current Status (Active/Non-Active)	Date Issued (Month/Year)	Date Expired (Month/Year)

C. Judicial Questions

- Have you ever been charged with, pleaded guilty to, been convicted of or found to be guilty of an offence in or out of Canada, for which you have not received a pardon? Yes ___ No ___ If yes, explain
- Are you currently under investigation by any registration/licensing authority? Yes ___ No ___ If yes, explain
- Do you currently hold a licence with another health profession? Yes ___ No ___ If yes, explain
- Have you ever been disciplined by a registration/licensing authority for any occupation/profession in or out of Canada? Yes ___ No ___ If yes, explain
- Do you have any conditions and/or restrictions on any licence issued by any registration/licensing authority for any occupation/profession in or out of Canada? Yes ___ No ___ If yes, explain
- Have you ever been denied or had revoked any registration, licence, or permit? Yes ___ No ___ If yes, explain
- Were you ever disciplined by or expelled from any university or school of nursing? Yes ___ No ___ If yes, explain
- Have you ever been suspended or terminated from any employment? Yes ___ No ___ If yes, explain
- Is there, to your knowledge or belief, any event, circumstance or condition concerning your competence, character, capacity, conduct or reputation that may impact your ability to practise as a registered nurse? Yes ___ No ___ If yes, explain

IF ANSWERING "YES" TO QUESTIONS 1-9, PLEASE ATTACH AN EXPLANATION.

Application for Reactivation of a Licence in Nova Scotia

D. Nursing Practice

Licensure year last licensed with the College: _____ (Licensure year is from November 1st to October 31st)

Please record the total number of actual hours worked as a registered nurse and/or nurse practitioner from **November 1 to October 31** for the current and previous five years.

	Year (from November 1 to October 31)	RN Hours	NP Hours
current year, to date of application			
one year previous			
two years previous			
three years previous			
four years previous			

Have you taken a nursing re-entry program in the last five years? Yes ___ No ___

If yes, Name and Location of Program: _____

Date Completed: _____

E. Nursing Experience Following Graduation – Include all work experience since graduation (you may attach another page if needed).

Dates of Employment	Facility Name	Immediate Supervisor & Position Title	Facility Address	Facility E-mail & Telephone #

F. Current Address

Street Address _____

City/Town _____

Province/State _____

Postal Code _____

Country _____

E-mail address _____

Telephone # _____

Signature Declaration

By signing this application form:

I authorize the collection, use and disclosure of personal information concerning myself as described in the College of Registered Nurses of Nova Scotia (the CRNNS) Privacy of Member Information Policy. You can find this policy on the following webpage: <http://crnns.ca/privacy-policy/>.

In addition, I authorize the CRNNS to carry out the procedures necessary for the assessment of my eligibility for licensure. This includes making copies of my application documents for the purpose of assessment and/or contacting the employers, institutions or authorities stated on this application to verify the authenticity of my documents and the information provided in my application. **This *Signature Declaration* allows the CRNNS to contact other regulatory bodies and obtain information pertinent to my application.** I agree that a copy of this *Signature Declaration* can be sent by the CRNNS to other regulatory bodies allowing them to release information to the CRNNS.

I declare that all of the information I have provided in my application is complete and truthful.

I understand that the CRNNS will immediately stop the assessment of my application and that my application for assessment will be cancelled, licensure will be refused, and I will be prohibited from applying to the CRNNS in the future if:

1. I have provided any inaccurate information; or
2. I have omitted required information; or
3. the CRNNS determines that any documents submitted during the application or assessment process have been altered, tampered with or forged.

This applies to all documents received during the application process, including verifications of registration and written correspondence. The CRNNS will not issue a refund and will retain all documents submitted with my application.

This *Signature Declaration* authorizes the CRNNS to share with other Canadian regulatory bodies that my application for licensure has been refused because of one of the three reasons listed above.

I understand that in order to practise nursing in Nova Scotia, I am required by law to hold a licence with the CRNNS before I commence employment, including any orientation.

I have read and understand the above and the information on this form and agree to the terms stated herein.

Print Name

Date

Signature of Applicant

Signature of Witness

Date

Verification of Registered Nurse Registration for Reactivation of Licence

Section A Applicant – Complete Section A, forward the form to each registering/licensing authority where you have worked since last licenced in Nova Scotia, requesting they verify your status by completing Section B.

Name _____
Surname Birth/Former Name(s) Given Names

Address _____

School of Nursing & Location _____

Year of Graduation _____ Year registered in original jurisdiction _____ Reg # _____

Signature _____ Date _____

Section B Registering Authority – Please verify the registration/licence status of the person named above and return the completed form directly to the College of Registered Nurses of Nova Scotia at the address noted below. **A faxed response is acceptable, with hard copy to follow by mail.**

Acting on behalf of the _____
Original Registering Authority

I do hereby certify that _____
Surname Birth/former Names Given Names

A graduate of _____
School of Nursing Location

and that this school of nursing was approved by the registering authority at the time this program was completed.

The original registration certificate/licence as a general registered nurse was issued by this jurisdiction on _____ (Month/day/year) Registration/licence number: _____

Registration was obtained by: examination ___ endorsement _____

Current registration status _____ Expiry date of registration (Month/day/year) _____

1. Is this person currently under review/investigation by your regulatory body?	YES ___ (attach an explanation) NO ___
2. Has this person ever received any type or form of disciplinary action on his/her registration or licence in your jurisdiction such as revocation, suspension, or reprimand?	YES ___ (attach an explanation) NO ___
3. If you answered yes to #2, has the registration/licence been reinstated?	YES ___ (attach an explanation) NO ___
4. Has this person ever had any conditions or restrictions imposed on their licence?	YES ___ (attach an explanation) NO ___
5. If you answered yes to #4 above, conditions or restrictions imposed on their licence been removed?	YES ___ date reinstated: _____ NO ___

Date _____ Position _____

Signature _____ Name (please print) _____

SEAL

Application Form #4a.



4005 - 7071 Bayers Road, Halifax, NS B3L 2C2
T 902.491.9744 | toll-free NS 1.800.565.9744
F 902.491.9510 E info@crnns.ca

Application to Complete a Competence Assessment

Please return the completed application to the address noted above or through email to registration@crnns.ca, along with proof of your legal name if it has changed since you were last licensed.

A. Personal Information – Show given names in full.

Surname – Print in Block Letters		First Name	Middle Name	
Birth Name (M/D/Y)	Name Under Which Originally Registered with CRNNS		Date of Birth	
Permanent Mailing Address Country	City/Town	Province	Postal Code	
Registration Number	Phone Number		Email address	

B. Registration/Licensure – List all jurisdictions where you have worked as an RN or other regulated professional since you were last licensed with the CRNNS. List the **most recent** jurisdiction of licensure first.

Province, State or Country	Registration #	Current Status	Date Licence Issued (Month/Year)	Date Licence Expired (Month/Year)

C. Judicial Questions; if answering “yes” to questions 1-7, please attach an explanation.

- Have you ever been charged with, pleaded guilty to, been convicted of or found to be guilty of an offence in or out of Canada, for which you have not received a pardon? Yes ___ No ___ If yes, explain
- Are you currently under investigation by any registration/licensing authority in or out of Canada? Yes ___ No ___ If yes, explain
- Have you ever been disciplined by a registration/licensing authority for any occupation/profession in or out of Canada. Yes ___ No ___ If yes, explain

- 4. Do you have any conditions or restrictions on any licence that you currently hold? Yes ___ No ___ If yes, explain
- 5. Have you ever been denied or had revoked any registration, licence, or permit? Yes ___ No ___ If yes, explain
- 6. Have you ever been suspended or terminated from any employment? Yes ___ No ___ If yes, explain
- 7. Is there, to your knowledge or belief, any event, circumstance or condition concerning your capacity, competence, capability, character, conduct or reputation that may impact your ability to safely and ethically practise as an RN? Yes ___ No ___ If yes, explain

F. Previous Nursing Practice

Please record the total number of actual hours worked as an RN for the current and the last five licensure years. The licensure year is from November 1 – October 31.

November 1 – October 31, 20____: _____ hours (this year until the date of your application)

November 1 – October 31, 20____: _____ hours

Signature Declaration

By signing this application form:

I authorize the collection, use and disclosure of personal information concerning myself as described in the College of Registered Nurses of Nova Scotia (CRNNS) Privacy of Member Information Policy. You can find this policy on the following webpage: <http://www.crnns.ca/default.asp?mn=414.1116.1137>.

In addition, I authorize CRNNS to carry out the procedures necessary for the assessment of my eligibility for the competency assessment. This includes making copies of my application documents for the purpose of assessment and/or contacting the institutions or authorities stated on this application to verify the authenticity of the information provided in my application. **This *Signature Declaration* allows CRNNS to contact other regulatory bodies and obtain information pertinent to my application.** I agree that a copy of this *Signature Declaration* can be sent by CRNNS to other regulatory bodies allowing them to release information to the CRNNS.

I declare that all of the information I have provided in my application is complete and truthful. I understand that CRNNS will immediately stop the assessment of my application and that my application will be cancelled, the competence assessment will be refused, and I will be prohibited from applying to CRNNS in the future if:

1. I have provided any inaccurate information; or
2. I have omitted required information; or
3. CRNNS determines that any documents submitted during the application or assessment process have been altered, tampered with or forged.

This applies to all documents received during the application process, including written correspondence. CRNNS will not issue a refund and will retain all documents submitted with my application.

This *Signature Declaration* authorizes CRNNS to share with other Canadian regulatory bodies that my application for registration has been refused because of one of the three reasons listed above.

I understand that in order to practise nursing in Nova Scotia, I am required by law to hold a licence with CRNNS College before I commence employment, including any orientation.

I have read and understand the above and the information on this form and agree to the terms stated herein.

Print Name

Date

Signature of Applicant

Signature of Witness

Date



CONSENT FOR RELEASE OF INFORMATION

I, _____, of _____
Full name Address

hereby authorize the College of Registered Nurses of Nova Scotia (the CRNNS) to release to the Registered Nurses Professional Development Centre (RN-PDC), a copy of the letter recommending my participation in a competence assessment. This letter shall include:

1. the reason for the referral;
2. language proficiency test status (if applicable); and
3. my contact information (name, address, e-mail address and telephone number).

I hereby agree to further correspondence between RN-PDC and the CRNNS as it pertains to my progress toward re-activating my licence with the CRNNS.

Signed at _____, on the ____ day of _____ 20__.

Signature

Witness

Application Form #5a



Application for letter of permission to take the RN –PDC Re-entry Program

Please return the completed application to the address noted below or through email to registration@crnns.ca; along with proof of legal name if changed since last licensed.

A. Personal Information – Show given names in full.

Surname – Print in block letters		First name	Middle name		
Birth name	Name under which originally registered with CRNNS		Date of birth (M/D/Y)		
Permanent mailing address	City/Town	Province	Postal code	Country	
Registration number	Phone number		Email address		

B. Registration/Licensure – List all jurisdictions where you have worked as an RN or other regulated professional since you were last licensed with the CRNNS. List the **most recent** jurisdiction of licensure first.

Province, State or Country	Registration #	Current Status	Date Licence Issued (Month/Year)	Date Licence Expired (Month/Year)

C. Judicial Questions; if answering “yes” to questions 1-7, please attach an explanation.

- Have you ever been charged with, pleaded guilty to, been convicted of or found to be guilty of an offence in or out of Canada, for which you have not received a pardon? Yes ___ No ___ If yes, explain
- Are you currently under investigation by any registration/licensing authority in or out of Canada? Yes ___ No ___ If yes, explain
- Have you ever been disciplined by a registration/licensing authority for any occupation/profession in or out of Canada. Yes ___ No ___ If yes, explain
- Do you have any conditions or restrictions on any licence that you currently hold? Yes ___ No ___ If yes, explain
- Have you ever been denied or had revoked any registration, licence, or permit? Yes ___ No ___ If yes, explain
- Have you ever been suspended or terminated from any employment? Yes ___ No ___ If yes, explain
- Is there, to your knowledge or belief, any event, circumstance or condition concerning your capacity, competence, capability, character, conduct or reputation that may impact your ability to safely and ethically practise as an RN? Yes ___ No ___ If yes, explain

F. Previous Nursing Practice

Please record the total number of actual hours worked as an RN for the last five licensure years. The licensure year is from November 1 – October 31.

20__ - ____ hours (current year, to date of application)	20__ - ____ hours
20__ - ____ hours	20__ - ____ hours
20__ - ____ hours	

Application for letter of permission to take the RN –PDC Re-entry Program

Signature Declaration

By signing this application form:

I authorize the collection, use and disclosure of personal information concerning myself as described in the College of Registered Nurses of Nova Scotia (CRNNS) Privacy of Member Information Policy. You can find this policy on our website (crnns.ca/privacy-policy/)

In addition, I authorize CRNNS to carry out the procedures necessary for the assessment of my eligibility for the RN –PDC Re-entry Program. This includes making copies of my application documents for the purpose of assessment and/or contacting the institutions or authorities stated on this application to verify the authenticity of the information provided in my application. **This *Signature Declaration* allows CRNNS to contact other regulatory bodies and obtain information pertinent to my application.** I agree that a copy of this *Signature Declaration* can be sent by CRNNS to other regulatory bodies allowing them to release information to the CRNNS.

I declare that all of the information I have provided in my application is complete and truthful. I understand that CRNNS will immediately stop the assessment of my application and that my application will be cancelled, eligibility for the RN –PDC Re-entry Program will be refused, and I will be prohibited from applying to the CRNNS in the future if:

1. I have provided any inaccurate information; or
2. I have omitted required information; or
3. CRNNS determines that any documents submitted during the application or assessment process have been altered, tampered with or forged.

This applies to all documents received during the application process, including written correspondence. The CRNNS will not issue a refund and will retain all documents submitted with my application.

This *Signature Declaration* authorizes CRNNS to share with other Canadian regulatory bodies that my application for registration has been refused because of one of the three reasons listed above.

I understand that in order to practise nursing in Nova Scotia, I am required by law to hold a licence with CRNNS before I commence employment, including any orientation.

I have read and understand the above and the information on this form and agree to the terms stated herein.

Print Name

Date

Signature of Applicant

Signature of Witness

Date

Print Witness Name



CONSENT FOR RELEASE OF INFORMATION

I, _____, of _____
Full name Address

hereby authorize the College of Registered Nurses of Nova Scotia (the CRNNS) to release to the Registered Nurses Professional Development Centre (RN-PDC), a copy of the letter recommending my participation in the Re-entry Program.

This letter shall include:

1. the reason for the referral;
2. language proficiency test status (if applicable); and
3. my contact information (name, address, e-mail address and telephone number).

I hereby agree to further correspondence between RN-PDC and the CRNNS as it pertains to my progress toward re-activating my licence with the CRNNS.

Signed at _____, on the ____ day of _____ 20 .

Signature

Witness

Application for Initial Registration Assessment for IENS who are NOT Currently Licensed in Canada

PART 1 – Please return the completed application to the CRNNS at the address noted above along with your non-refundable assessment fee. Payment can be made by international money order or online by credit card. We do not accept international demand drafts or cheques.

A. Personal Information – Show given names in full.

Surname – Print in Block Letters	First Name	Middle Name	
Birth Name	Former Name(s)	Date of Birth (M/D/Y)	
Permanent Mailing Address	City/Town	Province	Country

NNAS ID Number: _____ NNAS Application Number: _____ (if applicable)

B. Initial Nursing Education

Name of School of Nursing	Address	City/Town	Province	Country
Program Started (Month/Year)	Program Completed (Month/Year)			

C. Other Education

<i>In Nursing (post RN)</i>		<i>In Other Than Nursing</i>	
	Month/Year Completed		Month/Year
Certificate		Certificate	
Baccalaureate		Baccalaureate	
Master		Master	
Doctorate		Doctorate	
Other: _____		Other: _____	

D. Registration/Licensure – List original jurisdiction and all jurisdictions where you currently hold or have held registration and/or licensure (nursing and other regulated professions). (you may attach another page if needed)

Province, State or Country	Registration #	Current Licensure Status (Active/Non-Active)	Date Licence Issued (Month/Year)	Date Licence Expired (Month/Year)

E. Status of Registration

- | | |
|--|--------------------------------|
| 1. Have you ever been charged with, pleaded guilty to, been convicted of or found to be guilty of an offence in or out of Canada, for which you have not received a pardon? | Yes ___ No ___ If yes, explain |
| 2. Are you currently under investigation by any registration/licensing authority? | Yes ___ No ___ If yes, explain |
| 3. Do you currently hold a licence with another regulated profession? | Yes ___ No ___ If yes, explain |
| 4. Have you ever been disciplined by a registration/licensing authority for any occupation/profession in or out of Canada. | Yes ___ No ___ If yes, explain |
| 5. Do you have any conditions or restrictions on any licence that you currently hold? | Yes ___ No ___ If yes, explain |
| 6. Have you ever been denied or had revoked any registration, licence, or permit? | Yes ___ No ___ If yes, explain |
| 7. Were you ever disciplined by or expelled from any university or school of nursing? | Yes ___ No ___ If yes, explain |
| 8. Have you ever been suspended or terminated from any employment? | Yes ___ No ___ If yes, explain |
| 9. Is there, to your knowledge or belief, any event, circumstance or condition concerning your competence, character, capacity, conduct or reputation that may impact your registration as a registered nurse? | Yes ___ No ___ If yes, explain |

IF ANSWERING “YES” TO QUESTIONS 1-9, PLEASE ATTACH AN EXPLANATION.

- | | |
|---|---|
| 10. Have you ever written the Canadian Registered Nurse Examination (RN exam) for registration in another Canadian jurisdiction? | Yes ___ No ___ If yes, explain |
| 11. Have you written the NCLEX-RN exam between 1982 and the present? | Yes ___ No ___
If yes, how many times? ___
Date passed: _____ |
| 12. Has another regulatory body in Canada mandated that you take a competence or SEC assessment? (e.g., a competence assessment of your knowledge, skills and abilities using tools such as observation, interviews and written tests.)? | Yes ___ No ___
If yes, answer question #13 |
| 13. Have you ever completed a competence or SEC assessment in another Canadian jurisdiction? | Yes ___ No ___ |
| If you answered yes to question #13, please arrange for a certified true copy of the following to be forwarded to the College from the regulatory body as applicable: <ul style="list-style-type: none"> • all letters associated with the process along with the assessment report; and • transcripts of education completed to bridge the gaps identified in the assessment report. | |
| 14. Have you applied for registration with any other regulatory bodies in Canada?
If yes, please list: | Yes ___ No ___ |

I. Signature Declaration

By signing this application form:

I authorize the collection, use and disclosure of personal information concerning myself as described in the College of Registered Nurses of Nova Scotia (CRNNS) Privacy of Member Information Policy. You can find this policy on the following webpage: <http://crnns.ca/privacy-policy/>

In addition, I authorize CRNNS to carry out the procedures necessary for the assessment of my eligibility for registration. This includes making copies of my application documents for the purpose of assessment and/or contacting the institutions or authorities stated on this application to verify the authenticity of my documents and the information provided in my application. **This *Signature Declaration* allows CRNNS to contact other regulatory bodies and obtain information pertinent to my application.** I agree that a copy of this *Signature Declaration* can be sent by CRNNS to other regulatory bodies allowing them to release information to CRNNS.

I declare that all of the information I have provided in my application is complete and truthful.

I understand that CRNNS will immediately stop the assessment of my application and that my application for assessment will be cancelled, registration will be refused, and I may be prohibited from applying to CRNNS in the future if:

1. I have provided any inaccurate information; or
2. I have omitted required information; or
3. CRNNS determines that any documents submitted during the application or assessment process have been altered, tampered with or forged.

This applies to all documents received during the application process, including educational transcripts, verifications of registration and written correspondence. CRNNS will not issue a refund and will retain all documents submitted with my application.

This *Signature Declaration* authorizes CRNNS to share with other Canadian regulatory bodies that my application for registration has been refused because of one of the three reasons listed above.

I understand that in order to practise nursing in Nova Scotia, I am required by law to hold a licence with CRNNS before I commence employment, including any orientation.

I understand that this application for assessment of eligibility for registration/licensure will be considered expired when the Part 1 and application fee submitted to CRNNS is more than 24 months old and I have not been in contact with CRNNS for 12 months or more. Should my file expire, I understand I will be required to submit a new application form, initial assessment fee and updated documentation, and that if I do not re-apply, my file documents will be securely destroyed five (5) years after the date they are considered expired.

I have read and understand the above and the information on this form and agree to the terms stated herein. I hereby apply for registration as a registered nurse in Nova Scotia under the terms of the *RN Act*.

Print Name

Date

Signature of Applicant

Signature of Witness

Date

Entry to Practice Requirements

Information Contained in the NNAS Advisory Report:

B2: RN SUMMARY OF TECHNOLOGY-MEDIATED ANALYSIS OF ENTRY TO PRACTICE (ETP) REQUIREMENTS

The summary analysis below is advisory in nature, and is intended to provide information to the nursing regulatory body in the jurisdiction of application. The analysis represents only one component considered by a regulatory body in assessing an application for registration; it is not intended as a substitute for the autonomous assessment and decision-making authority of the nursing regulatory body receiving this report.

The nursing education assessment yields the following results at the ETP level:

ENTRY TO PRACTICE REQUIREMENTS	PERCENTAGE FULFILLED
ETP 1: Professional Responsibility & Accountability	__%
ETP 2: Knowledge-Based Practice	__%
ETP 3: Ethical Practice	__%
ETP 4: Service to the Public	__%
ETP 5: Self-Regulation	__%

ETP CURRICULAR PERFORMANCE ANALYSIS

ETP AVERAGE	CURRICULAR PERFORMANCE DESCRIPTOR
__%	One of the following will appear in this column: Comparable; Somewhat comparable; Not Comparable

SUMMARY STATEMENT

Based on curricular performance analysis at the ETP level, the education this applicant received is deemed (**Comparable, Somewhat Comparable or Not Comparable**) to that of a Canadian Educated RN. This determination does not necessarily denote full comparability for each dimension. For details on the findings, see Section B3.

B3: RN SUMMARY OF TECHNOLOGY-MEDIATED ANALYSIS OF DIMENSION REQUIREMENTS		
The nursing education assessment yields the following results at the Dimension level:		
DIMENSION	EVIDENCE IDENTIFIED	CURRICULAR PERFORMANCE DESCRIPTOR
ETP 1		
DIM 1.1: Professional Roles & Responsibilities	__% (__ of 14) This represents the percentage and number of attributes the applicant met in this dimension.	One of the following will appear in this column: Comparable; Somewhat comparable; Not Comparable
DIM 1.2: Professional Scope and Competency	__% (__ of 10)	Comparable; Somewhat comparable; or Not Comparable
DIM 1.3: Professional Behaviours	__% (__ of 7)	Comparable; Somewhat comparable; or Not Comparable
DIM 1.4: Research/Evidence-Based Practice	__% (__ of 10)	Comparable; Somewhat comparable; or Not Comparable
ETP 2		
DIM 2.1: Clinical Communication & Collaboration	__% (__ of 29)	Comparable; Somewhat comparable; or Not Comparable
DIM 2.2: Comprehensive Assessment	__% (__ of 39)	Comparable; Somewhat comparable; or Not Comparable
DIM 2.3: Health Care Planning	__% (__ of 18)	Comparable; Somewhat comparable; or Not Comparable
DIM 2.4: Provision of Nursing Care	__% (__ of 47)	Comparable; Somewhat comparable; or Not Comparable
DIM 2.5: Evaluation & Monitoring of Care	__% (__ of 28)	Comparable; Somewhat comparable; or Not Comparable
DIM 2.6: Foundational Knowledge	__% (__ of 114)	Comparable; Somewhat comparable; or Not Comparable
DIM 2.7: Client Population Variations	__% (__ of 28)	Comparable; Somewhat comparable; or Not Comparable
ETP 3		
DIM 3.1: Ethical Responsibility & Integrity	__% (__ of 12)	Comparable; Somewhat comparable; or Not Comparable
DIM 3.2: Ethical Reasoning &	__% (__ of 12)	Comparable;

Communication		Somewhat comparable; or Not Comparable
DIM 3.3: Client Advocacy	__% (__ of 13)	Comparable; Somewhat comparable; or Not Comparable
DIM 3.4: Legal Obligations	__% (__ of 10)	Comparable; Somewhat comparable; or Not Comparable
ETP 4		
DIM 4.1: Public Advocacy	__% (__ of 7)	Comparable; Somewhat comparable; or Not Comparable
DIM 4.2: Professional Leadership	__% (__ of 18)	Comparable; Somewhat comparable; or Not Comparable
DIM 4.3: Health Care Delivery Systems	__% (__ of 7)	Comparable; Somewhat comparable; or Not Comparable
ETP 5		
DIM 5.1: Professional Development & Continuing Competence	__% (__ of 9)	Comparable; Somewhat comparable; or Not Comparable
DIM 5.2: Jurisprudence Knowledge	__% (__ of 8)	Comparable; Somewhat comparable; or Not Comparable

CURRICULAR PERFORMANCE DESCRIPTOR	DEFINITION
Comparable	Results of the document-based assessment yield evidence to support that the education received by this applicant meets or exceeds the minimal standard of Canadian entry-to practice education for the RN profession.
Somewhat Comparable	Results of the document-based assessment yield evidence to support that the education received by this applicant partially meets the minimal standard of Canadian entry to practice education for the RN profession.
Not Comparable	Results of the document-based assessment yield evidence to support that the education received by this applicant does not meet the minimal standard of Canadian entry-to practice education for the RN profession.

REGISTRATION SERVICES POLICY MANUAL

POLICY NAME	Application for a) Registration or b) Registration and Initial Licensure			POLICY NUMBER	C-110
APPLICABLE LEGISLATION	RN Act (2006): 11, 15, 27(1) RN Regulations (2009): 7, 8, 9, 10 College By-Laws: 6(1)				
DATE FIRST APPROVED/BY Oct. 1/07 by Council	EFFECTIVE DATE January 11, 2017	VERSION NUMBER 7	NEXT REVIEW DATE January 2020	Page 1 of 2	
DATES OF REVIEW/REVISION	April 22, 2010 by Council, January 18, 2013 by ED; October 23, 2013 by ED; October 27, 2014 by ED; June 27, 2016 by CEO & Registrar; January 11, 2017 by CEO & Registrar				

POLICY STATEMENT

1. All applicants seeking eligibility to register¹ or register and license² must meet the following regulatory requirements:
 - a) have passed the registration examinations as per CRNNS By-Law³ 6;
 - b) have met the criteria for registration and licensure as set out in the RN Regulations; and
 - c) **Applicants Registered in Another Canadian Jurisdiction:** have written approval on file from the Registration Officer that they are eligible for registration or registration and licensure;
 - d) **Internationally Educated Nurse Only:** have written confirmation on file from Registration Services Policy Consultant indicating that the applicant is eligible for registration or registration and licensure (i.e. they must meet the criteria as set out in policies B-010 and B-015).

2. CRNNS will approve or deny registration/licensure to applicants with conditions and/or restrictions on their licence in another jurisdiction. Applicants who hold a licence with conditions and/or restrictions in another jurisdiction will have the same conditions and/or restrictions applied to any new licence issued by CRNNS. The conditions and/or restrictions must be managed by the jurisdiction where they were initially imposed.

¹ Registration means the applicant has met all the requirements in accordance with the RN Act and Regulations for registration at the time of the assessment and therefore the applicant is eligible to register with the CRNNS but cannot engage in the “practice of nursing” as defined in the RN Act (2006).

² Licensure means the CRNNS has issued a licence allowing an individual registered with the CRNNS to engage in the “practice of nursing” as defined in the RN Act (2006). The registered nurse is placed in one of the following ten licensing rosters in accordance with the RN Act (2006) and Regulations (2009): active-practising, active-practising with conditions and/or restrictions; transitional; transitional with conditions and/or restrictions; temporary; temporary with conditions and/or restrictions; nurse practitioner; nurse practitioner with conditions and/or restrictions, temporary (nurse practitioner), and temporary (nurse practitioner) with conditions and/or restrictions.

³ Applicants must pass the NCLEX-RN as one prerequisite for registration, unless they have passed one of the following registration examinations approved by Council: The *State Board Test Pool (SBTP)* for the period 1956 – June 1982; The NCLEX-RN for the period 1982 to December 31, 2014; the NCLEX-RN from January 1, 2015 to present; the *CNAT Five Part Nursing Examination* for the period August 1970 – June 1980; the *CNAT Comprehensive Examination For Nurse Registration/Licensure* for the period August 1980 – June 1995; the *Nurse Registration/Licensure Examination* for the period August 1995 - January 2000; the *Professional Examination of the Ordre des infirmières et infirmiers du Quebec* for the period of 1946 to 1979; the *Professional Examination of the Ordre des infirmières et infirmiers du Quebec* for the period of January 1, 2000 to present; the *Canadian Registered Nurse Examination (CRNE)* for the period of June 2000 to October 1, 2014.

REGISTRATION SERVICES POLICY MANUAL

POLICY NUMBER: C-110

VERSION DATE: January 2017

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3. Applicants who have:
- a) provided any inaccurate information; or
 - b) omitted required information; or
 - c) submitted any documents during the application or assessment process that have been altered, tampered with or forged

will have their application assessment immediately cancelled, registration refused, and may be prohibited from applying to CRNNS in the future. This rule applies to all information/documents received during the application process, including educational transcripts, verifications of registration and written correspondence.

4. Pursuant to policy statement 3, the applicant is notified in writing that their file has been closed, along with the applicable rationale. The applicant will be advised of the appeal process outlined in Section 15 of the RN Act. No refunds of any fees associated with their application process will be issued.
5. Other Canadian regulatory bodies are notified that the applicant has been refused registration because of one of the three reasons outlined in policy statement 3. This notice will be sent after the thirty day deadline for submitting an appeal to the Registration Appeal Committee has passed.
6. Exception to policy statement 5: other jurisdictions can be notified immediately that the applicant has been refused registration if CRNNS feels that public safety is at risk.

PROCEDURE

1. Pursuant to policy statement 1, appropriate applicants will be sent the eligibility letter and have their application processed once the following applicable documents have been received:
- a) *Application for Registration Only* or *Application for Licence to Practise Nursing*;
 - b) Canadian vulnerable sector check and an international criminal record check (if required) (see Registration Services policy C-090 *Criminal Record Checks*); and
 - c) applicable fee.
2. Once the application is processed the applicant will:
- a) be assigned an individual registration number, a temporary password, and an e-banking account number;
 - b) have their name entered in the Register and, if applicable, the appropriate licensing roster; and
 - c) be provided an email with information about registration and licensure.

REGISTRATION SERVICES POLICY MANUAL

POLICY NAME	Temporary Licence: New Canadian Graduates and Internationally Educated Nurses not Currently Registered in Another Canadian Jurisdiction			POLICY NUMBER	C-100
APPLICABLE LEGISLATION	RN Act (2006): 14; 15, 19, 43(4) RN Regulations (2009): 29; 30 College By-Laws: 20				
DATE FIRST APPROVED/BY Dec/09 by Council	EFFECTIVE DATE March 7, 2018	VERSION NUMBER 14	NEXT REVIEW DATE March 2021	Page 1 of 4	
DATES OF REVIEW OR REVISION/ APPROVED BY	February 13, 2007 by Council, December 7, 2009 by Council, June 30, 2010 by Council, January 18, 2013 by ED; February 10, 2015 by ED; June 17, 2015 by CEO & Registrar; September 17, 2015 by CEO & Registrar; March 1, 2016 by CEO & Registrar; May 4, 2016 by CEO & Registrar; June 27, 2016 by CEO & Registrar; January 10, 2017 by CEO & Registrar; July 31, 2017 by CEO & Registrar; March 7, 2018 by CEO & Registrar				

POLICY STATEMENT

1. The following individuals may be issued a temporary licence with or without conditions and restrictions:
 - a) graduates from NS and other Canadian jurisdictions who have completed all nursing program requirements but have not passed the NCLEX-RN; or
 - b) graduates from a nursing program completed in jurisdictions outside of Canada who are deemed by CRNNS to be eligible to take but have not passed the NCLEX-RN.
2. To obtain a temporary licence, individuals must:
 - a) submit a complete application to CRNNS;
 - b) pass the jurisprudence exam (see registration services policy C-070); and
 - c) pay the applicable fees.
3. Online search engines/databases are used to search the current and former names of all applicants.
4. CRNNS will review the temporary licence application to determine if the temporary licence will be issued. The decision to approve or refuse a temporary licence will be communicated in writing. This decision is final and not subject to an appeal to the Registration Appeal Committee.
5. Each temporary licence will be issued with conditions and restrictions which will include but may not be limited to the following:
 - a) must have on-site access to an RN for assistance and consultation; for applicants who have failed the NCLEX-RN: must have a designated RN on each shift to provide assistance, consultation and guidance.
 - b) In the event of NCLEX-RN failure, must notify your employer of the change in your conditions and restrictions identified in a);

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- c) must not assume the responsibilities of a care area (facility or unit) which would include making client assignments based on client acuity;
 - d) must not perform delegated functions;
 - e) must not independently initiate a care directive;
 - f) for Canadian graduates from outside Nova Scotia: must notify CRNNS of your NCLEX-RN exam results.
6. In the event of first NCLEX-RN failure, CRNNS will notify the employer of the TL holders change in conditions and restrictions.
 7. All temporary licences will expire on the earliest of the following:
 - a. The date CRNNS receives notification that the temporary licence holder has failed the third writing of the registration examination;
 - b. The date that a licence, other than a temporary licence, is issued to the temporary licence holder;
 - c. The four-month expiry date of the temporary licence; and
 - d. The date the temporary licence is suspended or revoked under the professional conduct process.
 8. A temporary licence may be re-issued following expiry, but will not be re-issued:
 - a. where the individual is eligible for an active-practising licence (with or without conditions);
 - b. if prevented by a decision of a professional conduct committee;
 - c. following third failure of the NCLEX-RN exam¹; or
 - d. more than 12 months after
 - i. the date the graduate completes the requirements of their nursing program²; or
 - ii. the date the IEN is first informed of their eligibility to take the NCLEX-RN.
 9. To have a temporary licenced re-issued, individuals must:
 - a. submit a complete application to CRNNS; and
 - b. pay applicable fee (application and temporary licence fee).
 10. CRNNS will review the temporary licence application to determine if the temporary licence will be re-issued. The decision to re-issue a temporary licence will be communicated in writing to the applicant. This decision is final and not subject to an appeal to the Registration Appeal Committee.

1 Previous failures of a registration exam required in another jurisdiction count towards these three failures (e.g., NCLEX-RN in the USA or Canada, CRNE and OIIQ).

2 The date the graduate completes the requirements of their nursing program is defined as:

- For Nova Scotia Graduates: the date CRNNS receives the list of confirmed graduates from the Nova Scotia Schools of nursing
- For out of province graduates: the date the regulatory body or school of nursing indicates the applicant has met all requirements of their nursing program.

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11. Each temporary licence that is re-issued will be subject to conditions and restrictions which will include but may not be limited to the conditions and restrictions listed in policy statement 4.
 12. Pursuant to policy statement #6 c., a temporary licence may be re-issued after third failure of the NCLEX-RN in extenuating circumstances. Extenuating circumstances may include but not be limited to:
 - a. Extraordinary circumstances that the applicant could not have predicted would occur or was unable to fully comprehend at the time of attempting the examination;
 - b. Medical or other unexpected incidents occurring during the course of the examination;
 - c. A condition, disorder or disability of which the applicant was not aware of that required medication and/or other treatment; and/or
 - d. Accommodation to allow the applicant a fair chance to attempt the examination and demonstrate the applicant's knowledge, skill and judgement.
 13. All temporary licence holders receive liability coverage through the Canadian Nurses Protective Society (CNPS).

PROCEDURE

1. A complete application for eligibility for a temporary licence includes but is not limited to:
 - a) on-line application form ([Application for Initial Registration in Nova Scotia](#)) on the CRNNS portal;
 - b) [online temporary licence application](#);
 - c) proof of legal name (birth certificate, marriage certificate, legal affidavit, Attestation of Name) and photo ID (passport, driver's licence) (if not already on file);
 - d) Canadian vulnerable sector check and an international criminal record check (if required) (see registration services policy C-120);
 - e) Verifications of registration and licensure status from the regulatory body of any other regulated profession (if applicable); and
 - f) Verification of program completion:
 - a) For Nova Scotia Graduates: The applicant's name appearing on the *List of Confirmed Graduates* from one of the Nova Scotia schools of nursing; or
 - b) For Canadian Graduates outside Nova Scotia: verification of nursing program completion from either:
 - i. the regulatory body in which the nursing school is located; or
 - ii. the school of nursing.
2. CRNNS will request an applicant who has written the NCLEX in another Canadian jurisdiction to ask the regulatory body(ies) where they wrote the NCLEX to provide a letter to CRNNS identifying the number of times they have written the NCLEX (if applicable).
3. Once all application requirements are received, the applicant is notified in writing and/or through the portal that their application is complete.
4. If the applicant answers "yes" to any judicial questions on the *Application Temporary*

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Licence refer to registration services policy D-100 Judicial Questions.

5. Once the application is reviewed and a determination is made on whether to issue/re-issue a temporary licence, the applicant is notified in writing and/or through the portal.
6. When the temporary licence expires or is about to expire:
 - a) the temporary licence holder and their employer are notified that the nurse's temporary licence has expired/will expire, the reason why and that the nurse must stop working on the expiry date;
 - b) the temporary licence holder is informed of the procedure to apply for a temporary licence to be re-issued (if applicable pursuant to policy statements 7-10).
7. When the temporary licence expires because the temporary licence holder is issued an active-practising licence, the nurse is informed that the application for an active-practising licence with or without conditions and/or restrictions has been processed and the temporary licence has expired.
8. When the temporary licence expires pursuant a professional conduct process, the nurse is informed by professional conduct services that they are no longer eligible for a temporary licence.

REGISTRATION SERVICES POLICY MANUAL

POLICY NAME	Application for Registration: Applicants from Other Canadian Jurisdictions		POLICY NUMBER	A-010
APPLICABLE LEGISLATION	RN Act (2006): 11, 15 RN Regulations (2009): 8, 9(1), 9(3), 9(4) College By-Laws: 7 Fair Registration Practices Act (2008): 9, 10			
DATE FIRST APPROVED/BY Jan. 18/13 by ED	EFFECTIVE DATE April 20, 2017	VERSION NUMBER 5	NEXT REVIEW DATE April 2020	Page 1 of 3
DATES OF REVIEW/REVISION	January 20, 2014 by ED; June 10, 2014 by ED; January 10, 2017 by CEO & Registrar; April 20, 2017 by CEO & Registrar			

POLICY STATEMENT

1. Applicants from another Canadian jurisdiction submit application documents (described in procedure statement 2), clear a Canadian vulnerable sector check and an international criminal record check (if required – see registration services policy C-120) and the English language proficiency test results, if required – see registration services policy A-030).
2. All applicants are required to provide verifications from every jurisdiction in which they have held or currently hold a licence and/or registration (nursing and other regulated professions).
3. Only official documents¹ are accepted. Certified true copies from another jurisdiction are not accepted.
 - a. Exception: with the IELTS version of the English Language Proficiency Test, test scores can be confirmed online if the applicant provides their *Test Report Form Number*.
 - b. Exception: Verification of licensure can be received electronically from other Canadian RN regulators.
 - c. Exception: where:
 - i. another Canadian regulatory body has received a verification of licensure or employer statement(s); and
 - ii. CRNNS receives information to our satisfaction confirming that an update of the verification is not warranted in this applicant’s situation
CRNNS may accept certified true copies of a licensure verification and employer statement(s) that were received by another Canadian nursing jurisdiction.
4. Documents identified in policy statement 3 that are not provided in English and require translation must be translated by a certified translator and submitted directly to CRNNS by the translator. Translated identity documents can be received directly from the applicant.
5. Where documents cannot be obtained by an applicant for reasons beyond the applicant’s control, the applicant is advised of alternative information that may be acceptable, e.g., notarized affidavit.

¹ An official document is one that has been sent in a sealed envelope directly to CRNNS by the issuing authority and has never been in the possession of anyone other than the institution that issued it.

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6. With the exception of documents provided to CRNNS by the applicant, documents received through the application process are the property of CRNNS and can only be released to other regulatory bodies with permission from the applicant. Documents will not be released to the applicant or any third party unless required by law to do so.
 7. Online search engines/databases are used to search the current and former names of all applicants.
 8. Applications will be reviewed and one of the following decisions will be made:
 - a. the applicant is eligible for registration;
 - b. the applicant is eligible for registration and an active practising licence;
 - c. the applicant is eligible for registration and an active-practising with conditions and/or restrictions;
 - d. the applicant is ineligible for registration until they have successfully completed a nursing re-entry program or a competence assessment and bridging education; or
 - e. the applicant is ineligible for registration.
 9. All registration and licensure decisions are communicated in writing to the applicant along with any appropriate rationale and a description of the appeal process (where applicable), in accordance with Section 15 of the RN Act (2006).

PROCEDURE

1. Applicants who wish to register or register and license can do the following:
 - a. Contact CRNNS for information following which they will be directed to the website; and/or
 - b. Visit the website to obtain information.
2. All applicants must complete the *Application for Initial Registration Assessment in Nova Scotia* which can be found on the website or can be mailed to the applicant upon request. The Application consists of:
 - a. *Application for Initial Registration Assessment in Nova Scotia*;
 - b. Payment of the Initial Assessment Fee;
 - c. Proof of legal name (i.e. birth certificate, marriage certificate, legal affidavit, Affirmation of Name) and photo identification (i.e. passport, driver's licence, government issued photo ID);
 - d. *Application for Initial Registration Assessment in Nova Scotia: Verification of original nurse registration and examination scores*;
 - e. *Application for Initial Registration Assessment in Nova Scotia: Verification of current and/or Previous Active-Practising Licensure and registration* (both nursing and other regulated professions, if applicable);
 - f. *Statement from employer for initial RN licence* from all employers where they have worked in the past 12 months or, if they have not worked in the past 12 months, their most recent employer;
 - g. English Language Proficiency Test results (if applicable). See Registration Services policy A-030 *English Language Proficiency Test Requirement: Canadian*.
3. If the applicant answers "yes" to any judicial questions on the *Application for Initial Registration Assessment in Nova Scotia* refer to registration services policy D-100 Judicial Questions.

4. As documents are received they are:
 - a. verified as an official document;
 - b. date stamped; and
 - c. saved in SharePoint;
5. Once the application is complete it is reviewed by the Registration Consultant and a decision is made pursuant to Policy Statement 8.
6. Pursuant to Policy statement 3 c) the information CRNNS may require to determine whether to accept certified true copies of a licensure verification and employer statement(s) that were received by another Canadian nursing jurisdiction may include but is not limited to the one or more of the following:
 - a. The date that the verification was issued to the other regulatory body;
 - b. Attestation by the applicant that they have not returned to the country to work;
 - c. Information from their employer that the individual had not returned to this country to work;
 - d. Passport stamps showing entry and exit from Canada;
 - e. Information about whether the regulatory process has changed in the jurisdiction since they issued the verification to the Canadian regulatory body.

POLICY NAME	Assessment of Eligibility to Register with CRNNS: Graduates of International Nursing Programs who Applied to CRNNS on or after August 12, 2014			POLICY NUMBER	B-015
APPLICABLE LEGISLATION	RN Act (2006): 2(af), 15 RN Regulations (2009): 6, 8, 9(2) College By-Laws: 6(1) Fair Registration Practices Act (2008): 9, 10, 12(2)(e)				
DATE FIRST APPROVED/BY July 8/14 by ED	EFFECTIVE DATE April 20, 2017	VERSION NUMBER 4	NEXT REVIEW DATE April 2020	Page 1 of 5	
DATES OF REVIEW/REVISION	October 27, 2014 by ED; June 27, 2016 by CEO & Registrar; April 20, 2017 by CEO & Registrar				

POLICY STATEMENT

1. All applicants must pass the NCLEX-RN as one prerequisite for registration, unless the applicant has passed another registration examination approved by Council (see CRNNS By-Laws for approved exams).
2. Applicants must submit their application for initial assessment to the National Nursing Assessment Service (NNAS).
3. Where documents cannot be obtained by an applicant for reasons beyond the applicant's control, applicants will be required to complete a competence assessment.
4. All applicants will be required to provide verifications from every jurisdiction in which they have held or currently hold registration and/or a licence (nursing and other regulated professions), if not already collected by the NNAS.
5. All applicants are required to sign a consent form (i.e. signature declaration) allowing CRNNS to verify any information they provide.
6. Online search engines/databases will be used to search the current and former names of all applicants.
7. Following assessment of the advisory report and associated documents, applicants may be required to enroll in a bridging education program and/or competence assessment. Applicants have one year from date the referral was issued by CRNNS to enroll in the bridging education program or complete the competence assessment. In the event they do not enroll in the bridging education program or complete the competence assessment, as applicable, or any time in that year they indicate that they do not intend to complete these requirements, their file will be closed.
8. All decisions related to the application are communicated in writing to the applicant along with rationale.

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9. A competence assessment may be required at any time if information is received calling the applicant's competence into question.
 10. An applicant may be referred for further specialty (focused) competence assessment(s) based on the results of their initial competence assessment report.
 11. A competence assessment report from another Canadian jurisdiction may be accepted in lieu of the applicant completing the assessment in Nova Scotia. The competence assessment report will be reviewed to determine whether bridging education is required.
 12. The applicant's nursing program must have provided theory and clinical instruction in both medical and surgical nursing. Applicants who complete specialty programs without medical and surgical nursing are ineligible for registration and licensure.
 13. If the applicant's nursing program did not include clinical hours, the applicant must have a minimum equivalent of two years nursing practice experience (3450 hours) and do a complete (5-day) competence assessment along with education required by CRNNS.
 14. Once the NNAS report has been received at CRNNS and the applicant has applied to CRNNS, the applicant is responsible to monitor the expiry dates of documents. Updated application documents must be submitted directly to CRNNS. (see Registration Services policy B-020 *Expired Documents for Internationally Educated Nurse (IEN) Applicants*).
 15. Only official documents¹ application documents are accepted. Only official documents for the English Language Proficiency Test are accepted except, with the IELTS version of the English Language Proficiency Test, where the applicant provides their *Test Report Form Number* which can be confirmed online. Certified true copies of these documents may not be accepted.
 16. Documents identified in policy statement 15 that are not provided in English and require translation must be translated by a certified translator and submitted directly to CRNNS from the translator. The applicant is responsible for all costs associated with the translation of documents.
 17. Documents received through the application process are the property of CRNNS and can only be released to other regulatory bodies or the NNAS with the permission from the applicant. Documents will not be released to the applicant or any other third party unless required by law to do so.
 18. When determining currency of competency, in addition to hours worked in the practice of nursing in the past 5 licensure years, CRNNS may consider hours working in the practice of nursing from the same licensure year that the IEN is applying in.

¹ An official document is one that has been sent in a sealed envelope directly by the issuing authority and has never been in possession of anyone other than the institution that issued it.

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PROCEDURE:

1. Once the NNAS has completed their advisory report and placed it on the IEN portal and the regulatory body portal, applicants must submit their *Application for Initial Registration Assessment for internationally educated nurses who have never been registered in Canada* and pay the initial assessment fee to CRNNS. Applicants must also provide proof of legal name (i.e. birth certificate, marriage certificate, legal affidavit, Affirmation of Name) and government issued photo identification (i.e. passport, driver's licence), if not already collected by NNAS.
2. A file is then initiated for the applicant and the following is completed:
 - a) The applicant information is uploaded in the IEN Database;
 - b) The advisory report and application documents are downloaded from the NNAS regulatory body portal; and
 - c) The file is recorded in records management.
3. If the applicant answers "yes" to any judicial questions on the *Application for Initial Registration Assessment for internationally educated nurses who have never been registered in Canada* refer to registration services policy D-100 Judicial Questions.
4. The application is reviewed to determine whether:
 - a. additional information is required;
 - b. documents are current;
 - c. there are any concerns/issues with their previous nursing practice and/or application process;
 - d. the nursing program is substantially equivalent to a nursing education program² based on the following:
 - I. The nursing program is substantially equivalent because:
 - i) the nursing program appears on the CRNNS's *List of Approved Programs*³; or
 - ii) the review of the nursing program by registration services determines that the nursing program contained an equivalent curriculum to that offered in a nursing education program as defined in the RN Act.
 - II. The nursing program is not substantially equivalent because:

² (af) "nursing education program" means

(i) for applicants graduating on or after December 31, 2007, a baccalaureate nursing program approved by Council that is a prerequisite for a person to have completed before taking a registration examination, and

(ii) for persons graduating prior to December 31, 2007, a nursing program approved by Council that is a prerequisite for a person to have completed before taking the registration examination;

³ List of Approved Programs: Once one applicant who graduated from a program in a particular year has their nursing program assessed as being substantially equivalent to a nursing program offered in Nova Scotia, all other applicants who graduated from the same school of nursing from the same year automatically have their nursing program approved as substantially equivalent. This also means the latter applicants would not be required to have a WES Course-by-Course Evaluation Report completed. For example if an applicant who graduated from the University of Saint La Salle in 2005 in the Philippines has their program assessed as being substantially equivalent to a nursing program offered in Nova Scotia, all future applicants who graduated from the University of Saint La Salle in 2005 have their program assessed as being substantially equivalent without requiring a WES Report.

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- i) the program had insufficient theory **and/or** clinical hours in one or more program areas; or
 - ii) the applicant's nursing program did not offer the required course content.
 - e. registration services determines the nursing program together with the nursing experience and any additional training or education acquired by the applicant provides equivalent competencies of a nursing education program [if the applicant's nursing program alone is assessed as not substantially equivalent to a nursing education program: see 4.d)II];
 - f. the applicant is required to complete a competence assessment and/or a bridging program and/or re-entry program (if the nursing program along with the experience and any additional training or education acquired by the applicant did not provide equivalent competencies of a nursing education program); or
 - g. the applicant is ineligible for registration.
 5. Any requirements/decisions and rationale pursuant to procedure statement 4. are provided to the applicant in writing. In the event the applicant is deemed ineligible pursuant to 4. g) above, they must be given a description of the appeal process, in accordance with Section 15 of the *RN Act*.
 6. Where the applicant is required to complete a bridging education program under procedure statement 4 f):
 - a. the applicant is sent a letter outlining this requirement with the *Consent for Release of Information* attached;
 - b. the applicant submits the completed *Consent for Release of Information*;
 - c. When the signed *Consent for Release of Information* is received, the information outlined in the *Consent for Release of Information* is sent to the Registered Nurses Professional Development Centre (RN-PDC), the agency that provides the bridging program;
 - d. the applicant then contacts the RN-PDC to arrange to complete the required bridging education program;
 - e. if the applicant successfully completes the bridging education program, the RN-PDC will send a copy of the course transcript(s) to CRNNS and copy the applicant, following which CRNNS will inform the applicant of their next step(s) in the application process;
 - f. if the applicant does not successfully complete the bridging program the RN-PDC will notify CRNNS in writing and the applicant is then informed by CRNNS that they are ineligible for registration and licensure.
 7. When a competence assessment is required under procedure statement 4 f):
 - a. the applicant is sent a letter outlining this requirement with the *Consent for Release of Information* and a description of the assessment attached;
 - b. the applicant completes the *Consent for Release of Information* and forwards to CRNNS;
 - c. When CRNNS receives the above signed *Consent for Release of Information*, CRNNS forwards the-information outlined in the *Consent for Release of Information* to the RN-PDC;

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- d. the applicant then contacts the RN-PDC to arrange an appointment;
 - e. the applicant completes the competence assessment at the RN-PDC;
 - f. The RN-PDC submits a report, a copy of which is sent to the applicant and CRNNS;
 - g. If CRNNS determines, based on the report, that the applicant has gaps in their knowledge, skills or abilities, they are informed of any required bridging education they must successfully complete;
 - h. If the applicant successfully completes the bridging education, the RN-PDC will send a copy of the course transcript(s), to the applicant and CRNNS, following which CRNNS will inform the applicant of their next step(s) in the application process;
 - i. If the applicant does not successfully complete the bridging education, RN-PDC will notify CRNNS in writing and the applicant is then informed by CRNNS that they are ineligible for registration and licensure.
8. When the applicant is required to complete a nursing re-entry program as set out in procedure statement 4. f) refer to Registration Services policy D-040.
 9. The following application documents must be updated with CRNNS as they expire or change:
 - a) *Application for Initial Registration Assessment for internationally educated nurses who have never been registered in Canada;*
 - b) Proof of legal name (i.e. birth certificate, marriage certificate, legal affidavit) and photo identification (i.e. passport, driver's licence, government issued photo ID), if there has been a name change;
 - c) *Application for Initial Registration Assessment for internationally educated nurses who have never been registered in Canada: Verification of original nurse registration and examination scores;*
 - d) *Application for Initial Registration Assessment for internationally educated nurses who have never been registered in Canada: Verification of current and/or Previous nurse registration* (both nursing and other regulated professions, if applicable);
 - a. *Statement from Employer for IENs who are not currently licensed in Canada* from all employers where they have worked in the past 12 months or, if they have not worked in the past 12 months, their most recent employer; and
 - e) English Language Proficiency Test results (if applicable). (See Registration Services policy B-040 for information about this requirement).
 10. As updated application documents (if applicable) are received they are:
 - a. verified as an official document;
 - b. date stamped;
 - c. recorded in the IEN database along with the date received; and
 - d. The documents are scanned and added to the electronic file described on procedure statement 2. b).

REGISTRATION SERVICES POLICY MANUAL

POLICY NAME	Testing Accommodation Provided for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and the RN Jurisprudence Examination			POLICY NUMBER	C-020
APPLICABLE LEGISLATION	RN Act (2006): RN Regulations (2009): College By-Laws: Human Rights Act: 3(1), 4, 5(1)				
DATE FIRST APPROVED/BY Jan. 18/13 by ED	EFFECTIVE DATE April 20, 2017	VERSION NUMBER 4	NEXT REVIEW DATE April 2020	Page 1 of 5	
DATES OF REVIEW/REVISION	October 23, 2013 by ED; October 27, 2014 by ED; April 20, 2017 by CEO & Registrar				

POLICY STATEMENT

1. Examination candidates, who believe the administrations of the NCLEX-RN and/or RN Jurisprudence examinations discriminates against them on a ground¹ prohibited by the Nova Scotia *Human Rights Act*, may request in writing that they be provided accommodation to eliminate or reduce the effects of the prohibited discrimination during the administration of the exam.
2. The candidate is responsible for submitting a written request for accommodation to Registration Services no later than the deadline set by CRNNS. The process for requesting an accommodation is described on the CRNNS's website. The written request must include the following information:
 - a. Completion of Form A (Testing Accommodation-Candidate Application Form) by the candidate; and
 - b. Completion of Form B (Testing Accommodation-Documentation of Disability Related Needs) by the candidate's health care provider (if the accommodation requested is based on a physical or mental disability).
3. The decision to approve or deny accommodation will be made by CRNNS. Accommodation of the candidate in other testing situations does not ensure approval of a request for accommodation on the NCLEX-RN or jurisprudence exam.
4. NCSBN reserves the right to refuse any accommodation that threatens the psychometric soundness, fairness and security of the NCLEX. In this case, CRNNS will work with NCSBN to determine possible alternatives for accommodation.

¹Grounds: Age; race; colour; religion; creed; sex; sexual orientation; gender identity; gender expression; physical disability or mental disability; an irrational fear of contracting an illness or disease; ethnic, national or aboriginal origin; family status; marital status; source of income; political belief, affiliation or activity; that individual's association with another individual or class of individuals having characteristics referred to above.

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5. If the accommodation is approved, every reasonable effort will be taken, short of undue hardship, to eliminate or reduce the prohibited discriminatory effects from the administration of the exam. This means, the approved accommodation does not have to be the first choice of the candidate nor the most expensive or comprehensive option available but must overcome the discriminatory effect of writing the NCLEX-RN and/or jurisprudence exam in the usual method and environment.
 6. The candidate is responsible for associated costs and participating in the accommodation process, which may include providing additional information to CRNNS upon request and considering alternative accommodations proposed by CRNNS.
 7. Pearson VUE is responsible for all costs associated with the approved NCLEX-RN accommodations.
 8. Documentation received from the candidate related to the accommodation application will not be released to any third party without the candidate's consent.
 9. CRNNS communicates the decision in writing to the candidate. Rationale will be provided when a request is denied.
 10. For the jurisprudence examination, Registration Services works with IT to provide the approved accommodation.
 11. The candidate must complete and submit a new accommodation application for each repeated attempt. CRNNS may request supporting documentation from a third party depending on the circumstances.
 12. Any and all information and documentation obtained by CRNNS in the course of the accommodation request can be used internally by CRNNS for any of its regulatory functions. The information and documentation will become part of the applicant/member's registration file.

Appendix A: Form A

Candidate Application for Testing Accommodations

Examination candidates who believe the administration of the registration exams (NCLEX-RN and/or Jurisprudence), discriminates against them on a ground prohibited by the Nova Scotia *Human Rights Act*, may request in writing that CRNNS provide accommodation to eliminate or reduce the effects of the prohibited discrimination during the administration of the exam. *CRNNS will not release copies of the documentation received from the candidate related to the accommodation application to any third party (e.g., NCSBN) without your consent. CRNNS will release information to the testing provider that is necessary for the accommodation process.*

Name: _____		Phone number: _____		
Mailing address: _____				
Email: _____		Exam language: _____		
Exam: _____		Exam date: _____		
1. Under which of these grounds / characteristics are you applying for accommodation under the Nova Scotia <i>Human Rights Act</i> : (circle which applies)				
Age	Race	Colour	Religion	Creed
Sex	Political belief, affiliation or activity	Family status	Source of income	Marital status
Physical disability or mental disability ¹ Provide diagnosis: _____	An irrational fear of contracting an illness or disease ¹	Ethnic, national or aboriginal origin	Sexual orientation Gender identity Gender expression	That individual's association with another individual or class of individuals having characteristics referred to above.
2. Describe why this ground/characteristic prevents you from writing the exam in the usual method and/or environment ² .		_____ _____ _____		
3. Please select the type of accommodation you are requesting. (Select all that apply.)		<input type="checkbox"/> Separate room <input type="checkbox"/> Additional time _____ minutes <input type="checkbox"/> Recorder <input type="checkbox"/> Reader <input type="checkbox"/> Interpreter for the hearing impaired <input type="checkbox"/> Modification of test material (e.g. large print) <input type="checkbox"/> Other: _____		
4. A description of past testing accommodations granted, including those provided throughout your nursing program ³ . Please arrange for the university to forward directly to the CRNNS information related to past testing accommodations.		_____ _____ _____		
Signature: _____		Date: _____		

¹ If you have selected “physical or mental disability” or “an irrational fear of contracting an illness or disease” you must have your qualified health professional complete the *Testing Accommodation: Disability Related Needs* form and submit it directly to CRNNS.

² The NCLEX examination is taken over an uninterrupted six (6) hour period. The NCLEX is taken in a test room containing a computer in an individual cubical along with an erasable note board and marker.

The Jurisprudence exam is a four hour online, open book exam that can be taken on a personal computer, e.g., home computer.

³ Accommodation in other testing situations does not require CRNNS to approve a request for accommodation in the administration of the registration examination.

Note: All information obtained by CRNNS in the course of this accommodation request process can be used internally by CRNNS for any regulatory function.

Testing Accommodations

Mental or Physical Disability Related Needs Form

If you have a disability that may require an accommodation when writing the registration examination (NCLEX-RN and/or Jurisprudence), please complete Section A of this form and forward it to a qualified health professional¹ who, in Section B, must describe the accommodation you need to overcome the discriminatory effect of writing the exam in the usual method and/or environment, along with rationale for this recommendation². The health professional is to send the completed form directly to CRNNS.

Section A <i>(completed by candidate)</i>	
Name: _____	Accommodation Requested: _____
Section B <i>(completed by the qualified health professional)</i>	
I have known this candidate since: _____ in my capacity as a _____	
(date)	(professional title)
1. The approximate date when the disability was first diagnosed and/or identified.	<hr/> <hr/> <hr/>
2. A brief history and description of the disability, including the functional limitations which prevent the candidate from writing the exam in the usual method and/or environment ³ . (Please attach separate letter if needed.)	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
3. The nature/type of the accommodation that is needed by this candidate to overcome the functional limitations of the disability. (Select all that apply.)	<input type="checkbox"/> Separate room <input type="checkbox"/> Additional time _____ minutes <input type="checkbox"/> Recorder <input type="checkbox"/> Reader <input type="checkbox"/> Interpreter for the hearing impaired <input type="checkbox"/> Modification of test material (e.g. large print) <input type="checkbox"/> Other: _____
4. A description of current treatment plan and why this is not effective in overcoming the functional limitations of the disability, thereby necessitating the above accommodation(s).	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Name: _____	Signature: _____
Telephone/ Email: _____	Date: _____

1 A qualified health professional is one who has known the candidate for a period of time and has been involved in the treatment of their disability (e.g., nurse practitioner, physician, psychologist, etc.).

2 Accommodation in other testing situations does not require CRNNS to approve a request for accommodation in the administration of the registration examination.

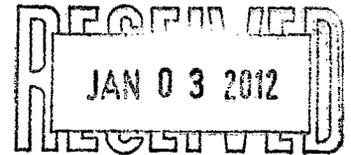
3 The NCLEX examination is taken over an uninterrupted six (6) hour period. The NCLEX is taken in a test room containing a computer in an individual cubical along with an erasable note board and marker.

The Jurisprudence exam is a four hour online, open book exam that can be taken on a personal computer, e.g., home computer.

Note: All information obtained by CRNNS in the course of this accommodation request process can be used internally by CRNNS for any regulatory function.



World Education Services



Donna Denney
Executive Director
College of Registered Nurses of Nova Scotia (CRNNS)
4005-7071 Bayers Road
Halifax, NS B3L 2C2

December 20, 2011

Dear Ms. Denney:

As part of its document verification process, World Education Services requires that applicants arrange for official academic transcripts to come to WES directly from the issuing authority. These transcripts form a part of the applicants' file, and may be sent, at the applicants' request, to a licensing body or academic institution.

Earlier this year, World Education Services circulated a Memorandum of Understanding to all professional licensing bodies that had received a report from WES that included copies of verified transcripts. The purpose of the MOU was to ensure that WES honoured the agreement that it has with the issuing authorities not to release copies of these transcripts to the student.

Due to provincial legislation, and/or some internal policies, some regulatory bodies are required, in some circumstances, to release the contents of applicants' files to the applicant. WES understands, and accepts this requirement. As a result, WES has amended a clause in the previously drafted MOU, allowing for the release of transcripts in such circumstances. The amended clause reads:

Except as required by a formal documented policy or legislation, neither College of Registered Nurses of Nova Scotia (CRNNS) nor its agents shall give copies of these transcripts and documents to any individual client, or allow any client to make copies of these transcripts and documents. In circumstance where copies are shared with clients, CRNNS will provide written notification to WES.

I have included a revised MOU with this letter. I hope that the amendment allows for your institution to sign the MOU, and continue receiving verified transcripts from WES, when an applicant requests the International Credential Advantage Package (ICAP) service.

If you have any questions regarding this letter or the MOU, please let me know as soon as possible.

Sincerely

Timothy Owen
Director
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MEMORANDUM OF UNDERSTANDING

Between

World Education Services (WES)

And

College of Registered Nurses of Nova Scotia (CRNNS)

The purpose of this agreement is to outline the understanding between WES and the signatory organization regarding the handling of academic transcripts and documents forwarded to it by WES.

1. Academic transcripts and documents sent directly to WES from institutions or government authorities at the request of individual clients become the property of WES.
2. At the request of individual clients WES will release copies of these academic transcripts and documents to CRNNS.
3. Except as required by a formal documented policy or legislation, neither CRNNS nor its agents shall give copies of these transcripts and documents to any individual client, or allow any client to make copies of these transcripts and documents. In circumstance where copies are shared with clients, CRNNS will provide written notification to WES.
4. CRNNS has in place procedures for handling personal information which are in accordance with the Personal Information Protection and Electronic Documents Act.

For WES

Timothy Owen
Timothy Owen
Director - Canada

Date: Dec 20/11

For CRNNS

Michelle Derron
Name
Title: Director, Policy, Practice
and Legislative Services
Date: CRNNS

January 3, 2012



World Education Services

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ATTN: DONNA DENNEY.



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