



Registered Nurses Association
of the Northwest Territories
and Nunavut

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Registration Policy

Policy Description: Annual Renewal

Policy Number: R5

Effective Date: October 4, 2016

Signature: *Sharon Lohm*

Review Date: October 2019

New Policy _____

Revision: Partial **Complete** _____

Applies To: All registered nurses (RNs) and nurse practitioners (NPs) renewing their annual membership with the RNANT/NU.

Purpose: This policy outlines the requirements for annual renewal with the RNANT/NU. These requirements are in addition to, or in clarification of, those found in the Nursing Profession Act (2003), Nunavut Nursing Act (1998), and RNANT/NU Bylaws.

Policy:

1. Renewal Requirements

An applicant who submits a completed application for renewal of membership to the RNANT/NU office by the administrative deadline will be issued an annual certificate of registration by December 31st of that year. The completed application must include:

- (a) payment of the annual registration fee as outlined in Policy R16: Fees; and
- (b) a completed annual registration application form, which includes, but is not limited to, a self-declaration of:
 - (i) hours of practice and/or nursing studies;
 - (ii) good character and fitness to practice; and
 - (iii) completion of a continuing competence learning plan for the current year.

NOTE: ALL APPLICATIONS FOR RENEWAL MUST BE RECEIVED AT THE RNANT/NU OFFICE ON OR BEFORE DECEMBER 31st OF EACH YEAR. RENEWAL FORMS RECEIVED AFTER DECEMBER 31st WILL NOT BE ACCEPTED AS RENEWALS. THE APPLICANT WILL BE REQUIRED TO REINSTATE.

2. Administrative Deadline

- (a) The RNANT/NU may set an administrative deadline for the receipt of renewal applications to facilitate efficient processing. The administrative deadline will be communicated to all members at least 60 days before the start of the renewal period.
- (b) The administrative deadline is October 31st of each year. Any renewal forms received at the RNANT/NU office after this administrative deadline will be charged a late fee as outlined in Policy R16: Fees.



Conditions and Exceptions:

- 1) The Registrar may request the applicant provide records or documents confirming any of the items in 1(b).
- 2) Renewal applications where an applicant self-declares a criminal conviction are assessed on an individual basis by the Registrar and, if needed, the Registration Committee using the criteria outlined in Policies R1, R2, and R1.1. The Registrar or Registration Committee may require additional documentation from renewal applicants who self-declare a criminal conviction.
- 3) Previous or current RNANT/NU members may apply for associate non-practicing membership at any time by submitting the current annual registration form and annual fee as prescribed by the Board.

Authority and Accountability:

This policy is issued under the authority of the RNANT/NU Board of Directors and as governed by the Nursing Profession Act (2003), s27 and s29; the Nunavut Nursing Act (1998); and RNANT/NU Bylaws. The Board of Directors has the authority to revise this Policy as required.

The Registrar and Registration Committee are accountable to the Board of Directors, and ultimately to the membership, for the implementation of this policy and may delegate any related administrative tasks.

History:

This policy replaces the former policy 1.2 Registration Renewal, issued in May 1986.

Revisions: October 2000; September 2010; April 2016.