



Registered Nurses Association
of the Northwest Territories
and Nunavut

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Registration Policy

Policy Description: Examination: CNPE: F/AA

Policy Number: R15

Effective Date: October 4, 2016

Signature: *Sharon Lohm*

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New Policy _____

Revision: Partial X **Complete** _____

Applies To: Candidates requesting to write the Canadian Nurse Practitioner Examination – Family/All Ages (CNPE: F/AA).

Purpose: This policy outlines the requirements for candidates wishing to write the national examination, CNPE: F/AA, for Nurse Practitioners. 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) Approved Examination

The Board of Directors recognizes the CNPE: F/AA (Canadian Nurse Practitioner Examination: Family/All Ages) as the nurse practitioner membership examination for initial registration by examination in the Northwest Territories (NT) and Nunavut (NU). The CNPE: F/AA is developed by Assessment Strategies Inc. (ASI) and administered in accordance with an agreement between the RNANT/NU and ASI.

(2) Proctoring Candidates Who Have Applied to Write the CNPE: F/AA with the RNANT/NU

CNPE: F/AA candidates who wish to apply to write the CNPE: F/AA with the RNANT/NU must submit a complete application to the RNANT/NU at least 2 months prior to the requested exam date.

a) Applicants must submit the following to the RNANT/NU:

- i) CNPE: F/AA Application Form;
- ii) CNPE: F/AA Examination Fee;
- iii) Copy of Government issued ID (must include a photo, signature, expiry date, & be current);
- iv) Evidence of program completion from candidate's school of nursing, as follows:
A prescribed RNANT/NU Recommendation Form is required from the Dean/Chair of the school of nursing. This form confirms the candidate's successful completion of a nurse practitioner education program and recommends eligibility to write the examination; and
- v) Verification the NP program completed was approved in the jurisdiction it was administered. This applies to all NP graduates outside of the NT/NU who wish to apply to write the CNPE: F/AA with the RNANT/NU.

b) Once a candidate has submitted all required documents to the RNANT/NU, they will be placed on the RNANT/NU's nominal roll for the write date.

c) The RNANT/NU will submit the following to ASI two months before the write date:

- i) Nominal Roll, and
- ii) Test Book Requisition.



- (3) Proctoring Candidates Who Have Applied to Write the CNPE: F/AA with another Jurisdiction
Candidates who have applied to write the CNPE: F/AA with another Canadian jurisdiction may request to write the exam in Yellowknife, NT, space permitting. Such candidates must be proctored by the RNANT/NU for the writing of the CNPE: F/AA in Yellowknife, NT. In this situation, the RNANT/NU must receive a written request to have the candidate proctored for the exam in Yellowknife, NT. This written request must be:
- submitted to the RNANT/NU directly from the jurisdiction with which the candidate has applied to write the exam, and
 - received at the RNANT/NU office a minimum of two months prior to the requested examination date.
- (4) ASI will send to the RNANT/NU six weeks before the write date:
- CNPE: F/AA Identification Cards for candidates,
 - Examination Roster, and
 - Examination Materials.
- (5) The RNANT/NU will communicate with candidates regarding exam date, time, location, and any other details about the exam day. The RNANT/NU will keep the Examination Materials in a locked and secure location until the exam day. The RNANT/NU Registrar or designate will proctor the examination and be responsible for all Examination Materials.
- (6) Writing Centers
The CNPE: F/AA will be written in temporary testing sites in the NT and arranged by the RNANT/NU with ASI.
- (7) Eligibility Period
A candidate must have written and passed the CNPE: F/AA within two years of course completion.
- (8) No Show Candidates
Candidates who are on the nominal roll (with the RNANT/NU or another Canadian jurisdiction) to write the CNPE: F/AA in Yellowknife, NT and who do not attend the writing will forfeit the RNANT/NU administration fee (if applicable), and a portion of the ASI examination fee. Candidates will need to re-apply to write again. This no show will be recorded as an attempt to write.
- (9) Testing Accommodation for Candidates
Candidates wishing to have accommodations for their examination must specify, in detail, the accommodation being requested and the reason for this request. This is indicated on the CNPE: F/AA Application Form. The RNANT/NU Registrar or designate will determine if the RNANT/NU can accommodate the candidate in accordance with Registration Policy R14: Membership Examination Accommodations.
- (10) Identification
CNPE: F/AA candidates are required to show the following identification when they arrive at the test center to write:
- CNPE: F/AA Identification Card; and



b) Government issued photo ID (e.g. Driver's License, Provincial/Territorial ID card).

(11) Examination Writing Attempt

- a) The RNANT/NU allows three attempts to successfully pass the registration examination. This includes any previous unsuccessful attempts in writing the CNPE: F/AA.
- b) A candidate that fails the CNPE: F/AA after three attempts will not be eligible for registration with the RNANT/NU.
- c) If a candidate had been issued a RNANT/NU Temporary Certificate and was unsuccessful in their third writing attempt, they must immediately notify their employer and relinquish their Temporary Certificate to the RNANT/NU upon receipt of their results.

(12) Dishonest Practices

- a) ASI defines cheating as unethical test-taking behaviour, which falls into one or more of the following categories:
 - Taking, giving, or receiving information from others;
 - Using prohibited materials or information; or
 - Circumventing or taking advantage of the assessment process.
- b) The following behaviours of misconduct include but are not limited to:
 - Using any books, papers, calculators, audio players, or other memory aid devices or any other electronic devices;
 - Speaking or communicating with other candidates;
 - Using any electronic devices to communicate with someone else;
 - Purposely exposing written papers to the view of other candidates once the examination has started;
 - Looking at another candidate's responses;
 - Removing or attempting to remove examination materials from the exam site;
 - Taking photographs of exam material by use of any electronic device;
 - A person who tests for another candidate by proxy.

(13) Suspicion of Dishonest Practices

- a) In the case of identified misconduct and suspected cheating, the examination invigilator will issue a verbal warning to the candidate and will complete an Irregularity Report for ASI.
- b) If the misconduct continues, a second verbal warning is issued and the RNANT/NU Executive Director will be contacted for direction on how to proceed. The candidate will either be asked to terminate their examination write or be allowed to continue, on the condition that the candidate first signs the Irregularity Report to confirm that they had received two warnings.

(14) Release of Examination Results

- a) CNPE: F/AA results will be sent to the RNANT/NU from ASI no later than three weeks following the date of the examination write.
- b) The RNANT/NU will attempt to telephone or email the candidate about their results. The RNANT/NU also will mail a copy of the examination results to the candidate.



(15) Passing Score

- a) A score of "PASS" or "FAIL" on the CNPE: F/AA is determined by ASI.
- b) A "PASS" score is required for RNANT/NU registration as a Nurse Practitioner.

(16) Rescoring of Examination Appeal

- a) Candidates who are not successful in their CNPE: F/AA write can request through the RNANT/NU to have their answer sheet re-scored by ASI (called a hand score) subject to payment of an administration fee.
- b) ASI will send the official results of the re-score to the RNANT/NU no later than three weeks after receiving the request for a re-score.

Conditions and Exceptions:

None

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) s11(1)(zd), Nunavut Nursing Act (1998) (2), and RNANT/NU Bylaws. The Board of Directors has the authority to revise this Policy as required.

The Registrar is 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:

Registration Policy R13: Examinations – General Provisions issued in May 1996:

Registration Policy R15: Examination – CNPE issued in March 2009.

Registration Policy R15: Examination: CNPE: F/AA issued in April 2015.