

 <p>Registered Nurses Association of the Northwest Territories and Nunavut</p> <p>Page: 1 of 4</p>	<p>Registration Policy</p> <p>Policy Description: Fees</p> <p>Policy Number: R16</p>
<p>Effective Date: October 4, 2016</p> <p>Signature: <i>Shawn Lohn</i></p> <p>Review Date: October 2019</p>	<p>New Policy _____</p> <p>Revision: Partial <u> X </u> Complete _____</p>
<p>Applies To: All RNANT/NU employees and the RNANT/NU Board of Directors.</p>	
<p>Purpose: This policy describes the various fees of the RNANT/NU in accordance with the Nursing Profession Act and the RNANT/NU Bylaws.</p>	

Policy:

The following fees are outlined in the Fee Schedule and approved annually by the Board of Directors:

(1) **Processing Fee**

A processing fee will be charged to each application for registration with the RNANT/NU. This applies to initial registration for registered nurses [RNs] and nurse practitioners [NPs], temporary certificates, and reinstatement of active registration. Processing fees are non-refundable.

(2) **Annual Registration Fee**

An annual fee will be required from the following members of the RNANT/NU:

- Active Registered Nurse
- Active Registered Nurse Practitioner
- Associate Member¹

¹ If an associate member applies for active membership as a registered nurse or nurse practitioner in the same membership year, the fee will be reduced by the amount of the associate membership fee.

(3) **Temporary Certificate Fee**

- A fee will be required for a temporary certificate².
- A fee will be required to renew or extend a temporary certificate.

² If a temporary certificate holder applies for active membership as a registered nurse or nurse practitioner in the same membership year, the fee will be reduced by the amount of the temporary certificate fee.

(4) **Expedited Registration Fee**

A fee will be required for an expedited certificate of registration.



(5) Change of Category Fee

Any RNANT/NU member who wishes to change the status of their membership (associate member to RN or NP, RN to NP) during the registration year will be charged a fee.

(6) Refunds

Registration Fees are non-refundable.

(7) Canadian Nurses Association Fee

This fee is set by CNA and collected by the RNANT/NU on its behalf. The RNANT/NU in turn pays CNA the fee on behalf of every member who is registered to practice as an RN or NP. Due to differing fiscal/membership years across jurisdictions, no refunds will be allowed for RNs or NPs who are already CNA members through another jurisdiction.

(8) Canadian Nurses Protective Society (CNPS) Fee

This fee is set by CNPS and collected by the RNANT/NU on its behalf. The RNANT/NU in turn pays CNPS the fee on behalf of every member who is registered to practice, as an RN, NP, or Temporary Certificate holder. Due to differing fiscal/membership years across jurisdictions, no refunds will be allowed for RNs or NPs who have paid the fee in another jurisdiction.

(9) Penalty Fee

A penalty fee equivalent to 50% the current annual fee for an active practicing membership will be charged for registration violations as outlined in RNANT/NU Policy.

(10) NCLEX-RN Application Fee

An administration fee will be charged by the RNANT/NU to register candidates to write the NCLEX-RN. The fee for the examination is paid directly by the candidate to Pearson Vue.

(11) CNPE Fees

The CNPE fee is set on an annual basis and will be equivalent to the fee charged by Assessment Services Incorporated (ASI) plus an RNANT/NU administration fee.

(12) Reimbursement of CNPE Fees

In the event a candidate does not write the CNPE, the following reimbursement schedule will be followed:

- All RNANT/NU administration fees are non-refundable.
- If notice of withdrawal is received by the RNANT/NU at least 30 days prior to the examination write date, the candidate will be required to pay a \$50.00 cancellation fee to the RNANT/NU, as the RNANT/NU will incur this cost.
- If notice of withdrawal is received within the 30 days immediately preceding the examination write date, or a candidate fails to show for the examination without giving notice of withdrawal, the candidate will be required to pay a \$50.00 fee to the



RNANT/NU and may be required to pay additional fees incurred by the Association for the organization and administration of the examination (e.g., cost of renting an examination room, cost to hire an examination invigilator, etc.).

(13) Verification Fee

A nurse requiring proof of registration with the RNANT/NU will be charged a fee. Verification is forwarded upon receipt of the fee.

(14) NCLEX-RN Candidate Report Fee

An individual requesting a copy of their NCLEX-RN Candidate Report be forwarded to another jurisdiction, within or outside of Canada, will be charged a fee. The NCLEX-RN Candidate Report is forwarded upon receipt of the fee.

(15) Duplicate Membership Card Fee

A fee will be charged for issuing a duplicate membership card or a duplicate tax receipt. "Duplicate" or "Copy" will be stamped on the card and receipt.

(16) Courtesy License Fee

- A fee will be required for a Courtesy License².
- A fee will be required to renew or extend a Courtesy License.

(17) Late Fee

All annual renewal forms received in the RNANT/NU office after the renewal period administrative deadline will be charged a late fee. A separate receipt will be issued for this fee.

(18) Method of Payment

The RNANT/NU will accept the following forms of payment for fees:

- Visa,
- MasterCard,
- Money order / Bank draft / Certified cheque, or
- Interac for in-person payments at the RNANT/NU office.

Personal cheques and cash will not be accepted.

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)(y); the Nunavut Nursing Act (1998); and the 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 policy 2.0 "*Fees*", issued in May 1996.

Revisions: September 2010; May 2014; November 2014.