



Registered Nurses Association
of the Northwest Territories
and Nunavut

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Registration Policy

Policy Description: Temporary Certificate

Policy Number: R3

Effective Date: October 4, 2016

Signature: *Shawn Schme*

Review Date: October 2019

New Policy _____

Revision: Partial **Complete** _____

Applies to: All nurse applicants for temporary certification with the RNANT/NU.

Purpose: This policy outlines the requirements for registration as a temporary certificate holder in the Northwest Territories [NT] and Nunavut [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.

Definitions:

Good Character – refers to the moral and ethical qualities expected by the general public of a professional nurse. Examples of such qualities include: integrity, trustworthiness, commitment to caring for others, honesty, accountability, reliability, ability to distinguish right and wrong, avoidance of aggression to self and others, and taking responsibility for one's own actions (Commonwealth of Massachusetts, 2010).

Good Standing – An individual is in good standing if deemed to be in good standing by all current or former regulatory authorities where registration was held. Additionally, the individual is not currently the subject of any investigations, undertakings, conditions or consensual agreements related to continuing competence requirements or discipline.

Fitness to Practice – all the qualities and capabilities of an individual relevant to their capacity to practice as a registered nurse, including but not limited to, freedom from any:

- (i) cognitive;
- (ii) physical;
- (iii) psychological;
- (iv) emotional condition; or
- (v) dependence on alcohol or drugs impairing her or his ability to practice nursing (CNA, 2008).

English Fluency - defined as the primary language used to read, write, listen, and speak.

Policy:

- (1) The following are required for registration as a temporary certificate holder with the RNANT/NU as a nurse, graduate nurse, nurse practitioner, or graduate nurse practitioner:
 - a) The applicant must pay the fee as outlined in Policy R16.
 - b) The applicant must submit the prescribed application form.



c) The applicant must provide:

i) A copy of one of the following for proof of identification:

- 1) birth certificate or Canadian certificate of registration of birth abroad; or
- 2) passport; or
- 3) notarized statutory declaration.

Note: Where there has been a name change, one of the following is required:

- a marriage certificate
- a divorce decree
- proof of legal name change
- a notarized statutory declaration of legal name change.

ii) Evidence of fluency in English

Upon application to the RNANT/NU for registration, all applicants must demonstrate proficiency in the English language by meeting **one** of the following requirements:

- 1) Graduation from an approved Canadian nursing program where theory and clinical instruction was in English (on-line or distance education programs are not acceptable for evidence of fluency); or
- 2) Successful completion of the national nursing examination in English; or
- 3) Employer reference showing evidence of safe practice for the last two years as a registered nurse, where services were provided in English and where the primary language of the practice setting was English; or
- 4) Applicant met the English language proficiency test requirement at the time of registration with another Canadian jurisdiction and has continued to work in an English-speaking environment since that time; or
- 5) Demonstration of English language competence through successful completion of one of the following tests of English within the last 2 years:
 - Canadian English Language Benchmark Assessment for Nurses (CELBAN)
 - International English Language System (IELTS) Academic Version



The scores on these tests used to determine proficiency in the English language are:

Test	CELBAN	IELTS Academic
Writing	7	7
Speaking	8	7
Listening	10	7.5
Reading	8	6.5
Total	N/A	7

- i. The applicant cannot mix and match various tests or test components to achieve a passing score. All components of the IELTS Academic test must be completed in one test sitting. The CELBAN test components are required to be taken in two separate sittings.
- ii. An official copy of test results must be submitted with the registration application.
- iii. The registration applicant is financially responsible for all costs related to English testing.

NOTE: All registration documentation provided to the RNANT/NU should be provided in English. It is the financial responsibility of the registration applicant for any English translation costs.

- (2) The following are additional requirements for registration as a temporary certificate holder with the RNANT/NU as a graduate nurse or nurse:

a) Evidence of meeting one of the following prerequisites:

- 1) For an applicant who has recently graduated from an approved basic nursing education program in Canada, proof they have applied to write the entry-to-practice examination for their jurisdiction and are waiting to write that examination, or are awaiting examination results.
- 2) For an applicant who plans to write or has already written the qualifying examination for Quebec (Ordre des Infirmières et Infirmiers du Québec – OIIQ), proof they have applied to write the OIIQ and are waiting to write that examination or proof they have written that examination and are awaiting the results.



- 3) For an international applicant, proof of establishing equivalency of RN qualification in another Canadian jurisdiction and proof they are waiting to write the Canadian entry-to-practice examination or are waiting for the examination results.
 - 4) For a nurse who must complete a nursing refresher program, proof they require a temporary certificate to participate in the clinical practicum portion of that program.
 - 5) For an applicant, whose certificate of registration has been suspended or cancelled, proof they require a temporary certificate to meet the terms and conditions set for reinstatement.
- b)** For applicants who are seeking a temporary certificate to practice as a Graduate Nurse (GN), a **satisfactory reference** of both character and fitness to practice in Form C: Instructor Reference Form.
- c)** For applicants outside of the NT or NU who are seeking a temporary certificate to complete a nursing refresher program, satisfactory evidence of registration in good standing in current or most recent jurisdiction in which they have been registered and evidence they are not currently the subject of any investigations, undertakings, conditions or consensual agreements related to continuing competence requirements or discipline.
- (3) The following are additional requirements for registration as a temporary certificate holder with the RNANT/NU as a graduate nurse practitioner or nurse practitioner:
- a) Evidence of meeting one of the following prerequisites:**
- 1) For an applicant who has recently graduated from an approved Nurse Practitioner education program in Canada, proof they have applied to write an NP entry-to-practice examination accepted by the RNANT/NU and are waiting to write that examination, or are awaiting examination results.
 - 2) For an international applicant, proof of establishing equivalency of NP qualification in another Canadian jurisdiction and proof they are waiting to write an NP entry-to-practice examination accepted by the RNANT/NU or are waiting for the examination results.
 - 3) For an applicant, whose certificate of registration has been suspended or cancelled, proof they require a temporary certificate to meet the terms and conditions set for reinstatement.
- b)** For applicants who are seeking a temporary certificate to practice as a Graduate Nurse Practitioner (GNP), a **satisfactory reference** of both character and fitness to practice in Form C: Instructor Reference Form.



- (4) Graduate nurses, graduate nurse practitioners, and international applicants applying for a temporary certificate who have not yet written the entry-to-practice examination, must indicate on their application form:
- i) The location of where they have registered to write the examination
 - ii) The date they have registered to write the examination
 - iii) The entry-to-practice examination they have registered to write (applies to NP graduates and NP international applicants only)

The applicant also must provide proof of application and payment for the next available write of the entry-to-practice examination in the jurisdiction where they reside.

- (5) The expiration date on a temporary certificate will be determined by the Registration Committee based on the need for the certificate but will not exceed 6-months (e.g., awaiting next CNPE write in the NT/NU, taking a nursing refresher program, etc.).
- (6) If required, the Registrar may extend a temporary certificate beyond the initial date of expiration to allow the holder time to meet requirements for registration as a registered nurse or nurse practitioner (e.g., additional time needed for an applicant to complete an RN refresher program or applicant must wait to re-write the entry-to-practice examination).
- (7) The Registrar may grant an extension to a temporary certificate to a maximum of 12 months from the date of initial issue by the Registration Committee. Any extension between 12 and 24 months must be considered by the Registration Committee.

Note: A temporary certificate cannot exceed a 24-month time period from the initial date it was issued.

- (8) Upon notification a graduate nurse, graduate nurse practitioner, or international applicant has been unsuccessful in their attempts to pass the entry-to-practice examination, as per RNANT/NU Policy R13: Examination NCLEX-RN or R15: Examination CNPE: F/AA, the applicant must immediately forfeit their temporary certificate to the RNANT/NU and notify their employer that they are no longer able to work.
- (9) A temporary certificate may be extended upon submission of:
- Temporary Certificate Renewal Fee, and
 - Satisfactory current employer reference in Form A: Employer Reference Form (if applicant has been working under their temporary certificate).
- (10) A temporary certificate holder applying for active registration must provide the following:
- i) a satisfactory employer reference from their most recent employer in Form A: Employer Reference Form if applicant has been working under their temporary license
 - ii) evidence of successfully passing the entry-to-practice examination for RNs or NPs, as per RNANT/NU policy, (if applicable)



- (11) An applicant who has disclosed a criminal conviction for an offense under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada), or the Food and Drugs Act (Canada) must provide sufficient evidence about the conviction to the Registration Committee as outlined in the Registration Policy R1.1: Criminal Convictions.
- (12) A temporary certificate holder who becomes eligible for and wishes to apply for active membership with the RNANT/NU must submit an application for active membership to the RNANT/NU within one week.

NOTE: The temporary certificate fee will be deducted from the active registration fee if paid within the same membership year.

Conditions and Exceptions:

Nurse or Graduate Nurse Applicants

- (1) A temporary certificate holder may identify themselves as a “nurse” or “graduate nurse” (GN) but may not identify themselves as a “registered nurse” (RN).
- (2) A temporary certificate holder must work under the supervision of an RN and must not be placed in charge positions or be placed first on call.

Nurse Practitioner and Graduate Nurse Practitioner Applicants

- (1) A temporary certificate holder may identify themselves as a “nurse” or “graduate nurse practitioner” (GNP) but may not identify themselves as a “nurse practitioner” (NP).
- (2) A temporary certificate holder must have prescriptions, consults, requests for diagnostic imaging, tests, procedures, and laboratory tests co-signed by a fully licensed NP or physician.
- (3) To be granted a temporary certificate, a graduate nurse practitioner or international applicant must write an entry-to-practice examination accepted by the RNANT/NU at the next available write for that examination (see RNANT/NU Policy R2: Nurse Practitioner Requirements). The applicant must have completed an application and provided payment to a Canadian nursing regulatory body for the next available write of the chosen examination.

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) s23 and s24 and RNANT/NU Bylaw 2. 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 1.4 “*Temporary Certificate*”, issued in January 1991, and adds section 5 of R2: Nurse Practitioner Requirements previously written in September 2013.

Revisions: December 1999; May 2010; April 2015; April 2016

References:

Commonwealth of Massachusetts. (2010). *Determination of good moral character – Policy No. NH-09-01*. Retrieved from: <http://www.mass.gov/eohhs/docs/dph/quality/boards/nha-09-01-policy-determination-gmc.pdf>

Canadian Nurses Association (2008). *Code of Ethics for Registered Nurses*. Ottawa: Canada, Author.