

 <p>Registered Nurses Association of the Northwest Territories and Nunavut</p> <p>Page: 1 of 4</p>	<p>Registration Policy</p> <p>Policy Description: Courtesy License</p> <p>Policy Number: R19</p>
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<p>Effective Date: January 23, 2018</p> <p>Signature: </p> <p>Review Date: January 2021</p>	<p>New Policy <input checked="" type="checkbox"/> Complete _____</p> <p>Revision: Partial _____ Complete _____</p>
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Applies To: All nurse applicants (education/training/research) for Courtesy License with the RNANT/NU.

Purpose: This policy outlines the requirements for registration as a courtesy license 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 for a courtesy license with the RNANT/NU as a registered nurse or nurse practitioner:
 - a) The applicant must pay the fee as outlined in Policy R16.
 - b) The applicant must submit the prescribed application form and any documentation required as per Policy.



c) The applicant must provide:

- (i) A copy of one of the following for proof of identification:
- (ii) birth certificate or Canadian certificate of registration of birth abroad; or
- (iii) passport; or
- (iv) drivers license.

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

- (i) marriage certificate
- (ii) divorce decree
- (iii) proof of legal name change
- (iv) 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) Additional Documents required

- (i) Letter from the Sponsoring Organization/Government Department/Agency/ and/or Community Health Centre clearly stating the time, dates, location and purpose of the Education/Training/Research project.

(3) The expiration date on a courtesy license is 14 days and valid only in the location and on the dates specified in the sponsoring organization's letter. The courtesy license can only be extended one time for a maximum of 14 days with a letter explaining the need for the extension.

(4) A courtesy license holder who wishes to apply for annual membership with the RNANT/NU must submit an Annual application form, as per Policy R1, provide all required documentation and pay all fees as per policy. There will be no deduction of the courtesy license fees.

NOTE: The processing fee will be waived for courtesy license holder if their application is received within 28 days of the expiration of their courtesy license.



Conditions and Exceptions:

- 1) The education or training or researcher cannot provide direct patient care with this license; this license is only to provide the education/training/research required by the sponsoring organization/government department/agency and/or community health centre on the dates and in the location specified.
- 2) A courtesy license cannot exceed a 28-day time-period from the initial date it was issued.

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:

New Policy

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. *Code of Ethics for Registered Nurses*. Ottawa: Canada, Author.