



Registered Nurses Association  
of the Northwest Territories  
and Nunavut

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Registration Policy

Policy Description: Registered Nurse Requirements

Policy Number: R01

**Effective Date: September 2020**

**Signature:**

**Review Date: September 2023**

**New Policy** \_\_\_\_\_

**Revision: Partial**  **Complete** \_\_\_\_\_

**Applies To:** All applicants for registration as a Registered Nurse with RNANT/NU.

**Purpose:** This policy outlines the requirements for registration as a registered nurse in the Northwest Territories and Nunavut. These requirements are in addition to, or in clarification of, those found in the Nursing Profession Act (2003), Consolidation of the 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, 2016).

**Good Standing** – Per Bylaw 2 s3(1)(f)(ii), 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, 2017).

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

### **Policy:**

The following items are required for registration as a registered nurse with RNANT/NU:

- (1) The applicant must pay the fee as outlined in Policy R16.



(2) The applicant must provide:

a) **A copy of one of the following for proof of identification. All documentation must be government issued, in colour, contain a signature, and be current:**

- i. passport or another government-issued photo ID (e.g., driver's license); or
- ii. notarized statutory declaration of identity.

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

- a marriage certificate, or
- divorce decree, or
- notarized statutory declaration of legal name change

b) **Evidence of fluency in English**

Upon application to 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(s) showing evidence of safe practice and where the primary language, practice setting and services are in an English-speaking and writing environment for the previous two years as a Registered Nurse in Canada; 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 and writing 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.
- ii. An official copy of test results must be submitted with the registration application. If your examination results do not meet the above requirements, you will be required to retake one of the accepted English proficiency examinations.
- iii. The registration applicant is financially responsible for all costs related to English testing.

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

**c) Evidence of sufficient nursing hours of practice**

The applicant must either:

- i. provide one or more Employer Reference Form(s) completed by previous employers of the applicant. This will certify the applicant engaged in the practice of nursing for a minimum of 1125 hours in the last five years immediately preceding the application; or
- ii. satisfy RNANT/NU they have completed a suitable equivalency to 1125 hours of nursing practice in the five years immediately preceding the application as defined in RNANT/NU Policy R09, Practice Hours for RNs and NPs.

**d) Satisfactory references**

(1) In this sub-paragraph (d):

- i. "Form A1" means the Employer Reference Form attached to this policy
- ii. "Form A2" means the Verification of Hours Form attached to this policy
- iii. "Form B" means the Colleague Reference Form attached to this policy
- iv. "Form C" means the Instructor Reference Form attached to this policy



(2) Satisfactory references of both character and fitness to practice in the described form from one of the following is required:

- i. The most recent employer in Form A1 where the nurse was employed by one employer for the preceding five years and had worked for a minimum of 300 hours for that employer;
- ii. The most recent employer in Form A1 and a colleague, who had worked with the nurse for a minimum of 2 years, in Form B where the nurse was employed by one employer in the preceding five years for a minimum of 300 hours but the period of employment was less than five years;

**Note:** The Form A2, Verification of Hours, is required from **all** employers in the preceding five years and from each employer where the applicant worked a minimum of 300 hours.

- iii. The two most recent employers, both in Form A1, where the nurse was employed by more than one employer in the preceding five years and had worked for each employer for a minimum of 300 hours;
- iv. If an employer is prevented by policy to provide an A1 Form and an A2 Form where a nurse was employed as a RN in the preceding 5 years, the applicant may provide a colleague references, in Form B, whom they have worked with for a minimum of 2 years;
- v. If a nurse was self-employed in the preceding 5 years, two colleagues in a similar practice, each who had worked with the nurse, may submit a colleague reference both in Form B.
- vi. An instructor in Form C where the applicant has not been employed since successfully completing an approved Nursing Program or equivalent or a nursing refresher program or equivalent.

**e) Evidence of completion of a basic nursing education program that has been:**

- i. approved by RNANT/NU; or
- ii. approved by the applicant's original Canadian jurisdiction and verification of eligibility for registration in a Canadian jurisdiction; or
- iii. approved by another Canadian jurisdiction and the member is registered in good standing in the Canadian jurisdiction in which he or she most recently practised nursing; or

**f) Evidence of successfully passing the Entry-to-Practice Exam or one of the approved equivalent exams including:**

- i. Professional Examination of the Ordre des Infirmieres et Infirmiers du Quebec for the period 1946 – 1979; or
- ii. The State Board Test Pool (SBTP) for the period 1956 -1982; or



- iii. CNAT Five Part Nursing Examination for the period August 1970 - June 1980; or
- iv. CNAT Comprehensive Examination for Nurse Registration/Licensure for the period August 1980 – June 1995; or
- v. Nurse Registration/Licensure Examination for the period August 1995 – January 2000; or
- vi. Professional Examination of the Ordre des Infirmières et Infirmiers du Québec commencing January 1, 2000; or
- vii. Canadian Registered Nurses Exam (CRNE) for the period January 2000 –December 2014;or
- viii. National Council Licensure Examination for Registered Nurses (United States of America NCLEX – RN) commencing January 1982; or
- ix. National Council of State Boards of Nursing (Canadian NCLEX-RN) commencing January 2015

#### **Conditions and Exceptions:**

- (1) An applicant that 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 Director of Regulatory Services and Policy as outlined in Policy 1.1: Criminal Convictions.
- (2) If an applicant has not disclosed on the registration application a previous or current investigation, undertaking, conditions, suspension, or revocation of their licence/registration in all jurisdictions where they have been employed, the application may be denied by the Registrar. The applicant could choose to appeal this decision and have their application reviewed by the Registration Committee.
- (3) Registration Update  
Applications for registration will be valid for a six-month period. After six months, the applicant will be required to provide updated application documents.

#### **Authority and Accountability:**

This policy is issued under the authority of RNANT/NU Board of Directors and as governed by the Consolidation of the Nursing Act (1998); Nursing Profession Act (2003), 22; and RNANT/NU Bylaw 2, s(2) and s(3). The Board of Directors has the authority to revise this Policy as required.

The Director of Regulatory Services and Policy and Registration Committee are accountable to the Board of Directors, and ultimately to the members, for the implementation of this policy and may delegate any related administrative tasks. The Director of Regulatory Services and Policy/Registration Committee must respond to an application for a certificate of registration within six weeks of receipt of all required documentation.



### History:

This policy replaces the former policies:

- 1.1 Initial Registration, issued in May 1986, revised October 2000; September 2008.
- 1.6 Good Character, last revised in December 2010.
- 1.7 Fitness to Engage in the Practice of Nursing, last revised December 2017.

R1: Registered Nurse Requirements, replaced previous policies issued in September 2008.

Revisions: May 2010; March 2015; August 2020.

### References:

Commonwealth of Massachusetts. (2016). *Determination of good moral character- Policy No. NH-09-01*. Retrieved from: <https://www.mass.gov/files/documents/2016/07/wv/nursing-good-moral-policy.pdf>

Canadian Nurses Association. (2017). *Code of ethics for registered nurses*. Ottawa, ON: Author. Retrieved from <https://www.cna-aic.ca/~media/cna/page-content/pdf-en/code-of-ethics-2017-edition-secure-interactive>