
 <p>Registered Nurses Association of the Northwest Territories and Nunavut</p> <p>Page: 1 of 3</p>	<p>Registration Policy</p> <p>Policy Description: Fees</p> <p>Policy Number: R16</p>
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<p><b>Effective Date: January 2021</b></p> <p><b>Signature:</b></p>  <p><b>Review Date: January 2024</b></p>	<p><b>New Policy</b> _____</p> <p><b>Revision: Partial</b> <u>  X  </u> <b>Complete</b> _____</p>
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**Applies To:** All RNANT/NU employees, RNANT/NU Board of Directors, applicants and registrants.

**Purpose:** This policy describes the various fees of RNANT/NU in accordance with the Nursing Profession Act (2003), Consolidation of the Nursing Act (1998), and RNANT/NU Bylaws.

**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 all initial and reinstatement applications for registration with RNANT/NU. Processing fees are non-refundable.

**(2) Annual Registration Fee**

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

- Active Registered Nurse
- Active Registered Nurse Practitioner
- Associate Member<sup>1</sup>

<sup>1</sup> 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 certificate<sup>2</sup>.
- A fee will be required to renew or extend a temporary certificate.

<sup>2</sup> 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**

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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) **Canadian Nurses Association Fee**

This fee is set by CNA and collected by RNANT/NU on its behalf. Due to differing fiscal/membership years across jurisdictions, no refunds will be allowed for nurses who are already CNA members through another jurisdiction.

(7) **Canadian Nurses Protective Society (CNPS) Fee**

This fee is set by CNPS and collected by RNANT/NU on its behalf. Due to differing fiscal/membership years across jurisdictions, no refunds will be allowed for nurses who have paid the fee in another jurisdiction.

(8) **Violation Fee**

A violation fee equivalent to 50% the current annual fee for an active practicing registration will be charged for registration violations as outlined in RNANT/NU Policy R07: Registration Violations.

(9) **NCLEX-RN Application Fee**

An administration fee will be charged by RNANT/NU to register candidates to write the NCLEX-RN.

(10) **Verification of Registration and/or NCLEX-RN Report Fee**

A nurse requiring proof of registration and/or proof of completing NCLEX-RN report with RNANT/NU will be charged a fee. These documents will only be sent to other jurisdictions or educational institutions. Verification and NCLEX documentation are sent upon receipt of the fee.

(11) **Courtesy Registration Fee**

- A fee will be required for a Courtesy Registration<sup>2</sup>.
- A fee will be required to renew or extend a Courtesy Registration.


(12) **Late Fee**

All annual renewal forms received in RNANT/NU office after the renewal administrative deadline will be charged a late fee.

(13) **Method of Payment**

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

- Visa
- MasterCard

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- Money order
  - Certified cheque
- Personal cheques, debit, and cash are not accepted.**

**(14) Refunds**

Registration Fees are non-refundable.

**Conditions and Exceptions:**

None

**Authority and Accountability:**

This policy is issued under the authority of RNANT/NU Board of Directors and as governed by the Nursing Profession Act (2003), s11(1)(y); the Consolidation of the Nursing Act (1998); 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 members, 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; January 2021