
 <p>Registered Nurses Association of the Northwest Territories and Nunavut</p> <p>Page 1 of 7</p>	<p>Registration Policy</p> <p>Policy Description: Temporary Certificate</p> <p>Policy Number: R3</p>
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<p>Effective Date: November 18, 2020</p> <p>Signature:</p>  <p>Review Date: November 2023</p>	<p>New Policy _____</p> <p>Revision: Partial <input type="checkbox"/> X Complete <input type="checkbox"/></p>
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Applies to: All nurse applicants for temporary certification with 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), 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 – 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:

- (1) The following are required for registration as a temporary certificate holder with 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 an application.



c) The applicant must provide:

i) 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:

- 1) government issued photo ID; 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 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 English speaking 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 you provided results that do not meet our requirements, you will be required to resubmit satisfactory results.
- 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.

- (2) The following are additional requirements for registration as a temporary certificate holder with 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 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.



Acceptable proof includes, but is not limited to, a letter from the educational institution stating the dates and location of the practicum required for program completion.

- 4) For an applicant, whose certificate of registration has been suspended, cancelled or removed by the Professional Conduct Committee, 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, evidence satisfactory to the Director of Regulatory Services and Policy/Registrar they are in good standing with all current and former regulatory authorities where registration is/was held and they are not currently the subject of any investigations, undertakings, conditions or consensual agreements related to continuing competence requirements or discipline in any other jurisdiction.
- (3) The following are additional requirements for registration as a temporary certificate holder with 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 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 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 are writing.

- (5) The expiration date on a temporary certificate is issued for 90 days; Extensions will be determined by the Registrar and/or Registration Committee based on the need for the certificate but will not exceed 6-months. Purpose for extensions may include, but are not limited to, awaiting to complete the entry-to-practice examination and/or Refresher program.
- (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 is waiting 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 reviewed by the Registration Committee.

Note: A temporary certificate will not exceed a 24-month 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 third attempt to pass the entry-to-practice examination (e.g. NCLEX-RN or CNPE-F/AA), the applicant must immediately forfeit their temporary certificate to RNANT/NU and notify their employer that they are no longer able to work.

Note: Failure to inform RNANT/NU, and the employer, will result in a complaint being forwarded to the Professional Conduct Committee.

- (9) A temporary certificate may be extended upon submission of:
 - Temporary Certificate Renewal Fee, and
 - Temporary Certificate Renewal Application Forms, and
 - Satisfactory current employer reference in Form A1: 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 A1: Employer Reference Form if applicant has been working under their temporary license/registration
 - ii) evidence of successfully passing the entry-to-practice examination for RNs or NPs, as per RNANT/NU policy, (if applicable)



iii) any additional documentation as requested by the Registrar

Note: Graduate nurses and graduate nurse practitioners who write their entry-to-practice examination in another jurisdiction will be required to provide their successful examination results to RNANT/NU as a part of their application process.

(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 wants to apply for active membership with RNANT/NU must submit a RN/NP Initial application.

Note: Expired temporary certificate holders are not eligible to work in the NT and/or NU until they are registered with RNANT/NU as an RN and/or NP.

Conditions and Exceptions:

(1) Nurse or Graduate Nurse Applicants

- a. A temporary certificate holder may identify themselves as a “nurse” or “graduate nurse” (GN) but may not identify themselves as a “registered nurse” (RN).
- b. A temporary certificate holder must work under the supervision of a designated RN/NP and must not be assigned a position of authority or be the first on call. The designated RN/NP must always be on-site with the RN/NP for duration of their temporary certificate.

Note: Failure to comply with (1) and (2) may result in a violation forwarded to the Professional Conduct Committee.

(2) Nurse Practitioner and Graduate Nurse Practitioner Applicants

- a. 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).
- b. A temporary certificate holder must have prescriptions, consults, requests for diagnostic imaging, tests, procedures, and laboratory tests co-signed by a registered NP and/or physician.

Note: Failure to comply with (1) and (2) may result in a violation forwarded to the Professional Conduct Committee.

(3) If an applicant has not disclosed on the registration application a previous or current investigation, undertaking, conditions, suspension, or revocation of her or his licence in all jurisdictions where they have been registered, the application may be denied by the Registrar.



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 (1988), 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 members, 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; September 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-aiic.ca/~media/cna/page-content/pdf-en/code-of-ethics-2017-edition-secure-interactive>