
 <p>Registered Nurses Association of the Northwest Territories and Nunavut</p> <p>Page: 1 of 4</p>	<p>Registration Policy</p> <p>Policy Description: Reinstatement to Active Practice</p> <p>Policy Number: R6</p>
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<p><b>Effective Date:</b> November 18, 2020</p> <p><b>Signature:</b></p>  <p><b>Review Date:</b> November 2023</p>	<p><b>New Policy</b> _____</p> <p><b>Revision:</b> Partial <u>  X  </u> Complete _____</p>
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**Applies to:** All previously registered RNANT/NU registrants who (a) have not renewed their active practicing registration, (b) are currently associate non-practicing registrants, (c) have been practicing in violation of the Northwest Territories (NT) Nursing Profession Act (2003) or Consolidation of the Nursing Act (1998), or (d) have had their certificate of registration either suspended or cancelled.

**Purpose:** This policy outlines the requirements for reinstatement as a registrant in the Northwest Territories and Nunavut. These requirements are in addition to, or in clarification of, those found in the NT 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) For applicants who have not renewed their active practicing registration or who are currently an associate non-practicing registrant, the following are required for reinstatement with RNANT/NU:

- a) The applicant must pay the processing and registration fees as outlined in Policy R16: Fees;
- b) The applicant must submit the completed prescribed application forms; and
- c) The applicant must provide:
  - i. evidence satisfactory to the Director of Regulatory Services and Policy/Registrar they have NOT been practising in the NT/NU without a certificate of registration by signing the declaration on the reinstatement application form;
  - ii. evidence satisfactory to the Director of Regulatory Services and Policy/Registrar they are in good standing with all current and former jurisdictions and they are not currently the subject of any investigations, undertakings, conditions or consensual agreements related to continuing competence requirements or discipline; and
  - iii. a satisfactory reference from their most recent employer in Form A: Employer Reference Form; or
  - iv. a signed declaration confirming non-working status.
  - v. the applicant must provide 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
    - (ii) 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.

(2) For applicants who have a registration violation according to Policy R07: Registration Violation, the following are required for reinstatement:


- a) The applicant must pay the processing, registration, and penalty fees as outlined in Policy R16: Fees;
- b) The applicant must complete the application; and
- c) The applicant must provide:



- i. a satisfactory reference from their most recent employer in Form A1: Employer Reference Form, and satisfactory verification of hours from all employers within the previous five years in Form A2: Verification of Hours.
  - ii. completion of the reinstatement declarations indicating you have not worked in the Northwest Territories and/or Nunavut since the expiration of your previous registration.
  - iii. a current Government issued ID (to include signature, expiration date, and be in colour).
  - iv. a verification of registration from all current and former jurisdictions in Canada.
- d) Additional information and documentation may be requested by the Registrar for further application clarification.

**Note:** Once all documentation is received, the application for reinstatement is reviewed by the Registrar. Reinstatement applications from applicants that were previously denied registration will be required to be submitted to the RNANT/NU Registration Committee for further review prior to approval by the Registrar.

- (3) For applicants, whose registration has been suspended or cancelled, the following are required for reinstatement with RNANT/NU:
- a) The applicant must pay the processing fee as outlined in Policy R16: Fees;
  - b) The applicant must pay the registration fee as outlined in Policy R16: Fees if their application for reinstatement is not within the same year their registration was suspended;
  - c) The applicant must submit the completed prescribed application forms; and
  - d) The applicant must provide:
    - i. a reference from their most recent employer in Form A1: Employer Reference Form and a verification of hours from all employers within the previous five years in Form A2: Verification of Hours, as required by the Director of Regulatory Services and Policy or Registrar;
    - ii. evidence satisfactory to the Director of Regulatory Services and Policy or 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; and
    - iii. evidence satisfactory to the Director of Regulatory Services and Policy or Registrar they have complied with all the terms and conditions required by the Professional Conduct Committee and/or the Board of Inquiry.
    - iv. a current Government issued ID (to include signature, expiration date, and be in colour).

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**Conditions and Exceptions:**

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 Nursing Profession Act (2003) 27(5), Consolidation of the Nursing Act (1998), and 28 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 former policy 1.3 *“Reinstatement of Active Registration”*, issued in May 1988. Revisions: September 2002; May 2010; September 2014; 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>