



Online Renewal 2024 Frequently Asked Questions

1. Is there a specific browser I must use to access the website and Members Login?

Yes. You must use Google Chrome.

2. Membership Cards and Certificates

If you require proof of membership in 2023, you will need to download the membership card/certificate prior to renewing. Once you have completed 2024 renewal, the 2023 membership card/certificate will no longer be available.

3. Important information for Nurse Practitioners.

Nurse Practitioners must first renew as an RN then as an NP. The fees are divided accordingly so you will have to pay two invoices which equal the total fees for the registration year.

4. How will RNANT/NU contact me about renewal?

Information will be available on our website and social media. All members will receive automatic reminder emails when renewal opens.

5. What if I have changed my email address?

You can update your email address in the members portal. An email address that you check frequently is preferred as updates and information are provided by email. We do not recommend using your work email address as some email may be blocked by employers or if you leave the position, you will not receive updates.

6. When and where do I renew?

On October 16th, 2023, applications for renewal will be available in your [Member Login](#) Renewal application is open until December 15th, 2023. There will be a grace period for late registrations from December 16th-31st, 2023, at 11:59PM MST. Applications received between December 16th-31st, 2023, will be subject to a \$100 late fee.

7. When will I find out if my registration has been approved?

Upon submission of your completed renewal application, you will receive an email indicating your application is under review. When the application has been approved you will receive a second email indicating that your registration is approved for the 2024 registration year (January 1 – December 31, 2024). To complete your registration, pay your registration fees via your portal. Once payment is received, we recommend you download/print your membership card and receipt.

8. How can employers or I check the status of my registration after I have renewed?

Use the Find a Nurse or sign into your Member Login. Please notify us immediately if there are any issues.

9. What if I apply for renewal between December 16th – December 31st?

If you apply to renew your registration during this time a late fee will be applied. Additionally, during this time, you are not guaranteed to be approved prior to January 1. In such event, you will not be able to work in the Northwest Territories or Nunavut until your application is approved.

10. What happens if I do not renew?

All members must renew their registration within the renewal period. You may also choose not to renew. If you do not renew before December 31, 2023 and wish to practice in 2024 you will be required to complete the RN or NP reinstatement application.

11. I am missing hours and do not meet the RN requirements of 1125 hours in 5 years and, for NPs, 1125 in 4 years. What do I do?

Please refer to [Policy R9: Practice hours for Registered Nurses and Nurse Practitioners](#). If you are in a non-traditional nursing role you can complete [the Assessment of Nursing Practice Hours](#) package available on our website.

12. I am a new RN or NP; do I have to complete the Continuing Competence Program (CCP)?

Yes, all members are required to complete a CCP for each registration year (January 1st – December 31st). Each January, 10% of members are audited and required to submit their CCP.

13. What if I have an active registration but I am on leave from work (maternity, disability, etc.). Do I have to complete the CCP?

Yes, all members are required to complete a CCP each year. The expectation is that you will remain current in your area of practice.

14. What are the payment options?

Payment options include Visa and MasterCard.

What if I need help?

If you require assistance with setting up your profile, navigating the renewal process, or paying for your renewal please email info@rnanntnu.ca or call 867-873-2745 ext. 21. For questions about CCPs or practice hours you may send an email to registrar@rnanntnu.ca or call 867-873-2745 ext. 22.

Office hours are from 8:30 a.m. – 4:30 p.m. (MST) Monday to Friday.