



COLLEGE AND ASSOCIATION OF NURSES of the Northwest Territories and Nunavut

Online Renewal for 2025 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 using a computer. Phones and tablets are not compatible with the member login.

2. Membership Cards and Certificates

If you require proof of membership in 2024, you will need to download the membership card/certificate prior to renewing. Once you have completed 2025 renewal, the 2024 membership card/certificate is no longer available.

3. Important information for Licensed Practical Nurses and Registered Psychiatric Nurses

This is the first year that LPNs and RPNs are required to renew with CANNN. You are required to participate in the Continuing Competency Program. More information can be found [on page 12 of our latest newsletter](#).

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 CANNN 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 my contact information has changed?

It is your responsibility to update your contact information throughout the year when changes occur. Important notices and communication from CANNN will be sent using the contact information you provide. You can update your physical and email address, as well as your phone number in the members portal. We ask that the contact information you provide on this page is for personal use, rather than employer contact information.

6. When and where do I renew?

On October 15th, 2024, applications for renewal will be available in your [Member Login](#). Renewal applications are due by December 13th, 2024. Applications received between December 14th-31st, 2024, 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 2025 registration year (January 1 – December 31, 2025). 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 14th – 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, 2025. In such an 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. Should you not wish to hold an active CANNN registration, you may choose an associate non-practicing registration. You may also choose not to renew. If you do not renew before December 31, 2024 and wish to practice in 2025 you will be required to complete the 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 LPN, RPN, 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, MasterCard and Employer Pay for those providing virtual care.

What if I need help?

If you require assistance or have questions with setting up your profile, navigating the renewal process, or paying for your renewal please email info@cannn.ca or call 867-688-8255.

Office hours are 8:30 a.m. – 4:30 p.m. (MST) Monday to Friday, appointments are strongly encouraged.