



**COLLEGE AND ASSOCIATION OF NURSES**  
of the Northwest Territories and Nunavut

## **Registration Manual**



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## Policy Manual for Nursing Registration in the Northwest Territories and Nunavut

This manual provides information on the registration process for nurses seeking licensure or renewal to practice in the Northwest Territories (NT) and/or Nunavut (NU). This process is governed by the College and Association of Nurses of the Northwest Territories and Nunavut (CANNN), referred to as the "College". The information in this manual is guided by and in compliance with the *NT Nursing Profession Act, SNWT 2023,c.32* and the *Nursing Professions Act, SNU 2023,c.16*, referred to as the "Acts" and the Bylaws of CANNN.

All information received by applicants in the licensure, renewal or reinstatement process is valid for a period of six months. After six months, these documents are considered out-dated and are required to be resubmitted to CANNN for licensure.

This manual is approved by the Board of Director, and may be amended from time to time as required and reflected below.

Date of Approval	Summary of Changes
June 28th 2025	Creation

## **1. Governing Body and Legislation**

The College and Association of Nurses of the Northwest Territories and Nunavut (CANNN) is the governing body for nursing in both the NT and NU. Registration is mandated by the Acts. These Acts, along with the CANNN Bylaws, and this registration policy manual, outline the requirements and processes for nurse registration.

## 2. Nursing Designations & License Types

The *Act and the Nunavut Act* set out the following Nursing Designations:

- Registered Nurse
- Registered Nurse, Authorized Prescriber
- Nurse Practitioner
- Licensed Practical Nurse
- Registered Psychiatric Nurse
- Registered Psychiatric Nurse, Authorized Prescriber

Applicants may apply for the following license types for each designation of nursing practice:

- Graduate Nurse License
- Temporary Nursing License
- Active Registration/License – Home Jurisdiction
- Active Registration/License – Host Jurisdiction
- Active Registration/License – Virtual Care Provider
- Temporary Educator License

### 3. Nursing Registers

The Registrar maintains the following Nursing Registers:

- Registered Nurse Register (includes RNs, Temporary License Holders (RN))
- Registered Nurse Authorized Prescribers (RNAPs), Temporary License Holders (RNAP)
- Nurse Practitioner Register (includes NPs and Temporary License Holders (NP))
- Licensed Practical Nurse Register (includes LPNs and Temporary License Holders (LPN))
- Registered Psychiatric Nurse Register (includes RPNS, Temporary License Holders (RPN))
- Registered Psychiatric Nurse Authorized Prescribers (RPNAPs), and Temporary License Holders (RPNAP))

Prescribed information for each registrant is entered in the respective register. The Registrar also maintains a record of specific information for each registrant.

## 4. General Registration Requirements

Applicants for registration as a nurse with CANNN must generally meet the following requirements:

- **Application and Fee:** The applicant must submit an application and pay the applicable fee as outlined in Policy R16. Registration fees are generally non-refundable.
- **Proof of Identification:** Applicants must provide two pieces of current, government-issued photo identification in English, containing a signature and in colour, such as a passport or driver's license. This ID must match the registration information provided by the applicant and is to be consistent across jurisdictions in which license is held. A notarized statutory declaration of identity may also be accepted.
  - Where there has been a name change <sup>1</sup>, one of the following is required:
    - Marriage license, or
    - Divorce decree, or
    - Notarized statutory declaration of legal name change.
- **English Language Competence:** Demonstration of English language competence is required. This may be attained through one of the following options:
  - Completion of an approved Canadian (or equivalent) Nursing Program that was provided in the English Language
  - Employer English proficiency reference showing evidence of safe practice and where the primary language, practice setting, and services are in an English-speaking and writing environment (Form D. Employer confirmation of English language proficiency)
  - 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
  - Demonstration of English language competence through successful completion of one of the approved tests of English within the last two years <sup>2</sup>.
- **Evidence of successfully passing an Entry-to-Practice Exam through:**
  - Exam administration that is completed through CANNN <sup>3</sup>. Or,
  - Confirmation from another jurisdiction that the applicant has successfully passed their entry-to-practice exam.
- **Evidence of Sufficient Nursing Hours of Practice:** Applicants must provide evidence of nursing practice that meets CANNN's requirements, demonstrating current clinical knowledge and safe practice for their designation in the Northwest Territories and Nunavut.
  - Nurses who have been practicing in other jurisdictions must demonstrate, at minimum:

<sup>1</sup>The Registrar has the discretion to approve requests for name changes if it is satisfied that an extenuating circumstance exists.

<sup>2</sup>Please visit CANNN's website for a list of English language Competence Tests accepted.

<sup>3</sup>Please visit CANNN's website for a list of accepted Entry-to-Practice Exams.

- 1125 hours in the last five years immediately preceding the application in a Canadian, or United States of America (USA) jurisdiction or
- 450<sup>4</sup> hours in the past two years, preceding the application in a Canadian or USA Jurisdiction
- **Verification of Registration, including:**
  - All jurisdictions in which they have ever held a license and
  - All designations of nursing practice that have been held
- **Nursing Education and/or Credentials**
  - Nurses who have recently graduated<sup>5</sup> from an approved Nursing Education program in Canada, must demonstrate, at minimum:
    - That they have successfully completed the requirements of their education program
    - Provide a post-secondary instructor reference<sup>6</sup> that attests to their current clinical knowledge and ability to provide safe practice at the time of program completion
  - Nurses who have completed a Nursing Refresher program must demonstrate that this has been completed in the preceding 12 months before registration. The Nursing Refresher program must have received program approval by regulatory body the jurisdiction in which it operates.
  - Nurses who are an Internationally Educated Nurse (IEN) and do not meet the minimum hour requirement, will be required to have an assessment of their qualifications and competency completed and then reviewed by the Registrar, and Registration Committee. More information about these assessment services may be found on CANNNs website.
- **Good Character, Fitness to Practice, and Competency:** Applicants need to demonstrate good character, fitness to practice, and competency.
  - "Good Character" refers to the expectation that nurses practice with honesty, integrity and professionalism, and in accordance with the law.
  - Attesting that you are considered fit to practice is to declare that you do not have any physical or mental conditions or disorder that may affect your ability to practice nursing. Self-reporting is mandatory – for more information please see the nursing standard found on our website.
- Attesting that you are competent to engage in the process of nursing through your knowledge, skills and judgement. In most cases, this is completed by satisfying the registration requirements related to your education, and recent nursing practice. However, should other information be received that raises concerns, the College may ask for additional information to better understand the nature of your circumstances. Criminal Background Check
  - A criminal record check with a vulnerable sector screening, dated within the last six months.

<sup>4</sup>Link to A2 – verification of hours form

<sup>5</sup>Recently graduated is considered to be within 24 months of completion of a nursing program

<sup>6</sup>Link to form c – instructor reference form

<sup>7</sup>Reference: [Health and Conduct](#)

## 5. Exceptions

There may be times when the requirements outlined in section 3 are not sufficient for the licensure of an applicant. These include:

- An applicant's Criminal Record Check has revealed a conviction for an offense under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada), or the Food and Drugs Act (Canada). The applicant must provide sufficient evidence about the conviction to the Registrar which may include:
  - a current vulnerable sector criminal record check, including results from a criminal records check based on fingerprinting
  - Type of conviction
  - Date of conviction
  - Date of offence
  - Age at the time of offence
  - Specific nature of offence and description of circumstances of the offence
  - Sentence imposed.
  - Documentary evidence of any rehabilitation efforts
  - A copy of any pardon granted
- The information provided or obtained shall be assessed according to the following criteria to determine eligibility for initial registration, reinstatement of registration, conversion of registration or renewal of registration:
  - Whether there is any connection between the conviction and nursing practice.
  - The nature and frequency of the offence. For example:
    - Did the offence occur when the applicant was in a position of trust?
    - Does the offence demonstrate dishonesty?
    - Does the offence demonstrate conduct that would be considered in breach of CANN's Code of Conduct?
  - The penalty imposed and whether that penalty has been satisfied.
  - Whether the conduct poses a threat to patient safety or to an employer's ability to operate safely and efficiently. For example:
    - Convictions related to sexual assault, violence or use of a weapon may cause the individual to be ineligible for registration
    - Convictions related to honesty and integrity may cast doubt on character and ethical conduct (e.g. fraud, theft, repeated shoplifting, etc.)
    - Convictions related to drugs and alcohol may indicate a health problem or an ethical concern (e.g. trafficking, repeated impaired driving convictions, etc.)

- If an applicant has not disclosed on the registration application a previous or current investigation, undertaking, conditions, suspension, or revocation of their license/registration in all jurisdictions where they have been employed, the application may be denied by the Registrar. The applicant could choose to appeal this decision and have their application reviewed by the Registration Committee in accordance with the *Acts*.

## **6. Entry-to-Practice Examination**

Eligible applicants may apply through CANNN to write their entry-to-practice examination.

Candidates are permitted to attempt the examination as many times as necessary within a three (3) year eligibility window, beginning from the date they first become eligible to write.

A minimum of forty-five (45) days must elapse between each examination attempt.

Candidates who do not successfully complete the examination within the three (3) year eligibility period will no longer be eligible to write and must meet current registration and education requirements before reapplying.

Successful completion of the entry-to-practice examination is required for full registration as a nurse with CANNN.

## 7. Graduate Nurse License

- Graduate nurse licenses are provided to prospective nurses who have recently (within two years) graduated from an approved Canadian nursing program while waiting to write their entry-to-practice examination.
- Graduate nurse licenses are valid for three months, but may be extended up to, but not longer than 24 months.
- During this time the nurse must have applied to write their entry to practice exam. Should the graduate nurse fail to successfully pass their respective exam after three attempts, their graduate nurse license will no longer be in effect, and they will be unable to practice until they have successfully passed their exam and are eligible for full licensure.
- Graduate Nurse Licenses are entered into the respective Nursing Register.
- Graduate nurses who take their entry-to-practice exam in another jurisdiction must provide successful results to CANNN.

## 8. Temporary Nursing License

A Temporary Nursing License allows applicants who are pursuing requirements for full registration to practice under certain conditions.

- Applicants may be granted a temporary license of a Nursing Designation while waiting for requirements for registration, as determined by the Registrar.
  - Should the Registrar deny a request for a Temporary License, the applicant may request review by the Registration Committee.
- Temporary Licenses may be subject to obligations, exceptions, conditions, or restrictions on scope of practice or entitlements by the Registrar.
- Temporary license holders may be employed or engaged to provide services within the limitations of their license.
- Once all requirements of registration are met, the temporary license holder will be granted a license in their respective designation.

## 9. Active Registration / License – Home License

Interjurisdictional nurse licensure (INL) is a national initiative to help nurses maintain registration in multiple Canadian jurisdictions. The initiative will promote nurses' ability to practice and support health care systems in multiple Canadian jurisdictions. The goal of INL is to enhance labour mobility; INL will do this by streamlining the regulatory requirements when nurses are registered to practice in multiple jurisdictions. Interjurisdictional Nurse Licensure will help the movement of nurses across Canadian jurisdictional borders, while maintaining the high standard of safe and competent nursing practice. You must be residing physically in Canada to be considered an INL registrant.

When applying for a license (of any designation) you will be required to select a 'home' or a 'host' license. You must meet all general registration requirements.

A "home" jurisdiction means the Canadian jurisdiction in which you physically reside for the purposes of taxes, and in which you are registered to practice in the same category. If this definition cannot be applied for any reason, "home" jurisdiction will be defined as the Canadian jurisdiction in which you are registered to practice in the same category and in which you practice most often.

## 10. Active Registration / License – Host License

When applying for a license (of any designation) you will be required to select a ‘home’ or a ‘host’ license. You must meet all general registration requirements.

A “host jurisdiction” means one or more Canadian jurisdictions where you are registered to practice in addition to your home jurisdiction.

The benefit of registering at CANNN as a Host License is you have to complete only the quality assurance (QA) requirements in your home jurisdiction, depending on where your home jurisdiction is. By complying with the quality assurance program in your home jurisdiction, CANNN will recognize you have met your QA requirements.

## **11. Active Registration / License – Virtual Care Provider**

The Virtual/Telehealth Application is for RNs and NPs who are licensed in another jurisdiction and are employed by through an approved employer that holds an agreement with CANNN.

More information may be found on our website.

## 12. Temporary Educator License

A temporary educator license is available to applicants involved in education, training, or research in the NT/NU.

- Temporary Educator Licenses are intended for nurses providing in-person education, which may include provision of clinical care, clinical supervision, or assessments of patients.
- The registration is valid for a maximum of 14 days, with the possibility of an extension up to 28 days.
- Applicants must meet certain requirements, including paying a fee and demonstrating English fluency.
- A letter from the sponsoring organization is required, which should outline the type of education, place and dates of such training.
- Non-disclosure of previous disciplinary actions may lead to denial.

### 13. Annual Renewal

For continued practice into the next registrant year, all registrants must renew their annual registration with CANN. The applicant will complete this renewal and will be required to:

- Pay the annual registration fee as outlined in Policy R16
- Self-declare the hours of practice and/or nursing studies
- Update personal and contact information <sup>8</sup>
- Update employment information and declare hours of nursing practice
- Complete the Quality Assurance process (for home jurisdiction license holders)

Renewals must be received on or before December 15<sup>th</sup> of each preceding year of practice. Renewal applications received after December 15<sup>th</sup> will be charged a late fee and are not guaranteed to be processed before January 1<sup>st</sup>. Renewals received after January 1<sup>st</sup> are not able to be accepted and will be required to undergo the process as outlined under Reinstatement to Active Practice.

Practice, after failing to comply with the above results in registration violation and will be managed in accordance with the bylaws and legislation.

<sup>8</sup>Failure to have personal contact information up-to-date is considered a registration violation.

## **14. Reinstatement to Active Practice**

Previously registered individuals who have not renewed, are non-practicing or have had their registration suspended or cancelled must apply for Reinstatement to Active Practice. This includes completing all general registration requirements.

## 15. Expedited Registration in an Emergency Situation

This section outlines the requirements for Expedited Registration in an emergency situation in the NT and NU. This is intended to ensure public safety during events like outbreaks or disasters.

- This applies to individuals seeking expedited registration with CANNN in an emergency.
- The NT/NU employer must provide a written explanation of the emergency requiring expedited registration.
- While some standard requirements like English language competence still apply, other verifications, like good standing, may be initially provided electronically or verbally.
- Expedited registration is temporary (three months) and valid only until the emergency is declared over or other specified conditions are met.
- Failure to disclose previous disciplinary actions may lead to revocation of license.

## 16. Registration Violations

A nurse may be considered in violation of the Acts when:

- They have not obtained or failed to renew their registration with CANNN and are practicing in the role of a nurse;
- They have not obtained registration with CANNN and are using a protected title and/or designation as outlined in the Acts
- They fail to disclose information that would impact their registration status, in accordance with the Code of Conduct
- They refuse to provide the Registrar with information required for the purposes of registration or renewal

If a registration violation is confirmed, CANNN will:

- Execute a stop work order to the registrant to stop work immediately.
- The employer will be notified that the registrant is in violation of the Acts and is required to cease work immediately.
- An employer notification will be sent to all employers within three working days.
- Notification of a fine, no more than half of their registration fee will be provided to the Registrant and is due within ten business days.
- Use of a protected title and/or designation without appropriate registration will result in the above, as well as a possible report to the police, and a public advisory on CANNN's website.

## 17. Conditions, Limitations, and Restrictions

- The Registrar may place any limitations, terms, and conditions on a registrant's license.
- The Registrar must notify the applicant and provide a reasonable opportunity to provide further information or documents. If conditions, limitations or restrictions are placed on the license, the nursing register will be updated to reflect that anyone seeking information on the nurse should contact CANNN for more information.
- If the nurse voluntarily enters into an agreement, and does not pose a significant risk to the public, this notice may be kept internal to CANNN and will not be included in jurisdictional or employer reporting.
- Should a registrant disagree with the condition, they may request appeal through the Registration committee.
- The Registrar must notify the employer of the condition.

## 18. Registration Committee

- The Registration Committee is a standing Committee established by the Nursing Professions Act, SNWT 2023, s29 (the “Act”) and the Nursing Professions Act, SNU 2023, c23 (the “Nunavut Act”) and in accordance with CANNN bylaw 9.
- The purpose of the registration committee is to review any appeals by registrants, and complete eligibility reviews where required.
- The Terms of Reference for this committee may be found on our website.