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|  <p>Registered Nurses Association of the Northwest Territories and Nunavut</p> <p>Page: 1 of 2</p> | <p>Registration Policy</p> <p>Policy Description: Annual Renewal</p> <p>Policy Number: R5</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 <u> X </u> Complete _____</p> |
| <p>Applies To: All Registrants renewing their annual registration with RNANT/NU.</p> | |
| <p>Purpose: This policy outlines the requirements for annual renewal with RNANT/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.</p> | |

Policy:

1. Renewal Requirements

The completed application must include:

- (a) payment of the annual registration fee as outlined in Policy R16: Fees; and
- (b) a completed annual registration application form, which includes, but is not limited to, a self-declaration of:
 - (i) hours of practice and/or nursing studies;
 - (ii) good character and fitness to practice; and
 - (iii) completion of a continuing competence learning program for the current year.

Note: All applications for renewal must be received on or before December 31st of each year. Renewal applications received after December 31st will not be accepted as renewals. The applicant will be required to submit a reinstatement application.

2. Administrative Deadline

- (a) RNANT/NU may set an administrative deadline for the receipt of renewal applications to facilitate efficient processing. The administrative deadline will be communicated to all registrants at least 60 days before the start of the renewal period via email, RNANT/NU website, and social media.
- (b) The administrative deadline is December 15th of each year. Any renewal applications received after this administrative deadline will be charged a late fee as outlined in Policy R16: Fees. Renewal after December 15th is not guaranteed to be approved prior to January 1st. In such an event, the nurse is not able to practice in NT and/or NU until the application is approved in the new year.

Note: Applications submitted between December 15th and December 31st of the registration year, but are not approved prior to January 1st, are not required to submit a reinstatement application.



Conditions and Exceptions:

- 1) The Registrar may request the applicant to provide records or documents confirming any of the items in 1(b).
- 2) The Registrar may request the applicant to provide additional documents as required.
- 3) Renewal applications where an applicant self-declares a criminal conviction are assessed on an individual basis by the Registrar and, if needed, the Registration Committee using the criteria outlined in Policies R1, R2, and R1.1. The Registrar or Registration Committee may require additional documentation from renewal applicants who self-declare a criminal conviction.
- 4) 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), s27 and s29; the Consolidation of the Nursing Act (1998); and RNANT/NU Bylaws. 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 1.2 Registration Renewal, issued in May 1986.

Revisions: October 2000; September 2010; April 2016; September 2020