



Date Revised: June 2022

Approved by BOD: June 2022

Ratified by Membership: October 22, 2022

SECTION 1 Registration Committee

- (1) A Registration Committee is hereby established, consisting of
 - (a) at least three active members of the Association and one member of the public who is appointed by the Board; and
 - (b) the Registrar as a non-voting member.
- (2) The members shall hold office for a three-year term and may be reappointed.
- (3) The chairperson shall be designated by the Registration Committee and shall hold office for a three-year term and may be reappointed.
- (4) If a vacancy on the Committee occurs, the Registrar will forward an active member volunteer to the Board for approval to complete the term of office of the vacated member.
- (5) Three members constitute a quorum at meetings of the Registration Committee.
- (6) Any decision reached by the Registration Committee shall be a unanimous decision of the members attending the meeting.
- (7) A member of the Registration Committee shall not be a member of the Professional Conduct Committee or a member of the Board.
- (8) The duties of the Registration Committee shall be:
 - (a) to make recommendations to the Board with respect to
 - (i) registration criteria and registration policies,
 - (ii) which examinations must be written to meet the requirement for registration,
 - (iii) the recognition of alternate examinations that meet the requirement for registration,
 - (iv) fees related to the registration administration process, and



- (v) procedures to enable an applicant to meet the registration requirements;
- (b) in accordance with the Act, to review applications for temporary certificates and provide direction to the Registrar;
- (c) in accordance with the Act, to conduct Registration Violation Appeals and provide direction to the Registrar;
- (d) to review applications as specified in the Act;
- (e) to submit an annual report to the Board; and
- (f) to perform such other duties as may be delegated by Registrar and/or the Board.

SECTION 2 Registration Criteria

The Board shall establish registration criteria based upon recommendations from the Registration Committee.

SECTION 3 Initial Registration as Registered Nurse or Nurse Practitioner

- (1) An applicant shall be entitled to be registered with the Association and receive a certificate of registration if they complete or submit the following:
 - (a) a completed online application form;
 - (b) satisfactory evidence that they meet the requirements set out in the Act, the bylaws, and policies;
 - (c) satisfactory proof of identity;
 - (d) payment of all applicable fees as prescribed in the policies;
 - (e) satisfactory proof of fluency in English as prescribed in the policies;
 - (f) satisfactory evidence, as required by the policies, to confirm fitness to practice nursing, including but not limited to:
 - (i) evidence that they are not suffering from a physical, medical, and/or mental health condition or addiction to alcohol and/or drugs that impairs their ability to practice nursing, and



- (ii) evidence of registration or resignation in good standing in all other jurisdictions in which they are, and have ever been registered;
 - (g) satisfactory evidence, as required by the policies, to confirm good character, including but not limited to:
 - (i) satisfactory references from present or and/or previous employers,
 - (ii) no record of criminal convictions relevant to the practice of nursing,
 - (iii) no record of outstanding investigations or other disciplinary proceedings,
 - (iv) no history of fraud, misrepresentation or dishonesty related to application for registration;
 - (h) any additional information required by the Registrar or Registration Committee;
 - (i) successful writing of the Examination as specified in the Policies.
- (2) An applicant who becomes eligible for active registration as a nurse must submit full payment for registration within 6 months from the date the processing fee is received.
- (3) An applicant who becomes eligible for active registration as a nurse shall comply with any requirements prescribed in the policies respecting the type and amount of professional liability insurance the member must have.

SECTION 4 Annual Renewal of Certificate of Registration

- (1) In this section,
 - (a) "Grace period" is the period commencing 15 December and ending 31 December in each calendar year;
 - (b) "Registration Year" is the period commencing 01 January to 31 December;
 - (c) "Renewal period" is the period commencing 15 October and ending 31 December in each calendar year.
- (2) Members renewing a certificate of registration during the renewal period will pay all applicable fees as prescribed in the policies.
- (3) Notice of renewal: Members registered in the current registration year will be notified by email, website, and social media at least sixty days before the start of the renewal period.



- (4) Each member must notify the Association and/or update their information online (in the members section) with any changes to address, employer, name (must provide certificate), email, or contact information (phone, work, cell).
- (5) In order to qualify for renewal, the applicant must submit:
- (a) a completed application form prescribed by the Registrar;
 - (b) payment of fees as prescribed in the policies;
 - (c) satisfactory evidence that he or she has fulfilled the requirements of the continuing competence program in accordance with Bylaw 4 and the policies;
 - (d) satisfactory evidence, in accordance with the bylaws and the policies, that he or she is of good character and fit to engage in the practice of nursing; and
 - (e) Any additional documents as requested by the Registrar.

The Registrar, when satisfied that all of the requirements pursuant to subsection (5) have been met, shall approve the annual certificate of registration.

- (6) Members who fail to renew, and do not satisfy all requirements listed in subsection (5), will have their name removed from the Public Register, and will be required to complete the Reinstatement application.
- (7) Each member applying for renewal of a certificate of registration shall comply with any requirements prescribed in the policies respecting the type and amount of professional liability insurance the member must have.

SECTION 5 Temporary Certificate/Courtesy Registration

- (1) An applicant for registration under a temporary certificate must submit:
- (a) a completed application form prescribed by the Registrar;
 - (b) all applicable fees as prescribed in the policies;
 - (c) satisfactory evidence that they meet the requirements of the Act;
 - (d) satisfactory evidence, in accordance with the bylaws and the policies, that they are of good character and fit to engage in the practice of nursing, and one of the following:



- (i) satisfactory evidence that they have either written, applied to write, or intends to write, the registration examination as prescribed in the policies;
 - (ii) if applying pursuant to clause 23(3)(d) of the Act, as a nursing refresher student, proof of enrollment in a nursing refresher course; or
 - (iii) if applying pursuant to clause 23(3)(e) of the Act, to be reinstated after a review of conduct, satisfactory evidence that a temporary certificate is required to meet the terms and conditions for reinstatement; meet the terms and conditions for reinstatement.
- (2) Each temporary certificate holder shall comply with any requirements prescribed in the policies respecting the type and amount of professional liability insurance the member must have.
- (3) The Registrar shall not grant an extension of a temporary certificate more than twice without approval from the Registration Committee.
- (4) Any limitations, terms or conditions that the Professional Conduct Committee recommends regarding the issuance of a Temporary Certificate shall be indicated on the Temporary Certificate.
- (5) To transfer from temporary certificate holder status to active registered nurse or active nurse practitioner status, the applicant must pay any additional fees prescribed in the policies and satisfy all the applicable requirements for registration in accordance with the Act, the bylaws and the policies.
- (6) A temporary certificate holder who becomes eligible for active membership must apply for active membership within one week.

Courtesy Registration

- (7) An applicant for a courtesy registration must submit:
- (a) a completed application form prescribed by the Registrar;
 - (b) all applicable fees as prescribed in the policies;
 - (c) satisfactory evidence that they meet the requirements of the Act;
 - (d) satisfactory evidence, in accordance with the bylaws and the policies, that they are of good character and fit to engage in the practice of nursing.



- (8) Each Courtesy Registration member shall comply with any requirements prescribed in the policies respecting the type and amount of professional liability insurance the member must have.
- (9) Any limitations, terms or conditions that the Registration Committee recommends regarding the issuance of a Courtesy Registration shall be indicated on the Public Registry.
- (10) The Registrar may grant one extension of a courtesy registration.

**SECTION 6 Expedited Registration as a Registered Nurse or Nurse Practitioner in an Emergency
Requiring Expedited Registration**

- (1) An applicant may be registered in response to an emergency as defined in Policy R04 determined by the Registrar in accordance with the policies.
- (2) An applicant shall be entitled to be registered in response to an emergency situation if they submit the following:
 - (a) A completed online application form.
 - (b) Satisfactory evidence that they meet the requirements set out in the Act, the bylaws and policies.
 - (c) Consent to seek verification of registration in good standing in a Canadian jurisdiction.
 - (d) Evidence of registration in good standing in the Canadian jurisdiction in which she or he is currently registered as prescribed in the policies.
 - (e) Statement that they are not suffering from a physical, medical, and/or or mental condition or addiction to alcohol and/or drugs that impairs their ability to practice nursing.
 - (f) Satisfactory evidence, as required by the policies, to confirm good character, including but not limited to:
 - (i) No record of criminal convictions relevant to the practice of nursing;
 - (ii) No record of outstanding investigations or other disciplinary proceedings;
 - (iii) No history of fraud, misrepresentation or dishonesty related to application for registration.
 - (g) Confirmation that they are applying for registration with the RNANT/NU for the sole purpose of providing nursing care during an emergency situation.



- (h) All applicable fees as prescribed in the policies.
- (3) Each nurse registered in the Expedited Registration category shall comply with any requirements prescribed in the policies respecting the type and amount of professional liability insurance the member must have.
- (4) An Expedited Registration in an emergency situation will only be valid until one of the following terms are met, in whichever order arises first:
- a. When the Public Health Order/Emergency is declared over by the NT/NU Chief Public Health Officer(s), or
 - b. A maximum of 90 calendar days, unless determined otherwise by the Director of Regulatory Services and Policy/Registrar and the Registration Committee, or
 - c. December 31st of the given calendar year.

SECTION 6.1 Registration for Virtual Nursing as a Registered Nurse or Nurse Practitioner

- (1) An applicant may be registered to provide virtual nursing services as defined in Policy R04.1 determined by the Registrar in accordance with the policies.
- (2) An applicant shall be entitled to be registered for virtual nursing if they submit the following:
- (a) A completed online application form.
 - (b) Satisfactory evidence that they meet the requirements set out in the Act, the bylaws and policies.
 - (c) Consent to seek verification of registration in good standing in a Canadian jurisdiction.
 - (d) Evidence of registration in good standing in the Canadian jurisdiction in which she or he is currently registered as prescribed in the policies.
 - (e) Statement that they are not suffering from a physical, medical, and/or or mental condition or addiction to alcohol and/or drugs that impairs their ability to practice nursing.
 - (f) Satisfactory evidence, as required by the policies, to confirm good character, including but not limited to:



- (i) No record of criminal convictions relevant to the practice of nursing
 - (ii) No record of outstanding investigations or other disciplinary proceedings
 - (iii) No history of fraud, misrepresentation or dishonesty related to application for registration.
- (g) Confirmation that they are applying for registration with the RNANT/NU for the sole purpose of providing virtual nursing services only.
- (h) All applicable fees as prescribed in the policies.
- (3) Each nurse registered in the Virtual Nursing Registration category shall comply with any requirements prescribed in the policies respecting the type and amount of professional liability insurance the member must have.

SECTION 7 Appeals Procedure Following Refusal of Registration

- (1) Level 1 Appeal: Appeal to the Registration Committee
- (a) Where an applicant for registration has been refused, the applicant may, in accordance with the Act, submit a written request for review to the Registration Committee outlining the reasons for the request for review and provide any new information to be considered.
 - (b) The Registration Committee shall review the original decision considering any new information provided in the request by the member.
 - (c) The appellant may retain legal counsel for the appeal process.
 - (d) The Registration Committee shall inform the appellant by registered mail of the Committee's decision and of the appellant's right to further appeal to the Supreme Court.
- (2) Level 2 Appeal: Appeal to the Registration Committee Panel
- (a) The Chairperson shall designate a panel of three members from the Registration Committee to hear and decide:
 - a. The appeal from the decision of the Registrar and/or Registration Committee; and,
 - b. all applications relating to the appeal from the decision.



- (b) Members of the Registration Committee Panel whom decide on the Level 2 Appeal, shall not be members of the Registration Committee involved in the original decision in the Level 1 Appeal.
- (3) Level 3 Appeal: Appeal to the Supreme Court
- (a) Where an applicant for registration has been denied a Level 2 Appeal by the Registration Committee Panel, the applicant may, in accordance with the Act, file a notice of appeal with the Supreme Court and serve it on the Association.
- (b) If, on hearing an appeal the Supreme Court finds that the decision of the Registration Committee was unreasonable, the Supreme Court may:
- (i) make an order requiring the Registrat to register the person as a registered nurse and issue a certificate of registration to the person;
 - (ii) reverse or modify the decision of the Committee;
 - (iii) refer the matter back to the Committee for further consideration; or
 - (iv) provide any direction that it considers appropriate.
- (c) The Supreme Court, according to the Act, may make any order as to costs that it considers appropriate.

SECTION 8 Reinstatement of Registration

- (1) Where the applicant for reinstatement of registration has failed to pay annual renewal fees, resulting in an expiration of registration, the applicant must submit the following:
- (a) the online application;
- (b) the prescribed annual fees;
- (c) satisfactory evidence that they have fulfilled the requirements of the continuing competence program in accordance with Bylaw 4 and the policies;
- (d) satisfactory evidence, in accordance with the policies, that they have not been practicing in the Northwest Territories or Nunavut without a certificate of registration; and
- (e) satisfactory evidence, in accordance with the bylaws and policies, that they are of good character and is fit to engage in the practice of nursing.



- (2) Despite clause 1(d), an applicant for reinstatement of registration who has failed to pay annual renewal fees and has continued to practice in the Northwest Territories or Nunavut, must submit the following:
- (a) the online application;
 - (b) the prescribed fees;
 - (c) any prescribed penalty fees;
 - (d) satisfactory evidence that they have fulfilled the requirements of the continuing competence program in accordance with Bylaw 4 and the policies; and
 - (e) satisfactory evidence, in accordance with the bylaws and policies, that they are of good character and is fit to engage in the practice of nursing.
- (3) Where an applicant is applying for reinstatement after suspension or cancellation of their registration, the applicant must submit
- (a) the online application;
 - (b) the prescribed fees;
 - (c) satisfactory evidence, in accordance with the bylaws and policies, that they are of good character and is fit to engage in the practice of nursing; and
 - (d) satisfactory evidence of having complied with any terms or conditions required by an order issued in accordance with the Act.