



Date Revised: January 16, 2018

Approved by BOD: January 23, 2018

Ratified by Membership: April 14, 2018

SECTION 1 Registration Committee

- (1) A Registration Committee is hereby established, consisting of
 - (a) at least three members of the Association and one member of the public who are 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 Board shall appoint a person 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 and the minimum mark required on such examinations,
 - (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) to review applications as specified in the Act;
- (d) to submit an annual report to the Board; and
- (e) to perform such other duties as may be delegated by 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 he or she submits the following:
 - (a) a completed application form.
 - (b) satisfactory evidence that he or she meets the requirements set out in the Act, the bylaws, and policies;
 - (c) satisfactory proof of identity;
 - (d) all applicable fees prescribed by the Board;
 - (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 he or she is not suffering from physical or mental condition or addiction to alcohol or drugs that impairs his or her ability to practice nursing,
 - (ii) evidence of registration or resignation in good standing in all other jurisdictions in which he or she has 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 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 membership as a registered nurse or nurse practitioner must submit full payment for registration within 6 months from the date the processing fee is received.

SECTION 4 Annual Renewal of Certificate of Registration

- (1) In this section,
- (a) “Grace period” means the period commencing 1 November and ending 31 December in each calendar year;
 - (b) “Renewal period” means the period commencing 1 September and ending 31 October in each calendar year;
- (2) Members renewing a certificate of registration during the renewal period will pay a registration fee determined by the Association.
- (3) Members renewing a certificate of registration during the grace period will pay both a registration fee and a late payment fee both of which are determined by the Association.
- (4) Notice of renewal: Members in good standing will be notified by email and/or mail, website, and social media at least sixty days before the start of the renewal period.
- (5) Each member must notify the Association of any information changes which may include Name (must provide certificate), address, email or contact (phone, work, cell).
- (6) In order to qualify for renewal, the applicant must submit



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- (a) a completed application form prescribed by the Registrar;
 - (b) the fee 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; and
 - (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.
- (7) The Registrar, upon receipt of payment and upon being satisfied that all of the requirements pursuant to subsection (6) have been met, shall issue an annual certificate of registration to the applicant.
- (8) Members who fail to apply for renewal, satisfying all requirements listed in subsection (6), by the end of the grace period will have his or her name immediately removed from the Nursing Register or Nurse Practitioner Register. After December 31 of each year the member will have to re-instate their license.

SECTION 5 Temporary Certificate/Courtesy License

- (1) An applicant for a temporary certificate must submit
- (a) a completed application form prescribed by the Registrar;
 - (b) the applicable fee prescribed in the policies;
 - (c) satisfactory evidence that he or she meets the requirements of the Act;
 - (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 one of the following:
 - (i) satisfactory evidence that he or she has 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) The Registrar shall not grant an extension of a temporary certificate more than twice without approval from the Registration Committee.
- (3) 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.
- (4) 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.
- (5) A temporary certificate holder who becomes eligible for active membership must apply for active membership within one week.

Courtesy Licenses

- (6) An applicant for a courtesy license must submit:
 - (a) a completed application form prescribed by the Registrar;
 - (b) the applicable fee prescribed in the policies;
 - (c) satisfactory evidence that he or she meets the requirements of the Act;
 - (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.
- (7) Any limitations, terms or conditions that the Registration Committee recommends regarding the issuance of a Courtesy License shall be indicated on the Courtesy License.
- (8) The Registrar may grant one extension of a courtesy license.

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 situation 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 he or she submits the following:
- (a) A completed application form for expedited registration in an emergency situation as prescribed by the Board.
 - (b) Satisfactory evidence that she or he meets 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 she or he is not suffering from a physical or mental condition or addiction to alcohol or drugs that impairs his or her 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 he or she is applying for registration with the RNANT/NU for the sole purpose of providing nursing care during an emergency situation.
- (3) The certificate of registration expires at the end of the emergency situation or at the end of 90 days from the date of issue with no renewal.

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 Supreme Court
- (a) Where an applicant for registration has been denied an appeal by the Registration Committee, 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 Registrar 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 a termination of membership, the applicant must submit the following:
- (a) the prescribed form;
 - (b) the prescribed annual fee and the prescribed processing fee;
 - (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 policies, that he or she has 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 he or she is of good character and is fit to engage in the practice of nursing.



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- (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 prescribed form;
 - (b) the prescribed annual fee and the prescribed processing fee;
 - (c) any prescribed penalty fees;
 - (d) satisfactory evidence that he or she has 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 he or she is 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 his or her registration, the applicant must submit
- (a) the prescribed form;
 - (b) the prescribed fees;
 - (c) satisfactory evidence, in accordance with the bylaws and the policies, of good character and fitness 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.