

Registering as a

Nurse in Ontario

Updated October 2009



COLLEGE OF NURSES
OF ONTARIO
ORDRE DES INFIRMIÈRES
ET INFIRMIERS DE L'ONTARIO

THE STANDARD OF CARE.

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Privacy Statement

The College of Nurses of Ontario (CNO) is collecting information on the application forms under the general authority of the *Nursing Act, 1991, S.O. 1991, c. 32*, its regulations and by-laws, and the *Regulated Health Professions Act, 1991, S.O. 1991, c. 18*. The initial collection is related directly to, and needed by, CNO for the purpose of assessing eligibility for registration. The information will be used by CNO, including its Executive Director and staff, and may be used by the Registration Committee to determine whether registration requirements have been met. On registration with CNO, the information will be referred to your continuing membership.

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Information and documents received from, and on behalf of, applicants will be retained unless and until your application becomes dormant, at which time the information and documents may be destroyed. An application may be designated dormant should CNO believe that the applicant is no longer taking appropriate steps to fulfil the requirements for registration in a timely manner. (A "timely manner" is currently defined as two years since the last activity date recorded on the file.) Before designating an application dormant or destroying any information or documents, CNO will send a notice in writing to the applicant at the last known address in CNO's records. **It is extremely important that you keep CNO advised of your current address.** Please note that all application materials become the property of CNO and will not be returned. For more information on CNO's retention policy, contact the Manager, Information Management, 101 Davenport Rd., Toronto, ON M5R 3P1; tel.: 1 800 387-5526 or 416 928-0900.

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Additional copies of this booklet may be obtained by contacting CNO's Customer Service Centre at 416 928-0900 or toll-free in Ontario at 1 800 387-5526.

College of Nurses of Ontario
101 Davenport Rd.
Toronto ON M5R 3P1

www.cno.org

Welcome

Welcome to *Registering as a Nurse in Ontario*. Here you will find practical information and resources about the nursing profession, the requirements for becoming a Registered Nurse (RN) or Registered Practical Nurse (RPN), education options and more.

This guide discusses the registration process and the requirements for becoming a nurse in Ontario. The information provided is for guidance only. If you have any questions, or if you want to apply for registration, contact the College of Nurses of Ontario (the College) at:

Website: www.cno.org

E-mail: cno@cnoemail.org

Telephone: 416 928-0900

Toll-free in Ontario: 1 800 387-5526

Fax: 416 928-6507

Nursing in Ontario

The College is the regulatory body for nursing in Ontario. It is not an academic institution or school.

In Ontario, nurses are self-regulating health professionals. Self-regulation is a privilege granted to professions that have a proven ability to put the public interest first. Self-regulation means that the profession governs itself through the College and individual members.

The College's role is to protect the public's right to quality nursing services by providing leadership to the nursing profession. It does this by establishing requirements for becoming an RN or RPN, establishing and enforcing the standards of practice and managing quality assurance programs to help nurses maintain competence throughout their careers.

Only those with a Certificate of Registration and a current annual payment card from the College can practise as a nurse in Ontario, and use the titles "nurse," "Registered Nurse," or "Registered Practical Nurse" or "Nurse Practitioner." An annual fee is required to maintain a current Certificate of Registration.

Expectations of Nurses

In Ontario, nursing is one profession with two categories of registration in the General Class— RNs and RPNs. RNs and RPNs study from the same body of nursing knowledge; however, the distinction in knowledge is due to differences in the basic nursing education. RNs study for a longer period of time (four-year baccalaureate degree) in greater depth of foundational knowledge in the areas of clinical practice, decision-making, critical inquiry, leadership, research utilization and resource management. RPNs study for a shorter period of time (two-year diploma), resulting in a more focused body of knowledge.

Both RNs and RPNs provide care to individuals, families, groups and communities. The clientele of

RNs also includes populations. By utilizing the three factor framework (i.e., client, environment and nurse) and recognizing the client's acuity level, the appropriate decision can be made as to whether the client's needs can be met by an RPN, RN or in collaboration. RNs can provide care in situations in which a client's condition is more complex and has a higher acuity level. RPNs may provide aspects of care in situations with increased acuity; however, they do so in collaboration with RNs. Both RNs and RPNs collaborate with other members of the health care team.

Legislation Governing Nursing Practice

The *Regulated Health Professions Act, 1991* (RHPA) sets out a framework for Ontario's regulated health professions. It provides a common set of rules of procedure for the colleges and is linked to each profession-specific act, including the *Nursing Act, 1991* (the Act). The RHPA framework sets out two elements: a scope of practice statement, and a series of controlled or authorized acts for each profession. Under these acts, nurses are given the authority to perform controlled acts and provide client care.

There are other acts that govern the practice of health care, including nursing, in Ontario. Each sets out requirements for practice in the settings and circumstances to which it applies, and include the:

- *Public Hospitals Act*;
- *Healing Arts Radiation Protection Act*;
- *Laboratory and Specimen Collection Centre Licensing Act*;
- *Mental Health Act*; and
- *Nursing Homes Act*.

Scope of practice and controlled acts

The scope of practice statement for nursing is as follows:

"The practice of nursing is the promotion of health and the assessment of, the provision of, care for, and the treatment of, health conditions by supportive, preventive, therapeutic, palliative and rehabilitative means in order to attain or maintain optimal function."

Controlled acts are defined as acts that could cause harm if performed by those who do not have the knowledge, skill and judgment to perform them. A regulated health professional is authorized to perform a portion or all of the specific controlled acts that are appropriate for her/his profession's scope of practice. Because some scopes of practice overlap, some professionals are authorized to perform the same, or parts of the same, controlled acts.

Applicants can familiarize themselves with the controlled acts by reading the College's *RHPA: Scope of Practice and Controlled Acts Model*, downloadable for free from www.cno.org.

Who is Involved with Registration?

Registration is a process that involves the applicant, the College and other official sources of information. The responsibilities of each group are listed below.

Applicants

Applicants are people who want to practise nursing in Ontario. Applicants are responsible for the following:

- reading the contents of this registration guide and the application package;
- asking for clarification or assistance when needed;
- requesting a written or verbal update on the status of applications;
- contacting schools, employers and registration boards to ensure they have sent the required documents to the College;
- acquiring the necessary nursing knowledge, skill and judgment to enter the profession; and
- learning about Ontario's health care system and nursing profession.

The College

The College includes the Executive Director, and the Registration and Customer Service teams. The College will:

- set (through government legislation) the registration requirements;
- provide information about the registration requirements and assessment process;
- assess applications and determine whether requirements are met;
- inform applicants about the status of their application;
- evaluate documents and, when necessary, ask the applicant to request additional information from schools, employers or the regulatory body;
- administer the national nursing exams;
- issue Certificates of Registration; and
- present to the Committee applications that do not meet all or any of the requirements.

The Registration Committee (Committee) of the College

This Committee makes decisions about applicants who do not meet registration requirements. The Committee can:

- instruct those applicants on how to meet requirements;
- direct the Executive Director to refuse applications for registration; or
- impose terms, conditions and or limits on a Certificate of Registration.

Official Sources

Official sources are institutions that provide

original or certified copies of your key documents used to evaluate your application. These sources include schools, employers, nursing registration boards and language-testing services. Occasionally, official sources may send incorrect or incomplete information. In some cases, no information exists. The College will work with you to obtain the documents and information necessary for your evaluation. Statutory declarations are acceptable to the College if an applicant can provide evidence that he or she cannot obtain the required documentation for reasons beyond his or her control.

Classes of Registration

There are six classes of registration at the College.

General Class

This is the most common class of registration.

Temporary Class

Individuals who have applied and met all of the registration requirements to the General Class, except passing the Canadian Registered Nurse Exam (CRNE) or the Canadian Practical Nurse Registration Exam (CPNRE), can still practise as a member. If you have evidence of recent practice one year from the date of your application and have a written offer of employment, you may apply for temporary registration.

Temporary registration is granted for a six-month period and restricts practice to a specific employment setting. If you fail the exam while holding temporary registration, the Certificate of Registration is automatically revoked. You are not eligible for temporary registration if you have previously failed the registration exam. Once you pass the exam, you are eligible for General Class registration.

Special Assignment Class

This is a short-term, non-renewable registration for individuals from outside Canada, who have an appointment or assignment as an RN or RPN with an approved facility. It is valid for a maximum of one year. Individuals in this class can only practise within the scope of their appointment and under defined terms, conditions and limitations.

Extended Class Registration

Only RNs who have obtained advanced education and passed the Extended Class (EC) exam can register in this class. RN(EC)s can obtain certificates in four specialities: Primary Health Care, Adult, Paediatrics and Anaesthesia. RN(EC)s have an expanded scope of practice in the areas of assessment, diagnosis, prescription of tests and treatments, and health promotion.

Retired Class

The Retired Class is an option for Ontario nurses aged 65 or older who have permanently retired from nursing. This class allows members to use the title “Registered Nurse (retired)” or “Registered Practical Nurse (retired)” even though they are no longer in active practice. Nurses in this class cannot practise as a nurse in an employed or volunteer capacity.

Transitional Class

The Transitional Class will allow members of other Canadian nursing regulatory bodies who registered on or after January 1, 2005, and who do not meet the nursing program requirements, to register and work in Ontario for a limited time while pursuing further nursing studies to meet the entry-to-practice nursing program requirement. RNs have four years and RPNs have two years to complete the further studies to meet the nursing program requirement.

Requirements for Becoming a Nurse in Ontario

You will need to meet the following requirements to obtain a Certificate of Registration in the General Class:

1. Completion of an acceptable nursing or practical nursing program.
2. Evidence of recent safe nursing practice.
3. Passing the national nursing registration exam.
4. Fluency in written and spoken English or French.
5. Registration (or eligibility for registration) in the jurisdiction you completed your nursing program.
6. Proof of Canadian citizenship, permanent residency or authorization under the *Immigration and Refugee Protection Act* (Canada) to engage in the practice of nursing.
7. Suitability to practise, which includes information on the following if:
 - your nursing registration has ever been denied, revoked, suspended, restricted, surrendered or encumbered;
 - you are currently under investigation or involved in proceedings for professional misconduct, incompetence or incapacity;
 - you have any criminal convictions;
 - you have an offence under the *Controlled Drugs and Substances Act* (Canada) or the *Food and Drug Act* (Canada), and
 - you have any physical or mental condition/illness that may affect your ability to practise.

1a) Completion of an acceptable nursing program for Registered Nurses (RNs)

Graduates from another Canadian Province or Territory

Graduates from other Canadian provinces or territories

must have completed a nursing program that is accepted by the regulatory body for nursing in that province or territory. If you graduated after December 31, 2004 and have not completed a baccalaureate degree, you may be eligible to register and work in Ontario for a limited time while pursuing nursing studies to meet the nursing program requirement (See Transitional Class). Transcripts are required for Canadian applicants who graduated after December 31, 2004 and are (or have been) registered in another Canadian province or territory.

Applicants registered in another Canadian jurisdiction prior to January 1, 2005, are considered as having met the program requirement.

Internationally Educated Nurses

Internationally educated nurses must complete a nursing program that is equivalent to a current Ontario four-year baccalaureate in nursing. Your nursing school must verify and send official transcripts that show you have successfully completed a nursing program. Your application package will include a Verification of Course Completion and Transcript Request (B-3) form. Send this form to your nursing school to request your transcript.

The transcript must include the final grades and the hours of theory and clinical practice you completed in each subject area. The nursing programs must have a minimum of 2,300 hours with at least 33 per cent in nursing theory and at least 50 per cent clinical practice.

The theory component must include the following:

- natural and social sciences;
- communication;
- nursing across the lifespan;
- physical/health assessment;
- problem solving;
- research;
- legal/ethical/social/political issues;
- health promotion and illness prevention; and
- leadership.

The clinical component of your nursing program must include nursing for individuals across the lifespan, in acute care, chronic/long-term care and community care practice settings.

If your nursing program did not include one of these subject areas, but you have practised as a nurse in that subject area, the College may accept your practise as fulfilling this subject area. If you did not practise in the subject area, you will need to complete a course in the subject area at an approved nursing school. If you have taken additional nursing courses in another school, please ask the school to send this information directly to the College.

Note: Education as a medical doctor is not accepted as equivalent to a Registered Nurse program.

1b) Completion of an acceptable practical nursing program for Registered Practical Nurses (RPNs)

Graduates from another Canadian Province or Territory

Graduates from other Canadian provinces or territories must have completed a practical nursing program that is accepted by the regulatory body for nursing in that province or territory. If you graduated after December 31, 2004, and have not completed education that is equivalent to an Ontario practical nursing diploma, you may be eligible to register and work in Ontario for a limited period of time while pursuing nursing studies to meet the nursing program requirement (see Transitional Class). Transcripts are required for Canadian applicants who graduated after December 31, 2004, and are (or have been) registered in another Canadian province or territory. Applicants registered in another Canadian jurisdiction prior to January 1, 2005, are considered as having met the program requirement.

Internationally Educated Nurses

Internationally educated nurses must successfully complete a practical nursing program that is equivalent to an Ontario practical nurse diploma program. Your nursing school must verify and send official transcripts that show you have successfully completed a practical nursing program. Your application package will include a Verification of Course Completion and Transcript Request (B-3) form. Send this form to your nursing school to request your transcript.

The transcript must include the final grades and the hours of theory and clinical practice you completed in each subject area. Practical nursing programs must have a minimum of 1,720 hours, including a minimum of 600 hours of theory and 1,000 hours of practice. The theory component must include the following:

- natural and social sciences;
- nursing through the lifespan;
- mental health;
- gerontology;
- community care;
- physical/health assessment;
- leadership; and
- pharmacology.

The clinical component of the program must include practice related to nursing in the promotion, maintenance and restoration of health of individuals throughout the life cycle, including acute care/medical and surgical nursing, chronic/long-term/rehabilitation care and community care.

If your nursing program did not include one of these subject areas, but you have practised as a nurse

in that subject area, the College may accept your practise as fulfilling this subject area. If you did not practise in the subject area, you will need to complete a course in the subject area at an approved nursing school. If you have taken additional nursing courses in another school, please ask the school to send this information directly to the College.

Note: Education as a medical doctor is not accepted as equivalent to a Practical Nurse program.

Additional Information

If your basic nursing program does not meet the current program requirement, the Committee may consider the additional nursing education or additional experience you have obtained. The Committee will determine if this education or experience, combined with the basic nursing program you completed, meets the current Ontario program requirements for an RN or RPN.

2) Evidence of safe nursing practice

At the time of successfully completing all the requirements of registration, or at the time of application (whichever is later), you will be required to provide evidence of safe nursing practice.

There are two ways to provide evidence of safe nursing practice:

1. If you are working, or have worked, as a nurse, the College will need a reference from your most recent employer. Your employer will be asked to verify that you have worked a minimum of 1,125 hours in nursing within the previous five years at the time of registration. Ask your employer to complete the Verification of Employment and Reference (B-4) form that is included in your Application Package. Your employment reference must be sent directly to the College by your employer.
2. If you have not worked as a nurse, but did graduate from an acceptable RN or RPN program within the last five years, the College will accept verification of program completion as proof of recent safe nursing practice.

Additional Education to meet the Practice Requirement

If you have not worked in nursing in the last five years and if you completed your nursing program more than five years ago, you will be required to complete additional education. The amount of study required will vary because it is based on the number of years that you have not practised.

If your proof of safe nursing practice expires before you pass the registration exam, you may still attempt the exam; however, after passing the exam, you will need to meet this requirement by successfully completing additional education.

Before enrolling in additional education, the school requires you to have applied for College registration and received a letter of direction that specifies the additional education you are required to complete.

3) Passing the national nursing registration examination

Registration Exams

All applicants must pass the Canadian Registered Nurse Examination (CRNE) or the Canadian Practical Nurse Registration Examination (CPNRE) or an acceptable equivalent to become registered in Ontario.

Once you have met the nursing program requirement, you are eligible to write these exams. If you have already passed the registration exam or an equivalent exam you do not have to rewrite the exam.

The RN exam includes approximately 300 multiple-choice questions, while the RPN exam has about 250 multiple-choice questions.

Preparing for the Exam

The College strongly recommends that internationally educated nurses undergo supplementary education/preparation and have solid English- or French-language fluency before writing the exam.

For more information, visit www.cno.org and review our *Preparing to Write the RN and RPN National Exam* fact sheet.

The Creating Access to Regulated Employment (CARE) for Nurses Centre, funded by the Ministry of Training, Colleges and Universities, may also help you. For more information about CARE, visit www.care4nurses.org.

Writing the Exam

Once you've met the nursing program requirement, the College will send you information and an application form to write the national exam.

The CRNE and CPRNE are offered three times a year and in Canada only. Applications to write the exam must be received by the College before or on the application deadline. See the website for exam dates and deadlines.

Your score will be reported as either "pass" or "fail." If you pass the exam, you will not receive detailed feedback on your performance. If you fail the exam, you will be given feedback showing how you performed in the different areas.

If you fail the exam, you are required to rewrite the entire exam.

All applicants who meet the program requirement are allowed three opportunities to write the exam,

with no time limit. You are required to report to the College any successful or unsuccessful attempts to complete the CRNE or the CPNRE in any other Canadian province.

Exams Accepted as Equivalent

Any standard exam that was previously adopted by a Canadian jurisdiction for registration as an RN or RPN in that jurisdiction will be considered as meeting the exam requirement in Ontario.

Quebec: An applicant who completes successfully the professional exams written by RNs and is registered in that province is not required to write the CRNE.

United States: Registered Nurses from the U.S. who wrote the State Board Test Pool Exam (SBTPE) before July 1, 1982, have met the Ontario registration exam requirement and do not have to write the exam.

4) Fluency in written and spoken English or French.

You will be required to provide evidence that you can write and speak in either English or French. The ability to communicate in English or French is essential in providing safe and effective nursing care in Ontario.

You meet the language fluency requirement if you completed your nursing program in English in one of the following countries¹:

Australia	Guyana	Seychelles
Bahamas	Ireland	Singapore
Barbados	Jamaica	South Africa
Bermuda	Kenya	Trinidad and Tobago
Botswana	Malawi	Uganda
British Virgin Is.	Mauritius	United Kingdom
Cameroon	New Zealand	United States
Canada	Nigeria	Virgin Islands
Cayman Islands	St. Kitts and Nevis	Zambia
Dominica	St. Lucia	Zimbabwe
Ghana	St. Vincent	
Ethiopia	Sierra Leone	
Grenada		

You meet the language fluency requirement if you completed your nursing program in French in one of the following countries:

Belgium	French Polynesia	Morocco
Benin	Guadeloupe	Senegal
Burundi	Guinea	Rwanda
Canada	Haiti	Seychelles
Chad	Ivory Coast	Switzerland
Congo	Lebanon	Tunisia
Djibouti	Madagascar	Zaire
France	Mali	
French Guyana	Martinique	

You also meet the language fluency requirement if

¹Based on English or French being an official language and major language spoken (*Ethnologue: Languages of the World, 14th Edition*).

you are registered and have recently practised nursing in one of the listed countries in the last five years.

Upgrading Programs

You will meet the language fluency requirement if you successfully complete an upgrading program in English or French. The College will consider other education courses and programs completed in English or French on a case-by-case basis. Please request an official transcript and course description from the source.

English Fluency

Written and spoken fluency in English can be demonstrated by successfully completing one of several tests. Go to www.cno.org/international and click on the language fluency section for a list of these tests and the scores required to successfully meet the fluency requirement.

French Fluency

Fluency in French can be demonstrated by successfully completing the *Test de français international* (TFI) with a minimum overall score of 750. For more information about the TFI call: 613 542-3368 or 1 800 615-8666.

Test score results must be sent directly to the College from the original source.

Improving Fluency

There are many English as a Second Language (ESL) programs available in Ontario to help you improve your fluency. Local community agencies serving immigrants are good resources for these types of programs. Below are five such programs:

1. Ontario Council of Agencies Serving Immigrants (OCASI)
A registered charity governed by a volunteer board of directors. Its membership is comprised of more than 150 community-based organizations in Ontario. www.ocasi.org
2. www.settlement.org
On-line information and resources for immigrants to Ontario.
3. Skills for Change
This agency helps immigrants and refugees achieve their employment goals.
www.skillsforchange.org
4. Creating Access to Regulated Employment (CARE) for Nurses
For information on CARE for Nurses, a program with branches in Toronto and Hamilton that helps internationally educated nurses gain the knowledge and experience to pass the registration exam and practise nursing safely and confidently in Ontario, contact www.care4nurses.org.
5. Professional Communication for Nurses and Midwives

This program assists nurses and midwives to read, write, speak and understand English at the advanced level demanded by Ontario's health care workplaces. For more information:
Ryerson University Continuing Education
<http://ce-online.ryerson.ca/ce>

5) Registration in the jurisdiction you completed your nursing program.

Verification of Registration

The College requires that the Verification of Registration (B-1/B-2 Form) be completed and sent from the regulatory body for nursing in the province, territory or country where you completed your basic nursing program. Also required is a Verification of Registration (B-1/B-2 Form) from all provinces, territories or countries where you have been, or still are, registered, licensed or certified as a nurse.

If you did not register or were not eligible for registration with the nursing board in the province, territory or country where you graduated from your nursing program, your application will be referred to the Committee for review. The Nursing Board still needs to complete and send the B-1/B-2 Form to the College.

Documentation verifying your registration must be sent directly to the College by the registration board or licensing authority.

If there is no nursing registration board in the province, territory or country where you graduated from your nursing program, your application will be referred to the Committee for review. You will not be required to complete a B-1/B-2 Form.

6) Proof of Canadian citizenship, permanent residency or authorization to work in Canada.

You are required to provide a copy of your current Canadian citizenship, permanent Canadian residency documents or authorization under the *Immigration and Refugee Protection Act* (Canada) to practise nursing in Canada.

You need to provide proof of your current status by including a photocopy of one of the following documents with your application:

- Canadian birth certificate;
- landed immigrant papers (IMM-1000 form) or a current permanent resident card;
- current Citizenship Card;
- current Canadian passport;
- current certificate of Indian Status; or
- current work permit authorizing you to practise nursing (your application will be referred to the Registration Committee for review).

For more information on this requirement, visit www.cno.org, or contact our Customer Service

Centre at 416 928-0900, or toll-free in Ontario at 1 800 387-5526.

The College does not provide information about, or assistance with, immigration. For information about immigration, visas or working and studying in Ontario, contact the Canadian Consulate in your country or Employment and Immigration Canada, or visit the Going to Canada portal at www.goingtocanada.gc.ca.

7) Suitability to practise.

You must complete the Declaration of Registration Requirements to provide information about your suitability to practice, by responding to the questions below.

Have you:

- ever been found guilty of a criminal offence (for example: shoplifting, impaired driving, theft, fraud, assault, assault with a weapon, sexual assault)?
- ever been, or are you currently, affected by a physical or mental condition or disorder that could affect your ability to practise nursing (for example: depression, bipolar disorder, anxiety, an addictive disorder, schizophrenia, or any other medical condition)?
- previously been, or are you currently, the subject of proceedings with respect to professional misconduct, incompetence or incapacity in Ontario or in another health profession, or in any other jurisdiction in nursing?
- ever had your licence/registration denied or encumbered in any way (revoked, suspended, surrendered, restricted, subject to terms, conditions and limitations) by a registration/licensing authority in Ontario or in any province, territory, state or country?

The College requires all applicants who have resided in Canada to provide a recent Canadian Police Information Centre Criminal Record Synopsis (“CPIC check”) as part of the registration process. For more information, see the *Canadian Police Information Centre (CPIC) Criminal Record Check Registration Requirement* fact sheet at www.cno.org/documents.

Your registration may be denied if you fail to report relevant information about these requirements. You must also report immediately any changes to your original declaration (e.g., criminal convictions, disciplinary actions).

If an applicant does not meet one or several of the registration requirements, the applicant can request to have their file referred to the Registration Committee for review and decision.

Initial Registration

Once you meet all of the registration requirements (including passing the exam), the College will send you an initial registration form. To receive your Certificate of Registration you must return the completed form and payment to the College.

Registration Forms and Fees

Please follow the instructions in the application package carefully and submit all required documentation. The College will update you about the status of your application as information is assessed.

Applications for registration are confidential. Access to information about your application will be given only to you unless you provide written permission to release the information to a third party (e.g., an employer, spouse, agency or attorney). To release information to a third party, you must send us a written and signed letter of permission, or complete the Authorization to Release Information form.

Forms

Your application package will contain a set of A forms and B forms.

You can make additional photocopies of any forms as necessary. You must ensure that all forms are dated and signed. Incomplete or missing information may result in the form(s) being returned and/or delay in the processing of your application. Falsification of information on your application may result in the cancellation of your application for registration or cancellation of any certificate that may be issued.

A forms

The A forms request a complete summary of your nursing credentials. You complete and sign the A forms, and return them to the College with the appropriate non-refundable application fee in Canadian funds. Note that A-2 and A-5 forms are not currently in use.

A-1 Application for a Certificate of Registration

You must verify that the pre-printed information that you provided to the College is correct and make any necessary changes in the space provided. This information will be used when contacting you. You are required to answer all the questions and provide any additional information if necessary in the space provided and/or attach supporting documentation.

A-3 Summary of Registration and Declaration of Registration Standing

You are required to identify all registration boards from every province, territory or country in which you have obtained registration as a nurse. You must indicate for each board your category and registration number.

You are also required to identify all Canadian provinces in which you have applied for, but not yet received, registration and if you have written any nursing exams in Canada or the State Board Test Pool Exam (SBTPE) in the United States prior

to July 1, 1982. Please indicate if you have ever applied or obtained registration in Ontario. The date you mailed the B-1/B-2 form to the appropriate registration board should be indicated (if applicable).

A-4 Summary of Nursing Employment

You are required to identify all nursing employment since graduating from your nursing program. For each employer, we will require the name of the employer or agency, mailing address, category of employment, dates of employment and the date the B4 form was sent to the employer.

A-6 Authorization to Release Information

This form authorizes the College to contact your employer(s) and/or your educational institution(s) if we require additional information with respect to your application. You can also authorize another individual to seek, receive or provide information concerning your application (optional).

A-7 Summary of Nursing Education

You are required to identify your basic nursing program and any additional nursing education you completed. For each program you must indicate the school name, address, type of program, date of completion and the date the B-3 form was sent to the school. Please provide a clear and legible photocopy of each final or provisional degree/diploma certificate as issued to you upon graduation.

B forms

The B forms request official verification of your nursing credentials. You complete and sign section 1 of each of the B forms and the College recommends that you send them to the official sources by registered mail. Your official sources (registration board, nursing school or recent employer) must complete section 2 and return the form directly to the College.

The College will only accept documents that come directly from the official source. B forms that are sent to the College by the applicant will not be accepted. The B forms must include the official seal or stamp from the institution and the signature of the official who completed the form. They must be mailed directly to the College in an envelope with the letterhead, seal or stamp of the institution. Incomplete B forms will be returned to the official source for verification.

Correspondence and completed forms may be faxed to the College; however, we require originals to complete your evaluation.

Statutory declarations are acceptable to the College if an applicant can provide evidence that he or she cannot obtain the required documentation for reasons beyond his or her control.

B-1/B-2 Verification of Registration

You must send this form to the registration board for nursing in the province, territory or country where you completed your basic nursing program. Send this form to all other registration boards for nursing in the provinces, territories or countries where you have been, or still are, registered, licensed or certified as a nurse.

Refer to the *Registration in the jurisdiction you completed your nursing program* section of this guide for more information.

B-3 Verification of Course Completion and Transcript Request

You must send this form to the institution where you completed your basic nursing program. You should also send this form to any other institutions where you completed additional nursing education.

Your school must send a detailed transcript listing the final grades, theory and clinical hours for all the subjects contained in your nursing program.

See the *Completion of an acceptable nursing program* section of this guide for more information. If you are a Canadian graduate registered in another Canadian province prior to January 1, 2005, you are not required to provide a B-3 form.

B-4 Verification of Employment and Reference Form

You must send this form to all the nursing employer(s) identified on your A4 form.

Refer to the *Evidence of safe nursing practice* section of this guide for more information.

Fees

There are three fees to complete the registration process. For the most recent fees, visit the College's website www.cno.org/exams or contact the Customer Service Centre 416 928-0900 or 1 800 387-5526. The three fees are:

- Assessment fee
 - Assessment Fee for International applicants:
 - Assessment Fee for Canadian applicants:
- Exam fee
- Initial registration fee

Payment

It is important that each fee be accompanied by the appropriate application or registration forms. Do not send all fees at once or without the appropriate form. You may pay by cheque, money order, VISA, MasterCard or American Express. There is a \$25 administrative fee for bank-returned items and not sufficient funds (NSF) cheques.

To pay by cash or debit, please come to the College's office. Do not send cash through the mail.

Other Fees

There may be other fees involved in your application. Depending on your application, you may be required to pay one or more of the following fees:

- transcript fee to an official source, such as your nursing school or registration authority, to process your request for a nursing transcript or verification of registration;
- a translation fee for documents sent to the College in languages other than English or French. You may be able to avoid this fee by asking your official sources to send documents in English or French. All translation must be accompanied by the document in the original language and mailed directly from the official source to the College;
- language-proficiency testing, the cost of which will vary depending on the service provider.

Glossary

Category

In Ontario, nursing is one profession with two categories of care provider — Registered Nurses (RNs) and Registered Practical Nurses (RPNs). Although all nursing students learn from the same body of nursing knowledge, RNs study it in greater depth and breadth over a longer period of time and can provide care in more complex situations.

Classes of registration

There are five common classes of registration for RNs and RPNs — General, Temporary, Special Assignment, Retired and Transitional — with an additional Extended Class for RNs only. See page 4 for definition of these classes

Client

The person or people with whom the nurse is engaged in a professional therapeutic relationship. In most cases, the client is an individual. The client may also be a family, a group (as in psychotherapy) or a community (as in the public health field). In research, the client is a subject or participant. In education, the client may be a student. In Ontario, “client” is preferred over the narrower term “patient.”

Controlled acts

The *Regulated Health Professions Act* has established controlled acts that are considered to be potentially harmful if performed by unqualified people. RNs and RPNs in the General Class are authorized to perform three of these controlled acts.

Council

The governing board of the College of Nurses of Ontario. Council consists of 39 members — 21 elected councilors who are nurses (seven RPNs and 14 RNs) and 18 councilors appointed by the Ontario government.

Dual registration

To be registered as an RN and an RPN at the College.

Nurse

A Registered Nurse (RN) or a Registered Practical Nurse (RPN). Only registered members of the College can call themselves a nurse or practise as a nurse.

Nursing Act

The *Nursing Act* (1991), along with the *Regulated Health Professions Act*, authorizes the development of standards and regulations for nursing. It protects the titles “nurse”, “Registered Nurse” and “Registered Practical Nurse” and Registered Nurse in the

Extended Class/Nurse Practitioner. Only people holding current registration with the College may use these titles.

Official Sources

The institutions, organizations or companies that provide the information used to evaluate applications for registration. They include schools, employers, nurse registration boards and language testing services.

Professional accountability

Professional accountability means being responsible for one’s actions and decisions, and accepting the consequences. Nurses demonstrate accountability through their decision-making, competency and integrity. This is reflected through nurses’ actions and through accurate documentation.

Professional misconduct

Defined in the *Regulated Health Professions Act* as a violation of the ethical standards set out for the profession, a failure to meet or a breach of the standards of practice, or crossing the boundaries of the therapeutic relationship. If a nurse is alleged to have committed an act of professional misconduct, the College will investigate and could refer the matter to disciplinary proceedings.

Quality Assurance (QA) Program

The *Regulated Health Professions Act* requires that each regulatory college develop, establish and maintain programs that promote continuing competence among the members of the profession. The College meets this obligation through its Quality Assurance (QA) program, which includes a Reflective Practice component, the Practice Setting Consultation Program and Practice Review.

Registered Nurse (RN)

A person who has been recognized and registered by the College as a Registered Nurse.

Registered Practical Nurse (RPN)

A person who has been recognized and registered by the College as a Registered Practical Nurse.

Regulatory body

The College is mandated through legislation as the regulatory body for nursing in Ontario. Its mission is to protect the public’s right to quality nursing services by providing leadership to the nursing profession in self-regulation.

Reflective Practice

A component of the Quality Assurance Program. This process helps nurses maintain their competence in today’s rapidly changing health care environment.

Every year, all nurses practising in Ontario are required to complete the Reflective Practice program and declare their participation in the program.

Regulated Health Professions Act (RHPA)

The core legislation that applies to all regulated health professionals, including nurses.

Safe/competent nursing practice

Competence is the ability of a nurse to integrate the professional attributes required to perform in a given role, situation or practice setting. These attributes include knowledge, skill, judgment, attitudes, values and beliefs. Incompetence occurs when a member's professional care of a client displays a lack of knowledge, skill or judgment, or a disregard for the welfare of a client, to an extent that demonstrates that the member is unfit to continue practising, or should have their practice restricted. The College investigates all reported acts of incompetence, which can lead to disciplinary proceedings.

Self-regulation

Self-regulation means that the profession governs itself, both through the College, and individually in the sense that each member is responsible for practising according to the standards of the profession, and for keeping current and competent throughout their nursing careers.

Standards of practice

These set out the expectations for nurses' conduct and practice. The three major components are professional standards, practice guidelines, and legislation and regulations.

Therapeutic nurse-client relationship

Established and maintained by the nurse and the client as the foundation for providing nursing services that contribute to the client's health and well-being. The relationship is based on trust, respect, intimacy and the appropriate use of the nurse's inherent power.

Appendix I

Other Nursing Organizations in Ontario

In addition to the College of Nurses of Ontario, other organizations play an important role in the province's nursing profession. They include the Registered Nurses Association of Ontario (RNAO), the Registered Practical Nurses Association of Ontario (RPNAO), the Ontario Nurses Association (ONA) and the Practical Nurses Federation of Ontario (PNFO). There are also numerous interest groups for the various nursing specialties.

RNAO is the professional voice for Registered Nurses in Ontario. The association protects the profession's interests and integrity while it influences and reflects changes in the profession and in the health care system.

E-mail: info@rnao.org

Website: www.rnao.org

RPNAO is the professional association for Registered Practical Nurses in Ontario. Its primary purpose is to maintain the high standards and ideals of this profession.

E-mail: info@rpnao.org

Website: www.rpnao.org

ONA is the trade union for RNs under the labour laws of Ontario. ONA bargains on behalf of RNs that are eligible for collective bargaining and employed by health care facilities certified by the Labour Relations Board.

E-mail: onamail@mail.ona.org

Web site: www.ona.org

PNFO is the trade union for RPNs under the labour laws of Ontario. PNFO bargains on behalf of RPNs that are eligible for collective bargaining and employed by health care facilities certified by the Labour Relations Board.

Toll-free in Ontario: 1 877 282-9644



COLLEGE OF NURSES
OF ONTARIO
ORDRE DES INFIRMIÈRES
ET INFIRMIERS DE L'ONTARIO

THE STANDARD OF CARE.

101 Davenport Road
Toronto, Ontario
Canada M5R 3P1
www.cno.org

Telephone 416 928-0900
Toll Free (Ontario) 1 800 387-5526
Facsimile 416 928-6507
E-mail cno@cnomail.org