

Registration

Declaration of Registration Requirements

Introduction

All applicants are required to complete the Declaration of Registration Requirements as part of the application process to register with the College.

If an applicant answers “yes” to any question on the Declaration about a criminal offence or a physical/mental condition/disorder, or to any question about a proceeding related to professional misconduct, incompetence, or incapacity, then it is recommended that the applicant forward additional supporting documentation to the College.

Applicants answering “yes” to any question on the Declaration will have their applications reviewed by the Executive Director (Registrar), who may decide to refer their applications to the Registration Committee for further consideration.

Criminal offence

The provincial *Nursing Act, 1991*, requires that all applicants seeking registration in Ontario have not been found “guilty of a criminal offence or an offence under the *Controlled Drugs and Substances Act (Canada)* or the *Food and Drugs Act (Canada)*.”

A criminal offence can refer to shoplifting, assault, driving under the influence, impaired driving, theft, fraud or other similar offence. Even if a pardon has been granted, an applicant who has been found guilty of a criminal offence under the acts named above is still required to declare all offences.

In cases where a criminal offence is declared, the College recommends submission of the following information:

- a personal statement from the applicant describing the circumstances of the criminal offence and how it has affected the applicant’s life, with emphasis on rehabilitation and self-improvement efforts;
- a recent original Criminal Record Synopsis (also known as a “CPIC check”);

- evidence of the completion of the fine, sentence or probation order;
- evidence of a pardon and supporting documents (if applicable); and
- a minimum of two letters of reference (e.g., one from a nursing professor or clinical instructor/preceptor and one from a past or present employer). The letters should be on letterhead, with the writers indicating they are aware of the criminal offence(s).

Proceeding or finding of professional misconduct, incompetence or incapacity

Applicants who have been denied nursing registration in another jurisdiction, or those who are or have been the subject of a proceeding related to professional misconduct, incompetence or incapacity in another regulated health profession, either in Ontario or in another jurisdiction, are required to declare this to the College.

In reviewing an applicant’s file, the College may consider facts and findings, including any orders and evidence of compliance with those orders (if applicable), that are issued by the relevant regulatory body.

In a situation where the applicant was denied registration or was the subject of a proceeding, it is the applicant’s responsibility to ensure the information comes directly to the College from the regulatory body.

Physical or mental condition/disorder

When applicants declare a medical condition or disorder, they are required to provide the College with information to help it determine whether the condition could affect their suitability to practise nursing.

Even in cases where applicants are no longer affected by the medical condition/disorder, they are required to report any and all physical or mental health

conditions/disorders that may affect their ability to practise nursing.

If a medical condition or disorder is declared, the College recommends submission of the following:

- a statement from the applicant's doctor providing an assessment of the applicant's health status, including diagnosis, prognosis and information about the applicant's relevant medical history;
- information that indicates compliance with current medications and/or treatment, if the condition can be managed with medications and/or treatment;
- a medical report regarding the extent of the applicant's functional limitations;
- a personal statement, signed and dated, stating the applicant's opinion of how the condition might affect their ability to provide safe nursing practice; and
- letters from sponsors or counselors regarding attendance of treatment/recovery programs relating to alcohol or drug abuse.

If an applicant is reporting a chronic condition or illness, then the College may ask for a report from a medical professional regarding the degree of medical functional limitations.

Remember:

- The applicant is responsible for making arrangements with the proper authorities to have information sent to the College in a timely manner.
- All documentation must be sent *directly* from the source to the College. Documents that do not originate from the source will *not* be accepted.
- The College keeps all information confidential except as required or allowed by law.

For more information

Contact the College of Nurses of Ontario at:

E-mail: cno@cnomail.org

Tel.: 416 928-0900

Toll-free in Ontario: 1 800 387-5526

Fax: 416 928-6507

Website: www.cno.org