

Registration in the  
Extended Class  
for **Nurses** in Ontario



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

THE STANDARD OF CARE.

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

[www.cno.org](http://www.cno.org)

## Introduction

This guide outlines the registration process and requirements for becoming a Registered Nurse in the Extended Class [RN(EC)] in Ontario. RN(EC)s are also known as Nurse Practitioners (NPs). The information in this guide is intended for guidance only. It contains web links to several other supporting or related documents. If you do not have Internet access, contact the College of Nurses of Ontario (CNO) for copies of the documents. For more information or to apply for registration, contact CNO at:

Website: [www.cno.org](http://www.cno.org)  
E-mail: [cno@cnoemail.org](mailto:cno@cnoemail.org)  
Tel.: 416 928-0900  
Toll-free in Ontario: 1 800 387-5526  
Fax: 416 928-6507

CNO is the regulatory body for nursing in Ontario. It is governed by a Council made up of elected members of the nursing profession and appointed public members. The nursing profession is regulated by CNO's Council, which provides leadership and guidance to CNO as it fulfils its public protection mandate. The Council establishes the goals, objectives and policies of CNO according to the governing legislation. Decisions are made in the public interest with an understanding of the profession and the settings in which nurses practise.

The Registration Committee is one of the statutory committees of CNO's Council. The Committee has a direct role in assessing some RN(EC) applicants.

All Registered Nurses (RNs) and Registered Practical Nurses (RPNs) in Ontario belong to the General Class.<sup>1</sup> RNs who demonstrate additional competence to CNO by completing an approved NP program and successfully completing an approved examination are eligible for registration in the Extended Class.

All General Class nurses can perform the following three controlled acts when ordered by a physician, dentist, midwife or chiropodist, or as permitted by regulations under the *Nursing Act*:

- performing a prescribed procedure below the dermis, or a mucous membrane;
- administering a substance by injection or inhalation; and
- putting an instrument, hand or finger beyond a body orifice or artificial opening to the body.

RN(EC)s have the legislated authority to autonomously perform the following additional controlled acts and activities:

- communicating a diagnosis made by the RN(EC);
- prescribing a drug from a list of drugs or categories of drugs as per the regulations;
- administering a drug that RN(EC)s are authorized to prescribe, by inhalation or injection; and
- ordering the application of a form of energy as prescribed in the regulations (for example, an ultrasound);
- order X-ray and laboratory tests.

There are four specialty certificates in the Extended Class:

- NP-Primary Health Care
- NP-Paediatrics
- NP-Adult
- NP-Anaesthesia

This guide discusses the requirements for the Primary Health Care, Paediatrics and Adult specialty certificates.<sup>2</sup>

For more information about the RN(EC) role, please see [www.cno.org/rnec](http://www.cno.org/rnec).

## Requirements for Registration

### Overview

To register in the Extended Class for any specialty certificate you must meet the following requirements:

1. Complete an approved NP education program.
2. Provide evidence of safe nursing practice at an advanced level.
3. Successfully complete an approved registration examination.
4. Be registered in Ontario as an RN in the General Class, *or* be eligible for registration in Ontario as an RN in General Class, *or* be registered in another jurisdiction in a category that is equivalent to Ontario's Extended Class.
5. Be fluent in written and spoken English or French.
6. Be registered as the equivalent of an RN(EC) in the jurisdiction in which the program was located.
7. Provide proof of citizenship, permanent residence or authorization under the *Immigration and Refugee Protection Act*.
8. Demonstrate suitability to practise, which involves providing information about the following:

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<sup>1</sup> With the exception of Retired, Temporary and Special Assignment registrants.

<sup>2</sup> Information about registering for the Anaesthesia specialty certificate is not currently available.

- a. whether your nursing registration has ever been revoked, denied, suspended, restricted or encumbered;
- b. if you are currently under investigation, or involved in, proceedings for professional misconduct, incompetence or incapacity; and
- c. any finding of guilt for any criminal conviction or an offence under the *Controlled Drugs and Substances Act (Canada)*.

The first four registration requirements above are non-exemptible<sup>3</sup> for a Certificate of Registration in the Extended Class. The requirements are described below.

### Completion of an approved education program

#### a. Graduates of an approved university program.

You must have graduated from an university program that CNO Council has approved for preparing Registered Nurses for a specialty certificate in the Extended Class. A list of programs that CNO Council has approved for each specialty certificate can be found at: [www.cno.org/rnec/np\\_regs](http://www.cno.org/rnec/np_regs).

#### b. Graduates of approved programs from another province or territory in Canada or the United States of America (U.S.).

You must have graduated from a university program that CNO Council has approved in another province or territory in Canada or the U.S. for preparing Registered Nurses for a specialty certificate in the Extended Class. The program must have been approved at the time the applicant graduated.

#### c. Graduates of programs not approved by Council

If the program you graduated from has not been approved by CNO Council, the Registration Committee must be satisfied that the program you completed is equivalent to a currently approved Ontario university program for the specialty certificate for which you seek registration.

### Additional education/experience

If the nursing program you completed does not fall under any of the above categories, you can provide information about your additional nursing education, training or experience to the Registration Committee. The Committee will determine if your combination of education, experience and training is equivalent to an Ontario approved university program for the applicable specialty certificate.

### Evidence of safe nursing practice

At the time of successfully completing all other requirements for registration as an RN(EC), or at the time of application, whichever is later, you can provide evidence of recent safe practice by showing proof that you have been practising nursing safely for at least two years during the last five years. One of those years must be in an advanced practice role.

According to the Canadian Nurses Association, advanced nursing practice maximizes the use of in-depth nursing knowledge and skill in meeting the health needs of clients (individuals, families, groups, populations or entire communities). Advanced nursing practice involves a number of clinical and non-clinical competencies. For the purposes of registering in the Extended Class, your year of advanced nursing practice must include demonstration of the *clinical competencies*; that is, knowledge and skill in the areas of health assessment and diagnosis, health care management and therapeutic intervention and health promotion and prevention of illness, injury and complications. For more information on the indicators associated with these competencies, refer to the *Canadian Nurse Practitioner Core Competency Framework*: [http://www.cnpi.ca/documents/pdf/CNPE\\_Core\\_Competency\\_Framework\\_e.pdf](http://www.cnpi.ca/documents/pdf/CNPE_Core_Competency_Framework_e.pdf)

You must also provide a reference from your employer attesting the practice hours, the safety of your practice and information about your role, including a copy of your job description, to describe how it meets the advanced practice elements cited above.

If you do not meet this requirement, you may be required to take additional courses. Individual letters of direction will be provided to each applicant.

### Successful completion of examination

You must pass an examination that is approved by CNO Council, for the specialty certificate in the Extended Class for which you completed an approved or equivalent program. Once you meet the program requirement, you are eligible to write the examination. If you have already passed the examination, or its equivalent, you do not have to re-write the examination.

Applicants who meet the program requirement and are eligible to write the examination will be provided with examination eligibility letters. You are provided three opportunities to successfully complete the examination.

For more information about the examination, including dates and locations, visit the registration section of CNO's website.

<sup>3</sup> Applicants must meet all of these requirements to register in the Extended Class. A non-exemptible registration requirement cannot be waived.

For a list of approved examinations, please see: [www.cno.org/rnec/np\\_regs](http://www.cno.org/rnec/np_regs).

## Exemptible requirements

The following registration requirements are exemptible for registration in the Extended Class.

### Fluency

The applicant is able to demonstrate the ability to speak and write either English or French with reasonable fluency. If you are an RN or RPN registered in Canada you will be considered as having met this requirement.

For more information on meeting fluency requirements, visit [www.cno.org](http://www.cno.org).

### Citizenship

The applicant is a Canadian citizen or a permanent resident of Canada or authorized under the *Immigration and Refugee Protection Act* (Canada) to engage in the practice of nursing.

You must 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.

### Original jurisdiction registration

If you graduated from a program outside of Ontario, you must show proof of registration, or eligibility for registration, as the equivalent of a Registered Nurse in the Extended Class, in the jurisdiction in which the program was located. You must not have been refused registration in another jurisdiction.

### Suitability to practise

You must complete a *Declaration of Registration Requirements* declaring your good character and suitability to practice. This means that you must declare if any of the following applies to you.

You must not:

- have been found guilty of a criminal offence (for example, shoplifting, impaired driving, theft, fraud, assault, assault with a weapon, sexual assault).
- have been found guilty of an offence under the *Controlled Drugs and Substances Act* (Canada) or *Food and Drugs Act* (Canada).
- suffer from a physical or mental condition or disorder that could affect your ability to practise

nursing. For example: depression, bipolar, attention deficit disorder, anxiety, anorexia, panic attacks, schizophrenia, or any other medical condition as diagnosed by your attending physician, or by any other physician, health professional or psychiatrist.

- have previously been, or are 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 license/registration refused by a registration/licensing authority in Ontario or in any province, territory, state or country.

CNO requires all applicants for registration who reside, or who have been residents, in Canada to provide a recent Canadian Police Information Centre criminal record synopsis (CPIC check) as part of the registration process.

For more information on the CPIC check, see the *Criminal Record Check Registration Requirement* document (#44305) on the website.

**Note:** Your registration may be denied if you fail to report relevant information about these requirements. You must also report any changes to your original declaration immediately (for example, a criminal conviction, disciplinary action).

## Registration as an RN in the General Class

You must be registered in Ontario as an RN in the General Class, or be eligible for registration as an RN in the General Class (that is, you meet all of the requirements for the RN General Class), or be registered in another jurisdiction in a category that the Registration Committee is satisfied as being equivalent to Ontario's Extended Class.

To determine if you are eligible for registration as an RN in the General Class, please see the *Registering as a Nurse in Ontario* guide.

## Forms

Your application package will contain a set of forms.

**A Forms** are completed and submitted by you, the applicant.

**B Forms** are completed for authorization and forwarded to the appropriate third party, such as your employer or university, for submission to CNO.

You can photocopy any of the forms, as necessary, and are encouraged to keep a copy of your completed A Forms for your records. You must ensure that all of the forms are dated and signed. **Incomplete or missing information may result in the form(s) being returned and a 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 certification that may be issued. Note that CNO must receive all documents from third parties, such as the B Forms, directly from the source.

### **A-1E Application for a Certification of Registration for an Extended Class Specialty Certificate**

This form asks you for demographic information. You must verify the pre-printed information that you provided CNO and make any changes in the space provided. You need to respond to all of the questions and provide supporting documentation, if necessary. You are also required to sign the declaration on the back of the form as part of the registration process.

### **A-3E Summary of Registration and Declaration of Registration Standing**

This form asks you to declare all jurisdictions (within Canada and/or internationally) in which you have obtained registration as Nurse Practitioner. You must indicate your specialty and registration number for each jurisdiction. You are also required to declare all Canadian provinces in which you have applied for, but not yet received, registration and if you have written any Nurse Practitioner exam in Canada or the U.S. The date you mailed the B-1E/B-2E form to appropriate registration board should be indicated, if applicable.

### **A-4E Summary of Nursing Employment**

This form asks you to declare all nursing employment as a Nurse Practitioner since graduating from your NP program. For each employer, CNO requires the name of the employer or agency, mailing address, specialty of employment as a Nurse Practitioner, dates of employment and the date that the B-4E form was sent to the employer.

### **A-6E Authorization to Release Information**

This form authorizes CNO to contact your employer(s) and/or educational institution(s) if it requires additional information regarding your application. You may also authorize another individual (for example, a spouse or family member) to seek, receive or provide information concerning your application.

### **A-7E Summary of Nursing Education**

This form requires you to provide information regarding your education programs and specific details about the Nurse Practitioner programs. For each program, you must indicate the school name, address, type of program, date of starting and completion, and the date that you sent the B-3E

form to the school. Provide a clear, legible photocopy of each final or provisional degree/diploma/certificate as issued to you on graduation. If the wording on your diploma is in a language other than English, please translate it into English.

### **B Forms**

The B forms provide CNO with an official verification of your nursing credentials. You complete and sign section 1 of the B forms. CNO recommends sending the B forms to the official sources by registered mail. Your official sources (registration board, nursing school or employer) must complete section 2 and return the form to CNO.

### **B-1E/B-2E Verification of registration**

Send this form to the registration board for nursing in the province, territory or country where you completed your nursing program. As well, send it to all other registration boards in the province, territory or countries where you have been, or still are, registered, licensed or certified as a Nurse Practitioner.

For more information, refer to “Original jurisdiction registration”.

### **B-3E Verification of Course Completion and Transcript**

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

Your school must send CNO a detailed transcript listing the final grades and the hours of theory and clinical education contained in the nursing program.

For more information, see “Completion of an approved education program” on page 4.

### **B-4E Verification of Employment and Reference**

Send this form to your most recent nursing employer(s). For more information, refer to “Evidence of safe nursing practice” on page 4.

## Fees

There are three fees to complete the registration process.

As of September 2007, the fees are as follows. Fees do not include GST

### To apply for registration

|                                    |                  |
|------------------------------------|------------------|
| Assessment fee—Canadian.....       | \$46.73          |
|                                    | (non-refundable) |
| Assessment fee—US/International .. | \$163.55         |
|                                    | (non-refundable) |

### To write the examination

|                       |         |
|-----------------------|---------|
| Examination fee ..... | \$1,100 |
|-----------------------|---------|

### To register with CNO

|                            |                           |
|----------------------------|---------------------------|
| Registration fee.....      | \$163.55                  |
|                            | (includes membership fee) |
| Specialty certificate..... | \$46.73                   |

In addition, there is an annual CNO membership renewal fee which is due on, or before, December 31 of each year; it covers membership for the year beginning January 1. The annual membership renewal fee is \$116.82 + GST = \$123.83

For more information about registration in the Extended Class, visit **www.cno.org** or contact:

Customer Service  
E-mail: [cno@cnomail.org](mailto:cno@cnomail.org)

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