

## **IEN Registration Process**

How do I apply for RN registration?

All nurses who were educated outside of Canada and are seeking initial registration or license to practice in a Canadian province (with the exception of Quebec and the Territories) as a registered nurse (RN) must first complete an application to the National Nursing Assessment Service (NNAS). The NNAS verifies credentials for internationally educated nurses, compares them to Canadian standards and provides a secure, centralized electronic repository for education and registration credentials.

When the advisory report is issued you must complete additional documentation through the College of Registered Nurses of Saskatchewan.

### **National Nursing Assessment Service (NNAS)**

#### **What documents will I need for NNAS?**

The NNAS application process will produce an Advisory Report that includes an evaluation of your education according to approved Canadian standards and compares your education to current Canadian nursing requirements. Please review the required documentation on the [NNAS website](#).

#### **What's included in the NNAS Advisory Report?**

It contains the following:

1. An evaluation of your education, according to Canadian nursing entrance to practice requirements and standards.
2. Background information about your schools and dates you attended.
3. Verifications of your license/registration and credential sources.
4. Your employment history.
5. Evidence of English language proficiency.

## **How long does it take to get an Advisory Report?**

Please visit the [NNAS website](#) for information and timelines on their application process.

## **College of Registered Nurses of Saskatchewan (CRNS)**

### **What are CRNS requirements for registration and licensure?**

To practice nursing in Saskatchewan, you must be registered and licensed to practice registered nursing with the CRNS. Only if you have a license to practice nursing can you call yourself, or be employed as, a "nurse," "registered nurse," "graduate nurse," "nurse practitioner" or "graduate nurse practitioner".

### **Requirements for Registration in Saskatchewan**

**Education:** Graduation from a basic registered nursing education program at a post-secondary level that included theoretical and clinical experience across the health continuum and includes providing care to clients of all ages and genders in a variety of health settings.

**Registration where Educated:** You must have been registered in good standing in the jurisdiction where you completed your registered nursing education program.

- This means you must provide evidence of registration (verification) in the jurisdiction where you completed your nursing education program. The verification must indicate that you are not the subject of an investigation or any practice limitations, restrictions or conditions in that jurisdiction that limit the practice of registered nursing.

**Note:** Applicants who wrote the June 2006 licensure examination in the Philippines must provide proof of having successfully completed the special examination, which was authorized by the Philippine Department of Labour and Employment (DOLE), Parts III (3) and V (5). If an applicant has not written the special examination or cannot provide proof of such, they are not considered to be eligible as an applicant for registration.

**Registration in Good Standing:** You must be registered in good standing in the jurisdiction where you initially licensed and most recently worked as a registered nurse.

This means you need verification indicating you were licensed and not the subject of an investigation or any practice limitations, restrictions or conditions in that jurisdiction that limit the practice of registered nursing.

**Language Proficiency:** English is the primary language used in health care in Saskatchewan. We require that you are proficient in English to ensure safe nursing practice.

- Test results must be valid within six months of the test date.
- Acceptable English language test results must remain current throughout the application and exam process until RN licensure has been obtained. See [Acceptable English Tests](#).

**Good Character:** This means evidence that you have not been convicted of any criminal offence or a finding of guilt for any criminal offence under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada), or any similar legislation in any province, territory, state or country, or any offence in relation to the practice of nursing or any profession in any jurisdiction.

**Employer Reference:** A written employer reference is required, attesting to the applicant's safe practice and compliance with the Standards of Practice and Code of Ethics of the profession.

**Hours of Practice:** In the last five years, in a recognized registered nurse role, you must have either:

- Worked at least 1125 hours of nursing practice;
- Graduated from an approved nursing education program; or
- Completed an approved nursing re-entry program (i.e. Saskatchewan Polytechnic Nursing Re-entry Program or equivalent).

### **When can I apply with CRNS?**

You may begin your application process with the CRNS after your NNAS assessment is complete and you have been issued an Advisory Report from NNAS. You will be able to apply with the CRNS from your NNAS online account or by accessing the [CRNS website](#).

## **What is the process for application with CRNS after release of the NNAS Advisory Report?**

**Timeline Note:** *The timelines listed below are estimates and subject to the volume of applications received, the receipt and validity of required information and documentation or any extenuating circumstances.*

### **Step One: Submission of Membership Application and Fee**

You will receive an email within two weeks of submitting your application notifying you that your application and fee has been received.

### **Step Two: Document Review**

The application checklist in the Applicant Portal will be updated to reflect documents received, required and outstanding. If additional information is required, you will be notified in the application checklist.

### **Step Three: Phase 2 Application and Fee**

Upon receipt of all required documents, you will receive a Phase 2 application and fee notification. We will review your NNAS file, your CRNS membership application and all documentation. Your application will be reviewed within eight to 12 weeks from the date you submit your Phase 2 application and pay the balance of your fee. Your application will automatically go to step four. If not, you will receive an email outlining the outstanding documentation and have six months to provide the missing information.

### **Step Four: Decision about Eligibility**

The CRNS will determine the next steps and advise you of the decision by email.

## **Potential Outcomes After Documentation and Application are Reviewed**

Once we have received your documentation and your application has been reviewed, the possible outcomes may be:

- A referral for a Substantially Equivalent Competency (SEC) Assessment to continue the assessment. If you are referred for a SEC Assessment, you will have 12 months to submit the assessment fee, book the SEC with Saskatchewan Polytechnic and complete the assessment. Click here for more information on the [SEC Assessment](#).

- An eligibility letter inviting you to write the National Council Licensure Examination for Registered Nursing (NCLEX®-RN). CRNS will share the applications for the National Registered Nursing Licensure Exam (NCLEX®-RN) and a graduate nurse license. [Click here for more information on NCLEX®-RN.](#)
- An eligibility letter inviting you to complete the process for RN licensure. CRNS will share the application for RN licensure.
- A recommendation to pursue additional formal education.

**Applications validity period** – Applications will remain valid for one year from the date of last contact by the applicant with the CRNS. Any expiry date assigned by the CRNS will supersede this general validity period. Last contact is defined as the provision of documentation/information to support the application process. Regulations and entry requirements are subject to bylaw and policy changes.

### **How do I register with CRNS?**

Please create an account.

1. If the system does not navigate to the “Member Area - Sign In” page, please click on the “Member Area – [Sign In](#)” at the top right of the CRNS home page. Select “Apply for membership.” Select new user, then “Apply now.” You will be asked to provide your email address (this is the email address CRNS will use to correspond with you).
2. You will activate your account via the “Activation Link via Email.”
3. Once you are logged in, you will click on “Start New Application” and select “Application Type – Internationally Educated Registered Nurse.”
4. At the start of your application, you will be asked to provide your NNAS ID Number and your NNAS Application Number.
5. Complete your online IEN membership application and submit the required fee at the end of the application.

6. CRNS will open a file and collect your documentation. Please note that the CRNS has a no refund policy.
7. Once your application and fee have been submitted, access your online checklist by selecting "Welcome" and then "Review." All documents brought forward from NNAS will be displayed in your checklist.
8. After your file and all documents received from NNAS have been reviewed, any additional CRNS requirements and outstanding documents will be reflected in your checklist. This process will be completed in the order applications are received.
9. To submit your outstanding requirements, send the required document by email as an attachment to [international@crns.ca](mailto:international@crns.ca).
10. If you don't see a checklist or if you encounter difficulties navigating through the member website, please contact our office or send an email to [international@crns.ca](mailto:international@crns.ca) and we will provide assistance.

### **What is the process?**

Once we have received your documentation, all requirements have been met and your application has been approved, we will share the applications for the national Registered Nursing (NCLEX®-RN) licensure exam and a graduate nurse license.

If you have previously passed the NCLEX®-RN exam, you will be sent a letter advising you are eligible to apply for initial RN registration.

### **Q & A**

#### **How long will it take for an assessment with CRNS?**

You will have 12 months from the date an account is created with CRNS and fees are paid to complete the process. If documents are not received within 12 months, the application will expire, and you must reapply. There may be a case-by-case review of extenuating circumstances to extend this time period, based on a written request to CRNS.

If you are referred for a Substantially Equivalent Competency (SEC) assessment, you will have 12 months to book and submit the assessment fee for the SEC with the Saskatchewan Polytechnic and complete the assessment.

If you are referred to the Registered Nursing Bridging Program for Internationally Educated Nurses (RNBP/IEN) program through Saskatchewan Polytechnic, you will be required to complete all course work within 2 years.

To be fair and equitable to all applicants, each application is assessed individually. The time required to establish registration could vary significantly from applicant to applicant. Time depends on several factors including when documents are received, processing times, volume and availability of the SEC assessment and required coursework.

CRNS cannot fast track applications from individuals who have secured jobs in Saskatchewan.

We strongly encourage that you do not move to Saskatchewan or commit to an employment start date until your application for CRNS registration has been assessed and you are aware of the requirements you must meet to become registered.

#### **What documents will I need for CRNS?**

[Consent to Obtain Employer Verification](mailto:international@srna.org) – return by email as an attachment to [international@srna.org](mailto:international@srna.org)

[RN Employment/Education History](mailto:international@srna.org) – return by email as an attachment to [international@srna.org](mailto:international@srna.org)

#### **Will CRNS send copies of my transcripts and application to a third party if I make the request?**

No. CRNS will provide status updates only to third parties with documentation of a third party on your file.

#### **Will CRNS permit third parties, such as recruitment firms, to submit my application?**

No. Submission of your documents by third parties is not permitted.

## **Why do I need a criminal record check and where can I get one?**

At time of GN/RN licensure, you must provide a criminal record/vulnerable sector check to be eligible to work in Canada.

*Vulnerable Sector Check & Criminal Record Check Reports* - Applicants seeking licensure are required to submit a [Vulnerable Sector Check](#) (VSC) report that has been issued by the police force where you currently live (e.g. [RCMP](#) or local police). **And also** a *Criminal Record Check* from the country where you last practiced as a RN, available through [CSI Background Screening](#) or the consulate. The reports must be issued within the previous six (6) months of the date of application for licensure. Any costs associated with a VSC report are the responsibility of the applicant.

While the CRNS does not require a criminal reference check during the application process, Canadian immigration officials may.

## **How much does it cost to apply with the CRNS?**

You will be required to pay several fees related to assessment of your qualifications, fact checking and testing. Please see the [fee schedule](#) posted on the CRNS website.

## **How many hours of nursing practice are required for registration?**

A nurse must have completed one of the following in the five-year period immediately preceding the registration year for which registration is sought:

- At least 1125 hours of work in nursing activities approved by the SRNA.
- An approved basic nursing education program.
- An approved RN re-entry program.

## **National Council Licensure Examination (NCLEX®-RN)**

### **What areas of knowledge are tested in the licensure exam? Is it an online exam or do I need to write it in person?**

The NCLEX®-RN is administered by the National Council of State Boards of Nursing (NCSBN) and is delivered by Pearson VUE. The CRNS provides you with the eligibility to write the NCLEX®-RN and will grant registration and licensure to practice as a RN in Saskatchewan.



CRNS strongly encourages you to review information about the NCLEX®-RN available on the National Council of State Boards of Nursing (NCSBN) website at [www.ncsbn.org](http://www.ncsbn.org). Information includes the examination blueprint to guide you in your preparation for writing the exam.

### **Where do I find information about writing the NCLEX®-RN exam for the first time?**

You may apply for the exam only after you receive a decision letter (letter of eligibility) from CRNS indicating that you are eligible to apply for the exam. When you receive that decision letter, CRNS will share the applications for the NCLEX®-RN and Graduate Nurse (GN) license.

### **Steps to Writing the NCLEX-RN**

1. Apply for registration with the CRNS and meet all the CRNS's eligibility requirements to take the NCLEX
2. [Register for the NCLEX with Pearson VUE](#)
3. The CRNS makes you eligible in the Pearson VUE system
4. Receive Authorization to Test (ATT) email from Pearson VUE
5. Schedule your exam with Pearson VUE

NCSBN NCLEX Candidate Bulletin: [Your start to finish guide to writing the NCLEX](#)

### **If I have written the NCLEX®-RN examination, are you going to accept it?**

CRNS recognizes all passing NCLEX®-RN results back to 1982. If you have already passed the NCLEX®-RN, you will not be required to take the exam again.

If you have previously submitted your result to the National Nursing Assessment Service (NNAS), you do not have to re-submit your results to CRNS.

### **When will I hear the results?**

NCLEX®-RN results are issued from CRNS within 5 business days.

### **Is this the only exam I need to complete?**

Passing the registration exam is only one requirement for registration and licensure. Meeting this requirement alone does not enable you to practice in Saskatchewan.

**What are the next steps after I pass my exam?**

You will need to apply and submit your fee in order to be made eligible for RN licensure in Saskatchewan.