



June 10, 2019 New Applicant Webinar Questions and Answers.

Q1. I am a BSN graduate and a Registered Nurse in my Country working at a hospital in my home town. I wish to know more about working in Canada.

Q2. I wish to relocate to Canada and practice Nursing and I want to know the step by step process. Thank you.

Q3. I would like to know more about furthering my studies as a Nurse.

Q4. Respected Sir/Ma'am, I want to be a registered RN in Canada. Please guide me. Thanks. Regards.

Q5. How can I apply? I need more information.

Q6. I want to know more about whole procedure.

Q7. I would like to know the procedure of Registering to work as a Nurse in Canada.

Q8. I would just like to know the process.

Q9. I am a BSN graduate and a Registered Nurse in my Country, working at a hospital in my home town. I wish to know more about working in Canada.

A1-9. The NNAS website has a lot of useful information about our application process if you want to learn about the steps required to come and work as nurse in Canada, and it is a good place to begin. We have also covered a lot of information on the process in our webinar today, which can be viewed at any time in the resource section of the NNAS website, www.nnas.ca . If you need further information or assistance on any part of the process and cannot find the answer on our website, you can always contact our support line, toll free, on (855)- 977-1898 or by email at support@nnas.ca .

Q10. I want to move to Nova Scotia, and I want to know how many months it takes NNAS to finish their report.

A10. The application process may take up to 12 months to complete. How long it will take depends on:

1. When NNAS receives all of your required information and acceptable documents.
2. When you have successfully completed a language proficiency test (if required).
3. When your documents have been translated (if needed).

Once you receive your Advisory Report from NNAS, you can then apply to the regulatory body in the province of your choice. You may require more assessments and courses depending on the regulatory body you choose as they each have their own requirements and timelines for registration. It could take up to another 12 months for a decision to be made.

If you are interested in working as a nurse in Nova Scotia, you can find more information on the Nova Scotia College of nursing on their website at <https://nscn.ca/>.

Q11. I already opened registration for another regulatory body, do I need to permit the NNAS to send to another RB?

A11. If you would like NNAS to send a current, open application to another Regulatory Body, you can go into the portal to add an additional recipient. There is a fee of \$55 USD (if your Main order is still open) for this service. If you wish to send an already issued Advisory Report to another Regulatory Body, you may choose to “port” your Advisory Report to the Regulatory Body of your choice.

There is a fee of \$45 USD for this service. Please refer to the NNAS Applicant Handbook for details regarding all order types and fee schedule. If you already identified the Regulatory Body to which you would like your report sent, it will be sent directly to them. However, please note that the Regulatory Body will not review your Advisory Report until you have submitted your application and the fees to be registered or licensed with them.

Q12. I have seven years clinical experience and I want to work as a nurse in Canada, but I don't know if I qualify.

A12. To work as a nurse in Canada your work history will be reviewed and that will determine if you can then be licenced by the regulatory body.

Q13. Is this process for Midwives?

A13. No. NNAS will only evaluate you on nursing education and practice. For more information on working as a midwife in Canada you can find more information on the website of the Canadian Midwifery Regulators Council (<https://cmrc-ccosf.ca/>).

Q14. Can you give me information on overall how comparable nursing education for candidates from programmes in other countries is to the Canadian nursing education? I'm worried that I may be required to do a transition program which could take as long as 1 year.

A14. We assess each application individually. As a result, it is hard to predict how comparable your education may be. In general, however, most applicants find their education is evaluated as being either somewhat comparable or not comparable to Canadian nursing education. This reflects the difference between each country's curriculums. Receiving an assessment of somewhat comparable or not comparable however does not mean you cannot proceed to become licensed to practice in Canada.

Once your advisory report is sent to the Regulatory Body you have identified, they will review your full file and identify what your next steps are. This can include a clinical skills assessment, taking courses to fill in gaps that were identified etc. The amount of time it takes to complete additional courses depends on the number of gaps identified and the number of spaces available in the transition program (known as bridging programs in Canada).

It is realistic to estimate that a bridging program can take a year or two years to complete. However, completing one of these programs will prepare you to practice in the Canadian context so you can be successful long term in your nursing career. Nurses who have completed bridging programs report finding the programs to be very helpful. If you have any additional questions, please contact us at support@nnas.ca or toll free at 855-977-1898.

Q15. What can I do for experience purposes? I came to Canada on this year and I'm a registered nurse from another country. For the last two years I haven't worked as a nurse. What can I do here in Canada to fill this gap? What do I do if my nursing experience is not within the last 5 years?

A15. I suggest you contact the Regulatory Body in the province you intend to practice and explain your situation. They will be able to advise you about your options. You are correct that Regulatory Bodies in Canada require nurses applying for registration or licensing to have practiced a set number of hours within a recent time period. The requirement is determined by the Regulatory Body, so it is important to speak directly with the Regulatory Body. Please note, that you can submit your application to NNAS at any time to begin the process.

Q16. I worked as intern in order to become a licenced nurse in my country. Should I inform my employer to write a letter indicating I worked as an intern in order to gain licensure? If so, will this interfere with my employer application?

A16. Yes, you should ask your employer to complete the employer form. You can download the form through the application portal.

Q17. I have heard that achieving registration to work as an RN in CANADA takes more than one year. Why is it very delayed process?

A17. There are many factors that can impact the time it takes for applicants to complete the NNAS process. NNAS begins the review process once all the documents are submitted. At that point, the documents are reviewed to ensure they are complete and meet all NNAS requirements.

If the documents are not complete, you may be asked to resubmit documents. We recognize that some of the documents required by NNAS come from primary sources such as nursing schools, employers or licencing bodies. This can take time.

We recommend that you speak to the organizations that must submit documents on your behalf to NNAS to ensure that your request is handled in a timely manner.

Q18. How long does it take to receive an advisory report? Once the English exam is passed?

A18. The time it takes to receive an advisory report is not determined by the time it takes for all of your documents to be correctly submitted to NNAS. At that point, the documents are reviewed to ensure they are complete and meet all NNAS requirements.

You must submit all your documents, including your CELBAN or IELTS scores before NNAS will begin reviewing your application. This is the case if you are applying to all provinces, except Ontario. If you are applying to Ontario, you are still required to provide proof of language proficiency however this is done after the Advisory Report is sent to the regulatory body.

If the documents are not complete, you may be asked to resubmit documents. We recognize that some of the documents required by NNAS come from primary sources such as nursing schools, employers or licencing bodies. This can take time.

We recommend that you speak to the organizations that must submit documents on your behalf to NNAS to ensure that your request is handled in a timely manner.

Q19. I am waiting for my Advisory Report. I want to know about the process of NNAS.

A19. While you wait for your advisory report you can keep track of your application via the applicant portal, it's important to check for any updates from NNAS here in case we require any additional documents or information from you during the process.

If at any point in the process you need further advice or information you can always contact our support team at support@nnas.ca or toll free on: (855) 977-1898.

Q20. I would like details about Registration and NCAS Exam Details.

A18. Further Information on registration as a nurse can be found on the NNAS website. For further information on the NCAS exam, here is the website link for NCAS (<https://www.ncasbc.ca/>).

Q21. How many times one can renew NNAS account?

A21. If your Main Application expires, all additional service orders will expire as well, and you will need to purchase a 'Reactivation' Order to continue your application. You can re-activate a 'Main Application' Order within 12 months of the expiry date. This may only be done once.

If your application expires you will need to reactivate your application by purchasing a 'Reactivation' Order within 12 months of the expiry date at a cost of \$180 USD. If you do not reactivate within 12 months of the expiry date, you will need to purchase a new 'Main Application' order for the full fee of \$650 USD to complete another Advisory Report for another provincial regulatory body or nursing group

Q22. I was educated in my home country and I obtained my license there as a Registered Nurse, but I relocated within my country and I have never practiced. Will I be accepted to NNAS or any nursing board in Canada?

A22. While NNAS collects nursing employment/practice information conducted within the last 5 years, it is not mandatory to complete the NNAS process. However, each regulatory body has its own requirements for current proof of safe practice. You should consult with the regulatory body in the province you wish to apply for information on their specific employment/practice requirements.

Q23. Do applicants receive any notices by e-mail that NNAS starts evaluating?

A23. Updates on your application can be found in the applicant portal by logging into your profile. Additionally, if NNAS requires further information as your documents are received and evaluated you will be contacted via email. If you have any further questions about the progress of your application you can contact NNAS support at support@nnas.ca or call toll free on (855) – 977 -1898.

Q24. Why does NNAS charge clients in US dollars not Canadian dollars?

A24. NNAS is a Canadian non-profit organization. At the time NNAS was started, the Canadian and US currencies were close to par, and it was believed that it may be easier for IENs to pay in US currency. This is something NNAS is monitoring.

Q25. I have work experience, but it is more the 5 years ago. Will the NNAS still accept my previous past work employment past 5 years.?

A25. The NNAS application will not build an order requirement for employment/practice that concluded more than 5 years prior to submitting your application. Any employment older than 5 years will not be considered for inclusion in your NNAS Advisory Report.

Q26. Is there a college where I can study to be an RN or LPN?

A26. Canadian Regulatory Bodies typically provide information on approved nursing programs in their jurisdiction on their websites. Please refer to the Regulatory Body in the province you wish to practice for a list of approved Canadian nursing programs.

Q27. Can I change the order that I applied? I would like to change to RN as my main application rather than LPN.

A27. Once you submit an NNAS order you may change the intended recipient within two months of the submission date. After two months from the order submission date has lapsed you will no longer be able to make changes to the recipient. However, you may continue to add supplemental orders for additional nursing groups or additional provinces up until your file becomes ready for final evaluation.

Q28. How many weeks will the advisory report be released after meeting all the requirements?

A28. The NNAS Advisory Report is issued on average about two months after your file has been completed.

Q29. How do I know which to apply for, RN or LPN?

A29. It is important to note that there is no national registration/licensure process for nurses in Canada. Each province has its own regulatory body and assessment process and each of the nursing disciplines have their own criteria.

RNs usually complete a four-year post-secondary university nursing program to become a generalist registered nurse.

LPNs complete a post-secondary nursing program at the college level that is usually takes two years. You can find more information on the nursing disciplines on the NNAS website, www.nnas.ca.

If you still need further advice you can reach our customer support at support@nnas.ca or toll free on (855-977-1898).

Q30. If you have had multiple employers, is it necessary to have all of them fill out the employment form?

A30. Yes. You must download and print the employment form from your online account, print, sign, date and send this form to all employers you have worked for in the past five years. The current year represents year one. They each must be completed by each employer and sent directly to NNAS directly from your employer by mail or courier. You may not submit it yourself.

NNAS will not accept your Nursing Practice/Employment Form if it is not sent directly from your employer. It is also important to remember that if documents are received by NNAS written in any language other than English or French, they will need to be translated. We can translate them, at your request, for a fee. Please refer to the fees section at www.nnas.ca for the fee information on this.

Q31. I once applied with WES (World Education Service) and they produced a report informing me that my degree was equivalent to a Canadian degree, is that good news to me when it comes to NNAS?

A31. NNAS does not accept transcripts for non-health care courses or degrees whereas WES does. The NNAS is the only credential evaluation service in Canada that can evaluate your nursing credentials for Canadian comparability. The only qualifications that NNAS will evaluate

are nursing qualifications whereas WES deal with many other forms of qualifications; your WES evaluation would therefore have no effect either positive or negative on your NNAS application.

Q32. Which documents exactly are to be notarized in this process?

A32. Documents that must be notarized when sent to NNAS include:

- Driver's license
- Passport
- Marriage certificate or any other name change affidavit to document a name change
- Other government issued identification

Q33. Is there a minimal fee for reactivation of NNAS application after the 12-month period?

A33. You can re-activate a Main Application Order within 12 months of the expiry date. This may only be done once, at a cost of \$180 USD. If your Main Application Order has been expired longer than 12 months, you will need to purchase another Main Application Order and any additional Service Orders to complete the Advisory Report.

Q34. Can we use the same employment form for all the employers? I understand that the form generated will have a designated footer, but do I need to collect all those dispersed forms and send them collectively back to you or will each employer will be sending their individual component and you will combine them?

A34. Yes. You must download and print the employment form from your online account, print, sign, date and send this form to all employers you have worked for in the past five years. The current year represents year one. They each must be completed by each employer and sent directly to NNAS directly from your employer by mail or courier. You may not submit it yourself.

NNAS will not accept your Nursing Practice/Employment Form if it is not sent directly from your employer. It is also important to remember that if documents are received by NNAS written in any language other than English or French, they will need to be translated. We can translate them, at your request, for a fee. Please refer to the fees section at www.nnas.ca for the fee information on this.

Q35. How long does it take to receive an advisory report? Once the English exam is passed?

A35. The time it takes to receive an advisory report is not determined by the time it takes for all of your documents to be correctly submitted to NNAS. At that point, the documents are reviewed to ensure they are complete and meet all NNAS requirements.

You must submit all your documents, including your CELBAN or IELTS scores before NNAS will begin reviewing your application. This is the case if you are applying to all provinces, except Ontario. If you are applying to Ontario, you are still required to provide proof of language proficiency however this is done after the Advisory Report is sent to the regulatory body.

If the documents are not complete, you may be asked to resubmit documents. We recognize that some of the documents required by NNAS come from primary sources such as nursing schools, employers or licencing bodies. This can take time.

We recommend that you speak to the organizations that must submit documents on your behalf to NNAS to ensure that your request is handled in a timely manner.

Q36. If the candidate got exempted from NNAS language requirements, does that exempt the candidate from the RB language requirements?

A36. When you receive your advisory report from NNAS, it will advise the regulatory body you choose to apply to on your language test and/or necessary proof that exempts you from requiring language testing in our assessment. Regulatory bodies, however, may have their own additional criteria and it is important to check with them as they all differ slightly.

Q37. I already have all the documents less the language test, can I open the account and start the process, or should I send all the documents with the IELTS test?

A37. It is important to note that for NNAS' purpose, the language test is valid for 6 months from the time it is issued. You must submit all your documents, including your CELBAN or IELTS scores before NNAS will begin reviewing your application. This is the case if you are applying to all provinces, except Ontario. If you are applying to Ontario, you are still required to provide proof of language proficiency however this is done after the Advisory Report is sent to the regulatory body. Also, note that the documents required for NNAS must be sent directly from the primary source institution with the exception of the identity documents which you may submit to NNAS yourself.

Q38. I'm a nurse from another country. Are foreign nurses' degrees usually transferrable without any extra courses?

A38. After you have completed the NNAS application and have received your advisory report, you must then apply to one or more of the regulatory bodies within Canada. Each of the regulatory bodies have their own competency assessment criteria and the NNAS advisory report is there to advise regulatory bodies. For more information on requirements in the

province you wish to practice it is best to contact them directly as they will be able to advise you of their requirements.

Q39. I would like information on how to successfully clear CELBAN.

A39. Every applicant is responsible for making sure that they meet the criteria. You can find information on the resource page of our website on organizations that may offer programmes to help with language skills required to pass the CELBAN examination.

Q40. I have done an M.Sc. Nursing in my home country and have applied for NNAS. I am currently a full-time student at University. I met the criteria for NNAS language, but my tests are one year old. Do I still need to complete the English Language Requirements?

A40. Yes. An English-language education program will not meet the English language proficiency requirements for the NNAS Program. You are required to demonstrate English language proficiency via examination. There are two tests we accept – CELBAN and IELTS. You will need to submit your scores to NNAS if you plan to send your report to any province other than Ontario. Ontario requires proof of language proficiency, but it can be provided during the registration process. Our handbook outlines the requirements for language proficiency. I encourage you review it. If you have any additional questions or would like further clarification, please contact support@nnas.ca or call our toll free help line at 855-977-1898.

Q41. I have been working in an English-speaking country for last 7 years. Do I have to do IELTS or CELBAN to apply for NNAS?

A41. If your first language is either English or French, you may not have to complete language testing, but you must meet the following criteria:

- The main language where you live, and work is English or French and your nursing education program of instruction was in English or French. (Online and distance education programs are not accepted.)
- You can show evidence that you have safely practiced nursing within the last two years where services were provided, and the main language used was English or French.

Q42. I am an IEN and I am also studying English 30 as a part of my curriculum. Will that anyhow contribute towards my English proficiency. Some of my IEN friends got a letter from an English instructor who taught them and said that it might count towards NNAS English proficiency. Is this correct?

A42. If your first language is either English or French, you may not have to complete language testing, but you must meet the following criteria:

- The main language where you live, and work is English or French and your nursing education program of instruction was in English or French. (Online and distance education programs are not accepted.)
- You can show evidence that you have safely practiced nursing within the last two years where services were provided, and the main language used was English or French.

At this time these are the only criteria that may be considered for exemption from the English Language testing requirements.

Q43. Could I write the registered nurse examination before acquiring the language test result?

A43. A passing performance on the English Language Proficiency examination (IETLS or CELBAN) is a requirement for NNAS. You must submit all your documents, including your CELBAN or IELTS scores before NNAS will begin reviewing your application. This is the case if you are applying to all provinces, except Ontario. If you are applying to Ontario, you are still required to provide proof of language proficiency however this is done after the Advisory Report is sent to the regulatory body.

Q44. What kind of document is needed to support that the education and service of employments is done in English?

A44. If your first language is either English or French, you may not have to complete language testing, but you must meet the following criteria:

- a) The main language where you live, and work is English or French and your nursing education program of instruction was in English or French. (Online and distance education programs are not accepted.)
- b) You can show evidence that you have safely practiced nursing within the last two years where services were provided, and the main language used was English or French.

If your first language has been indicated as English, and NNAS is assessing you for exemption of the language requirement, we will base the determination on the documents received from

your nursing educational institution as well as your nursing practice/employment documentation.

Q45. I am from Philippines and English is my first language. I studied my nursing in the English language, for the last 10 years I am working in Dubai as a nurse and we use only English language at work, and I use English language outside work. Is it enough for exemption?

A45. You may be exempt from Language Testing if the main language where you live, and work is English or French and your nursing education program of instruction was in English or French. (Online and distance education programs are not accepted.) And if you can show evidence that you have safely practiced nursing within the last two years where services were provided, and the main language used was English or French.

Q46. IELTS is valid for 2 years. Why does NNAS accept 6 months old score?

A.46. The Language testing scores need to be valid throughout the whole process, including not just the NNAS process, but the process at the Regulatory Body. Therefore, when NNAS receives the scores at 6 months, we're fairly confident that by the time you get to the Regulatory Body and they are making their determinations; the results will still be valid.

Q47. What type of Documents required for Assessment?

A47. The type of documents required for assessment fall into these four categories;

- Identity documents
- Registration documents
- Education documents
- Employment documents

You can find detailed information regarding the documents you will need on our website, www.nnas.ca

Q48. The Educational syllabus is brief in my university, the official university can only provide all documents? NNAS is asking for additional documents what should I do? Do we need to submit all course syllabus? Or just the course related to nursing on this list of educational form?

A48. The more detail we receive about the content of your curriculum, the more likely we are to provide you with a complete assessment of your education. That is why we encourage you to try to get more information.

If your university is not able to provide a detailed curriculum you have a few options. First, we recommend that you see if you have saved any of your course syllabuses. If you have, you can take them to your university and ask them to verify that these syllabuses were used in the courses you attended. The university should then mail or courier the verification and syllabuses from the university. You should submit all syllabi for all programs.

If you cannot provide detailed syllabi, your educational assessment may not fully reflect your education. This can result in a lower assessment. If you cannot access more detailed curriculum materials, please contact NNAS in writing to advise us that you are unable to access more detailed curriculum. You should note that you are aware that this may result in an evaluation of your education that is lower, but that you would like us to proceed with the educational evolution. This will be noted on your Advisory Report. The Regulatory Body receiving your report will then discuss the next steps you need to follow.

Q49. I changed my name when I was younger. Do I still need to submit a name change notification? I didn't change my name in University.

A49. If your application and all official documentation refer to your current name (and is spelled the same way), you do not need to provide proof of your name change. Please note, you will need to provide two required forms of identification which match your name as it appears on the NNAS application and all official documentation. Please refer to the NNAS Applicant Handbook, available on the NNAS website www.nnas.ca , for information regarding the identity document requirements.

Q50. Will this be recorded?

A50. Yes, this webinar was recorded and is available to view on our website (www.nnas.ca) in the resource section.