



NNAS Applicant Handbook

Your journey to a nursing career in Canada starts here

Last updated March 2022

A man with dark hair and a beard, wearing blue scrubs over a white long-sleeved shirt, stands with his arms crossed. He is holding a white card that says "FULL ACCESS CARD" in his left hand. The background is a blurred hospital or clinic setting with large windows.

This Handbook will help you understand the National Nursing Assessment Service process and will help you get started on your journey to practise nursing in Canada.

This Handbook has been prepared for nurses who have completed their post-secondary nursing education outside of Canada and wish to obtain a licence to practise nursing in Canada. This includes Canadians who have completed their nursing education outside of Canada.

We recognize that some of the terms in the Handbook may be new to you. On page 4 you will find a glossary (a dictionary) that might be helpful to you. Words that appear in the glossary are bolded throughout this document.



Dear NNAS Applicant,

Thank you for your interest in the National Nursing Assessment Service (NNAS) Applicant Handbook.

We are pleased to be the first step on your journey to seek a licence to practise nursing in Canada. Our goal is to provide you with a clear process that is easy to understand.

This Applicant Handbook describes the NNAS application process. It will help you understand what you need to do to complete your application, whether you start the process before or after you immigrate to Canada. The Applicant Handbook will also help you understand what is expected of Third Parties who will need to provide information to NNAS about your nursing education, nursing employment, and nursing registration. The Applicant Handbook also explains what you can expect from NNAS.

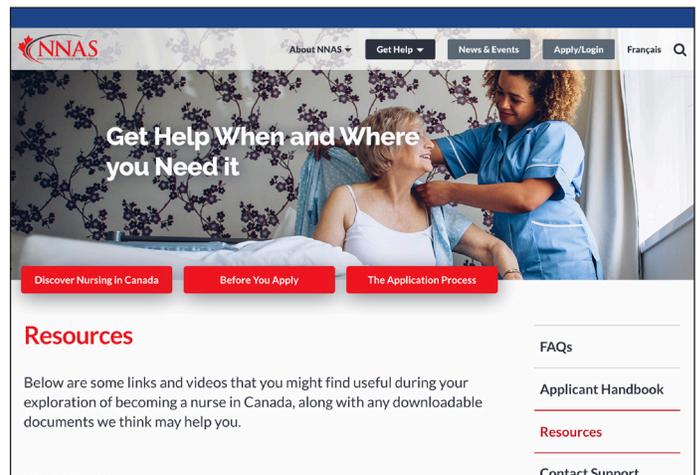
In addition to this Applicant Handbook, we encourage you to read other material about nursing in Canada and the specific requirements for each Regulatory Body. You will be able to find resources on the NNAS website (www.nnas.ca) under the Resources tab.

If you have questions about your application, please feel free to contact our Applicant Support department for assistance. Applicant Support can be reached at support@nnas.ca or by calling +1-855-977-1898, Monday to Friday 8:00 am–4:00 pm (0800–1600), eastern time. This is a free call for you if you are in Canada or the United States.

We wish you the very best on your journey.

Sincerely,

Gayle Waxman
Executive Director



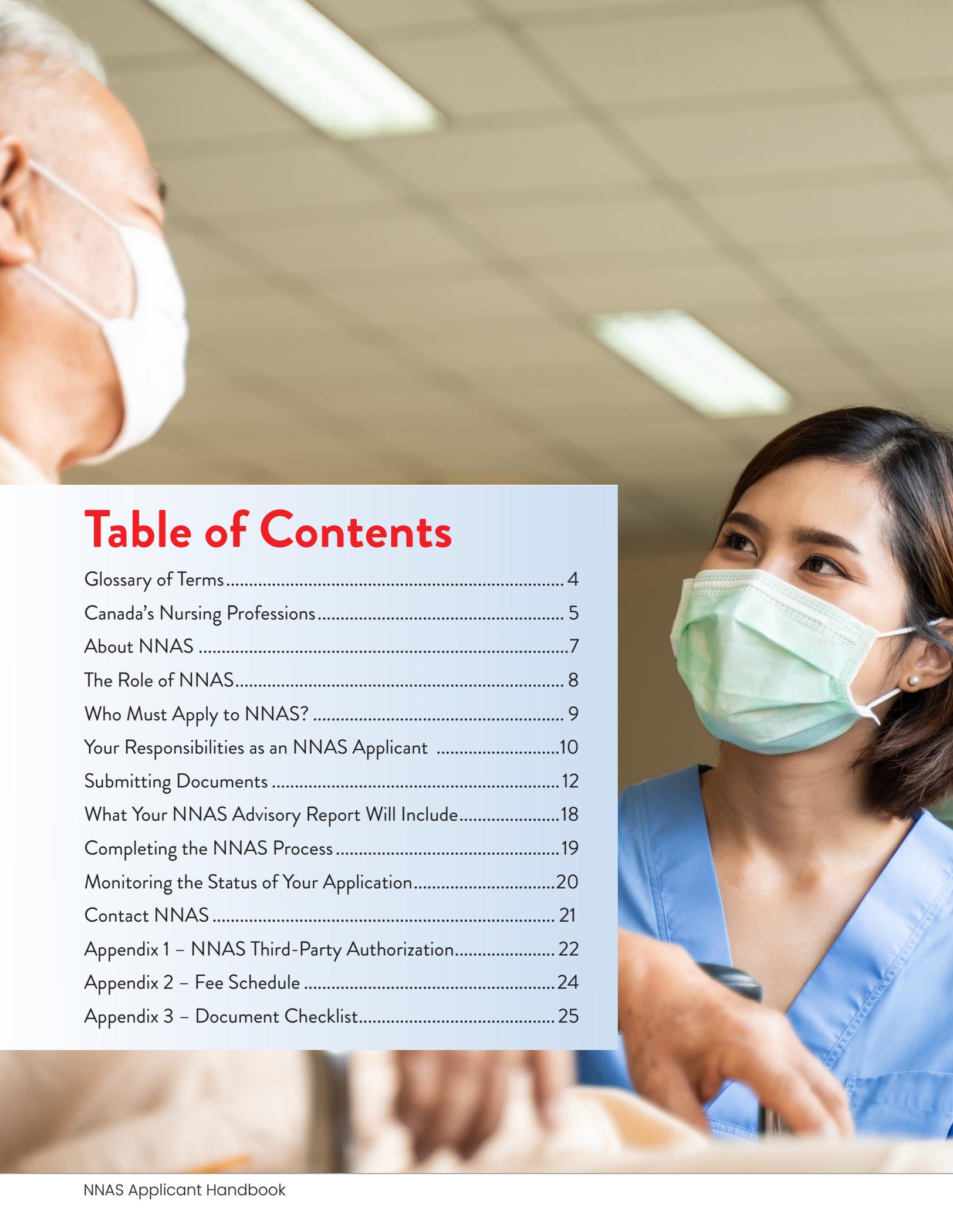


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Glossary of Terms

Advisory Report: The NNAS application process is intended to produce an Advisory Report that contains an evaluation of your education according to Canadian standards and compares your education to current Canadian nursing requirements for entry to practice. The report also contains detailed information about your registration/licensing, nursing practice employment, and results of any required language testing.

Affidavit: This is an official written statement made by an individual, under oath, and verified by a notary public or other authorized official.

Entry to Practice Competencies: These are the skills required to enter into the practice of nursing according to the guidelines of a Nursing Regulatory Body.

Internationally Educated Nurse (IEN): Internationally Educated Nurses are nurses who have completed post-secondary (university or college) nursing education outside of Canada, including Canadians who have completed their nursing education outside of Canada.

Notary Public: A person authorized by the government to certify that a document is a true copy of an original. A notary public is often referred to simply as a “notary”.

Official Transcript: This is the official document or record detailing a student’s enrollment, progress, and achievement. The transcript should identify courses taken (title and course number), credits and grades achieved, and credentials earned.

Regulatory Body: A Regulatory Body (also referred to in this document as a “Nursing Regulatory Body”) is an organization with a mandate to govern its profession and ensure that the highest possible standards are maintained so that the public is protected. Nursing Regulatory Bodies ultimately decide who will be granted a nursing licence.

Scope of Practice: For a regulated profession like nursing, a “scope of practice” refers to the type of work a person is authorized to do based on their training and competencies, according to the policies (rules) of the Regulatory Bodies. The “scope of practice” for the nursing professions varies by province and is posted on each Regulatory Body’s website.

Third Party: A Third Party is an organization that has a supporting role to play in the NNAS application process. This includes educational institutions providing transcripts, former employers offering proof of employment, and licensing authorities that can verify nursing credentials outside of Canada.

Canada's Nursing Professions

Nursing in Canada includes three regulated nursing professions. Starting with the NNAS process, you can seek a licence to practise as (1) a Registered Psychiatric Nurse (RPN); (2) a Registered Nurse (RN); or (3) a Licensed Practical Nurse (LPN).

Each province has its own policies and regulations. It is important for you to become familiar with the policies and regulations of the **Regulatory Bodies** in the province where you want to work. Your education and experience will be evaluated against these policies and regulations.

Registered Psychiatric Nurse (RPN)

Registered Psychiatric Nursing is a regulated profession in British Columbia, Alberta, Saskatchewan, and Manitoba. In these provinces, becoming an RPN usually requires 2.5–4 years of nursing education at the college or university level. RPN programs include theoretical and clinical training in psychiatric and general nursing.

RPNs provide care for patients with complex psychosocial, mental health, and physical needs. They coordinate care for individuals, families, groups, and communities in a variety of health care settings, working with a variety of health care professionals.

Registered Nurse (RN)

Becoming a Registered Nurse in Canada usually requires a four-year university program that leads to a nursing degree. The program includes theory and clinical instruction in medical and surgical nursing.

An RN is a generalist nurse with the skills to work with all types of patients and in all clinical settings. Some RNs specialize in a particular type of nursing.

RNs are trained to give direct care and to take on the role of coordinating care for individuals, families, groups, and communities in a variety of health care settings and with a variety of health care professionals. Clinical instruction prepares the RN to take on a leadership role when care requirements become more complex.

To earn a Master's degree or a PhD in nursing, one first needs to be an RN.

Note:

In Canada, the differences between the nursing professions are in (1) the type of education and training required; and the (2) "scope of practice".

For a regulated profession like nursing, a "scope of practice" refers to the type of work a person is authorized to do based on their training and competencies, according to the rules of **Regulatory Bodies**. The "scope of practice" for the nursing professions varies by province.

Education and experience in any of the nursing professions can open the doors in Canada to related work in health care, including administration and management.

Licensed Practical Nurse (LPN)*

Becoming a Licensed Practical Nurse in Canada usually requires a 2–3-year college program leading to a nursing diploma. Training includes theory and clinical instruction in medical and surgical nursing.

An LPN is a generalist nurse with the skills to work with all types of patients and in a variety of clinical settings. Some LPNs specialize in a particular type of nursing, although their **scope of practice** is more limited than that of an RN.

LPNs provide and coordinate care for individuals, families, and groups in a variety of health care settings and with a variety of health professionals. They work with patients of varying complexity, consulting and collaborating with other health care professionals when required.

Like all nurses, LPNs often have opportunities to work in other health care roles, including administration and management.

** In Ontario, the term Registered Practical Nurse is used instead of Licensed Practical Nurse.*

About NNAS

NNAS is a non-profit organization whose membership is composed of 18 **Nursing Regulatory Bodies** across Canada. It includes all Nursing Regulatory Bodies in Canada except those in Quebec, Yukon, Nunavut, and the Northwest Territories. NNAS is the first stop **Internationally Educated Nurses** (IENs) make on their journey to practise nursing in Canada.

Since 2014, NNAS has provided a streamlined process for IENs' credentials to be verified and their education compared to Canadian nursing education. From the information submitted to NNAS, we will issue an **Advisory Report** that is sent to the Regulatory Bodies chosen by applicants. NNAS issues Advisory Reports for all three nursing professions: Registered Nurses (RNs), Licensed Practical Nurses (LPNs), and Registered Psychiatric Nurses (RPNs).

NNAS does not grant licences to practise nursing. NNAS does not have a role in making decisions about licences, nor can NNAS advocate on behalf of any applicant. Only Nursing Regulatory Bodies have the authority to decide whether an application is successful. Nursing Regulatory Bodies in each province set the registration criteria. Therefore, it is important for all applicants to carefully review the licensing requirements of the regulators where they wish to apply. The websites of the Nursing Regulatory Bodies that are members of NNAS can be found at <https://www.nnas.ca/board-members/>.

Nursing Regulatory Bodies

British Columbia

British Columbia College of Nurses and Midwives (BCCNM) – RN, LPN & RPN

Alberta

College of Registered Nurses of Alberta (CRNA) – RN

College of Licensed Practical Nurses of Alberta (CLPNA) – LPN

College of Registered Psychiatric Nurses of Alberta (CRPNA) – RPN

Saskatchewan

College of Registered Nurses of Saskatchewan (CRNS) – RN

Saskatchewan Association of Licensed Practical Nurses (SALPN) – LPN

Registered Psychiatric Nurses Association of Saskatchewan (RPNAS) – RPN

Manitoba

College of Registered Nurses of Manitoba (CRNM) – RN

The College of Licensed Practical Nurses of Manitoba (CLPNM) – LPN

The College of Registered Psychiatric Nurses of Manitoba (CRPNM) – RPN

Ontario

College of Nurses of Ontario (CNO) – RN & LPN

Nova Scotia

Nova Scotia College of Nursing (NSCN) – RN & LPN

New Brunswick

Nurses Association of New Brunswick (NANB) – RN

Association of New Brunswick Licensed Practical Nurses (ANBLPN) – LPN

Prince Edward Island

College of Registered Nurses of Prince Edward Island (CRNPEI) – RN

College of Licensed Practical Nurses of Prince Edward Island (CLPNPEI) – LPN

Newfoundland & Labrador

College of Registered Nurses of Newfoundland & Labrador (CRNNL) – RN

College of Licensed Practical Nurses of Newfoundland & Labrador (CLPNNL) – LPN

The Role of NNAS

All **Nursing Regulatory Bodies** in Canada (except in Quebec, Yukon, Nunavut, and the Northwest Territories) require IENs to apply through NNAS. The NNAS process ensures a consistent approach to collecting, verifying, and storing documents that Nursing Regulatory Bodies in Canada require. Educational credentials are assessed using standardized tools that all participating Regulatory Bodies have agreed to.

NNAS receives the documents, verifies them, and compiles them into a single document known as an **Advisory Report**. NNAS will release your Advisory Report to the Regulatory Bodies that you choose. You can download a copy for your NNAS Advisory Report once the Advisory Report is completed.

NNAS is responsible for:

- Receiving and verifying your identity documents
- Receiving and verifying documents about your nursing credentials
- Comparing your credentials to Canadian credentials, which are known as **Entry to Practice Competencies**
- Collecting and verifying your nursing employment history and your previous nursing registration and licences
- Issuing an Advisory Report

NNAS will transfer to CGFNS International the documents that you share with NNAS. CGFNS will review your documents, following the policies set by NNAS. You can view NNAS's Assessment Policies at <https://www.nnas.ca/assessment-policies/>. CGFNS will keep your personal information and documents in its secure database. You may also be required to submit information directly to CGFNS.

NNAS works with CGFNS International, Inc., (Commission on Graduates of Foreign Nursing Schools) in Philadelphia, Pennsylvania, USA.

Who Must Apply to NNAS?

If you are an **Internationally Educated Nurse (IEN)** who has completed your nursing education outside of Canada and are seeking registration to practise as a Registered Nurse (RN), Licensed Practical Nurse (LPN), or a Registered Psychiatric Nurse (RPN) in a Canadian province (with the exception of Quebec and the Territories), you must first complete the NNAS process. You may start this process before or after your immigration to Canada.

Who is Eligible to Apply?

You are eligible to apply to NNAS if you have:

- Completed a post-secondary nursing education program (university or college) outside of Canada
- Never worked as a licensed nurse in Canada in the profession to which you are applying

Your Responsibilities as an NNAS Applicant

True and Complete Documents

The documents you provide to NNAS must be true and complete. Also, the documents that are submitted by others on your behalf (**Third Parties**) must be true and complete. You must provide all information that is required. This includes all previous nursing registrations and all employment within the last five years.

Incomplete, altered, or false documents will result in your application being cancelled or delayed. (Please review NNAS's Fraudulent/Irregular Documents Policy).

How to Begin the NNAS Application Process

Once you open an NNAS application, you will be given access to your file through the Applicant Portal on our website. You will be able to follow the status of your application and communicate with NNAS about your application. Through the Applicant Portal, you will also be able to receive important information from NNAS.

Here is how to create your account:

1. Go to **nnas.ca** and select the Apply/Login link
2. Click Create an Account:
 - Provide your email address
 - Answer 3 security questions
 - Read and agree to the Terms and Conditions
 - Enter the security code sent to your email address
 - Create a new password
3. Complete the NNAS Application
 - Add your credit card payment information to complete the process (VISA and MasterCard are accepted. NNAS does not accept debit cards)
 - You will receive a welcome email with your NNAS identification (ID) number 24–48 hours after your payment has been made and accepted.

Notes:

- Please read the eligibility requirements before submitting payment to NNAS
- NNAS does not provide refunds. Before you apply, make sure you are ready to complete the process within one year.
- Please review the differences among the nursing professions in Canada (see page 5). We encourage you apply to at least two professions to keep your options open.
- Please review the specific requirements of the Nursing Regulatory Bodies to which you want to apply before you start the process.
- You are considered to be an applicant to NNAS only after you have opened an account and paid your fees.

About Your Application

The process begins with the **Main Application Order**.

With the Main Application Order, you can request an **Advisory Report** for one nursing profession (RN, LPN, or RPN) and one province.

Your Main Application Order remains open for 12 months from the date you submit the application. During that time, you can request an Advisory Report for additional professions and provinces, for a fee.

If we do not receive all of your required documents within the 12-month period, your application will expire (including requests for Advisory Reports for additional professions and provinces made after you opened your Main Application Order).

For a fee, you can reactivate an expired Main Application Order within 12 months after it expires. After these 12 months, you can no longer reactivate your application, but you may start the process again with a new Main Application Order.

Appeals

You can submit a written request to NNAS for an appeal to reconsider elements of your evaluation that you believe were misrepresented or under-evaluated. NNAS will review your case and send you a written response. Appeals should be launched within 60 days of the Advisory Report being issued. If your appeal is successful, your fee will be refunded. **Click here** to learn more about NNAS's Appeals Procedure.

See **Appendix 2** for information on application fees.

Submitting Documents

In order to proceed with the NNAS application process, you are required to provide NNAS with a set of required documents. Some of the documents will need to come directly from you, while other documents will have to be sent directly from **Third Parties**. Third Parties include your nursing school(s), your employer(s), and licensing authority(ies). Please read the instructions for each requirement carefully.

Your documents must be provided in English or French, depending on the requirements of the **Regulatory Bodies** to which you are applying. If any of your documents are not available in either English or French, you will need to have them translated at your own expense. Please review the document translation section below.

Identity Documents

As part of your application, you must submit copies of two forms of identity documents by mail to confirm your identity. Please do not send original identity documents to NNAS. The Identity documents that you submit to NNAS must be a notarized true copy. Please refer to the instructions below on Notarized Documents.

- You must submit notarized copies of two forms of identification directly to NNAS
- Documents must be notarized, true copies of original documents (signed, dated, and stamped by a **notary**)
- At least one form of identification must contain your photo and signature
- Expired documents will not be accepted
- You must be with the notary at the time your original documents are copied and notarized as certified true copies

See **Appendix 3** for a Document Checklist.

Notes:

- The NNAS process typically takes one year, including about nine months receiving and compiling documents.
- NNAS does not accept original identity documents. NNAS only accepts notarized copies of original identity documents. Please do not send original documents.
- You are responsible for all fees related to preparing your notarized documents.

Acceptable forms of photo ID are:

- Passport
- Driver's licence
- Other forms of government-issued photo ID

If your name has changed, please send notarized copies of documents showing your original and your changed name. This could include:

- Birth certificate
- Legal name-change document
- Marriage certificate or divorce decree

Notes:

- Your name (or the translation of your name) must be the same on all of the documents that you submit to NNAS. If there are differences in your name, you will need to send either (1) a form of ID to support each variation of your name; or (2) an **affidavit** to explain the differences.
- An affidavit is not a form of identification on its own
- A legal name-change document is acceptable as a form of identification.

Notarized Copies of Documents

A **notary public** is authorized by the government to certify that the documents you provide are true copies of the original. They apply their official signature and seal to each document they review and declare in a written statement that they are not in any way related to you.

1. In Canada, notarized copies must be prepared by a notary public or a lawyer.
2. Outside of Canada, notarized copies must be prepared by an official who has the legal authority to certify true copies of identity documents.

A notarized copy must include the following:

- The signature and seal of the notary public, along with their address and phone number, in case NNAS has to contact them.
- The date the copy was notarized.
- A written statement that the notary public has seen the originals, made the copies, and certifies that they are true copies of original documents.

Document Translations

- All documents for your NNAS application must be written or translated into English or French, depending upon the requirements of the **Regulatory Bodies** to which you are applying.
- Copies of your original identity documents must be notarized as certified true copies before the translations are done.
- You are responsible for all translation costs.

Translations can be done in one of three ways:

1. By an approved institution (for example, your college, university, or licensing authority)
2. By a certified translator
3. By NNAS (for a fee)

All translated documents must include:

- The translator's official stamp and/or identification number, address, telephone number, and date of the translation.
- A statement by the translator that it is an accurate representation of original document(s).
- Printed name and signature of translator. The signature must be original (not a copy or a stamp).

The certified translations and your notarized true copies of the original documents, must be mailed directly from the translator to NNAS.



A notary public will use a seal like this to declare the document a true copy.

Translation by NNAS

- Translation costs US\$85.00 per page.
- Contact NNAS by mail or through the Contact Us page on the website to request a translation.
- Please tell us which documents you want translated, the original language of the documents, and the total number of pages.
- With this information, NNAS will notify you of the total cost.

Note:

- NNAS will not accept documents if you have translated them yourself or if a relative has translated them for you (even if you or your relative is a certified translator).

Required Documents from Third Parties

This section outlines the required documents that need to be sent directly by **Third Parties**. On your Dashboard in your Applicant Portal, you will find all the required forms in “Part G: Forms” of your NNAS application:

- **Nursing Education Form:** This form must be printed and mailed to your school(s).
- **Nursing Practice/Employment Form:** This form must be printed and mailed to all your nursing employer(s) for nursing positions held during the past five years.
- **Nursing Registration Form:** This form must be printed and mailed to your licensing authority(ies).

Please provide complete information to NNAS. If you do not disclose all nursing registrations and employment information, this can cause delays and may result in your application being cancelled.

Important Notes:

- You must sign Part A of all forms and mail them directly to the Third Parties who will be submitting documents on your behalf.
- Please note that each form contains the specific designation of the Third Party it is to be mailed to. Please make certain that you send each form to the appropriate Third Party indicated on the form to avoid delays in the acceptance of your document(s).
- You are responsible for any fees that the Third Parties request, including translation costs.
- NNAS must receive all of your completed forms and supporting documentation directly from the nursing schools, employers, and licensing authorities providing the information. NNAS cannot accept any documents sent directly by you or anyone else who does not have the authority to complete the forms. The documents that are sent to NNAS must include the organization’s name, return address, and official seal or stamp.
- If NNAS receives forms that are written in languages other than English or French, without an English or French translation attached, they can be translated by NNAS for a fee. NNAS will not translate your forms automatically. You will need to request that NNAS complete the translation and agree to pay the costs of the translation.
- After NNAS receives and evaluates the forms and other documents, we will let you know if we need more information from you.
- Your application expires after 12 months, so it is important to communicate early with **Third Parties**.

Notes:

- We encourage you to communicate early with your **Third Parties** to ensure the process moves smoothly.
- Provide complete information. If information about your nursing registration or recent employment history is missing, there will be a delay in processing your application.
- Make sure all the correct pages are sent to each Third Party.

Note:

- A **Third Party** must include the organization’s name, return address, and official seal or stamp on documents sent to NNAS.

Nursing Education Form

- Download and print the Nursing Education Form, which includes Part A (signed by you) and Part B and C (completed by the school).
- Send a Nursing Education Form to each school where you completed your nursing education. Ask the school official who is authorized to provide the **official transcripts** to complete the forms and ask them to send them directly to NNAS by mail or courier, along with copies of your academic records/official transcripts, and your nursing program curriculum/syllabus/course descriptions. When you send your nursing education form to your school, we suggest that you encourage your school to provide as much information about your courses as possible.
- If the person submitting the information about your courses is not the school official who is authorized to provide the **official transcripts**, the name and signature of this person must be provided as well.

Nursing Practice/Employment Form

- Download and print the Nursing Practice/Employment Form, including Part B (“Employer Information”) and Part C (“Identification of Employer Supervisor”) from your online account.
- Send a Nursing Practice/Employment Form to each employer where you worked as a nurse during the last five calendar years. The forms must be completed by officials authorized to provide your nursing employment information. Ask them to complete the forms and send them directly to NNAS by mail or courier.

Nursing Registration Form

- Download and print the Nursing Registration Form, including Part B (“Nursing Examination and Registration Information”) and Part C (“Identification of Official”) from your online account.
- Send a Nursing Registration Form to each nursing authority, including Canadian authorities, where you obtained a licence/registration (even if the licence is no longer active). Ask them to complete the form and send it by mail or courier directly to NNAS.
- The Nursing Registration Form must be completed by officials authorized to provide registration/licensing information.

Note:

- In section B “Registration” of the Applicant Portal you will be able to indicate if your jurisdiction or country of your nursing education does not issue licences to practise.

Proof of Language Proficiency Documents

To practise nursing safely in Canada, you must be able to demonstrate that you can read, write, understand, and speak in either English or French at a level that allows you to practise nursing safely.

If your primary language is English or French, you may not have to take a language proficiency test to proceed with the NNAS process if you meet the following criteria.

1. You completed your nursing education program (theory and clinical) in English or French, with a clinical component.
2. You have worked as a nurse, within the last two years, where services were provided primarily in English or French.

You may also demonstrate proof of language proficiency in either English or French through successful completion of one of the NNAS approved language proficiency tests.

Approved Language Proficiency Tests:

English:

- **IELTS** – International English Language Testing System (Academic) www.ielts.org
Lowest acceptable scores: speaking 7, listening 7.5, reading 6.5, writing 7, overall, 7
- or
- **CELBAN** – Canadian English Language Benchmark Assessment for Nurses www.celbancentre.ca
Lowest acceptable scores: speaking 8, listening 10, reading 8, writing 7

French:

- **TEF** – Test d'Évaluation de Français www.francais.cci-paris-idf.fr
Lowest Acceptable Scores: speaking 5, listening 5, reading 4, writing 4, vocabulary 4

Combined scores from different tests are not acceptable. Scores must be obtained from a test taken at the same sitting.

Test results must be valid for at least six months from the date your Advisory Report is issued.

Notes:

- Most Nursing **Regulatory Bodies** in Canada require you to meet the language proficiency requirement **before** the NNAS process is complete.

Five Nursing **Regulatory Bodies** allow you to meet the language proficiency requirement **after** the NNAS process is complete:

- British Columbia College of Nurses and Midwives
- College of Nurses of Ontario
- Nursing Association of New Brunswick
- College of Licensed Practical Nurses of Newfoundland & Labrador
- College of Registered Nurses of Newfoundland and Labrador

What Your NNAS Advisory Report Will Include

After your completed application is reviewed, an NNAS **Advisory Report** will be prepared.

The Advisory Report includes all of the documents that have been submitted to NNAS, your curriculum assessment, and copies of any correspondence (emails and letters) you have had with NNAS.

How is curriculum assessed?

NNAS compares the curriculum submitted by the nursing education program you completed to Canadian **Entry to Practice Competencies**. This is done using a process called “content analysis”. This process helps us identify the differences and gaps in your education. The results of the content analysis will be tabulated and scored (see below). Your curriculum will be described as being either “Comparable”, “Somewhat Comparable”, or “Not Comparable” to Canadian Entry to Practice Competencies.

	Comparable	Somewhat Comparable	Not Comparable
Registered Nurse	63% or higher	54% to 62%	53% or lower
Licensed Practical Nurse	65% or higher	34% to 64%	33% or lower
Registered Psychiatric Nurse	53% or higher	33% to 52%	32% or lower

These descriptions and scores do not represent a decision. The **Regulatory Bodies** to which you apply will review your Advisory Report and make their decisions based on your entire application.

NNAS does not determine equivalency of education.

Completing the NNAS Process

NNAS aims to issue your **Advisory Report** within 12 weeks of receiving your last document. When your Advisory Report is complete, you will receive an email letting you know that it is ready. You can then download the report and apply to the **Regulatory Bodies** of your choice directly from the NNAS Applicant Portal. Please note that your Advisory Report is valid for one year from the date it is issued. It is important to apply to the Regulatory Bodies of your choice during that year or you will need to re-apply to NNAS. You can download a copy of your Advisory Report anytime for one year from the date it was issued. After that time, you will not be able to access a copy.

Notes:

- While each applicant's circumstances are unique, on average, applicants complete the NNAS process in about a year, with most of the time (about nine months) spent collecting and processing documents.
- Many applicants find it easier to get the documents they need while still living in the country where the documents were issued instead of waiting until they move to Canada.

Monitoring the Status of Your Application

You will be able to monitor the status of your application through the Application Portal. This allows you to:

- Monitor when documents are received by NNAS
- Monitor the status of your application as it moves through the process

Some common stages you will see on the Applicant Portal are:

- **Waiting for Required Documents** – This means that NNAS is waiting to receive all the required documents from you and/or **Third Parties**.
- **Ready for Review** – This means that all required documents have been received and an evaluator will be assigned to review your application for completeness before they begin to review your documents.
- **Ready for Final Review** – This means that your application is in the final stage of review and undergoing a quality assurance review. (All NNAS applications undergo a final quality assurance review before they are released.)
- **Report Issued** – This means that you have completed the NNAS process, and your **Advisory Report** is complete and available.

Notes:

- Contact your **Third Parties** before starting the NNAS process to find out how long it will take them to issue your documents, what it will cost, and what process you will need to complete.
- Make sure they know you have 12 months to complete the NNAS process.
- Follow up with Third Parties shortly after you have sent your request to release information to NNAS to make sure they understand the request.
- To make it easier to track documents, please ask your Third Parties to provide you with the tracking number of all packages sent to NNAS.
- NNAS records documents within two weeks of receiving them. If you do not see that documents sent to NNAS are logged in within that time frame, please contact Applicant Support at support@nnas.ca.

Contact NNAS

If you have questions about your application or required documents, NNAS recommends that you first check the status of your online account. You may also contact NNAS by mail, phone, or through the Contact Us form at www.nnas.ca

Mail:

NNAS recommends that you send all correspondence by mail and that you consider using an express courier if time is limited.

All required forms and documents sent directly from Third Parties, should be mailed to NNAS. Third Party Authorization Forms, identity documents, and any written correspondence can be mailed to this address:

Mail:

NNAS
P.O. Box 8658
Philadelphia, PA 19101-8658 USA

Courier:

NNAS
3600 Market Street, Suite 400
Philadelphia, PA 19104-2651 USA EMAIL

Email:

To email NNAS, contact support@nnas.ca or access the Correspondence tab in the Applicant Portal. All emails must be sent from the applicant's email address, for confidentiality purposes. Always include your NNAS ID number, application number, and full name in every email.

Phone:

To receive an update on your application status, or for any other questions about your application, you may call NNAS Applicant Support at +1-855-977-1898. This is a toll-free number if you are calling from Canada or the United States.

Please have your NNAS ID number ready. NNAS will not release information to anyone other than the applicant unless we have received a Third-Party Authorization form signed by the applicant.

Applicant support is available Monday to Friday 8:00 am–4:00 pm (0800–1600), eastern time.

To contact the NNAS Corporate Office, you can email info@nnas.ca or call +1-877-215-9989. This is a toll-free number if you are calling from Canada or the United States.

Appendix 1

NNAS Third-Party Authorization

Third-Party Authorization to Release Information

NNAS protects your privacy and will only discuss your application with you, unless you request otherwise. If you choose to let NNAS provide information about your file or applications status to another person, you must submit a Third-Party Authorization form to designate that person (see page 23).

The completed Third-Party Authorization form can be sent to NNAS by mail or courier. NNAS only keeps one mailing address per applicant. Therefore, NNAS will send any mailed correspondence to that address.

Note: You can cancel your Third-Party Authorization at any time by sending a letter to NNAS by mail or courier. In that letter, please say that you want to cancel the Third-Party Authorization and be sure to provide the name of the Third Party.

NOTICE:

By signing below you (1) allow NNAS Inc. and their service providers to disclose confidential, personal, private information about you and your file at NNAS to the person designated below; (2) release and indemnify NNAS, its members, service providers, trustees, officers, and employees from any liability for losses, damages or claims of any type arising out of actions taken by NNAS in reliance upon this Third-Party Authorization to release information, hereafter known as "Authorization".

This Authorization will remain valid from the date the Authorization is received by NNAS until such time as your file is transferred to the provincial Regulatory Body of application.

REVOCAION:

This Authorization can be revoked by submitting a new Third-Party Authorization dated and signed after the initial authorization. In addition, you may revoke this Authorization in writing at any time, which will be effective on or after the 30th day after NNAS receives it, by regular mail or courier mail, at NNAS offices.

AUTHORIZATION:

I authorize NNAS to release to the authorized Third Party indicated by me below, any information about me and my NNAS application or services, including the status of my NNAS application or service, and any other information relating to my file at NNAS. I understand that all postal mail and email will be sent to the authorized Third Party's mailing address and email address as indicated below. This authorization revokes any previous authorization submitted by me.



Third-Party Authorization Form

1. Your NNAS ID number:	2. Your NNAS application number:	
3. Your birth date (dd/mm/yy format):		
4. Your name, signature, and date		
Print your name: _____		
Your signature: _____ (Do not print)		
Date: _____ (dd/mm/yy format)		
5. Your authorized Third Party's information (Please print)		
Third Party's organization name (if applicable): _____		
Third Party's contact name: _____		
First/Given	Middle	Last/Family name
Mailing address: _____		
City/Town: _____	Province/State _____	
Country: _____	Postal Code/ZIP _____	
E-mail: _____		

Appendix 2

Fee Schedule

All fees are in U.S. Dollars (you will also have to pay applicable taxes)

Order Type	Cost
Main Application Order	\$650
Advisory Report for another Province	\$55
Evaluation for a different nursing profession (RN, LPN, RPN)	\$220
Reactivation of an expired Main Application	\$180
Porting your Advisory Report to a first Regulatory Body	\$45
Porting your Advisory Report to an additional Regulatory Body	\$23 (within 24 hours of the Advisory Report being issued) \$45 (after 24 hours of the Advisory Report being issued)
Document translation by NNAS	\$85 per page
Appeals to NNAS (refundable if appeal is successful)	\$500

Note:

- Once an order has been issued and payment has been made, refunds are not available.

Appendix 3

Document Checklist

Required Document	Who Submits it to NNAS?
Two forms of identification	Applicant
Nursing Education Form, official transcript, and syllabus/course description	Nursing Education Institution
Employment Form	Employers for all nursing positions held during the last five years
Nursing Registration Form	Official authorized to provide registration/licensing information
Language test results	Approved language testing agency

At NNAS, we are always looking to improve our communications with applicants. We would welcome your feedback on this Applicant Handbook. Please share your comments by sending an email to info@nnas.ca.