



NNAS

**National Nursing
Assessment Service**



EXPEDITED SERVICE

APPLICANT HANDBOOK

Licensed Practical Nurse &
Registered Nurse
Applicant Handbook

Last updated June 2026





LETTER TO APPLICANTS

Dear NNAS Applicant,

We are pleased to be the first step in your journey toward nursing licensure in Canada. Our goal is to make the process as clear and straightforward as possible.

This handbook is intended for nurses who completed their post-secondary nursing education outside of Canada, including Canadian citizens who studied abroad, and who wish to become a Licensed Practical Nurse or a Registered Nurse and practise anywhere in Canada except Quebec and the Northwest Territories.

Throughout this handbook, you will find a step-by-step guide to each part of the NNAS application process, including information on what is expected of third parties who provide NNAS with required documentation related to your nursing education, employment, and registration.

We encourage you to read this handbook carefully. If you have additional questions, please contact our dedicated Applicant Support Team for assistance. Support is available at applicantnavigator@nnas.ca or by calling toll-free at 1-877-215-9889, Monday to Friday, from 8:00 a.m. to 4:00 p.m. Eastern Standard Time.

Warmly,

Penni Caron,
NNAS, Chief Executive Officer



TABLE OF CONTENTS

	About Us	03
	Canada's Nursing Professions	04
	Glossary of Terms	05
	Document Checklist and Fee Schedule	06
	Expedited Service Roadmap	08
	NNAS Application Process	09
	Monitoring the Status & Contact Information	15
	Expedited Advisory Report	16
	Contact Us	17
	Appendix	18



ABOUT NNAS

NNAS is a non-profit organization representing 18 Nursing Regulatory Bodies across Canada, excluding those in Quebec, Yukon, Nunavut, and the Northwest Territories. It is an important step for Internationally Educated Nurses (IENs) seeking to practise nursing in Canada.

Since 2014, NNAS has verified IENs' credentials and compared their education to Canadian standards, issuing Advisory Reports to the Nursing Regulatory Bodies selected by applicants for all three nursing professions: Registered Nurses (RNs), Licensed Practical Nurses (LPNs), and Registered Psychiatric Nurses (RPNs).

NNAS does not grant nursing licences or make licensing decisions. Licensure decisions are made solely by provincial Nursing Regulatory Bodies, which set their own registration requirements. Applicants must review the requirements of the regulator in the province where they intend to apply.

OUR ROLE

All Nursing Regulatory Bodies in Canada (except those in Quebec, Yukon, Nunavut, and the Northwest Territories) accept NNAS Advisory Reports. Our process ensures a standardized approach to collecting, verifying, and storing the documents required by the Regulatory Bodies. Educational credentials are assessed using tools agreed upon by all participating regulators.

NNAS verifies your documents and compiles them into a single Advisory Report, which is released to the Regulatory Bodies you select. You can also download a copy once it is completed.

NNAS is responsible for:

- Receiving and verifying your identity documents
- Verifying your nursing credentials
- Comparing your credentials to Canadian Entry-to-Practice Competencies
- Collecting and verifying your nursing employment history and prior registrations/licences
- Issuing your Advisory Report

NNAS transfers the documents you submit to a credentialling service, which reviews them according to NNAS's policies. All documents are securely stored. You may be asked for additional documentation if needed.

EXPEDITED SERVICE MEMBERS

-  College of Nursing of New Brunswick (CNNB)
-  Association of New Brunswick Licensed Practical Nurses (ANBLPN)
-  British Columbia College of Nurses and Midwives (BCCNM), RN and LPN only
-  College of Licensed Practical Nurses of Manitoba (CLPNM)
-  Newfoundland & Labrador College of Nurses (NLCN)
-  College of Licensed Practical Nurses of Saskatchewan (CLPNS)
-  Prince Edward Island College of Nursing and Midwifery (PEICNM)
-  College of Registered Nurses of Saskatchewan (CRNS)
-  Nova Scotia Nursing and Midwifery Regulator (NSNMR)
-  College of Licensed Practical Nurses and Health Care Aids of Alberta (CLHA)
-  College of Registered Nurses of Manitoba (CRNM)
-  College of Registered Nurses of Alberta (CRNA)
-  College of Nurses of Ontario (CNO)



CANADA'S NURSING PROFESSIONS



REGISTERED NURSE (RN)

Becoming a Registered Nurse (RN) in Canada typically requires completing a four-year university program that leads to a nursing degree. This program combines both theoretical learning and clinical instruction in medical and surgical nursing.

An RN is a generalist nurse trained to care for all types of patients across various clinical settings. Some RNs may later choose to specialize in a specific area of nursing.

RNs are prepared to provide direct patient care and to coordinate care for individuals, families, groups, and communities, working alongside other health care professionals. Clinical training also equips RNs to take on leadership roles when care becomes more complex.

Additionally, becoming an RN is a prerequisite for pursuing advanced nursing education, such as a Master's degree or PhD in nursing.

LICENSED PRACTICAL NURSE (LPN)

Becoming a Licensed Practical Nurse (LPN) in Canada, known as a Registered Practical Nurse (RPN) in Ontario, typically requires a 2-to-3-year college program leading to a nursing diploma. The program includes both theory and clinical instruction in medical and surgical nursing.

An LPN is a generalist nurse trained to work with a wide range of patients in various clinical settings. Some LPNs may specialize in a particular area 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 across different health care settings. They collaborate with other health care professionals as needed to manage patients of varying complexity.

Like other nurses, LPNs may also have opportunities to work in administration, management, and other health care roles.

GLOSSARY OF TERMS

Advisory Report: The NNAS A report that assesses your education against Canadian nursing standards, compares it to entry-to-practice requirements, and summarizes your registration/licensing and nursing employment history.

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

Comparative Education Service (CES): Is a credential assessment agency at the University of Toronto that evaluates international academic credentials and determines their equivalency within the Canadian education system

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): Nurses, domestic or international, who have completed post-secondary nursing education outside of Canada.

Nursing Regulatory Body: A Regulatory Body who 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 license.

Scope of Practice: The range of professional activities a nurse is authorized to perform based on their training and competencies, as defined by regulatory body policies, which vary by province.

Third Party: An individual or organization has a role in supporting, verifying, or facilitating a process by providing independent information or service such as educational institutions, former employers, and licensing authorities.

TruMerit: Is an international credential evaluation organization that assesses the academic records of internationally educated healthcare professionals and supports their safe and ethical integration into global healthcare systems.

DOCUMENT CHECKLIST & FEE SCHEDULE

DOCUMENTS

Required Document	Who Submits it to NNAS?
Two forms of identification	Applicant directly uploads on the portal
First and Current Nursing Registration Form	Official authorized to provide registration/licensing information
Educational Credential Assessment (ECA) *Requirements may vary depending on the regulatory body you are applying to. If your chosen regulator requires an ECA Report or educational transcripts, this requirement will appear automatically in your Applicant Portal.	Official authorized to provide ECA Report or educational institution authorized to provide transcripts

DOCUMENT CHECKLIST & FEE SCHEDULE

FEES

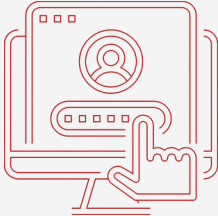
Order Type	Cost - CAD
RN & LPN Application	\$750
Reactivation of an expired application	\$240
Document translation by NNAS	\$125
Appeals to NNAS (refundable if appeal is successful)	\$500



Expedited Service Application Roadmap



1

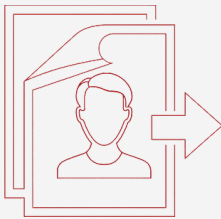


STEP 1: Create Your Account

Visit nnas.ca and create an account. Complete all 5 sections and select your Nursing Regulatory Body.

NNAS ID sent by email within 24 to 48 hours.

2

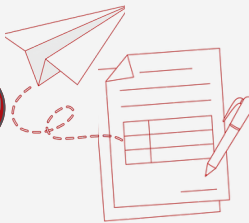


STEP 2: Upload Your IDs and Documents

Upload 2 valid IDs (one must include your photo and signature). Enter your nursing education, employment history and NCLEX-RN exam status in the applicant portal.

Your name must match across all documents submitted.

3



STEP 3: Mail Forms to Third Parties

Print and mail the Nursing Education Form to your school, the Employment Form to past employers (last 5 years), and the Registration Form to all licensing authorities.

Sign Part A before mailing. Forms must be sent to NNAS directly by the third party.

4



STEP 4: Submit ECA Report or Transcripts

Check your portal to see if an ECA report or transcripts are required. If you already have one, submit it right away. If not, order from an approved provider: WES, CES, ICAS, ICES, or IQAS.

Instructions will appear in your portal if this step is required.

5



STEP 5: Receive and Use Your Report

Your report will be issued within 5 business days of receiving your last document. Download it and apply to your chosen regulatory body.

Report valid for 1 year. Application order valid for 12 months.

EXPEDITED SERVICE APPLICATION PROCESS

CREATING AN APPLICATION

1

Go to nnas.ca

Select the Apply/Login link from the homepage.

2

Create an application

Click Create an Application and follow all steps as provided.

3

Complete the NNAS Application (Overview)

The application includes twelve sections, all of which must be completed in full. Please ensure all information is accurate and complete before reviewing the terms and conditions and submitting payment.

Select a Nursing Regulatory Body that you wish to proceed with for your Main Application Order.

- Your Main Application Order remains open and valid for 12 months from the date you submit your application. During this period, you may request Advisory Reports for additional provinces for a fee.

Incomplete Main and Additional Application Orders will expire after 12 months.

- An expired Main Application Order may be reactivated for a fee within 12 months of its original expiration date. After that time, it cannot be reactivated, and you must start a new application to continue the process.

IMPORTANT NOTES

- NNAS currently accepts credit cards only. Debit cards are not accepted.
- You will receive a welcome email with your NNAS Identification (ID) number within 24–48 hours after your payment has been processed and accepted. If you do not see the email in your inbox, please check your spam or junk folder. If it is still not found, contact the NNAS Support Team at support@nnas.ca for assistance.
- Once your application has been created, certain information cannot be changed. If you notice an error or need to update your information, please contact the NNAS Support Team for assistance.

EXPEDITED SERVICE SUBMITTING DOCUMENTS

To proceed with the NNAS application process, you must ensure all required document can be provided. Some documents must be submitted directly by you, while others must be sent to NNAS by third parties. Third parties include your nursing school(s), educational assessment provider, and document translation service providers. Please review the instructions for each requirement carefully.

All documents must be provided in English or French, based on the requirements. If any documents are not available in English or French, you must arrange for translation at your own expense.

Responsibility of the Applicant



Please ensure that all information and documents, provided to NNAS, are true and complete. Incomplete, altered, or false documents will result in your application being cancelled or delayed. Please review NNAS's [Fraudulent/Irregular Documents Policy](#) available on the NNAS Website.

TRANSLATION

Translations can be done in one of three ways:

OPTION 1

By an approved institution (for example, your college, university, or licensing authority)

OPTION 2

By a certified translator

OPTION 3

By NNAS (for a fee)

All translated documents must include:

- The translator's official stamp and/or identification number, address, telephone number, and the date of translation.
- A statement from the translator confirming that the translation is an accurate representation of the original document(s).
- The translator's printed name and original signature (not a copy or stamp).
- The certified translations, along with notarized true copies of the original documents, must be mailed directly from the translator to NNAS.

EXPEDITED SERVICE APPLICATION PROCESS

IDENTIFICATION

- You must provide two pieces of valid identification. One document must include your photo and signature (e.g., passport, driver's licence, or PR card). You can upload the identification documents directly to the application portal.
- If your name has changed, you must submit copies of official documents showing the name change, such as a legal name change document, birth certificate, marriage certificate, or divorce decree.
- Your name (or its translation) must be consistent across all documents submitted to NNAS. If there are differences, you must provide either:
 - Identification supporting each variation of your name
 - An affidavit explaining the differences.
 - **Please note:** An affidavit alone is not considered a valid form of identification.



APPLICATION PROCESS

REQUEST ECA REPORT OR EDUCATIONAL TRANSCRIPTS FROM A THIRD PARTY (IF APPLICABLE)

Some Nursing Regulatory Bodies require an ECA Report or educational transcripts for the NNAS expedited application process. An ECA Report can be submitted in place of transcripts. If you already have an ECA Report, it is recommended to submit it, as this is usually faster and less costly.

If a regulatory body requires an ECA Report or transcripts, this requirement will appear automatically in your Applicant Portal, along with instructions on how to request them from the relevant third parties.

All ECA Reports or transcripts must be sent directly to NNAS by the third party, either by mail or digitally. Digital submissions are only accepted if the institution has a secure link established with NNAS.

Organizations that are approved to provide ECA Reports include the following:

- World Education Services (WES)
- Comparative Education Service (CES)
- International Credential Assessment Service (ICAS)
- International Credential Evaluation Services (ICES)
- International Qualifications Service (IQAS)

EXPEDITED SERVICE

APPLICATION PROCESS

FORMS

This section outlines the documents that must be sent directly to NNAS by third parties. You can find all required forms in your Applicant Portal under “Part G: Forms” of your NNAS application:

- **Nursing Education Form:** Print and mail this form to your nursing school(s).
- **Nursing Registration Form:** Print and mail this form to your licensing authority(ies).

Please ensure you provide complete and accurate information. Failure to disclose all nursing registrations and employment history may cause delays or result in cancellation of your application.

IMPORTANT NOTES

- You must sign Part A of each form before mailing it directly to the appropriate third party.
- Each form specifies the designated recipient. Ensure you send each form to the correct third party to avoid delays.
- You are responsible for any fees charged by third parties, including translation costs.
- NNAS must receive completed forms and supporting documents directly from the nursing schools, employers, and licensing authorities. NNAS cannot accept documents sent by you or anyone not authorized to complete the forms. All documents must include the organization’s name, return address, and official seal or stamp.
- If forms are submitted in a language other than English or French without a translation, NNAS can arrange translation for a fee. Translation is not automatic you must request this service and agree to the associated costs.
- Once NNAS receives and reviews your documents, you will be notified if additional information is required.
- Your application expires after 12 months. Contact third parties early to help prevent delays.

EXPEDITED SERVICE

APPLICATION PROCESS

DISCLOSE NURSING EDUCATION, EMPLOYMENT AND EXAMINATION INFORMATION

- In the Applicant Portal, you must provide information about your education, employment, and whether you have written and passed the NCLEX-RN examination.
- Documentation from third parties is not required for these sections. However, NNAS or the regulatory body(ies) you apply to may still request supporting documents, even if not required for the expedited application process.
- Failing to disclose this information may cause delays or result in your application being cancelled.

NNAS EXPEDITED ADVISORY REPORT

- 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 where you have obtained a licence or registration, including Canadian authorities, even if the licence is no longer active. Ask the authority to complete the form and send it directly to NNAS by mail or courier.
- The form must be completed by officials authorized to provide registration or licensing information.

MONITORING THE STATUS & CONTACT INFORMATION

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.

You can track the status of your application through the **Application Portal**, which allows you to:

- See when NNAS receives your documents
- Monitor your application as it progresses through the process

APPLICATION STATUS:

- **Waiting for Required Documents:** NNAS is waiting to receive all required documents from you and/or third parties.
- **Ready for Review** – All required documents have been received, and an evaluator will review your application for completeness before starting the document evaluation.
- **Ready for Final Review** – Your application is in the final stage and undergoing a quality assurance review. *(All NNAS applications undergo this final review before release.)*
- **Report Issued** – Your Advisory Report is complete, and the NNAS process is finished.



THIRD PARTY AUTHORIZATION

You may authorize a third party to act on your behalf in matters relating to your NNAS application. Once authorized, they may contact NNAS, receive information about your application, and act as permitted. To authorize a third party, complete the Third Party Authorization Form (available in the Appendix or on our website) and return it to NNAS using one of the methods on the final page. NNAS will not release information to or accept instructions from any third party until a completed form is received.

EXPEDITED ADVISORY REPORT



COMPLETE THE NNAS PROCESS

After your completed application is reviewed, a single Expedited NNAS Advisory Report will be prepared. This report applies to both LPN and RN professions. It includes all documents submitted to NNAS as well as copies of any correspondence (emails and letters) you have had with NNAS.

With the expedited service, NNAS aims to issue your Advisory Report within 5 business days of receiving your last document.

Once your report is complete, you will receive an email notification. You can then download the report and apply to the regulatory body or bodies of your choice.

Your Advisory Report is valid for one year from the issue date. It is important to apply to your chosen regulatory body or bodies within this period. You can download your report at any time during the one-year validity. After one year, access to the report will no longer be available.

APPEALS

You may submit a written request to NNAS to appeal any part of your evaluation that you believe was misrepresented or undervalued.

NNAS will review your appeal and provide a written response.

Appeals must be submitted within 60 days of the Advisory Report's issue date. If your appeal is successful, your fee will be refunded. To learn more about NNAS Appeals Process please visit our website:

<https://www.nnas.ca/appeals-process/>

CONTACT US

For questions about your application, contact the NNAS Applicant Support Team. We are available Monday to Friday, 8:00 am–4:00 pm (ET).

EMAIL:

applicantnavigator@nnas.ca
(or through the Correspondence tab in the Applicant Portal)

PHONE:

+1-877-215-9989
(toll-free within Canada and the United States).

YOUR ASSESSMENT VENDOR



Your assessment will be completed by one of two vendors: TruMerit or Comparative Education Service (CES). Refer to your Applicant Portal to confirm which vendor is assigned to your file, then send your required forms and documents, and direct any questions about your report, to that vendor using the information below.

CES	TruMerit
Mail: Comparative Education Service University of Toronto, School of Continuing Studies 158 St. George Street, Toronto, ON M5S 2V8, Canada Email: ces@learn.utoronto.ca.	Mail: P.O. Box 8658, Philadelphia, PA 19101- 8658 USA Courier: 3600 Market Street, Suite 400, Philadelphia, PA 19104-2651 USA

Note: NNAS recommends sending all correspondence by mail and using an express courier if time is limited.



National Nursing Assessment Service

NNAS Corporate Mailing Address

**Regus Eaton Centre
1 Dundas Street West,
Suite 2500
Toronto, Ontario
M5G 1Z3, Canada**