

NNAS

**National Nursing
Assessment Service**



REGISTERED PSYCHIATRIC NURSE

APPLICANT HANDBOOK

Your nursing career in Canada
begins here!

Last updated June 2026





LETTER TO APPLICANTS

Dear NNAS Applicant,

We are pleased to be the first step in your journey toward psychiatric 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 Registered Psychiatric Nurse and practise in British Columbia, Alberta, Saskatchewan, or Manitoba. Please note that Registered Psychiatric Nurses are now licensed separately in Nova Scotia, Prince Edward Island, Newfoundland and Labrador, Yukon, 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

Penni Caron, RPN, BHA
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
	RPN Applicant Roadmap	08
	NNAS RPN Application Process	09
	Advisory Report	14
	Monitoring the Status & Content Information	15
	Third Party Authorization Form	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 the first 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 Internationally Educated Nurses (IENs) to. 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 TruMerit, which reviews them according to NNAS's policies. TruMerit securely stores your information and may request additional documentation directly from you if needed.

CANADA'S NURSING PROFESSIONS

PSYCHIATRIC NURSING & OTHER NURSING PROFESSIONS IN CANADA

Nursing in Canada includes three regulated professions: Registered Psychiatric Nurse (RPN), Registered Nurse (RN), and Licensed Practical Nurse (LPN). Through the NNAS process, you may apply for licensure in one of these roles. Each province has its own regulatory policies, and your education and experience will be assessed against the requirements of the province where you intend to practise.

REGISTERED PSYCHIATRIC NURSE (RPN)

Registered Psychiatric Nursing is a regulated profession in British Columbia, Alberta, Saskatchewan, and Manitoba. Becoming an RPN typically requires 2.5–4 years of college or university education, including theoretical and clinical training in psychiatric and general nursing. RPNs care for individuals with complex mental health, psychosocial, and physical needs, and coordinate care for individuals, families, groups, and communities across diverse health care settings in collaboration with other health professionals.

PSYCHIATRIC NURSING REGULATORY BODIES



- Registered Psychiatric Nurses of Saskatchewan (CRPNS)
- The College of Registered Psychiatric Nurses of Manitoba (CRPNM)
- British Columbia College of Nurses and Midwives (BCCNM)
- College of Registered Psychiatric Nurses of Alberta (CRPNA)

RPNs are now licensed separately in Nova Scotia, Prince Edward Island, Newfoundland and Labrador, the Yukon and Northwest Territories.

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.

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.

Notary Public (Notary): A person authorized by the government to certify that a document is a true copy of an original.

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 licence.

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.

DOCUMENT CHECKLIST & FEE SCHEDULE

DOCUMENTS

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



DOCUMENT CHECKLIST & FEE SCHEDULE

FEES

Order Type	Cost - USD
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	\$25 – within the first 24 hours of 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

RPN PATHWAY APPLICATION OVERVIEW

01 CREATE & SUBMIT YOUR APPLICATION



Create your account at nnas.ca and complete all five sections of the application. Select your Nursing Regulatory Body, pay by credit card, and upload two pieces of valid ID, including one with your photo and signature.

02 SEND FORMS TO THIRD PARTIES



Print and mail the required forms to your school(s), employer(s), and licensing authority(ies). They must complete and return the forms directly to NNAS. Arrange certified translations for any documents not in English or French.

03 NNAS REVIEWS & ASSESSES



Once all documents are received, NNAS will notify you of any missing items. Your nursing education will then be assessed against the Canadian Entry-to-Practice Competencies. This process takes approximately 12 weeks.

04 RECEIVE YOUR REPORT & APPLY



Download your Advisory Report from the NNAS portal. Your report is valid for one year, so apply to your chosen Regulatory Body within this period. You may also apply to additional provinces for a fee.

RPN PATHWAY 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.

APPLICATION PROCESS

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.

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.



NAME CONSISTENCY ACROSS DOCUMENTS

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 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 Practice/Employment Form:

Print and mail this form to all nursing employers for positions held within the past five years.

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.

APPLICATION PROCESS FORMS

1. NURSING EDUCATION FORM ✖

- Download and print the Nursing Education Form, which includes **Part A** (to be completed and signed by you) and **Parts B and C** (to be completed by the school).
- Send a Nursing Education Form to each school where you completed your nursing education. Ask the authorized school official responsible for issuing official transcripts to complete the form and mail it directly to NNAS (by mail or courier), along with:
 - Copies of your academic records/official transcripts, and
 - Your nursing program curriculum, syllabus, or course descriptions.
- When sending the form, encourage your school to provide as much detailed course information as possible.
- If the individual providing course information is not the authorized official responsible for issuing transcripts, **their name and signature must also be included.**

2. NURSE 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 within the **past five calendar years**. The form must be completed by an official authorized to provide your employment information. Ask the employer to complete the form and send it directly to NNAS by mail or courier.

3. 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 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.

APPLICATION PROCESS

ADVISORY REPORT

What's included:

- All documents submitted to NNAS,
- Your curriculum assessment, and
- Copies of any correspondence (emails and letters) you have had with NNAS.

HOW IS CURRICULUM ASSESSED?

- NNAS evaluates the curriculum from your nursing education program against the Canadian Entry-to-Practice Competencies using a process called content analysis.
- This analysis identifies differences or gaps in your education. The results are tabulated and scored, and your curriculum will be classified as:
 - Comparable
 - Somewhat Comparable, or
 - Not Comparable to the Canadian Entry-to-Practice Competencies.

	COMPARABLE	SOMEWHAT COMPARABLE	NOT COMPARABLE
REGISTERED PSYCHIATRIC NURSE	53% or higher	33% to 52%	32% or lower

- These descriptions and scores are not decisions. The Regulatory Bodies you apply to will review your Advisory Report and make decisions based on your complete application.
- NNAS does not determine educational equivalency.

COMPLETE THE NNAS PROCESS

- NNAS aims to issue your Advisory Report within 12 weeks of receiving your last document. Once your report is ready, you will receive an email notification. You can then download the report and apply directly to the regulatory bodies of your choice through the NNAS Applicant Portal.
- Your Advisory Report is valid for one year from the issue date. It is important to apply to your chosen regulatory bodies within this period; otherwise, you will need to reapply to NNAS. You can download your report at any time during the one-year validity. After one year, access to your report will no longer be available.

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, this person may contact NNAS, receive information about your application, and act on your behalf as permitted. To grant this authorization, complete the Third Party Authorization Form, available in the Appendix or on our website, and send it back to NNAS using one of the methods indicated on the final page.

Note: NNAS will not release information to or accept instructions from any third party until a completed form is received.



To access the form, [click here](#)

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.



Learn more at nnas.ca/appeals-process

CONTACT US

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

All required forms and documents from third parties must be mailed directly to NNAS. Third Party Authorization Forms, identity documents, and any written correspondence should be sent to the following address:

MAIL	COURIER
NNAS P.O. Box 8658 Philadelphia, PA 19101-8658 USA	NNAS 3600 Market Street, Suite 400 Philadelphia, PA 19104-2651 USA

**The Applicant Support Team is available
Monday to Friday, 8:00 am–4:00 pm (ET).**

EMAIL	PHONE
For updates or questions regarding your application contact NNAS by email at applicantnavigator@nnas.ca or through the Correspondence tab in the Applicant Portal.	Or call NNAS Applicant Support Team at +1-877-215-9989 (toll-free within Canada and the United States).



National Nursing Assessment Service

NNAS Corporate Mailing Address

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