CNA Certification

2014 General Application Guide

For Certification Renewal by Continuous Learning or by Exam

Application Period

› September 3 to December 2, 2013

Care to Be the Best

Apply early and get your online exam prep resources sooner!

Apply Online!
getcode.cna-aiic.ca

A product of the Canadian Nurses Association
Online and hard-copy applications will be accepted from September 3 until December 2, 2013.

### Residents of BC, AB, SK, MB, NU, NT and YT
- **Renewal by continuous learning - CNA members**: $299.25
- **Renewal by exam - CNA members**: $519.75
- **Substitute writing centre fee**: $162.75 (additional)

### Residents of QC
*Quebec nurses: NANB or YRNA membership entitles you to a CNA member fee. Proof required.
- **Renewal by continuous learning - CNA members**: $299.25
- **Renewal by exam - Non-members (QC)**: $373.80
- **Renewal by exam - CNA members**: $519.75
- **Renewal by exam - Non-members**: $737.10
- **Substitute writing centre fee**: $162.75 (additional)

### Residents of ON
*Ontario nurses: RNAO membership entitles you to a CNA member fee. Proof required.
- **Renewal by continuous learning - CNA members (RNAO)**: $322.05
- **Renewal by continuous learning - Non-members**: $402.28
- **Renewal by exam - CNA members (RNAO)**: $559.35
- **Renewal by exam - Non-members**: $793.26
- **Substitute writing centre fee**: $175.15 (additional)

### Residents of NS
- **Renewal by continuous learning - CNA members**: $327.75
- **Renewal by exam - CNA members**: $569.25
- **Substitute writing centre fee**: $178.25 (additional)

### Residents of PE
- **Renewal by continuous learning - CNA members**: $324.90
- **Renewal by exam - CNA members**: $564.30
- **Substitute writing centre fee**: $176.70 (additional)

### Residents of NL and NB
- **Renewal by continuous learning - CNA members**: $322.05
- **Renewal by exam - CNA members**: $559.35
- **Substitute writing centre fee**: $175.15 (additional)

All fees include an administrative fee of $57 + GST or HST for renewal by continuous learning or $98 + GST or HST for renewal by exam.

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**Candidates choosing to renew by exam,**
please see page 16 of this guide for writing centre information.
2014 CNA Certification Program

National certification in nursing specialties and areas of nursing practice offered by the Canadian Nurses Association (CNA)

GENERAL APPLICATION GUIDE FOR CERTIFICATION RENEWAL BY CONTINUOUS LEARNING OR BY EXAM

This application guide contains all of the information you need to apply for certification renewal by continuous learning or by exam. For hard-copy applicants, all the required forms are available on the certification website.

Please read this guide completely before applying.

Contact CNA certification staff to discuss eligibility criteria or professional issues about CNA and certification.

CANADIAN NURSES ASSOCIATION
Certification Program
50 Driveway
Ottawa, ON K2P 1E2
Website: getcertified.cna-aiic.ca
E-mail: certification@cna-aiic.ca
Toll-free: 1-800-361-8404
Fax: 613-237-3520

Contact the CNA Certification Program Processing Centre staff to discuss any questions about the processing of your application for certification. You may send your application to the processing centre.

CANADIAN NURSES ASSOCIATION
Certification Program Processing Centre
1400 Blair Place, Suite 210
Ottawa, ON K1J 9B8
Website: getcertified.cna-aiic.ca
E-mail: certification@cna-aiic.ca
Toll-free: 1-800-450-5206
Fax: 613-237-6684

• **Hard-copy applicants:** Send your application directly to the processing centre address. We strongly recommend that you send your application by a guaranteed courier service. CNA is not responsible for lost or misdirected mail. We also recommend that you photocopy your application before mailing.

• Contact the processing centre staff if you wish to change current information, order promotional materials, ask about or revise your candidate status, or if you have any other questions.
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Prepare for CNA certification exams by visiting getcertified.cna-aic.ca for the nursing competencies and bibliography for your nursing specialty or area of nursing practice.
INTRODUCTION

Care to Be the Best
Renewing your CNA National Certification Credential

Since 1991, the Canadian Nurses Association (CNA) Certification Program has recognized an increasing number of registered nurses (RNs) for having achieved CNA certification in their nursing specialty or area of nursing practice — a true mark of distinction!

You have held this mark of distinction for its full term and it is now time to renew your certification. This application guide describes the process for certification renewal and the requirements you will have to meet.

There are 20 nursing specialties and areas of practice listed here with their certification designation. Those available for certification renewal are indicated with an (R).

- Cardiovascular, CCN(C) (R)
- Community Health, CCHN(C) (R)
- Critical Care, CNCC(C) (R)
- Critical Care Pediatrics, CNCCP(C) (R)
- Emergency, ENC(C) (R)
- Enterostomal Therapy, CETN(C) (R)
- Gastroenterology, CGN(C) (R)
- Gerontology, GNC(C) (R).
- Hospice Palliative Care, CHPCN(C) (R)
- Medical-Surgical, CMSN(C)
- Nephrology, CNeph(C) (R)
- Neuroscience, CNN(C) (R)
- Occupational Health, COHN(C) (R)
- Oncology, CON(C) (R)
- Orthopaedics, ONC(C) (R)
- PeriAnesthesia
- Perinatal, PNC(C) (R)
- Perioperative, CPN(C) (R)
- Psychiatric and Mental Health, CPMHN(C) (R)
- Rehabilitation, CRN(C) (R)

The CNA Certification Program is linked to the following national nursing associations:

- Canadian Association of Critical Care Nurses (CACCN) – www.caccn.ca
- Canadian Association for Enterostomal Therapy (CAET) – www.caet.ca
- Canadian Association of Medical and Surgical Nurses (CAMSN) – www.medsurgnurse.ca
- Canadian Association of Nephrology Nurses and Technologists (CANNT) – www.cannt.ca
- Canadian Association of Neuroscience Nurses (CANN) – www.cann.ca
- Canadian Association of Nurses in Oncology (CANO) – www.cano-acio.org
- Canadian Association of Perinatal and Women’s Health Nurses (CAPWHN) – www.capwhn.ca
- Canadian Association of Rehabilitation Nurses (CARN) – www.carn.ca
- Canadian Council of Cardiovascular Nurses (CCCN) – www.cccn.ca
- Canadian Federation of Mental Health Nurses (CFMHN) – www.cfmhn.ca
- Canadian Gerontological Nursing Association (CGNA) – www.cgna.net
- Canadian Hospice Palliative Care Association (CHPCA) – www.chpca.net
- Canadian Occupational Health Nurses Association Inc. (COHNA) – www.cohna-aciist.ca
- Canadian Orthopaedic Nurses Association (CONA) – www.cona-nurse.org
- Canadian Society of Gastroenterology Nurses and Associates (CSGNA) – www.csgna.com
- Community Health Nurses of Canada (CHNC) – www.chnc.ca
- National Association of PeriAnesthesia Nurses of Canada (NAPAN®) – www.napan.org
- Operating Room Nurses Association of Canada (ORNAC) – www.ornac.ca

All exams are available in English and French.
GENERAL INFORMATION

What is certification renewal?
CNA certification is valid for a five-year term, after which you can renew your national credential either by submitting a list of continuous learning activities or by rewriting the exam. Maintaining your certification is also contingent upon maintaining your RN registration/licence and meeting all certification renewal eligibility criteria. If you do not renew your credential, it will lapse, and you will no longer have the privilege of using it in your nursing specialty/area of nursing practice.

When to renew
You must complete your online or hard-copy application for certification renewal by the last day of the renewal application period. For 2014 certification renewal candidates, the application period will run from September 3 until December 2, 2013. The application deadline is necessary to accommodate certification renewal candidates who wish to renew by exam and provides time for a thorough review of the continuous learning activities. It also allows time to process all of the applications and send new certificates to candidates before their certification term expires.

Lapsed certification
If you do not renew when the five-year term has ended, your certification credential is considered lapsed. To earn the credential again, you must meet the current eligibility criteria, submit an application for initial certification and write the certification exam. If you have any questions about your certification renewal or the eligibility criteria needed to renew, do not hesitate to contact the CNA Certification Program at 1-800-361-8404.

NOTE: Your fee will be processed immediately. Processing of your fee does not confirm eligibility.

ELIGIBILITY CRITERIA

You can renew your certification only in the nursing specialty/area of nursing practice in which you are currently certified. To renew, you have two basic options. Choose only one option.

Option 1: Continuous Learning
Submit a record of continuous learning (CL) activities in your nursing specialty/area of nursing practice accumulated during the five-year certification term (minimum 100 hours).

Option 2: Exam
Write the certification exam. See the application form for the exam date.

All of the information requested as part of your application must be completed clearly and in full for your eligibility to be accurately determined. Otherwise your application will not be considered.

NOTE: One full-time year = 1,950 hours (including vacation time).

Specific eligibility criteria (required for both options)
To be eligible for certification renewal, you must meet the following criteria:

• You hold a current registration/licence as an RN in Canada.
• You have accumulated a minimum of 2,925 hours of experience as an RN in your nursing specialty/area of nursing practice during your current five-year certification term in full-time, part-time or casual employment.
• You have accumulated a minimum of 100 hours of continuous learning (CL) activities related to your nursing specialty/area of nursing practice during the five-year term, or you have successfully written the current exam in your specialty/area of nursing practice.
• Your supervisor/consultant in your nursing specialty/area of nursing practice must verify that you have the required experience.

- **Online applicants**: The information stated on your application will be sent electronically to your supervisor/consultant for validation and endorsement.

- **Hard-copy applicants**: The Endorsement and Verification of Experience section of the application form must be completed by your supervisor/consultant.

• You have either completed the online certification renewal application process or, in the case of hard-copy applications, completed the Certification Renewal Application form, submitted the necessary documents and paid the appropriate fees.

### Calculating hours of experience

Here are some important points to remember as you calculate your hours of experience.

- The hours you include must all be RN experience in your nursing specialty/area of nursing practice. This experience can be in any of the five following areas: direct patient care, education, research, policy or administration.

- Hours of RN experience in your nursing specialty/area of nursing practice can be earned outside of Canada.

- You can include all hours completed, or forecast to be completed, by the end of your certification term.

- Remember, one full-time year = 1,950 hours (including vacation time).

### Inactive status for certification renewal candidates

Nurses who must let their certification lapse owing to personal or professional reasons may apply to the CNA Certification Program for inactive status. Inactive status provides CNA-certified nurses with an additional three-year period to meet their renewal requirements.

Inactive status begins the day after the last day of the certification term.

It cannot be extended past one three-year term. The request for inactive status must be submitted before the certification period expiry date using the Inactive Status Application form, which is available on the CNA website or by calling the CNA Certification Program Processing Centre at 1-800-450-5206.

The request for inactive status must be made before the end of the candidate’s certification term.

The fee for inactive status is $163 plus GST/HST and is non-refundable.

The Inactive Status Application form is to be sent to the processing centre address listed along with the fee.

The candidate cannot use the CNA certification credential during the inactive period.

Certification status can be reactivated at any time during the three-year term as long as the candidate meets all of the renewal eligibility requirements in effect at the time, including any changes in requirements that may have occurred during the period of inactivation. The certification credential will be reactivated when the Certification Renewal Application form and fee are submitted and the application has been approved by CNA Certification Program staff.

If a candidate does not apply for reactivation of their credential before the end of the three-year inactive status term, the credential will lapse. In order to earn the credential at a future date, the candidate will be required to meet all of the current eligibility criteria and write the exam.

If there are extenuating circumstances affecting reactivation that require special consideration from the CNA Certification Program, you must contact CNA certification staff to discuss these circumstances before the three-year inactive status term ends.

### Example

Jane’s CNA certification renewal term is from April 1, 2009, to March 31, 2014. She is due to renew her certification in 2014. In the autumn of 2013, she applies for inactive status, pays $163 (plus tax) and is granted inactive status from April 1, 2014, to March 31, 2017. In October 2016, Jane applies in writing to reactivate her CNA certification status, using her experience and continuous learning accrued during the five-year period from November 2011 to November 2016. The renewal application is approved and her certification is renewed for the period of 2017 to 2022. Jane will receive a new CNA certification number for the reactivation of her credential.

If Jane does not apply for status reactivation before the end of her inactive term, her certification will lapse, and she will need to write the scheduled exam to reclaim certification.
General Application Guide for Certification Renewal by Continuous Learning or by Exam

Candidate notification

Once a decision is reached, CNA will contact you in writing. Because extra steps are involved in reviewing an application for inactive status, the notification process may take longer than eight weeks.

Please contact the certification nurse consultant at 1-800-361-8404 for further details.

General guidelines for earning continuous learning (CL) activity hours

All provinces and territories now have continuing competence and quality assurance programs. This means registered nurses need to maintain and enhance their competencies through continuous learning to ensure their practice is based on the knowledge and skills relevant to client health needs.

Once you have assessed your learning needs in your nursing specialty/area of nursing practice and developed your learning plan to address those needs, your next step is to select the most appropriate and effective learning opportunities.

To renew your certification credential, you will need to earn a minimum of 100 CL hours related to your nursing specialty/area of nursing practice during your five-year certification term. CNA is flexible about how you can earn these hours.

Here are some general guidelines for earning CL hours for your certification renewal.

- Each CL activity must relate to your nursing specialty/area of nursing practice and to at least one of the competencies for that specialty/area of nursing practice. Visit getcertified.cna-aiic.ca to view the nursing competencies list for your nursing specialty or area of nursing practice.

- Each CL activity must be a minimum of 30 minutes.

- If you repeat an identical CL activity (e.g., basic cardiac life support [BCLS]) during the five-year certification term, it counts only once. If you take the activity at a higher level, then you can count both (e.g., BCLS and then advanced cardiac life support [ACLS]).

- Each CL activity must be earned during your five-year certification term. You can project your CL hours up to the last day of your current certification term, even though you will be applying for certification renewal a few months before your term ends.

- One clock hour equals one CL hour.

- Subtract any time taken from the CL activity for lunch, breaks, etc.

- Pre-authorization from CNA is not required for your CL activities to count.

- CL activities can be earned outside Canada. International CL activities are not only accepted, they are encouraged.

- Some examples of CL activities include attending conferences, workshops, seminars and employer in-services; taking formal courses at college or university; making presentations; and writing articles.

Specific guidelines for recording CL activities

Once you have developed your learning plan, there are many ways in which you can achieve your CL requirements. For CNA certification renewal purposes, you will need to demonstrate that you have completed 100 hours of CL activities related to the competencies in your nursing specialty/area of nursing practice during your five-year certification term. Your choice of CL activities should improve your knowledge and skills in your nursing specialty/area of nursing practice and should not be part of your primary responsibilities as defined in your job description (e.g., a nurse educator responsible for the orientation of new staff would not count the orientation as a CL activity).

Please note that the CNA Certification Program allows a great deal of flexibility with regard to the type of CL activities that you undertake. CNA will, however, provide guidelines for a maximum number of hours you can claim for some CL activities. Below are examples of the types of CL activities you may wish to count toward your CL hours.

NOTE: Nurses can use the CL requirements of their jurisdiction toward their certification renewal.
Academic courses

• The course content must be applicable to your area of certification.
• You can count courses taken toward degree completion and advanced degrees if they apply to your certification area. For example, if an emergency nurse taking an ethics course toward her nursing degree has focused her assignments on ethical issues in emergency nursing, the course now has a specialty focus and can count toward certification renewal.
• You cannot count academic credits or courses that are outside your nursing specialty/area of nursing practice (e.g., English literature, history, music, general computer courses).

CL hours allotted:

• In general, a college or university semester course (e.g., from September to December) is equal to 36 CL hours. This also applies to a distance education course.
• If you do not know how many credits are allowed for a course, calculate one CL hour for every clock hour you spent attending the course (e.g., 3 hours/week x 12 weeks = 36 CL hours).

Conferences, teleconferences, seminars, workshops

• Calculate the total hours attended (it is not necessary to break down every individual conference session attended).
• Remember, if you repeat the exact educational activity within the five-year term, it counts as a CL activity only once. However, similar activities at different levels can count as separate CL activities (e.g., BCLS, ACLS). Follow the general guidelines previously outlined.

Employer in-services

• These are generally short CL activities of 30 minutes or an hour.

NOTE: If the in-service is offered regularly (e.g., nursing grand rounds once a month), keep a running list of the sessions you have attended with all of the pertinent information. Ask your nursing supervisor or nurse educator to sign the list annually. This decreases paperwork and makes it easy to document your CL activities.

CNA certification exam development

• Activities include sitting on the certification exam committee or translation committee, or serving as an item writer or item reviewer.
• CNA will provide you with proof of participation.

CNA Certification Mentorship Program

• You will receive 10 CL hours from CNA for each year you participate as a mentor.
• CNA will provide you with proof of participation.

Independent study

• You may include reading articles and answering the test questions that appear in professional nursing journals (e.g., CEU articles). You must complete the questions and have the activity scored. CNA will grant the same number of CL hours as stated in the journal.
• Participation in a journal club related to your nursing specialty/area of nursing practice can also be considered for CL. Count the number of hours the journal club meets as CL.
• You may also include participation in e-learning tutorial programs, online courses, discussion groups and forums. As proof of your participation, print and retain hard copies that clearly show your involvement in such programs and discussions.
• These activities must relate to your nursing specialty/area of nursing practice.

Leading a study group to prepare for the certification exam

• The maximum number of hours you can claim for this activity category is 40 hours.
• You can count organizing and leading a study group to help other RNs prepare for the CNA certification exam, as long as the study group is in your certification nursing specialty/area of nursing practice.
• Remember that one clock hour equals one CL hour when calculating your leadership of a study group.
Professional specialty committee/association membership or participation

- Membership in the national association representing your specialty, 4 CL hours/year

- The committee activity must be related to your certification nursing specialty/area of nursing practice. Examples include serving on the planning committee for a specialty conference or on the executive of the association for your area of nursing practice. The activities should not be part of your job description's regular responsibilities. You may volunteer for the committee or be elected or appointed to it. The maximum number of hours you can claim for this category is 25 hours.

Presentations, lectures, posters

- These are credits for presentations you make to other health professionals on topics related to your area of certification.

- You can also count your preparation time. To calculate your preparation time, double the presentation time (e.g., 1 hour presentation + 2 hours preparation = 3 CL hours).

- If you repeat the exact presentation within the five-year term, it counts as a CL activity only once.

- However, if you change the presentation significantly or give it at a different level, you can count the activity more than once (e.g., level one: presentation on respiratory assessment, followed by level two: advanced respiratory assessment).

- For an oral presentation to a provincial or national conference, you may claim a maximum of 10 CL hours for your preparation and presentation.

- For a poster presentation to a provincial or national conference, you may claim a maximum of 10 CL hours for your preparation and presentation.

Preceptorship

- The maximum number of hours you can claim under this activity category is 40 hours.

- The preceptorship must be in your specialty or area of nursing practice.

Preceptorship is a frequently employed teaching and learning method using nurses as clinical role models. It is a formal, one-to-one relationship of pre-determined length between an experienced nurse (preceptor) and a novice (preceptee) and is designed to assist the novice in successfully adjusting to a new role. The novice may be a student or an already practising nurse moving into a new role or setting.

The organizations or departments involved in a preceptorship program provide an administrative plan for the program based on a needs assessment as well as on their organizational philosophy. Administrative support of the program and its participants is essential for successful implementation of the program.

The preceptor

- acts as clinical teacher, professional role model and colleague;

- facilitates the preceptee's introduction into the organization;

- collaborates with the preceptee to assess learning needs and set learning goals;

- determines client care responsibilities appropriate to the preceptee's preparation in consultation with the preceptee;

- provides encouragement and guidance to the preceptee; and

- participates with the preceptee in evaluating specific learning outcomes and the program in general.

The preceptee

- participates in the program as an active learner and colleague;

- participates with the preceptor in assessing learning needs and setting learning goals;

- clearly states when assigned care exceeds his/her preparation; and

- participates with the preceptor in evaluating learning outcomes and the program.
### Articles, book chapters, research projects

- You can include publication of materials relevant to your area of certification.
- Your publication can appear in a recognized professional journal or newsletter, or can be issued by a recognized publishing house.
- The format can be a manuscript, research paper, book chapter or book.
- You should include a copy of the publication with your application.
- For authorship or co-authorship of a book, allot 25 CL hours.
- For a book chapter, manuscript article or paper, allot 15 CL hours.
- If you count a research project, the project must have been completed during the five-year certification term. You must be one of the recognized researchers, and the research must apply to your area of certification.
- Remember that one clock hour equals one CL hour when calculating your participation in research.

### Other activities

- External examiner for thesis defense.
- Learning activities completed as annual continuing competence/quality assurance requirements for the provincial/territorial colleges or regulatory bodies can be counted toward certification renewal. The maximum number of hours you can claim under this category is 15 CL hours.
- Volunteering related to your nursing specialty (e.g., with a not-for-profit organization or charity, serving as a board member or delivering presentations to clients/consumers.) The maximum you can claim under this category is 15 CL hours.

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**ALIGNING THE CNA CERTIFICATION RENEWAL PROCESS WITH CONTINUING COMPETENCE**

### Introduction

As a CNA-certified nurse you understand the importance of renewing your credential. The vast majority of CNA-certified nurses renew their credential through the continuous learning option (see p. 2 for renewal options). You can extend the benefits of your certification renewal process by aligning the requirements of your provincial or territorial continuing competence program with those of your certification credential when you undertake your CL activities.

CNA has consulted with certified nurses about ways to keep track of CL requirements during the five-year certification term. One suggested strategy for efficient CL tracking is to organize your CL activities on a yearly basis. Although the list of CL activities is only submitted to CNA every five years, organizing it annually helps align the process with the specific requirements of your provincial or territorial continuing competence program. Since the requirements for continuing competence programs vary from jurisdiction to jurisdiction, it is important that you carefully review the specific criteria in the jurisdiction in which you are registered.

### Continuing competence

As an RN you are required to carry out a yearly self-assessment as part of your provincial or territorial continuing competency requirements. To maintain licensure, RNs assess their general competence by reviewing and reflecting on their practice related to provincial and territorial regulatory standards. Competence in these standards assures the public that RNs possess at least the minimum competencies to practise nursing and demonstrate the ability to integrate and apply the knowledge, skills, judgment and personal attributes required to practise safely and ethically in a designated role and setting.

RNs are lifelong learners who seek learning opportunities and develop learning plans with set time frames to meet provincial and territorial competency requirements. CL requires that nurses reflect on their competencies in relation to societal changes and changes in the health-care environment and, as a result of that reflection, take action to acquire and develop new competencies.¹

¹ For more information about continuing competence for RNs, read the position statement “Promoting Continuing Competence for Registered Nurses” at www.cna-aiic.ca.
The following figure shows the continuous circle of the five-year CNA certification renewal timeline.

**Figure 1: Five-Step Process for Renewal by CL**

1. **Plan It!**
2. **Do It!**
3. **Document It!**
4. **Submit It!**
5. **Reflect on Achievements and Plan It Again!**

**Reminder:** Even though the CL activities list is submitted to CNA only every five years, we recommend that you organize your certification renewal on an annual basis so that you can align the process with the specific requirements of your provincial/territorial continuing competence program.

### Keeping track of CL activities

**Online applicants:** Document your CL activities (one-at-a-time) on the electronic form, indicating the CL sponsor/provider/institution and the CL activity length, then link your learning activity with one of the competencies of your nursing specialty/area of nursing practice.

**Hard-copy applicants:** CNA provides some helpful forms for keeping track of your CL activities during the five-year term.

- You may have been keeping your own list (e.g., an electronic version). If so, submit a copy with your application.
- You can also use the CNA forms as templates to create your own tracking forms. Be sure to record the total number of CL hours in the appropriate box on the Certification Renewal Application form.
- Submit your list of CL activities only at the time you apply for certification renewal.
- Keep all official documents confirming your attendance at CL activities. You do not need to send these documents to CNA when you apply for certification renewal, but we suggest you keep them on hand in case you are audited.
- Professionally and ethically, you are the best person to decide which CL activities apply toward your certification renewal.

### Quality assurance audits

Audits ensure the quality of the CNA Certification Program and help maintain and continuously improve the program.

They are conducted by randomly selecting 10 per cent of the candidates who apply for certification renewal by CL; these candidates are expected to submit proof of their CL activities. Examples of proof of CL activities include certificates of attendance, receipts, transcripts of marks, letters from supervisors, copies of articles written and lists of committee participants.

Do not hesitate to contact the CNA Certification Program if you have questions about CL activities.
**CONTINUOUS LEARNING FOR CERTIFICATION RENEWAL: ACTIVITIES AND COMPETENCIES**

**Name:** ____________________________________  **Specialty/Area of Nursing Practice:** Perinatal  **Certification #:** ______________

Use of this form is highly recommended; however, CNA accepts other forms and tools used to record learning. Please submit in a format similar to the following. Although the list of CL activities is submitted to CNA only every five years, documenting the activities annually will help you align the process with the specific requirements of your provincial or territorial continuing competence program, as well as achieve the criteria for CNA certification renewal. This form is available for downloading from the certification site at getcertified.cna-aiic.ca (see renewal section).

We recommend that you keep an ongoing log of CL activities during the course of your five-year certification term. This example is based on an individual who received initial CNA certification in Perinatal Nursing in 2013. You can claim and project your CL activities up to the end of your five-year certification term.

<table>
<thead>
<tr>
<th>Date</th>
<th>Learning Opportunities</th>
<th>Sponsor/Provider/Institution</th>
<th>Competency Related to Learning Opportunity (See the CNA certification website for the competencies of your specialty/area of nursing practice)</th>
<th>Number of CL Hours</th>
<th>Office Use Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 13-14, 2013</td>
<td>2-day workshop on postpartum assessment – 2 days (7 hrs each)</td>
<td>Ottawa Hospital, General Campus</td>
<td>4.3 Identifies key elements of maternal physical assessment</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>May-August 2013</td>
<td>Preceptorship</td>
<td>University of Ottawa nursing student in perinatal nursing</td>
<td>Intrapartum competencies from 3.1 to 3.24 – All are relevant on the perinatal unit on which the preceptorship occurred</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>June 25, 2014</td>
<td>Neonatal Resuscitation Program</td>
<td>Ottawa Hospital, Civic Campus</td>
<td>3.12 identifies indications for and risk factors associated with induction of labour.</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>September 14, 2015</td>
<td>Breastfeeding workshop</td>
<td>Ottawa Hospital, General Campus</td>
<td>4.18 Selects appropriate nursing interventions to deal with common breastfeeding challenges</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>October 2016</td>
<td>ALARM course – x 2 days (6 hours each)</td>
<td>SOGC Obstetrical emergencies</td>
<td>3.10 selects appropriate nursing interventions to respond to the following urgent and emergency situations in the intrapartum period:</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>May 2016</td>
<td>Postpartum care</td>
<td>CAPWHN’s continuing education program</td>
<td>4.3 Identifies key elements of maternal physical assessment</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>January-December 2016</td>
<td>Perinatal Nursing Grand Rounds Once per month x 8 months = 1 hour x 8</td>
<td>Ottawa Hospital, General Campus</td>
<td>Perinatal competencies 3.12, 4.2 &amp; 4.3</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>March 15-16, 2017</td>
<td>Identification, screening and management of intimate partner abuse</td>
<td>CAPWHN’s continuing education program</td>
<td>4.2 Selects nursing interventions to promote healthy parenting and family development</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

**Total CL hours during five-year certification term** 110 hours

*Eligibility criteria include completion of at least 100 hours of continuous learning (CL) activities related to your nursing specialty/area of nursing practice; see the guidelines in the CNA certification renewal guide for details.

Remember to submit your list with your renewal application form.

Once you have successfully renewed your CNA certification credential, CNA will send you up-to-date information to maintain it for the next five-year certification term.

**Revised January 2013**
FEES FOR CERTIFICATION RENEWAL

All related fees can be found in the front section of this guide.

- Applications will not be processed until the full fee is received.
- This is the only certification fee you will pay during your next five-year term.

NOTE: For withdrawal and refund information, refer to the Policies and Procedures section on page 21 of this application guide.

FINANCIAL SUPPORT FOR CERTIFICATION CANDIDATES

Employer support

You may wish to investigate the possibility of financial support from your hospital or employer.

If your employer is funding your certification (in full or in part), please submit the total amount with your application. It is your responsibility to make the appropriate financial arrangements with your employer so that CNA receives only one payment with your application.

Each year, CNA gives a health-care facility the Employer Recognition Award for showing exemplary, sustained support of the CNA Certification Program and CNA-certified registered nurses. If you want to nominate your employer, go to the CNA Certification website and follow the nomination procedures.

Funding support from the Canadian Nurses Foundation

The Canadian Nurses Foundation (CNF) will award one bursary per nursing specialty/area of nursing practice to successful candidates who have applied for this award.

All candidates eligible for certification renewal will receive CNF funding information in their letter of eligibility from CNA. For more information visit CNF’s website at www.cnf-fiic.ca or call 613-237-2133.

Government support

Some provincial and territorial governments have funds available for nurses involved in continuous learning, certification or both. For more information, look on the website of your provincial or territorial government, contact the chief nursing officer in your province or territory or contact your jurisdiction's nursing regulatory body.

Consult the “Resources” section of the CNA certification website for more information about financial support for certification candidates and the Employer Recognition Award.

Receipts

Receipts will be issued. Certification fees do not meet the requirements of the Income Tax Act and therefore do not qualify as a tuition tax credit. There is a fee for duplicate receipts.
Completing your application
(page 1 of the Certification Renewal Application form)

1. Identification information
   - Insert your name exactly as you wish it to appear on all correspondence. For hard-copy applicants, please print clearly.
   - Insert the required address and contact information. Please include your e-mail address(es). An e-mail address is mandatory, as most communications from the CNA Certification Program will be done via e-mail (e.g., confirmation of eligibility).
   - If your contact information changes, it is your responsibility to notify the CNA Certification Program Processing Centre directly. You can use the Update Your Information form on the certification website, e-mail certification@cna-aiic.ca or call toll free at 1-800-450-5206.

2. Registration and CNA membership

Registered nurse licence/registration

We cannot review the eligibility of your application if proof of your RN licence/registration is missing from your application form.

- Online applicants: Only your RN licence/registration number is required.
- Hard-copy applicants: Include a copy of your RN status OR a copy of an e-mail confirming membership in your provincial/territorial nursing association.
- Your surname (family name) indicated on your application must correspond with the name indicated on your nursing licence/registration. If there is a discrepancy, please do the following:
  - Hard-copy applicants: Provide a copy of documentation (e.g., a marriage licence) indicating your change of name.

CNA member or non-member — how do I know?

NOTE: CNA membership is NOT required to write the exam or to renew the credential.

- RNs in Ontario holding a current membership with the Registered Nurses’ Association of Ontario (RNAO) are CNA members.
• RNs registered with the following provincial and territorial registered nurses’ associations are CNA members:

  College of Registered Nurses of British Columbia (CRNBC)
  College and Association of Registered Nurses of Alberta (CARNNA)
  Saskatchewan Registered Nurses’ Association (SRNA)
  College of Registered Nurses of Manitoba (CRNM)
  Nurses Association of New Brunswick (NANB)
  College of Registered Nurses of Nova Scotia (CRNNS)
  Association of Registered Nurses of Prince Edward Island (ARNPEI)
  Association of Registered Nurses of Newfoundland and Labrador (ARNNL)
  Yukon Registered Nurses Association (YRNA)
  Registered Nurses Association of the Northwest Territories and Nunavut (RNANT/NU)

In Ontario:

• By joining the Registered Nurses’ Association of Ontario (RNAO) you can take advantage of automatic membership in CNA and pay about $80 less on the cost of the fee for certification renewal. Details about joining RNAO can be obtained by e-mailing RNAO at info@rnao.org.

• To qualify for the CNA member exam or renewal fee, please do the following:

  • Online applicants: Enter your RNAO membership number. To be accepted and validated as a CNA member, RNAO membership must have been active for two months prior to the application date. If you have been an RNAO member for less than two months, please use a paper application.

  • Hard-copy applicants: Attach a copy of your current RNAO membership card OR a copy of an e-mail confirming membership with RNAO.

  • RNAO membership must be for the calendar year of your application.

  • Ontario nurses claiming membership in RNAO who fail to provide proof of current RNAO membership with the application form at the time of application will be charged the non-member exam or renewal fee.

• None of the following gives you CNA membership unless you also have membership with RNAO: registration with the College of Nurses of Ontario; membership in the Ontario Nurses’ Association, other nursing unions or any of the national nursing associations for specialties/areas of nursing practice; or a CNA certification credential.

The process of obtaining CNA membership is different in Ontario and Quebec than in the other provinces and territories.

Neither membership in any of the specialty nursing associations nor a CNA certification credential gives you CNA membership.

In Quebec:

• The Ordre des infirmières et infirmiers du Québec (OIIQ) is not a member of CNA; therefore, CNA membership is not possible through the provincial nursing association in Quebec.

• To obtain CNA membership, you may wish to consider membership with the Nurses Association of New Brunswick (e-mail nanb@nanb.nb.ca for more information), or the Yukon Registered Nurses Association (e-mail yrna@yknet.ca for more information), in addition to your membership with OIIQ. Contact either of these associations directly to obtain further details about membership.

• The registration number or a copy of the additional registration/licence with the second provincial regulatory body must be provided with your application for you to be considered for the CNA member fee.

• Online applicants: If your RNAO membership does not give you the CNA member rate, please contact the CNA Certification Processing Centre at certification@cna-aiic.ca.
Completing your application (page 2 of the Certification Renewal Application form)

3. Verification of experience in the nursing specialty/area of nursing practice

All candidates complete carefully

Because this part of your application serves to verify your RN experience in your nursing specialty/area of nursing practice and determine your eligibility, it is crucial that it be completed in full and that all details requested be included.

- Dates of employment in the chosen nursing specialty/area of nursing practice must be provided up to and including the past five years only (the duration of your certification term). Experience and employment in all years before the past five years will be considered inapplicable.

- Begin with your most current employment.

- Be specific about the time frame in which you have earned your hours of experience in your nursing specialty/area of nursing practice in the past five years. For example, an RN in the emergency department works 1,950 hours in each year of the five-year period. The total number of hours in ER nursing from January of year one to December of year five equals 9,750 hours (1,950 x 5 = 9,750). One full-time year = 1,950 hours (including vacation and sick time).

- Please do not use abbreviations (e.g., Children’s Hospital of Eastern Ontario should not be referred to as CHEO; the Ottawa Hospital should not be TOH).

- Be specific about the unit/department where you work, to identify your nursing specialty/area of nursing practice (e.g., emergency department, outpatient psychiatry).

- Refer to the Eligibility Criteria section on pages 2-3 of this guide. The hours of experience you list must meet the minimum in the eligibility criteria you have selected.

Example:

<table>
<thead>
<tr>
<th>FULL NAME OF EMPLOYER / HOSPITAL</th>
<th>TITLE</th>
<th>POSITION</th>
<th>SUPERVISOR/CONSULTANT</th>
<th>DATES OF EMPLOYMENT</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Ottawa Hospital</td>
<td>RN Staff Nurse full time in-patient geriatric unit</td>
<td>Operations Director Geriatrics</td>
<td>January 2009 to December 2013</td>
<td>1,950</td>
<td></td>
</tr>
</tbody>
</table>

*Be specific — It is an important determinant of your eligibility*
Here are some important points to remember when you calculate your hours of experience:

- You must include dates of employment and hours up to and including the previous five years only (the duration of your certification term).
- You may wish to contact your human resources department to obtain the number of hours you have worked as an RN in your nursing specialty/area of nursing practice.
- The hours you calculate must all be RN experience in your chosen nursing specialty/area of nursing practice. This experience can be in any of these five areas: direct patient care, education, research, policy or administration.
- Hours of RN experience in your nursing specialty/area of nursing practice may be earned outside of Canada.
- Remember: One full-time year equals 1,950 hours (this is also equal to 162.5 hours/month, or 7.5 hours/day). If only a portion of your nursing experience is in your nursing specialty/area of nursing practice, please indicate the percentage of work hours that are related to the specialty/area. For example, if you are working full time in an intensive care unit and 80 per cent of the patients receive cardiovascular care, this would be calculated as 1,950 x 0.8 = 1,560 hours/year in the cardiovascular specialty. If you work full time on a medical/surgical unit and 30 per cent of the patients receive gastroenterology care, you will calculate 1,950 x 0.3 = 585 hours/year in the gastroenterology specialty. Please be sure to indicate the correct percentage of hours for each year.

4. Continuous learning activities

Tracking list of CL activities

- **Online applicants:** Document your CL activities (one-at-a-time) on the electronic form, indicating the CL sponsor/provider/institution and the CL activity length, then link your learning activity with one of the competencies of your nursing specialty/area of nursing practice.
- **Hard-copy applicants:** Download and print the Continuous Learning Activities template from the renewal/continuous learning section of our website and use it to create your own record. You can use multiple copies of this form if there is not enough space to include all of your activities on one. You can also keep an electronic list on your computer for quick reference and easy updating. If you have done so, please feel free to include it with your application.
- You can calculate your CL activities hours up to the end of your five-year certification term, if necessary (April 2014).

Guidelines for earning and documenting CL hours

- Read the guidelines provided on the Continuous Learning Activities form and on pages 4-7 of this guide carefully. This information will assist you as you complete your list of CL for certification renewal.
Completing your application (page 3 of the Certification Renewal Application form)

5. Endorsement and verification of experience by a supervisor/consultant in the nursing specialty/area of nursing practice

- **Online applicants:** Please provide the name and contact information of a supervisor/consultant (e.g., nurse manager, nurse educator, clinical leader, clinical nurse specialist, director of human resources, physician) in the nursing specialty/area of nursing practice. As soon as your application is submitted, CNA will contact him or her via e-mail for the electronic endorsement.

- **Hard-copy applicants:** Ask a supervisor/consultant to complete and sign this section.

- Your supervisor/consultant must be able to confirm the following:
  
  a) You have enough hours of experience as an RN in your chosen nursing specialty/area of nursing practice as stated on your application form to meet the eligibility criteria (refer to the eligibility criteria section for details).

  b) You have actively participated in the delivery of direct patient care, education, research, policy or administration in your chosen nursing specialty/area of nursing practice.

**NOTE:** If no endorsement is included, your application will be disqualified.

- **Hard-copy applicants:** If your supervisor or consultant cannot complete this section, he or she can instead write a letter of reference that includes all the necessary information outlined here. You must submit this letter with your application.

**NOTE:** The CNA Certification Program reserves the right to verify the employment, licensure or registration of any applicant.

6. Nursing education history

- Indicate the highest level of nursing education you have attained. List the school/university and the year in which your education was completed.

7. Statement of understanding

- Read this statement carefully.

I hereby apply for certification renewal by continuous learning or by exam offered by the Canadian Nurses Association (CNA) and understand that certification depends on successful completion of specified program requirements. To this end, I authorize CNA to make whatever inquiries may be deemed necessary to verify my credentials and professional standing.

I understand there is a non-refundable portion of the application fee for all candidates who apply for CNA certification.

Information collected by CNA through the certification process may be used for statistical, policy, research and promotional purposes. This information is used in a non-identifiable form. I agree that my data can be included as described in this paragraph pursuant to CNA's policy on privacy and information, which is available on CNA's website.

To the best of my knowledge, the information on this application is complete and accurate.

- **Online applicants:** You will be asked to verify that you have read this statement.

- **Hard-copy applicants:** You will be required to sign and date this statement on your application form.

- Indicate whether you allow CNA to release your name to the national association for your nursing specialty/area of nursing practice to enable them to contact you. Please note that your name will be released to your provincial regulatory body at their request.

- Keep an electronic or hard-copy version of this statement for your records.

- **Hard-copy applicants:** Please note, applications will not be processed or reviewed for eligibility unless the original signature of the applicant is received.
Completing your application (page 4 of the Certification Renewal Application form)

8. Writing centre information

Language of exam preferred

- Indicate whether you prefer to write your certification exam in English or in French. You may request that a copy of the exam be provided in both official languages.

Advertised writing centres for the CNA certification exams

- There is at least one advertised writing centre in each province and territory.
- Refer to the following list of writing centres and choose the best location for you.

- If you are not requesting special accommodation, a substitute writing centre or an alternative exam date for writing the exam (see next page), write the corresponding writing centre code and city in the space provided.
- If you are requesting special accommodation, a substitute writing centre or an alternative exam date for writing the exam, please indicate the special request code in your application.

• Hard-copy applicants: You will need to insert your writing centre code on the Writing Centre Special Request form (see next page).

NOTE: CNA has the right to cancel an exam at any advertised writing centre.

Advertised writing centres and codes for CNA certification exams

Western Canada

<table>
<thead>
<tr>
<th>City</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calgary</td>
<td>AB-806</td>
</tr>
<tr>
<td>Edmonton</td>
<td>AB-805</td>
</tr>
<tr>
<td>Lethbridge</td>
<td>AB-803</td>
</tr>
<tr>
<td>Abbotsford</td>
<td>BC-830</td>
</tr>
<tr>
<td>Kamloops</td>
<td>BC-800</td>
</tr>
<tr>
<td>Kelowna</td>
<td>BC-804</td>
</tr>
<tr>
<td>Nanaimo</td>
<td>BC-810</td>
</tr>
<tr>
<td>Prince George</td>
<td>BC-821</td>
</tr>
<tr>
<td>Trail</td>
<td>BC-801</td>
</tr>
<tr>
<td>Vancouver</td>
<td>BC-819</td>
</tr>
<tr>
<td>Victoria</td>
<td>BC-805</td>
</tr>
<tr>
<td>Brandon</td>
<td>MB-801</td>
</tr>
<tr>
<td>Winnipeg</td>
<td>MB-807</td>
</tr>
<tr>
<td>Inuvik</td>
<td>NT-803</td>
</tr>
<tr>
<td>Yellowknife</td>
<td>NT-800</td>
</tr>
<tr>
<td>Regina</td>
<td>SK-802</td>
</tr>
<tr>
<td>Saskatoon</td>
<td>SK-800</td>
</tr>
<tr>
<td>Whitehorse</td>
<td>YT-800</td>
</tr>
</tbody>
</table>

Central Canada

<table>
<thead>
<tr>
<th>City</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrie</td>
<td>ON-803</td>
</tr>
<tr>
<td>Hamilton</td>
<td>ON-801</td>
</tr>
<tr>
<td>Kingston</td>
<td>ON-810</td>
</tr>
<tr>
<td>Kitchener</td>
<td>ON-804</td>
</tr>
<tr>
<td>London</td>
<td>ON-805</td>
</tr>
<tr>
<td>North Bay</td>
<td>ON-813</td>
</tr>
<tr>
<td>Oshawa</td>
<td>ON-809</td>
</tr>
<tr>
<td>Ottawa</td>
<td>ON-802</td>
</tr>
<tr>
<td>Owen Sound</td>
<td>ON-841</td>
</tr>
<tr>
<td>Sault Ste Marie</td>
<td>ON-815</td>
</tr>
<tr>
<td>Sudbury</td>
<td>ON-814</td>
</tr>
<tr>
<td>Thunder Bay</td>
<td>ON-816</td>
</tr>
<tr>
<td>Timmins</td>
<td>ON-817</td>
</tr>
<tr>
<td>Toronto</td>
<td>ON-834</td>
</tr>
<tr>
<td>Windsor</td>
<td>ON-806</td>
</tr>
<tr>
<td>Iqaluit</td>
<td>NU-801</td>
</tr>
<tr>
<td>Montreal</td>
<td>QC-800</td>
</tr>
<tr>
<td>Quebec City</td>
<td>QC-804</td>
</tr>
</tbody>
</table>

Eastern Canada

<table>
<thead>
<tr>
<th>City</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fredericton</td>
<td>NB-803</td>
</tr>
<tr>
<td>Moncton</td>
<td>NB-802</td>
</tr>
<tr>
<td>Saint John</td>
<td>NB-800</td>
</tr>
<tr>
<td>Corner Brook</td>
<td>NL-801</td>
</tr>
<tr>
<td>Gander</td>
<td>NL-805</td>
</tr>
<tr>
<td>St. John’s</td>
<td>NL-809</td>
</tr>
<tr>
<td>Halifax</td>
<td>NS-807</td>
</tr>
<tr>
<td>Sydney</td>
<td>NS-800</td>
</tr>
<tr>
<td>Charlottetown</td>
<td>PE-800</td>
</tr>
</tbody>
</table>
Special requests

Request for special exam accommodations

• If you have a disability prohibiting you from taking the exam under standard conditions, you may request a special accommodation. There is no fee for this service.

• You must make your request for a special exam accommodation at the time of application. An administrative fee may apply.

  • Online applicants: You can make this request as part of your application process.

  • Hard-copy applicants: Use the Writing Centre Special Request form, which you can obtain by calling 1-800-450-5206. Check the box in the appropriate section of this form.

  • Please enter SPA C 3 on the writing centre code as you complete your online application or, for hard-copy applicants, on the appropriate line on the Certification Renewal Application form.

  • You must submit two letters with your application:

    1) a letter formally requesting and specifying the special testing accommodations necessary

    2) a letter from a professional (physician, psychologist, rehabilitation counsellor, nurse, etc.) who is familiar with your disability and who can provide a formal diagnosis of the specific disability and outline the required special accommodations

  • Online applicants: Contact the CNA Certification Processing Centre for submission details.

  • Hard-copy applicants: Please submit copies of the relevant documents with your application.

    • You will be personally contacted by CNA certification staff to discuss the special arrangements.

NOTE: All information will be kept strictly confidential.

Obtain the WRITING CENTRE SPECIAL REQUEST FORM by calling 1-800-450-5206

Online applicants: Special request forms are available electronically.

Request for substitute writing centre (in Canada only)

• A substitute writing centre is an alternative exam site that may be set up for eligible candidates who live more than 400 km from any of the advertised writing centres. Please see the accompanying Tip Sheet for details.

• You must make your request for a substitute writing centre at the time of application.

  • Online applicants: You can make this request as part of your application process.

  • Hard-copy applicants: Use the Writing Centre Special Request form, which you can obtain by calling 1-800-450-5206. Check the box in the appropriate section of this form.

  • Complete all of the information requested, so that CNA can consider and process your request.

  • Please enter SBW C 1 on the writing centre code line on the Certification Renewal Application form.

  • An administrative fee is charged per candidate for setting up a substitute writing centre. The fee amount is listed on the Writing Centre Special Request form and on the application form. This payment must accompany your application and is non-refundable.
Request for an alternate exam date (for religious or other reasons)

- If you are unable to write the exam on a Saturday because of religious or other important reasons (e.g., family wedding), you may request the alternate exam date, which is one day before the exam writing date.
- You must make your request for an alternative exam date at the time of application.

- **Online applicants**: You can make this request online as part of your application process.

- **Hard-copy applicants**: Use the Writing Centre Special Request form, which you can obtain by calling 1-800-450-5206. Check the box in the appropriate section of this form.

An administrative fee may be charged (on a per candidate basis) for setting up a writing centre on an alternative day.

- Please enter **A L W D 2** on the writing centre code line on the Certification Renewal Application form.

- You must attach a letter to your application formally requesting the change, with a brief but specific explanation of the reason for your request.

**NOTE**: Candidates who request a special exam accommodation, substitute writing centre or alternative exam date are responsible for finding an invigilator for their exam. Please include the name of the invigilator on the Writing Centre Special Request form. CNA will be responsible for confirming all details and will contact the invigilator to confirm his or her participation. For all special requests, CNA makes the final decision.

### 9. Payment information

**General information about payment of fees**

- **Please note that fees are processed immediately.** Processed fees do not indicate eligibility.
- Applications will not be processed without receipt of all applicable fees.
- Choose your fees depending on the province or territory you live in (see below).

- There are different fees for certification renewal by CL or by exam. The exam fee includes the price of the CNA certification online exam prep resources, which will be sent automatically to all eligible candidates who are writing the exam.

- A non-refundable application administrative fee is included in the full fees for all candidates. Those deemed ineligible because of insufficient hours of nursing practice or CL activities or both will be refunded. However, candidates deemed ineligible because they have not provided sufficient funds will not be refunded this administrative fee.

- If you are requesting a substitute writing centre, add the appropriate fee to the basic fee. The amount is listed on the application form.

**NOTE**: For withdrawal and refund information, refer to the Policies and Procedures section on page 21 of this application guide.

**Certification renewal fees**

See the application form for all current fees.

**Canadian residents paying GST**

Residents of British Columbia, Alberta, Saskatchewan, Manitoba, Nunavut, Northwest Territories and the Yukon pay GST.

**Canadian residents paying HST**

Residents of Ontario, Quebec, Newfoundland and Labrador, Prince Edward Island, New Brunswick and Nova Scotia pay HST.

- **Enter the total fee(s) on your application.**
- **Full payment of fees is an eligibility criterion for certification renewal.** Should CNA encounter any problems in processing your payment (e.g., NSF cheque, inaccurate credit card information), you will be contacted directly. Unresolved payment problems will prevent you from renewing.
- **If your employer is funding your certification renewal (in full or in part), please remit the total amount due.** It is your responsibility to make the appropriate financial arrangements with your employer so that CNA receives only one payment with your application.
Payment methods

Current, dated payment of the total fee(s) (by cheque, money order or credit card) must be submitted with your application.

- **Hard-copy applicants**: Make payments by cheque or money order payable to the Canadian Nurses Association.
- For payment by credit card, complete the Credit Card Payment form included in this guide and submit it with your application. Visa and MasterCard are both accepted.
- **Online applicants**: Payment by credit card only.

Please double-check these important points to ensure that your application is complete, accurate and ready for processing.

**Remember:**

- Provide proof of your current nursing registration/licence.
- Ontario online applicants: enter your RNAO membership number. Ontario hard-copy applicants: Attach a copy of your current RNAO membership card OR a copy of an e-mail confirming your current membership with RNAO to obtain the CNA membership rate.
- Include payment of the correct fees. Cheques or money orders should be made payable to the Canadian Nurses Association. For credit card payments, use the Credit Card Payment form (included).
- Ensure you have completed all the requirements for the Endorsement and Verification of Experience section.
- Ensure that your CL forms are included and complete.
- Complete the Demographic Information form.
- Ensure that all additional information and/or forms are included as necessary.
- **Hard-copy applicants**: Don’t forget to sign and date your application form.
- Keep a copy (electronic or paper) of your application for your records.

**All Candidates**

Please read carefully the policies on denial, suspension or revocation of certification and cheating on pages 22-23 of this guide.

**You have now completed your application**

**NOTE**: All application materials become the property of the CNA Certification Program and cannot be returned.
**Continuous Learning Activities form**

- Use the online process or hard-copy Continuous Learning Activities form to record your CL activities. You may also use your own list, but you must calculate and record your total hours on the form you use.

**Demographic Information form**

- Please complete all questions during your application. This information is used for statistical analysis and policy development, and it is used in a non-identifiable form.

  - **Hard-copy applicants**: Please submit the Demographic Information form with your application.

**Credit Card Payment form**

- **Online applicants**: Please submit your information as requested during the application process.

  - **Hard-copy applicants**: Please submit the Credit Card Payment form with your application.

**Mailing your application**

- Mail us your Certification Renewal Application form and all other relevant documents. Please note that all applications should be sent with appropriate postage by guaranteed courier or an express mail service to:

  CANADIAN NURSES ASSOCIATION  
  Certification Program Processing Centre  
  1400 Blair Place, Suite 210  
  Ottawa, ON  K1J 9B8

CNA will not accept responsibility for mailing charges.

Applications will be accepted from September 3, 2013 until December 2, 2013. Applications must be received at the CNA Certification Program Processing Centre by December 2, 2013.
Withdrawal and refund policies

All candidates

All fee rates will be set on an annual basis and are provided to candidates on the website and on the application form.

There is a non-refundable application administrative fee for all candidates who apply for CNA certification. Only candidates who are deemed ineligible because of insufficient nursing practice hours and/or continuous learning activities are exempt and will be reimbursed the total amount submitted.

Withdrawal policy

For renewal candidates

If you decide to withdraw from writing the exam or certification renewal by CL, you must inform the CNA Certification Program in writing. An electronic exam withdrawal request is available on the CNA certification website; e-mail is also accepted. No phoned withdrawal request will be accepted. We will acknowledge your withdrawal in writing and inform you of reapplication procedures.

You will receive a refund, minus the application administrative fee of $57 + GST or HST if you applied to renew by continuous learning or $98 + GST or HST if by exam. A refund cheque or refund directly to your credit card will be issued; no credit will be given for a new application in a following year. Any payment made by a third party will be refunded in the name of the third party.

Always include your eight-digit CNA certification number in any correspondence with CNA.

For candidates renewing by exam ONLY

Candidates withdrawing from the exam will be charged the non-refundable application administrative fee, which is included in the total fee you have paid.

Withdrawal 30 days prior to the exam writing date – late withdrawal fee

You will be charged a late withdrawal fee in addition to the non-refundable fee previously listed. You will be refunded the balance remaining from your application fee.

Withdrawal due to illness or incapacity – compassionate withdrawal

Candidates who withdraw from the exam within 30 days of the exam writing date because of illness, incapacity or other compassionate reasons (e.g., sudden illness in the family) will not be charged the late withdrawal fee if they provide written verification, such as a physician’s certificate, at the latest within two weeks following the advertised exam date.

Unreported absence

If you miss an exam session that you were scheduled to write, and you do not inform CNA within the two weeks following the exam date, all fees are non-refundable. If you make a subsequent application to write the certification exam, you must submit a full application and pay the full fees.

Rewrite and refund policies for unsuccessful candidates

If you do not obtain a passing score, you can apply to rewrite the certification exam. Exams are administered once a year only. There is no limit to the number of times you can write the exam.

However, please note that your certification term will have lapsed, and you are not certified until you pass the exam. Therefore, you will no longer be able to use the certification credential until you have been advised that you have passed the exam.

Until you pass the exam, the rewrite fee is the only fee you have to pay with each subsequent application. However, you must still follow the same procedures, submit all application documents and meet the appropriate deadlines.

If you are unsuccessful on the exam, none of your fees are refundable.
Incidental fees

Returned payment fee
You will be charged an administrative fee of $25 + GST or HST if your payment is returned to CNA as invalid (e.g., NSF cheque, declined credit card). Any fees you remit after that must be in the form of a certified cheque or money order.

Duplication fee
You will be charged an administrative fee of $25 + GST or HST if you request any duplicate documentation (e.g., receipts, certificates). All requests for duplicates must be in writing, and the fee should accompany this written request. Please include your eight-digit CNA certification number when making this request.

Other policies

Quality assurance audits
CNA will randomly select 10 per cent of candidates who are due to renew their certification. These candidates will be advised of this audit at the time they receive their renewal package. Audited candidates will be asked to submit supporting documents as proof of the CL activities they are listing at the time of their certification renewal application and to show how their CL activities align with the CNA Certification Program competencies for their nursing specialty/area of nursing practice. The list of competencies is available at getcertified.cna-aiic.ca. Examples of proof of CL activities include certificates of attendance, receipts, transcripts of marks, letters from supervisors, copies of articles written and lists of committee participants.

This random audit is important for quality control of the certification process.

Lapsed certification credential
If you do not renew your certification when the five-year term has ended, your certification credential is considered lapsed. To become certified again, you must meet the current eligibility criteria, submit an application for initial certification and write the certification exam.

Please be informed that once your CNA certification credential has lapsed, you are no longer entitled to use the nursing designation initials after your name.

It is important that you advise the CNA Certification Program Processing Centre of any change of name or e-mail or mailing address during the five-year term. You can notify us by using the “Update Your Information” form on the certification website, e-mailing certification@cna-aiic.ca

Denial, suspension or revocation of certification credential
Your CNA certification credential will be denied, suspended or revoked if you engage in any of the following:

• falsification of the CNA certification credential
• falsification of any material information requested by the CNA Certification Program
• misrepresentation of CNA certification status
• cheating on the CNA certification exam
• disclosing exam questions or responses, in whole or in part, in any form or by any means (orally, in writing, electronically, on the Internet, “brain dumping,” “discussion boards,” or otherwise such as but not limited to Facebook, Twitter or other forms of social media)
• engaging in any other similar, dishonest practices
Cheating

You will be deemed cheating and your application and exam administration will be dismissed if, during the certification exam, you engage in any of the following:

• using any books, papers, memoranda, calculators, audio or visual players or electronic devices including electronic watches, organizers, BlackBerrys, iPods, pagers or cell phones, or other memory aid devices other than those authorized by CNA

• speaking or communicating with other candidates

• purposely exposing written papers to the view of other candidates

• looking at another candidate’s responses

• copying another candidate’s responses

• removing or attempting to remove exam material from the exam site

• engaging in any other similar, dishonest practices

• engaging in or causing disruptive disturbances of any kind and/or failing to follow invigilator instructions

Non-discrimination clause

The CNA Certification Program does not discriminate against candidates on the basis of age, sex, ethnicity, religion, disability, marital status or sexual orientation.
**SECTION 2
Frequently Asked Questions**

**Where should I send my hard-copy application?**

ALL mailed or couriered applications should be sent directly to the CNA Certification Program Processing Centre. The address is listed on the back cover of this application guide and is indicated on the enclosed self-addressed envelope.

All inquiries about the processing of your application or any change to your contact information (e.g., change of name or address of a candidate, verification of candidate status, withdrawal, or refund questions) should be forwarded to the CNA Certification Program Processing Centre staff at 1-800-450-5206 or certification@cna-aiic.ca.

However, if you have inquiries about the nursing profession, CNA projects, or questions about certification unrelated to the application process, contact the CNA Certification Program at 1-800-361-8404.

**Can I count my CL hours until the end of my term, or do I need to have earned all my hours by the time I apply?**

You can count your CL activities right up to the last day of your certification term. You might have to forecast a few hours of CL during the last months of your certification term. On your CL form, please write “anticipated” or “forecast” beside any CL activities you are planning to take.

**What happens after I submit my Certification Renewal Application?**

The CNA certification staff reviews every application to determine if the applicant is eligible.

If you meet all the eligibility criteria and your application is complete, we will send you an e-mail confirming your eligibility followed by a letter confirming your eligibility within eight weeks of receiving your complete application. If you do not receive this confirmation within 10 weeks, call the CNA Certification Program Processing Centre.

If CNA determines that you are not eligible for certification renewal, you will be sent a written explanation of this decision.

**How do I find out if there are any last-minute changes to the certification exam administration?**

Minor changes at specific writing centre locations can be addressed on exam day, and candidates will be notified at that time (e.g., a room change will be posted at the writing centre location).

However, any major changes (e.g., postponement of the exam) are communicated directly to each candidate affected. Candidates will be contacted by mail (if time permits), phone and/or e-mail. CNA’s website is your best source of up-to-date information; therefore, we strongly recommend that you consult CNA’s website regularly during the weeks leading up to the exam date, and in particular, the week before the exam.

The CNA certification toll-free phone line will also have any important information and is a good source for updated exam administration information.

As you can see, all candidate information must be accurate for CNA to be able to respond to you quickly. Please notify the CNA Certification Program Processing Centre directly if there are any changes to your contact information.

**Where does my certification renewal fee go?**

The individual fees are carefully determined to support the ongoing activities of the CNA Certification Program. Here are some of these activities:

- Developing and maintaining the CNA certification exams
- Item writing and revision with CNA-certified nurses from across the country
- Developing, revising and producing the CNA certification online exam prep resources for each nursing specialty/area of nursing practice
• Researching the role of the CNA-certified RN  
• Maintaining the CNA certification office  
• Reviewing and processing certification and certification renewal applications received each year  
• Promoting the CNA Certification Program to nurses across Canada  
• Maintaining relationships and participating in meetings with other certification-related organizations  
• Booking writing centres and recruiting invigilators

As you can see, there are many costs associated with maintaining a high-quality Canadian certification program.

**When will I get my receipt?**

We will send a receipt with the letter confirming your eligibility approximately eight weeks after your complete application is received by CNA.

**Is my certification renewal fee tax-deductible?**

Certification and certification renewal fees do not meet the requirements of the *Income Tax Act* and therefore do not qualify as a tuition tax credit. CNA has appealed the decision with the Canada Revenue Agency but has been unsuccessful in reversing it. We will continue to monitor the situation.

**What do I receive once I renew my certification?**

By successfully renewing your CNA certification credential, you will continue to have the privilege of using the credential for your nursing specialty/area of nursing practice. In recognition of your achievement, you will also receive a certification renewal portfolio containing the following:

• A gold seal to apply to the certificate obtained at your initial certification; and  
• The official CNA nursing certification pin for your nursing specialty/area of nursing practice.

You will receive your certification renewal portfolio near the end of your certification term.

Once certified, you will be formally recognized in the published official list of certification/renewal graduates sent to the provincial jurisdictions. Your name will also be sent to the national association for your nursing specialty/area of nursing practice if you have agreed to this on the application form. You may also participate in CNA exam development and administration activities and become a CNA certification mentor for your nursing specialty/area of nursing practice.

**How long is my certification renewal valid?**

Your certification credential is valid for an additional five years. It is your professional responsibility to monitor the requirements needed to maintain your CNA certification and to plan for certification renewal once again. CNA will automatically send certification renewal information to all candidates by e-mail. The CNA website also has current information about certification renewal. Again, it is important to advise the CNA Certification Program Processing Centre of any change of address or e-mail address so that contact can be maintained.

**I have returned to school to study for my baccalaureate degree in nursing. Will any of the courses count toward my nursing certification renewal?**

University courses taken toward completion of an undergraduate nursing degree, master’s degree or PhD can count toward your certification renewal, but the course content must relate to your nursing specialty/area of nursing practice. Courses such as English, history or music do not count. However, a nursing leadership, ethics or research course in which you focus on your specialty/area of nursing practice does count. For example, you might take an ethics course and focus your assignments on ethical issues in emergency nursing. Simply state this information on the form you use to list your CL activities.

In general, a university or college semester course (e.g., from September to December) equals 36 CL hours. You can also calculate one CL hour for every clock hour you spent attending the course (e.g., 3 hours/week x 12 weeks = 36 CL hours).

For more information, refer to the Specific Guidelines for Recording CL Activities section in this application guide.
I attended a conference related to my certification nursing specialty/area of nursing practice, but it offered medical education credits. Does the conference count toward my nursing certification renewal?

Yes, you can count this conference. If you refer back to the General Guidelines for Earning CL Activities section in this guide, you will see that the conference counts because it relates to the nursing specialty/area of nursing practice in which you are certified. Calculate the number of hours you attended the conference (excluding breaks), and this is the number of CL hours you can claim. Remember to keep some formal documentation to prove your attendance at this conference in case you are audited.

I have the chance to attend a nursing specialty/area of nursing practice conference in Boston. Do I need pre-approval from CNA to count my attendance at this conference toward my certification renewal?

No, pre-approval of CL activities is not required. As long as your activity meets the guidelines, it counts. If you are ever unsure whether to count an activity, even after consulting the CL information provided, feel free to contact the CNA Certification Program.

Attendance at international conferences is accepted and encouraged. Be sure to keep your formal proof of attendance at the conference in case you are audited.

I have accumulated many CL activities during my certification term, and I think I have more hours than required. Should I list all my CL activities with my application? If I am audited, how many hours do I have to prove?

It is best to list as many CL activities as possible. However, it is also important to refer to the General Guidelines for Earning CL Activities section of this guide to make sure you are listing allowable activities. The reviewers who read and approve your application are looking for 100 hours of CL, and they will apply the same general guidelines. Be sure to compile your list carefully, making certain that every CL activity meets the general guidelines.

If you are audited, you will have to show proof of 100 hours of CL activities related to your nursing specialty/area of nursing practice during your five-year certification term and show how they align with your chosen competencies.

What happens if I do not meet the CL requirements for certification renewal?

First, carefully read the eligibility criteria and the guidelines for earning CL in this application guide so you are aware of the requirements for certification renewal. There is enough information in this guide to help most candidates determine whether they have enough CL hours. If you are still unsure about certain activities, please contact the CNA Certification Program for guidance.

If you do not meet the requirements because of special circumstances, review the guidelines for inactive status and/or contact the CNA Certification Program to discuss your situation.

If, after checking this guide and consulting with certification staff, you are certain that you do not have enough CL hours to meet the criteria, you can choose to renew by writing the certification exam.

If you do not apply for certification renewal in time, your credential will lapse. To earn the certification credential again, you will have to meet the current eligibility criteria, submit an application for initial certification and write the certification exam.
The certification website has the complete list of competencies and a current bibliography for each nursing specialty/area of nursing practice. The certification exam is designed to test the competencies listed on the website, which describe the integrated knowledge, skills, judgment and attributes required of a registered nurse to practise safely and ethically in the specialty/nursing practice area.

The list of competencies and bibliographies are also included in the CNA certification online exam prep resources that each eligible candidate writing the exam receives.

It is important that you become familiar with the competencies of your nursing specialty/area of nursing practice. Among other things, understanding the competencies will help you decide how much to review and which areas to concentrate on in preparing for the exam.

The bibliographies supplied by CNA are relevant but not all-inclusive. You should feel free to use the references that you are most comfortable with.

A list of CNA mentors is available on the certification website. All mentors are certified nurses in their specialty and are resources for the candidates seeking support or assistance with achieving certification.

Available study groups will be listed on the certification website when CNA learns of them.

CNA is proud to offer CNA certification online exam prep resources for each nursing specialty/area of nursing practice. Published online by CNA, these superb resources are developed by the same nursing experts who develop the certification exams. If you are renewing by exam, you will receive a web link to access your online exam prep resources. The link will be included in your eligibility confirmation e-mail, which CNA will send you within eight weeks of receiving your completed application to renew by exam.

The online exam prep resources contain the following:

- a list of competencies for the nursing specialty/area of nursing practice
- the blueprint for the exam
- an online practice test, including answers with rationales
- information on study groups, CNA mentors, webinars and resources from national specialty organizations
- a bibliography and other background information about the exam

These resources are not intended to be your only source for preparing for the exam. They are an excellent complement to your other study resources — so don’t wait to receive access to your online exam prep resources to begin studying.
Contact CNA certification staff to discuss eligibility criteria or professional issues about CNA and certification.

Contact CNA Certification Program Processing Centre staff to discuss any questions about the processing of your application for certification.

Send your application to the processing centre or apply online.

Also available in French

Jan. 2013