

Nurse Practitioner Application Package: NPs Registered in Canada

For use by nurse practitioners already registered in a Canadian province or territory.

Instructions

Please complete the following forms and submit them to BCCNM at register@bccnm.ca:

- Form 6: Application for Nurse Practitioner Registration in British Columbia
- Form 8.1A: Application for Provisional Registration (confirm eligibility before submitting)
- Form 21: Application for the Nurse Practitioner Examinations
- Form 23: Professional Experience Record
- Form 33: Payment Form

Send the following forms to the appropriate organizations. **BCCNM must receive these forms directly from the issuing organization:**

- Form 17: Verification of Nurse Practitioner Registration
- Form 24: Request for Transcript
- Form 37: Nursing Employment Verification (for each nursing employer in the last five years)

Checklist

To ensure your application proceeds without delays, make sure you have included each item below in your application package or completed the following steps:

- Completed Form 6. Ensure you have answered all questions on all pages.
- Completed Form 8.1A only after your application has been assessed and you have been determined eligible for provisional registration. Do not submit the form until page 2 has been completed and signed by your prospective employer. You can submit this form at any time before passing the required examinations.
- Completed Form 21.
- Completed Form 23.
- Completed Form 33.
- Certified passport photo. The passport photo must be mailed to BCCNM to use on your OSCE ID badge. Please ensure the photo has been certified by the photographer with your name clearly labelled on the back.
- Sent Form 17 to all jurisdictions in which you have been registered as a nurse practitioner.
- Sent Form 24 to all schools where you completed a nurse practitioner and master's education.
- Completed Parts A to C of Form 37 and sent to each nursing employer from the last five years.

Application for Nurse Practitioner Registration

Instructions

- Complete all sections of this form; incomplete forms will cause delays to your application.

Part A — Personal information

Last name: _____ First name: _____

Middle name: _____ Former name(s) if applicable: _____

Date of birth (mm/dd/yy): _____ BCCNM ID: _____

Address (Apt/Box/#/Street): _____ City/town: _____

Province/State: _____ Country: _____ Postal code/zip code: _____

Part B — Application type

I am applying for (check one):

Nurse practitioner (Family)

Nurse practitioner (Adult)

Nurse practitioner (Pediatric)

Part C — Criminal record check

Have you ever been arrested for, or charged with, a criminal offence? No Yes

- If your answer is No, please proceed to section D
- If your answer is Yes, please answer questions below:

a) What was the reason for the arrest or charge?

b) What was the location and date of the arrest or charge?

c) How was this charge resolved or concluded, including any pardoned offences?

Part D — Nurse practitioner education

School name and address of each NP and master's program attended	Online/distance? (yes or no)	Language of instruction	Date started (mm/yy)	Date completed (mm/yy)	Credential (e.g. diploma, master's)

Part E — Nurse practitioner registration status and experience

Complete all questions. If not applicable, write N/A.

1. Where did you first obtain registration as a nurse practitioner? _____

2. Date you first obtained registration (dd/mm/yy): _____

3. List all locations where you have been registered/licensed as a nurse practitioner:

4. List the jurisdiction(s) in which you hold your current nurse practitioner registration:

5. What is your current professional title or designation in the jurisdiction in which you are currently registered (e.g. specialty NP, primary care NP): _____

6. List any current or past conditions, limitations or restrictions placed on your nurse practitioner registration by a regulatory body or employer or both (e.g. restricted to practise in oncology or pediatrics):

Condition/limit/restriction	Regulatory body/employer	Reason

7. Have you ever written a nurse practitioner licensing or credentialing examination? Yes No

If yes, complete the following:

Examination (e.g. ANCC)	Stream of practice (Family, Adult, Pediatric)	Date (dd/mm/yy)	Location

Part E — Nurse practitioner registration status and experience cont'd

8. Have you ever been certified by an agency that credentials nurse practitioners (e.g. ANCC, AANPCB, PNCB)?

Yes No

If yes, identify the agency: _____

9. Have you been registered with any other profession? Yes No

If yes, what profession?: _____

10. Record the total number of hours for each year you worked as a nurse practitioner from January to December in the past three years. DO NOT include hours as a registered nurse (not applicable for new graduates):

Year	Hours worked as a nurse practitioner

Part F — Declaration, acknowledgment, undertaking and consent

I declare that:

- To the best of my knowledge, all the information that I submit in or with this application is true and complete.
- I do not have any existing physical or mental health conditions, including substance use disorder, that impairs my ability to practice safely and competently.
- Any health profession registration/licensure I have held in BC or elsewhere is not currently or previously been subject to any charge, investigation, inquiry or review by a regulator.
- I confirm that any health profession registration/licensure I have held in BC or elsewhere has not resulted in my registration being revoked, suspended or subjected to limits and/or conditions.
- I understand that falsification of a registration application, including the omission of requested information, or the submission of falsified documents to BCCNM, may be cause for BCCNM to deny registration, investigate, or take other appropriate action.
- I understand that it is an offence under the BC Health Professions Act for a person to apply for BCCNM registration or continue to be registered with BCCNM, if that person knows that he or she does not meet the conditions or requirements for BCCNM registration.

I acknowledge that:

- The information I submit in my application may be verified by BCCNM.
- Upon being granted registration, my name, date first registered, class of registration, and other information about me will be published on the BCCNM public register and is available to any person upon request as required by the Health Professions Act.
- BCCNM collects, uses and discloses information as authorized by the Health Professions Act and the BC Freedom of Information and Protection of Privacy Act.

Undertaking

- I undertake to practise my profession at all times in compliance with the Health Professions Act of British Columbia, applicable regulations, the BCCNM Bylaws and all applicable standards.

Consent for collection of additional information

- I consent to BCCNM asking any person, employer, government, educational institution, police force, military authority, governing body or other organization about anything relevant to my application for registration with BCCNM.

Signature: _____ Date (mm/dd/yy): _____

Application for Nurse Practitioner Provisional Registration

Instructions

- Applicant completes Parts A and B
- Employer completes Part C if required
- Please complete all fields. If the form is incomplete, your registration will be delayed.

Part A — Personal information

Last name: _____ First name: _____
Middle name: _____ Former name(s) if applicable: _____
Date of birth (mm/dd/yy): _____ BCCNM ID: _____
Address (Apt/Box/#/Street): _____ City/town: _____
Province/State: _____ Country: _____ Postal code/zip code: _____

Part B — Applicant acknowledgement and consent

By signing below, I acknowledge my full and complete understanding of the specific conditions indicated in Part D of this application form, and that I will honestly and truthfully inform any prospective employer(s) about each of these conditions. I also acknowledge that, once provisional registration has been issued, I will abide by these conditions at all times and if I am found to have breached any of them, I may be referred to BCCNM Professional Conduct Review and may be required to suspend practice.

By signing below, I give consent to any previous, current or future employers to release information regarding my competency in nursing to BCCNM to be used solely for the purpose of assessing my eligibility for registration in British Columbia.

By signing below, I acknowledge that, upon being granted registration, my name, registration number, status and all applicable conditions will be published on the BCCNM website in accordance with Section 22 of the Health Professions Act. BCCNM's register, which includes information about each registrant as required in Section 21.2 of the Health Professions Act, is available to any person upon request. To ensure appropriate and timely access to information about its registrants, BCCNM provides this information on its website, which is readily available to the public and other health care professionals.

By signing below, I acknowledge that I will submit a new application for nurse practitioner provisional registration if I change employers or wish to add a second employer.

Signature: _____ Date (mm/dd/yy): _____

Applicant name: _____

Part C — Employer monitoring agreement

Prior to offering employment to this applicant, please ensure that you understand the specific conditions noted in Part D of this form. These conditions will apply once provisional registration is issued. If you have questions, please email register@bccnm.ca. Please note: BCCNM cannot guarantee registration will be approved by the employment start date. If the applicant's employment start date is unknown, do not complete this section or return this form to BCCNM.

Employer name: _____

Facility (specify name): _____ Applicant employment start date (dd/mm/yy): _____

Facility representative name: _____ Position/title: _____

Email: _____ Telephone (include area code): _____

According to BCCNM policies, "monitoring" means that the registrant holding provisional registration is monitored and evaluated by the appropriate individual (i.e., a physician or nurse practitioner). The monitoring individual should be on site or readily available so that the registrant can consult and/or collaborate as needed. Unless specified otherwise, monitored practice is in place for the duration of provisional registration. Please see www.bccnm.ca for more information.

By signing below, I confirm my full and complete understanding of the conditions specified in Part D of this form, and that they will apply to this applicant's provisional registration at the worksite indicated in Part C above once it has been issued. If any of the conditions specified in Part D are breached, I also understand that the provisional registrant may be subject to investigation by BCCNM Professional Conduct Review and may be suspended from practice.

Signature: _____ Date (mm/dd/yy): _____

Part D — Conditions on provisional registration

The following conditions will apply to provisional registration once issued:

- A condition that you are supervised by a registered nurse who holds nurse practitioner registration in B.C. or by a physician in good standing with the College of Physicians and Surgeons of British Columbia.
- A condition that you are not authorized to carry out independent prescribing or ordering of diagnostic tests.
- A condition that you write and pass the written and clinical nurse practitioner registration examinations.

Verification of Nurse Practitioner Registration

Instructions: Applicant must complete **Part A** and forward to each Regulatory Body from which original and all other nurse practitioner registrations were obtained. Photocopy this form if you have been registered in more than two provinces/states/countries. Send to each Regulatory Body with which you have been registered as a nurse practitioner so that they can complete **Part B. The Regulatory Body must forward this verification directly to BCCNM.**

PART A — Applicant

Last name: _____ First name: _____
 Middle name: _____ Former name (if applicable): _____
 Address (apt/box no.): _____ Number: _____ Street: _____
 City/town: _____ Province/state/country: _____ Postal code/zip code: _____
 Telephone (include area code): _____ Email: _____
 Date of birth (month/day/year): _____
 School where Nurse Practitioner program was completed: _____
 Date graduated (month/year): _____
 Nurse Practitioner registration date: _____ Nurse Practitioner registration no: _____
 Date: _____ Signature: _____

PART B — Regulatory Body for Nurse Practitioners

Name of regulatory body: _____
 Name of registrant: _____ Registration no. _____
 Type of Nurse Practitioner registration granted (title): _____
 Registered by:
 Examination Endorsement
 National Certification. If yes, please identify certifying body and applicant's category of classification:
 Certifying body: _____ Classification: _____
 Initial registration date in jurisdiction: _____
 Expiry date of registration: _____
 Has this person's registration/licence ever been denied, revoked, suspended or under review? If yes, please indicate reason on reverse side. No Yes
 If yes, has this person's registration/licence been reinstated? No Yes Date: _____
 Name of Registrar or person completing this form: _____
 Title: _____
 Date (month/day/year): _____

(SEAL)

Application for Nurse Practitioner Examinations

Instructions

- Please complete both pages of this form in full and return it to BCCNM at register@bccnm.ca along with the payment form (form 33) and the correct fee. For more information, contact Registration Services.

Part A — Personal information

Last name: _____ First name: _____
 Middle name: _____ Former name(s) if applicable: _____
 Date of birth (mm/dd/yy): _____ BCCNM ID: _____
 Address (Apt/Box/#/Street): _____ City/town: _____
 Province/State: _____ Country: _____ Postal code/zip code: _____

Part B— Practice stream

- Nurse practitioner (Family) Nurse practitioner (Adult) Nurse practitioner (Pediatric)

Part C — Written exam

Candidates will receive information about the written examinations after examination applications are received by BCCNM.

- NP (Family) candidates:** Please refer to the following section of the BCCNM website for information on the NP (Family) written examinations recognized by BCCNM. You will need to make your own arrangements to complete one of the written examinations.
- NP (Adult) candidates:** I am applying for the American Academy of Nurse Practitioners Certification Board (AANPCB) Adult-Gerontology Primary Care Nurse Practitioner Certification Exam. See fact sheet: www.ccrnr.ca/exams.html
- NP (Pediatric) candidates:** I am applying for the Pediatric Nursing Certification Board (PNCB) Primary Care Pediatric Nurse Practitioner Certification Exam. See fact sheet: www.ccrnr.ca/exams.html.

Have you previously written the ANCC, AANPCB, PNCB or other? Yes No

If yes, please complete the following:

Exam name <i>(e.g. ANCC, AANPCB, PNCB)</i>	Stream of Practice <i>(Family, Adult, Pediatric)</i>	Date <i>(mm/dd/yy)</i>	Location

Part D — Objective Structured Clinical Examination (OSCE)

See Form 33 for fee information. Fees are subject to change without notice. An OSCE orientation package will be provided to you at a later date.

- I am applying for the Objective Structured Clinical Examination (OSCE)
- I am enclosing a certified passport photo. Note: A certified passport photo must accompany your OSCE application if you have not previously submitted a passport photo.

Part E — Exam date

Please visit our website to see upcoming exam dates and associated deadlines at https://www.bccnm.ca/NP/applications_registration/exams/Pages/Exam_dates.aspx and include your desired exam date and stream of practice below:

Desired exam date (dd/mm/yy): _____ Stream of practice: _____

Part E — Confidentiality agreement (must be signed by all NP examination candidates)

The content, including examination questions of the written examination and the Objective Structured Clinical Examination (OSCE) are highly confidential. Candidates partaking in the written exam and/or OSCE are prohibited from disclosing the content of the examination(s) and must not, under any circumstances, share or discuss any of the information they contain with any person except as authorized by the BCCNM. Unauthorized production, reproduction or publication of the examination material is prohibited. Unauthorized disclosure or receipt of the contents of the examinations or any other form of cheating is unethical behaviour and shall be dealt with in a serious manner by the regulatory authority and may lead to ineligibility for registration.

I acknowledge that I have read and understand the above provisions regarding examination confidentiality and cheating and agree to abide by them.

Signature: _____ Date (mm/dd/yy): _____

Nurse Practitioner Professional Experience Record

Instructions

- Please complete both sides of this form. Consent for information on the reverse side of this form must be signed.
- Record the full name and mailing address of each nurse practitioner employment situation in the last three years. If addresses are incomplete, this form will be returned to you.
- Each employment situation must include the names of two referees who are either nurse practitioners or physician colleagues who work or worked directly with the applicant and is familiar with the applicant's practice. Wherever possible, the practitioner providing the reference should be in the same stream (family, adult or pediatric) as the applicant.

Part A — Personal information

Last name: _____ First name: _____
Middle name: _____ Former name(s) if applicable: _____
Date of birth (mm/dd/yy): _____ BCCNM ID: _____
Address (Apt/Box/#/Street): _____ City/town: _____
Province/State: _____ Country: _____ Postal code/zip code: _____

Part B — Position 1

Position title: _____ Dates employed (dd/mm/yy): _____ to _____
Name of employing agency: _____
Stream of practice: Family Adult Pediatric
Employment status: Full-time Part-time Casual
Mailing address of employing agency: _____

Referee 1

Name: _____
Title: _____
Address (if different than employer): _____

Referee 2

Name: _____
Title: _____
Address (if different than employer): _____

Part C — POSITION 2 (continued on page 2)

Position title: _____ Dates employed (dd/mm/yy): _____ to _____
Name of employing agency: _____
Stream of practice: Family Adult Pediatric
Employment status: Full-time Part-time Casual
Mailing address of employing agency: _____

Part C — Position 2 continued

Referee 1

Name: _____

Title: _____

Address (if different than employer): _____

Referee 2

Name: _____

Title: _____

Address (if different than employer): _____

Part D — Position 3

Position title: _____ Dates employed (dd/mm/yy): _____ to _____

Name of employing agency: _____

Mailing address of employing agency: _____

Stream of practice: Family Adult Pediatric

Employment status: Full-time Part-time Casual

Referee 1

Name: _____

Title: _____

Address (if different than employer): _____

Referee 2

Name: _____

Title: _____

Address (if different than employer): _____

Part E — Other nurse practitioner experience since graduation from NP education program

Dates (mm/dd/yy)	Position	Unit/Area	Status	Name/location of employing agency
From: To:			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual	
From: To:			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual	
From: To:			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual	
From: To:			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual	

CONSENT FOR INFORMATION TO BE RELEASED TO BCCNM

I, _____, hereby give consent for any of my current or previous employers to release reference(s) regarding my competence as a nurse practitioner to the British Columbia College of Nurses and Midwives to be used solely for the purpose of assessing my application for registration as a nurse practitioner in British Columbia.

Signature: _____ Date: _____

Nurse Practitioner: Request for Transcript

Authorization to share nurse practitioner educational program transcripts with BCCNM

Instructions

- Most schools require a fee to prepare a transcript. To avoid delay, contact your school and inquire about the fee.
- Complete this form and send it, along with the fee, to each nurse practitioner program where courses were completed.
- The school must send transcripts directly to BCCNM Registration Services.

Part A — Personal information: To be completed by applicant

Last name: _____ First name: _____

Middle name: _____ Former name(s) if applicable: _____

Date of birth (mm/dd/yy): _____ BCCNM ID: _____

Address (Apt/Box/#/Street): _____ City/town: _____

Province/State: _____ Country: _____ Postal code/zip code: _____

Date of graduation (mm/dd/yy): _____ Degree received: _____

Part B — Authorization to release transcripts

I hereby authorize the release of my transcripts to the British Columbia College of Nurses and Midwives for the purpose of obtaining registration as a nurse practitioner in British Columbia.

Please send my complete final transcripts to BCCNM. Please mail transcript(s) directly to:

Registration Services
British Columbia College of Nurses and Midwives
900-200 Granville Street
Vancouver, BC V6C

Signature: _____ Date (mm/dd/yy): _____

NP Application/Assessment/Examination Payment Form

Instructions

- All fees must be paid in Canadian funds
- Fees are subject to change and are non-refundable.

Part A — Personal information

Last name: _____ First name: _____
 Middle name: _____ Former name(s) if applicable: _____
 Date of birth (mm/dd/yy): _____ BCCNM ID: _____
 Address (Apt/Box/#/Street): _____ City/town: _____
 Province/State: _____ Country: _____ Postal code/zip code: _____

Part B — Fees

Examination fees

	Fee	Amount
<input type="checkbox"/> OSCE fee	\$2,530.00	_____

Application fees (including GST) - Check ONE

<input type="checkbox"/> Application Assessment Fee (for graduates of a B.C. NP program)	\$265.00	_____
<input type="checkbox"/> Application Assessment Fee (for graduates of a Canadian NP program)	\$345.00	_____
<input type="checkbox"/> Application Assessment Fee (for graduates of an international NP program)	\$690.00	_____
	Total:	_____

Part C — Payment

You will be sent an email with a link to the payment page once your application has been received.

BCCNM accepts the following payment methods:

- Credit card (VISA, American Express and MasterCard)
- Visa Debit
- INTERAC Online

Nursing Employment Verification

Instructions

- BCCNM will use the information provided in this form to assess the applicant’s application for registration with the BCCNM. **The reference form must be submitted to BCCNM directly by the employer.**
- To avoid delays in the application process, make sure Sections A to C are complete, then provide to your current or previous nursing employer to complete Sections D to G. Provide an Employment Verification for each nursing employer in the last five years.
- The applicant must submit a resume of their nursing employment to BCCNM.
- The applicant must list all facility names within that health authority that this form is for.

PART A — Personal information (to be completed by applicant)

Last name: _____ First name: _____ BCCNM ID: _____

Middle name(s): _____ Former name(s) if applicable: _____

Part B — Employment information (to be completed by applicant)

Area of nursing you work/worked in: Clinical practice Administration Education Research

Facility name: _____

Health authority (if applicable): _____

Employer address (Apt/Box/#/Street): _____ City/town: _____

Province/State: _____ Country: _____ Postal code/zip code: _____

Manager name: _____

Title: _____

Telephone: _____ Email: _____

Area of nursing you work/worked in: Clinical practice Administration Education Research

Facility name: _____

Health authority (if applicable): _____

Employer address (Apt/Box/#/Street): _____ City/town: _____

Province/State: _____ Country: _____ Postal code/zip code: _____

Manager name: _____

Title: _____

Telephone: _____ Email: _____

Part B — Employment information (to be completed by applicant) (cont'd)

Area of nursing you work/worked in: Clinical practice Administration Education Research

Facility name: _____

Health authority (if applicable): _____

Employer address (Apt/Box/#/Street): _____ City/town: _____

Province/State: _____ Country: _____ Postal code/zip code: _____

Manager name: _____

Title: _____

Telephone: _____ Email: _____

Part C — Consent & Declaration (to be completed by applicant)

I give consent to any and all current and previous employers to release information regarding my conduct, fitness, and competence in nursing to BCCNM to be used solely for the purpose of assessing eligibility for registration in British Columbia.

I declare that the information I have provided on this form is true and accurate. I understand that falsification of this document, or the submission of any falsified documents to BCCNM, may be cause for BCCNM to withhold registration, revoke registration or take other appropriate action.

Signature: _____ Date (mm/dd/yy): _____

Part D — Employment information (to be completed by employer)

The individual above has applied for registration with the BC College of Nurses and Midwives (BCCNM). In order to determine if the applicant meets the requirements for registration, we would appreciate your assistance by completing the questions below. This form should be completed by HR or the supervisor/manager most familiar with the applicant's nursing practice during the time of employment. To avoid delays, all sections of this form must be completed.

Both pages of this form must be sent directly to BCCNM by the employer by email at register@bccnm.ca.

Date employed from (dd/mm/yy): _____ to: _____

If currently on LTD, maternity or other type of leave, what date did the leave begin? (mm/dd/yy): _____

Job title: _____ Full-time Part-time Casual

Department(s) employed in: _____

Language spoken in the workplace: _____

Language used for documentation: _____

Is nursing registration required to hold this position? If yes, please indicate what type of nursing registration:

LPN RN RPN Other

Important: Please attach a job description for the position described.

Part E — Nursing practice hours in the past five years (to be completed by employer)

Provide the nursing practice hours for each calendar year (January 1 - December 31) of employment for the past **five** years. Hours must only include actual practice hours worked (excluding seniority, vacation, LTD/sick leave, paid/unpaid leave, etc.

Last year worked: _____ Hours: _____
Previous year: _____ Hours _____
Previous year: _____ Hours _____
Previous year: _____ Hours _____
Previous year: _____ Hours _____

EXAMPLE:	
Last year worked: 2020	Hours: 1,600
Previous year: 2019	Hours: 2,150
Previous year: 2018	Hours: 0
Previous year: 2017	Hours: 1,850

Part F — Conduct (to be completed by employer)

Has the applicant ever been investigated, disciplined, terminated or allowed to resign in lieu of termination?

Yes No

Is this individual eligible for rehire? Yes No

Part G — Employer information (to be completed by employer)

Last name: _____ First name: _____

Title: _____

Telephone: _____ Email: _____

Signature: _____ Date (mm/dd/yy): _____

IMPORTANT: Please email the completed reference (both pages) directly to register@bccnm.ca.