

## NURSE PRACTITIONER EXAMINATION APPLICATION BROCHURE

This brochure accompanies the “*Nurse Practitioner Examination Application*”. Prior to completing a nurse practitioner (NP) education program, eligible Alberta NP students must apply to The College and Association of Registered Nurses of Alberta (CARNA) to write the examination appropriate to their stream of practice. This brochure will help you complete the application form correctly and ensure a successful application process. Retain the brochure for later reference in regard to your examination.

Application for a nurse practitioner examination requires the submission of the following completed forms:

- *Nurse Practitioner Examination Application.*
- *Verification of Nurse Practitioner Education Program Completion.*

The “*Nurse Practitioner Examination Application*” is completed and submitted to CARNA by the applicant according to the directions provided in this brochure. Applicants must complete the first page of the “*Verification of Nurse Practitioner Education Program Completion*” form and submit to their educational institution for completion of the education program information and signature of the Graduate Dean or delegate. The education institution must submit the completed form directly to CARNA. The application, fees and verification must be received by CARNA prior to the examination application deadline date. The following provides detailed information for your reference when completing the “*Nurse Practitioner Examination Application.*”

### 1. PERSONAL INFORMATION

Your personal information will be used by CARNA to verify your eligibility to write the appropriate NP examination for the stream of practice in which you studied and to obtain a graduate nurse practitioner (GNP) practice permit. It is mandatory that you report your full legal name, home address, telephone number, email, and your date of birth to confirm against CARNA records. **Processing your application will be delayed if this information is incomplete.**

If you change your address or any other personal information after you submit your application form, you may update your profile on the CARNA website at [www.nurses.ab.ca](http://www.nurses.ab.ca). As an additional safeguard to a smooth application process, notify CARNA of the changes by email or phone (see contact information on page 4).

### 2. CANDIDATE VERIFICATION

#### **Canadian Nurse Practitioner Examination (CNPE) Candidates [Family/All Ages Stream]**

You must submit:

- your application form,
- a photocopy of your birth certificate, and
- one other piece of current photo identification (driver’s license or passport) showing your full legal name for preparation.

This information is used for your “*Candidate Identification Card*” that is required for entry to the examination room on the day of the exam. You will receive a confirmatory email that your registration for the examination has been processed by the Canadian Nurses Association and a Candidate ID Card has been issued. Other detailed information about the exam will be provided to you in attachments. If you do not receive the email prior to two weeks before the examination date, please contact CARNA.

**American Nurse Credentialing Center (ANCC) Candidates [Adult and Paediatric Streams]**

The ANCC exams are computer-based and are written at Prometric sites in Calgary and Edmonton. Prometric is under contract with ANCC to provide exam services in Canada. An examination coordinator will contact you by email to provide you with further information and to arrange your exam appointment with Prometric. It is essential that you provide a current email address and telephone number to facilitate scheduling of your examination. You must arrive 30 minutes prior to writing the examination for registration. Failure to arrive in advance of your scheduled writing of the examination will result in cancellation and forfeiture of the examination fee.

The examination contains content that is based on the American health system. You will be provided a conversion table for Canadian lab values when you write the examination. Complete all questions as the examination content will subsequently be reviewed and any content that is exclusive to the American context will be removed and the examination will be validated for Canadian writers. Please note that information you may receive from Prometrics that results will arrive within two weeks of completion of your examination is only applicable to American candidates. Canadian writers receive their results six to eight weeks after the end of the exam writing period.

**3. NURSE PRACTITIONER EDUCATION INFORMATION**

Please identify the name of the NP education program from which you will graduate and the correct CNAN code number for the program (see the following chart). If you have taken your studies at more than one institution, you must identify the degree granting university as the site of your program. Please indicate the status of your education, admission date, expected completion date, theoretical and clinical instructional hours and stream of practice of study. If for any reason you do not complete the program by the identified completion date, please contact CARNA immediately and submit a “Nurse Practitioner Examination Withdrawal” form.

<b>University</b>	<b>Site Specific Program</b>	<b>Select</b>
<b>Athabasca University</b>	Master of Nursing: Advanced Nursing Practice Program(MN:ANP)	300
	Advanced Graduate Diploma: Advanced Nursing Practice Program (AGD: ANP)	320
<b>University of Alberta</b>	Master of Nursing: Family/All Ages Nurse Practitioner Program	301
	Master of Nursing: Adult Nurse Practitioner Program	302
	Master of Nursing: Child Nurse Practitioner Program – includes neonatal specialization	303
	Post-Master’s Certificate: Family All Ages Nurse Practitioner Program	321
	Post-Master’s Certificate: Adult Nurse Practitioner Program	322
	Post-Master’s Certificate: Child Nurse Practitioner Program – includes neonatal specialization	323
<b>University of Calgary</b>	Integrated Master of Nursing/Nurse Practitioner Program	305
	Post-Master’s Nurse Practitioner Diploma Program	324

#### 4. REGISTRATION STATUS

Complete this section, checking off all information that applies to you.

#### 5. REQUESTED EXAMINATION WRITING

Only applicants who have successfully completed all course requirements of their NP program are eligible to write the examination. Applicants must identify the date (CNPE) or date range (ANCC) which they wish to write the exam. Please refer to the following chart to identify the date on which you wish to write your examination. Choose the most appropriate writing date based on the course work and clinical practicum that you need to complete. Please note that you must complete your education program *no later than two weeks* prior to the examination writing date (CNPE) or start of examination writing window (ANCC).

If you require any special accommodations for the writing your examination, contact CARNA immediately to obtain the necessary application forms. We require two to three months to validate the need for special accommodation.

2010	Writing Dates	Application Acceptance	Education Completion Deadline
CNPE	May 12	February 1 to March 19	April 27
	October 20	June 30 to August 27	October 5
ANCC	May 27 – July 15	February 1 to March 4	May 12
	October 12 – November 20	June 30 to August 4	September 27

##### 5.1 Request to Write in Other Jurisdictions

If you do not plan to be in Alberta at the time of the examination and wish to write your examination in another Canadian province, please submit a letter along with your application to CARNA. For ANCC examination, identify the writing site in that province where you would like to write the examination (see Prometrics website for possible sites). CARNA will forward the request on your behalf and advise you whether your request is accepted by the other jurisdiction.

##### 5.2 Cancellation or Withdrawal from Examination

Applicants must pay the required NP examination fee (refer to Section 9) by the application deadline date. If you need to withdraw your application, you must notify CARNA in writing. Withdrawal fees are deducted from the exam fee refund as follows:

Prior to application deadline	No charge
After application deadline	\$265.00

**If you do not write the exam on the day you are scheduled and do not notify CARNA of your withdrawal, you will forfeit the entire examination fee.**

## 6. SIGNATURE AND VERIFICATION

You must sign and date the “*Nurse Practitioner Examination Application.*” The personal information collected is used for regulatory purposes and is provided to the agencies who provide the examinations. The information is also provided to Statistics Canada through the Canadian Institute for Health Information (CIHI) as required by the Statistics Bureau Act. In order to protect your privacy, we do not share your contact information with unaffiliated third parties (except when permitted or required by law). The personal information collected is safeguarded with appropriate security measures and used only for the purposes stated above, and only that information which is necessary is released.

## 7. FEES AND PAYMENT FOR NP REGISTRATION

### Examination Fee

The examination fees are \$1155.00 for each application to write and must be submitted prior to the examination deadline date. All fees are subject to change without notice and include GST.

## 8. EXAMINATION PROCESS INFORMATION

When all the required documentation is received for your examination application, you will be advised by email that your application is complete. If you have not received an email confirming that your application is complete within two weeks of mailing, please contact CARNA. Passing results will be mailed to the candidate, we do not provide this information by telephone or email. Unsuccessful candidates will be contacted by telephone to advise them of the result. If the candidate is employed as a GNP, CARNA will work with the GNP and their employer to ensure optimal support for the role and the provision of safe patient care.

### **CARNA NP Examination/Registration Contacts**

Barbra-Ann Lavine, Administrative Assistant to the Deputy Director  
780-451-0043 ext. 539 (Edmonton) or 1-800-252-9392 ext 539 (toll-free)  
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