College of Registered Nurses of Alberta

*Registered Nurse (RN) Substantial Equivalence*

# Permit Requirements Worksheet



For registered nurses educated outside of Canada, without prior Canadian registration. This substantial equivalence applicant worksheet applies to you if you are a registered nurse (RN) who was educated outside of Canada and have never been registered in Canada.

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Substantial Equivalence
Registered Nurse (RN) Applicants

## CREATE YOUR OWN ACCOUNT

| Requirements | Process & Evidence Accepted |
|---|---|
| Demographic Information<br>Policy 3.02 | ☐ You will need to use your government-issued photo ID to validate your identity using our online verification process.<br>■ If the online process is unsuccessful, you will be asked to meet virtually with a member of our customer service team to manually review your ID.<br>$ The cost of this is included in the application fee. |

## CONFIRM COMPETENCY

| Requirements | Process & Evidence Accepted |
|---|---|
| Registration Exam<br>Policy 3.03 | You need to submit ONE of the following successful exam results to registration@nurses.ab.ca<br>☐ Your National Council of State Boards of Nursing (NCSBN) Candidate Report showing completion of exam, or;<br>☐ Verification of Registration from the United States.<br>☐ You will need to take the registration exam. You will need to:<br>■ Request to write the exam in your application with the CRNA.<br>■ Set up an account to take the exam through the National Council of State Boards of Nurses (NCSBN).<br>■ After you receive the authorization to test, you will register, take and pass the exam.<br>■ The CRNA will receive your results automatically.<br>$ The cost of this is payable by the applicant. |
| Post-secondary Education<br>Policy 3.04 | **ONE** of the following must be sent to the CRNA (registration@nurses.ab.ca) by the respective issuing organization:<br>☐ Education Credential Assessment report from an approved organization. More details can be found here: bit.ly/3YMUdlq<br>☐ NNAS credential recognition report showing comparable or somewhat comparable.<br>$ The cost of this is payable by the applicant. |
| English Language Proficiency<br>Policy 3.05 | ☐ You are required to attest to meeting this requirement in your application. You may be asked to submit evidence to confirm this. For more details visit: bit.ly/4k0sTcU<br>$ The cost of this is payable by the applicant. |

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## DEMONSTRATE YOUR ELIGIBILITY

| Requirements | Process & Evidence Accepted |
|---|---|
| Currency of Practice<br>Policy 3.06 | ☐ You are required to attest to questions in College Connect, confirming you meet the currency of practice requirements.<br>▪ You do not need to submit anything by email for this requirement.<br>▪ More details can be found here: bit.ly/46je27L<br>$ There is no cost for this requirement. |
| Continuing Competence<br>Policy 3.07 | This requirement is not applicable to initial registration applicants.<br>$ The cost of this is included in the application fee. |
| Good Character<br>Policy 3.08 | You will be required to attest to questions confirming you meet the good character requirements.<br>**If you are currently living in Canada:**<br>☐ You are required to complete a criminal record check online in College Connect via our third-party service.<br>$ The cost of this criminal record check is included in the application fee.<br>**If you currently living outside of Canada:**<br>☐ You are required to obtain a criminal record check locally and submit it to registration@nurses.ab.ca.<br>$ The cost of this is payable by the applicant. |
| Fitness to Practise<br>Policy 3.09 | ☐ You are required to attest to questions in College Connect, confirming you meet the fitness to practise requirements.<br>▪ You do not need to submit anything by email for this requirement.<br>$ There is no additional cost. |

## WHAT IS COLLEGE CONNECT?



College Connect is the CRNA's online portal for applicants and registrants. Accessible any time, from any device, College Connect gives you access to a range of services, including:

- The ability to complete and submit initial permit applications and permit renewal.
- Options to update your profile, contact information and password.
- Access to educational resources, news and guideline documents from the CRNA.
- A record of payments and receipts.
- The use of online services including change of name and verification of registration.

**CollegeConnect.net**

## PREPARE FOR PRACTICE IN ALBERTA

| Requirements | Process & Evidence Accepted |
|---|---|
| Jurisprudence<br>Policy 3.10 | You are required to complete the two e-learning modules in College Connect.<br>■ The results of these modules will be sent directly to the CRNA. You are not required to do anything further.<br>$ The cost of this is included in the application fee. |
| Professional Liability Requirement<br>Policy 3.11 | You are required to obtain Professional Liability Protection (PLP) and Core Services from the Canadian Nurses Protective Society (CNPS). Learn more about the professional liability requirement here.<br>Proof of registration for CNPS coverage will be sent directly to the CRNA. You are not required to do anything further.<br>$ The cost of this is payable by the applicant. |

## PAY AND DECLARE

| Process & Evidence Accepted |
|---|
| To complete and submit your application:<br>☐ Make payment through one of the convenient options provided.<br>☐ Review your application and confirm its accuracy.<br>$ This is when you pay the permit fee. The cost of this is payable by the applicant. |

## HOW DO I SEND MY DOCUMENTS?



At various times during the application process you may be prompted to submit documents to the CRNA. Please follow these steps to ensure efficient processing of your application.

- Include the requirement you are submitting evidence for in the subject line of the email (e.g. English language proficiency).
- Include your CRNA registration number in the subject line of your email. This can be found in College Connect in the top right corner when you are logged in. This number is valid even if your permit has not yet been approved.
- Use your full, legal name as it appears on your government-issued identification.

Documents should be sent to: **registration@nurses.ab.ca**