

# CRNA

College of Registered  
Nurses of Alberta

*Nurse Practitioner Initial Registration  
(Post-Secondary Graduates)*

## Permit Requirements Worksheet





## Initial Registration (Post-Secondary Graduate) Applicants

# Permit Requirements Worksheet

Initial registration applications are for nurse practitioner (NP) applicants who are graduates of Canadian nursing programs that have never been registered anywhere as an NP. You must have an active registered nurse (RN) permit with the CRNA prior to applying for an initial NP permit.



## CREATE YOUR OWN ACCOUNT

Requirements	Process & Evidence Accepted
Demographic Information Policy 3.02	<ul style="list-style-type: none"><li><input type="checkbox"/> You will need to use your government issued photo ID to validate your identity using our online verification process.<ul style="list-style-type: none"><li>• 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.</li></ul></li><li><input type="checkbox"/> The cost of this is included in the application fee.</li></ul>



## CONFIRM COMPETENCY

Requirements	Process & Evidence Accepted
Post-Secondary Education Policy 3.04	<ul style="list-style-type: none"><li><input type="checkbox"/> Graduates from Canadian programs will need to submit a request to their education institution to have their NP Program completion form completed and sent directly to the CRNA. We do not accept program completion forms from applicants.</li><li><input type="checkbox"/> Any associated costs are payable by the applicant.</li></ul>
Controlled Drugs and Substances (CDS) Prescribing Education Course	<ul style="list-style-type: none"><li><input type="checkbox"/> All graduates from an approved entry-level NP program in Alberta must meet the requirements to prescribe CDS. <b>Required courses include:</b><ul style="list-style-type: none"><li>• CDS Prescribing</li><li>• CDS Jurisprudence</li></ul></li></ul>
Registration Exam Policy 3.03	<ul style="list-style-type: none"><li><input type="checkbox"/> For all exam streams, complete the confirmation of program completion form and forward it to the educational institution where you completed your NP program. Nurse practitioner graduates have three years from the date of eligibility to pass the exam. The three-year exam eligibility period begins on an individual's program completion end date.<ul style="list-style-type: none"><li>• Contact the CRNA to enroll in one of the accepted exams: <a href="https://bit.ly/examcrna">https://bit.ly/examcrna</a></li></ul></li><li><input type="checkbox"/> Any associated costs are payable by the applicant.</li></ul>
English Language Proficiency Policy 3.05	<ul style="list-style-type: none"><li><input type="checkbox"/> This requirement is met because you completed post-secondary education in Canada.<ul style="list-style-type: none"><li>• You do not need to attest to meeting it or submit any documents.</li></ul></li><li><input type="checkbox"/> There is no additional cost.</li></ul>



## DEMONSTRATE YOUR ELIGIBILITY

Requirements	Process & Evidence Accepted
Currency of Practice Policy 3.06	<ul style="list-style-type: none"><li><input type="checkbox"/> This requirement may be met because you completed post-secondary education in Canada within the four practice years prior to your application.<ul style="list-style-type: none"><li>• You do not need to attest to meeting it or submit any documents.</li></ul></li><li><input type="circle"/> The cost of this is included in the application fee.</li></ul>
Continuing Competence Policy 3.07	<ul style="list-style-type: none"><li><input type="checkbox"/> This requirement is not applicable to initial registration applicants.</li><li><input type="circle"/> The cost of this is included in the application fee.</li></ul>
Good Character Policy 3.08	<ul style="list-style-type: none"><li><input type="checkbox"/> You will be required to attest to questions confirming you meet the good character requirements.</li><li><input type="checkbox"/> You will be required to complete a criminal record check online in College Connect via our third-party service.<ul style="list-style-type: none"><li>• The results of this will be sent directly to the CRNA. You are not required to do anything further.</li></ul></li><li><input type="circle"/> The cost of this is included in the application fee.</li></ul>
Fitness to Practise Policy 3.09	<ul style="list-style-type: none"><li><input type="checkbox"/> You will be required to attest to questions confirming you meet the fitness to practise requirements.<ul style="list-style-type: none"><li>• You do not need to submit anything by email for this requirement.</li></ul></li><li><input type="circle"/> The cost of this is included in the application fee.</li></ul>



## PREPARE FOR PRACTICE IN ALBERTA

Requirements	Process & Evidence Accepted
Jurisprudence Policy 3.10	<ul style="list-style-type: none"><li><input type="checkbox"/> You will be required to complete and pass three e-learning modules in College Connect.<ul style="list-style-type: none"><li>• The results of these modules will be sent directly to the CRNA. You are not required to do anything further.</li></ul></li><li><input type="circle"/> The cost of this is included in the application fee.</li></ul>
Liability Insurance Policy 3.11	<p>You are required to obtain CNPS professional liability protection. There are two options for this purchase:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Option 1:</b><ul style="list-style-type: none"><li>• \$179.50 + GST individual rate</li></ul></li><li><input type="checkbox"/> Proof of purchase of CNPS coverage will be sent directly to the CRNA. You are not required to do anything further.</li><li><input type="circle"/> The cost of this is payable by the applicant.</li></ul>



## PAY AND DECLARE

### Process & Evidence Accepted

To complete and submit your application:

- Make payment through one of the convenient options provided.
- Review your application and confirm its accuracy.

If you have already paid the fee for your RN permit, you will not be required to pay the permit fee again.

- This is when you pay the permit fee. The cost of this is payable by the applicant.

## 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 and contact information.
- 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.

[connect.nurses.ab.ca](http://connect.nurses.ab.ca)

## 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](mailto:registration@nurses.ab.ca)