

CRNA

College of Registered
Nurses of Alberta

*Nurse Practitioner (NP) Initial Registration
(Post-secondary Graduates)*

Permit Requirements Worksheet



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Before applying:

Before applying for an NP permit, you must first have an active RN permit from the CRNA. When you are ready to begin your NP permit application, contact the CRNA (registration@nurses.ab.ca or 1-800-252-9392).



CREATE AN ACCOUNT

Requirements	Process & Evidence Accepted
Demographic Information Policy 3.02	- You will need to use your government-issued photo ID to validate your identity using our online verification process. - 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. - There is no additional cost for eligible registrants to open an NP application.



CONFIRM COMPETENCY

Requirements	Process & Evidence Accepted
Post-secondary Education Policy 3.04	- Graduates from Canadian programs must have their post-secondary institute complete the Confirmation of NP Program Completion Form and send it directly to the CRNA. We do not accept program completion forms from applicants. - Any associated costs are payable by the applicant.
Controlled Drugs and Substances (CDS) Prescribing Education Course	- All graduates from an approved entry-level NP program in Alberta must meet the requirements to prescribe CDS. Required courses include: - CDS Prescribing - CDS Jurisprudence

CONFIRM COMPETENCY (CONTINUATION)

Requirements	Process & Evidence Accepted
Registration Exam Policy 3.03	 For all exam streams, have your post-secondary institute complete the Confirmation of NP Program Completion Form and send it directly to the CRNA. Once it is processed, the CRNA will email you instructions on how to use your College Connect account to request to write your registration exam (note: do not request to write your exam before you have received this confirmation from the CRNA).  You have three years from the program completion date (on the form submitted by your post-secondary institute) to pass your registration exam. More about the accepted registration exams here: https://bit.ly/examcrna.  For more details on requesting to write the CNPE exam (for the Family/All Ages stream of practice), see the Appendix at the end of this worksheet.  Any associated costs are payable by the applicant.
English Language Proficiency Policy 3.05	 This requirement is met because you completed post-secondary education in Canada.  You do not need to attest to meeting it or submit any documents.  There is no additional cost.

I FORGOT MY LOG IN DETAILS



If you forgot the email you use to log into your College Connect account, it can be retrieved by filling out this form: collegeconnect.net/forgot_account

Can I still apply for a permit if I haven't passed my exam?

You may be eligible for a provisional permit while you prepare for the registration exam. If you submit your application before passing the registration exam you will be issued a provisional permit.



DEMONSTRATE YOUR ELIGIBILITY

Requirements	Process & Evidence Accepted
Currency of Practice Policy 3.06	☐ This requirement may be met because you completed post-secondary education in Canada within the four practice years prior to your application. ■ You do not need to attest to meeting it or submit any documents. ☒ The cost of this is included in the application fee.
Continuing Competence Policy 3.07	This requirement is not applicable to initial registration applicants. ☒ The cost of this is included in the application fee.
Good Character Policy 3.08	☐ You will be required to attest to questions confirming you meet the good character requirements. ☐ You will be required to complete a criminal record check online in College Connect via our third-party service. ■ The results of this will be sent directly to the CRNA. You are not required to do anything further. ☒ The cost of this is included in the application fee.

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.

CollegeConnect.net



PREPARE FOR PRACTICE IN ALBERTA

Requirements	Process & Evidence Accepted
Jurisprudence Policy 3.10	☐ You will be required to complete and pass three e-learning modules in College Connect. ■ The results of these modules will be sent directly to the CRNA. You are not required to do anything further. ☐ The cost of this is included in the application fee.
Liability Insurance Policy 3.11	You are required to obtain CNPS professional liability protection. ■ \$179.50 + GST individual rate Proof of purchase of CNPS coverage will be sent directly to the CRNA. You are not required to do anything further. ☐ The cost of this is payable by the applicant.



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.

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

APPENDIX: PROCESS FOR WRITING THE CANADIAN NURSE PRACTITIONER EXAMINATION (CNPE)

This exam and associated process applies to those in the Family/All Ages stream of practice.

The Canadian Nurse Practitioner Examination (CNPE) is administered twice per year: once in the spring and once in the fall. Specific dates and deadlines can be found on the [CRNA's website here](#).

The exam dates and deadlines are determined by Meazure Learning/Yardstick, the organization that administers the CNPE exam. All actions below must be completed **prior to the stated deadlines** (on the CRNA's website at the link noted above). It is the applicant's and post-secondary institute's responsibility to be aware of the deadlines.

Actions:

Have your post-secondary institute complete the [Confirmation of NP Program Completion Form](#) and send it directly to the CRNA. Once it is processed, the CRNA will email you instructions on how to use your College Connect account to request to write your registration exam (note: do not request to write your exam before you have received this confirmation from the CRNA).

If your request to write the exam is successful, the CRNA will provide written confirmation via email. The email will also require you to respond with confirmation of *when* you would like to write the exam (spring or fall), your preference for *writing method* (in-person or remote) and *location*, if writing in person (Edmonton or Calgary).

Once the CRNA has received your confirmation and requested exam writing details, we will contact Meazure Learning/Yardstick to request you are added to their CNPE list. You will then receive correspondence from Meazure Learning/Yardstick to confirm account creation, payment of exam fees and facilitation of the exam.

Need Help?

CRNA's Customer Service

Phone (toll free): [1-800-252-9392](tel:1-800-252-9392)

Email: registration@nurses.ab.ca

One-on-one consultations: [Registrant Navigator Consultation Requests](#)

For more information about the CNPE exam, consult Meazure Learning/Yardstick's [Candidate Examination Handbook](#).

Note: Alberta will transition to the new Canadian Nurse Practitioner Licensure Examination (CNPLE) for all ages in 2028. Updated information on associated processes will be available closer to the transition.