



College of Registered
Nurses of Alberta

Initial Registration (Post-Secondary Graduates)

Permit Requirements Worksheet



Initial registration applications are for registered nurse (RN) applicants who are graduates of Canadian nursing programs that have never been registered anywhere.



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CREATE YOUR ACCOUNT

Requirement

Demographic Information
Policy 3.02

Process & Evidence Accepted

- ☐ 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.
- ☒ \$ The cost of this is included in the application fee.



CONFIRM COMPETENCY

Requirement

Post-Secondary Education
Policy 3.04

Process & Evidence Accepted

- ☐ Graduates from Canadian programs will need to submit a request to their education institution to have their program completion information sent to the CRNA.
- ☒ \$ The cost of this is payable by the applicant.

Requirement

Registration Exam
Policy 3.03

Process & Evidence Accepted

- ☐ You will need to take the registration exam. You will need to:
 - Request to write the exam in your application with the CRNA.
 - Set up an account to take the exam through the National Council of State Boards of Nurses (NCSBN) when you are instructed to do so by the CRNA.
 - After you receive the authorization to test, you will register, take and pass the exam.
 - The CRNA will receive your results automatically.
- ☒ \$ The cost of this is payable by the applicant.

Requirement

English Language Proficiency
Policy 3.05

Process & Evidence Accepted

- ☐ 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 cost for this requirement.



DEMONSTRATE YOUR ELIGIBILITY

Requirement

Currency of Practice
Policy 3.06

Process & Evidence Accepted

- ☐ 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 cost for this requirement.

Requirement

Continuing Competence
Policy 3.07

Process & Evidence Accepted

This requirement is not applicable to initial registration applicants.

💰 There is no cost for this requirement.

Requirement

Good Character
Policy 3.08

Process & Evidence Accepted

- ☐ 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 criminal record check is included in the application fee.

Requirement

Fitness to Practise
Policy 3.09

Process & Evidence Accepted

- ☐ You will be required to attest to questions confirming you meet the fitness to practise requirements.
 - You do not need to submit anything by email for this requirement.

💰 There is no cost for this requirement.

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.

You will create a College Connect account when you begin the application process.
connect.nurses.ab.ca



PREPARE FOR PRACTICE IN ALBERTA

Requirement

Jurisprudence
Policy 3.10

Process & Evidence Accepted

- ☐ You will be required to complete and pass two 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.

Requirement

Liability
Insurance
Policy 3.11

Process & Evidence Accepted

You are required to obtain CNPS professional liability protection. There are two options for this purchase:

- ☐ **Option 1:**
 - Obtain a membership with the Alberta Association of Nurses (AAN) for \$50 | albertanursing.ca
 - You can then obtain CNPS coverage at a discounted rate of \$68. | bit.ly/3oL37kl
- ☐ **Option 2:**
 - Obtain CNPS coverage directly. The cost of this option is \$88. | cnps.ca/crna-registrants

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.
- ☐ 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