Your Application For Nurse Registration in British Columbia (Form 47) is a permanent legal record that is used to determine your eligibility for registration. The application form must be completed fully and accurately. Answer all questions and fill in all information on the first page. If a question is not applicable, write “N/A” beside the question. If there are errors or omissions on the form, you may be required to complete a new application form and have it notarized. Please use these guidelines to assist you in completing your application form.

**IMPORTANT - PLEASE READ**

After completing all questions, take the completed **Form 11: Statutory Declaration** to a notary public or commissioner for taking affidavits/oaths and make your sworn statement that the information provided is accurate and complete. The notary must place a stamp or seal on the form. **Applications for registration cannot be processed without a completed affidavit.**

**Note:** The affidavit must be signed by someone who has the authority to receive sworn statements. This is not the same as a guarantor for a passport. A guarantor (e.g., physician or engineer) is acting only as a credible source confirming that they have known you for a period of time, whereas a commissioner for taking affidavits/oaths or notary public has been given the authority to receive a sworn statement from you.

**A. PERSONAL INFORMATION**

**Name and Former Name**
Record your current name and all former names. Do not use initials. The name you record as your current or former name on the application form must match the name recorded on your birth certificate or other identification document showing your birth name. If it does not match (including spelling), you will be asked to complete an additional affidavit regarding your names. Also, record your preferred name in the section provided.

**First Language**
Enter your first language spoken. If you were raised in a bilingual environment, enter the language predominantly used first and the other language second.

**Your Personal Security Word**
Record a security word. We recommend that you use your mother’s maiden name. It is easy for you to remember and is not common knowledge to others. This security word protects the privacy of information provided on your application and identifies you to CRNBC staff when you contact the College. You will be asked to give this security word when you call, write or e-mail to enquire about your application or to change your address.

**Have you been charged with or convicted of a criminal offence?**
If you answer “Yes,” worksheets requesting additional information will be sent to you upon receipt of your application. It is not necessary to send any information with your application.

**B. EDUCATION**

**Non-Nursing Education**
This refers to education other than nursing.

**Nursing Education**
Provide the complete name and address of each nursing education program you have attended, including additional programs such as midwifery or psychiatric nursing. Be sure to indicate the dates you attended and whether you have received or will receive a certificate, a diploma or a degree.
C. REGISTRATION AND NURSING EXPERIENCE

Question 1
Record where you first obtained registration.

Question 2
Record your legal nursing title in the province/state/country where you were first registered.

Note: If your legal title is “licensed practical nurse,” “registered psychiatric nurse” or “registered midwife” and you are not also a “registered nurse,” it is likely that you should be applying to another regulatory body in British Columbia. Other regulatory bodies include the College of Licensed Practical Nurses of British Columbia, the College of Registered Psychiatric Nurses of British Columbia and the College of Midwives of British Columbia. Links to most of these organizations are available via the CRNBC website www.crnbc.ca

If you are uncertain about whether CRNBC is the appropriate regulatory body to which you should be applying, e-mail register@crnbc.ca to clarify before submitting your application.

Question 3
Record all places where you have subsequently been registered or licensed to practise as a nurse.

Question 4
Record if you have previously written the Canadian Registered Nurse Examination. Be sure to include all writings in other Canadian provinces or territories.

Questions 5-9
If you answer “Yes” to questions 5 or 7, attach a written explanation. If you answer “Yes” to questions 6, 8 or 9, provide further information with your application, including copies of official notifications, orders and decisions, and, if applicable, whether or not you have had your registration reinstated.

Question 11
Record hours worked in nursing at the graduate or registered nurse level from January to December for each year in the past five years. Do not record hours worked as a nursing student or if you were employed in a different capacity such as a licensed practical nurse or care aide. If you worked full-time for the whole year, either claim the standard 1,700 hours or record your exact hours. If no hours, record “N/A.” Do not leave blank.

Documents Required for Assessment of Application

If you have previously applied for nurse registration in another Canadian jurisdiction, CRNBC will accept certified copies of transcripts, verifications or English fluency test results from other Canadian regulatory bodies.

IDENTIFICATION DOCUMENTS
Provide a copy of your birth certificate. If you do not have a birth certificate, copies of your passport, immigration papers or citizenship card are acceptable provided they show your birth name and date of birth.

FORM 11: STATUTORY DECLARATION
Complete Form 11: Statutory Declaration. Ensure that you provide an answer in writing to questions 1, 4 and 5. Indicate N/A if not applicable. Take Form 11 for notarization to a notary public or commissioner for taking affidavits/oaths. Information about the Health Professions Act can be found on the back of Form 11. Return the completed notarized Form 11 to CRNBC with your application.

FORM 12: CONSENT TO A CRIMINAL RECORD CHECK
Complete Form 12: Consent to a Criminal Record Check and return it with the $20 processing fee (collected on behalf of the British Columbia government) to CRNBC at the same time you submit your application for registration. Under the B.C. Criminal Records Review Act, all applicants must have a criminal record check to rule out any convictions relevant to the protection of children. CRNBC arranges for the criminal record check – you do not need to request one yourself.

FORM 44: PROFESSIONAL EXPERIENCE RECORD
On page 1 of Form 44, list your nursing employment over the last five years in chronological order. Provide the full name and location for each employer. On page 2, continue listing all other nursing employment since graduation as well as post-basic courses you have completed. Full addresses are not required on these entries, but record city, province/state and country. Sign the consent portion of Form 44.

ENGLISH TEST SCORES
Applicants for registration must demonstrate fluency in English. If English is not your first language, English fluency tests are required to confirm your fluency in English. For further information about English fluency requirements, see the CRNBC fact
sheet English Tests, available from the CRNBC website or CRNBC Regulatory Services.

**FORM 37: EMPLOYMENT REFERENCE FOR NURSE REGISTRATION**

References are required for all applicants who worked for more than three months as a nurse over the last five years. Please complete Part A of the form and send it directly to a nursing supervisor or manager who is familiar with your nursing practice. The reference must be returned to CRNBC by the referee. References submitted by applicants are not acceptable for assessment of your application.

**FORM 25: VERIFICATION OF NURSE REGISTRATION**

If you are currently registered and working in another Canadian jurisdiction, usually verification is required only from where you are currently registered. Please complete the top portion of Form 25: Verification of Nurse Registration and send it to the registering body where you first obtained registration. The registering body will verify your present or previous registration and should return the completed form directly to CRNBC.

If you are not currently registered and working in another Canadian jurisdiction, you must request a copy of your most recent Canadian verification. Also required are verifications from any jurisdiction in which you have worked since you were last registered in Canada. Please complete the top portion of Form 25: Verification of Nurse Registration and send it to the registering body(ies) as described above. The registering body will verify your present or previous registration and should return the completed form directly to CRNBC. You can download copies from www.crnbc.ca/downloads/form25.pdf

**Registration Requirements**

Your application will be assessed when all required documents are received by CRNBC. The time required for an application to be processed will increase if additional review by CRNBC staff or the CRNBC Registration Committee is required. Assessment of applications is based on the following requirements as set out in the Health Professions Act and CRNBC Bylaws:

- completion of a post-secondary nursing education program;
- evidence of good character – based on no record of criminal convictions relevant to the practice of nursing, and no dishonesty or misrepresentation on application for registration;
- evidence of fitness to practise – based on satisfactory employment references, registration in good standing in other jurisdictions, no health problems that impair ability to practise, and fluency in English;
- evidence of competence to practise – based on recent nursing experience or completion of nursing education, employment references and results of Canadian Registered Nurse Examination.

All applicants must successfully complete the Canadian Registered Nurse Examination. If you have not yet written the examination, CRNBC will send an application to you when you are eligible to write the examination.

**Before Submitting Your Application**

To avoid delays in processing your application, use the checklist provided with the application form to ensure that you have completed all the necessary steps and answered all questions. Your application can be submitted by mail or delivered in person to CRNBC at the address below. You will receive a letter confirming we have received your application shortly after it has been received.

**Application Assessment Fee - $68.25 (65 + 3.25 GST)**

The assessment fee, which includes applicable taxes, must be included with your application form. The fee is in Canadian funds and can be paid by credit card, by money order or bank draft (payment form included in application package). Applications are not assessed until the fee is paid in full. The assessment fee is non-refundable.

**More Information**

Visit the CRNBC website at www.crnbc.ca or if you have questions about the application process or examination, contact:

**CRNBC Regulatory Services**
Tel 604.736.7331
1.800.565.6505
E-mail register@crnbc.ca