

Registration Renewal – General Information

Registration Renewal

If you intend to practise after December 31, 2011 you must renew your registration prior to January 1, 2012.

Practising without a valid registration is illegal and will result in the following:

- your practice hours will not be counted;
- you will not be covered by liability protection (CNPS);
- you could be brought to discipline;
- you will be charged an **additional late fee of \$56.50** and an **unauthorized practice fee of \$282.50**

Hours of Nursing Practice

To qualify for 2012 registration, you must meet one of the following requirements between 2007 and 2011:

- practised at least 1125 hours as an RN in an approved nursing practice;
- graduated from a basic nursing education program;
- completed a post-RN degree in nursing; or
- completed an approved nurse refresher program.

Full-time employment is generally considered to be 1755 hours per year. **Do not include sick leave, statutory holiday, vacation time, leave of absence, or on-call time (if not called).** All hours reported must fall within the definition of nursing practice. For more information, contact the registration office.

Name Change

Be sure to send a photocopy of documents supporting your name change. If at any time during the year you change your address, telephone number or e-mail address, please notify NANB immediately.

Leave of Absence

If you are on an extended leave and do not expect to return to work after January 1, 2012, you may find some financial advantage in taking a non-practising membership, and later converting to a practising membership. If you are unsure about which membership type is best for you, please contact the registration office.

Resignation / Retirement

If you decide not to renew your registration you should resign or retire your membership. This keeps your record in good standing and eliminates paying a reinstatement fee should you later decide to renew membership.

Self Employed or Working in a Non-Traditional Area

Your practice must be approved by NANB in order for your hours to count toward registration renewal and for you to be able to use the title RN or Nurse while practising. You may request to have your practice assessed by NANB by contacting us and filling out the appropriate documentation.

Working in Another Province/Country

If you are practising nursing in another province or country and wish to maintain registration with NANB you must have your regulatory body send a verification of registration directly to NANB and have your employer send a verification of your hours of practice directly to NANB, before being eligible for registration renewal. Hours not verified by the employer cannot be added to your file.

Nursing Employment Data

Your response in this section of the renewal form should reflect your current status at the actual site where you are currently working. When choosing the primary place of work, choose the one where you work the most hours or, where you've worked the longest.

Not Employed In Nursing

If you are not currently working as a nurse, complete this section reflecting your current status.

Criminal Charge / Conviction

You are required to answer the question "Since you last applied for registration, have you been charged with or convicted of a criminal offence?" If you answered yes, you must contact the Registrar directly otherwise this will delay renewal of your registration. Please note that you will not be able to complete your registration renewal online.

Continuing Competence Program (CCP)

The NANB Continuing Competence Program is mandatory.

In order to renew registration for the practice year 2012, you must have:

- completed a self-assessment using the *NANB Standards of Practice for Registered Nurses* to determine your learning needs;
- developed and implemented a learning plan that outlines learning objectives and learning activities;
- evaluated the impact of your learning activities on your practice; and
- reported on the registration renewal form that you have completed the CCP requirements for the practice year 2011.

Professional Liability Protection

Please refer to the CNPS brochure for specific details on professional liability protection. An optional CNPS Plus is available to those nurses who wish to have additional coverage. Please contact CNPS Plus at 1-800-267-3390.

Online Registration Renewal

Renew your practising or non-practising membership online between October 1 and December 30, 2011 at 4pm at www.nanb.nb.ca.

You cannot renew online if you had a non-practising membership in 2011 and want an active practising registration in 2012.

Refunds

No refunds will be issued after December 30, 2011

Questions?

Should you have any questions, please contact the Registration office:

Nurses Association of New Brunswick

165 Regent Street, Fredericton, NB E3B 7B4

Tel.: (506) 458-8731 or 1-800-442-4417

Fax: (506) 459 - 2838

Email: nanb@nanb.nb.ca