College of Registered Nurses of Alberta

*Renewal & Return to Practice*

# Permit Requirements Worksheet

Renewal and return to practice applications are for registered nurses (RNs) and nurse practitioners (NPs) who have already held a permit in Alberta.

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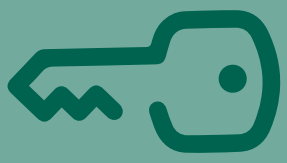
## ACCESS YOUR ACCOUNT

| Requirements | Process & Evidence Accepted |
|---|---|
| Demographic Information<br>Policy 3.02 | You will need to confirm that the information the CRNA has on file for you is accurate.<br>There is no application fee for renewal or return to practice, however the permit fee will still apply. |

## CONFIRM COMPETENCY

| Requirements | Process & Evidence Accepted |
|---|---|
| Registration Exam<br>Policy 3.03 | This requirement is not applicable for renewing and return to practice. |
| Post-secondary Education<br>Policy 3.04 | This requirement is not applicable for renewing and return to practice. |
| English Language Proficiency<br>Policy 3.05 | This requirement is not applicable for renewing and return to practice. |

## I FORGOT MY LOG IN EMAIL / PASSWORD



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

Do not create a new account to complete a renewal or return to practice application. If you require further assistance email **registration@nurses.ab.ca**

## DEMONSTRATE YOUR ELIGIBILITY

| Requirements | Process & Evidence Accepted |
|---|---|
| Currency of Practice<br>Policy 3.06 | ☐ You will be required to attest that you meet the currency of practice requirement in your application.<br>$ There is no cost for this requirement. |
| Continuing Competence<br>Policy 3.07 | ☐ You will be required to attest that you meet the continuing competence requirement in your renewal or return to practice application. More details about the continuing competence program can be found here: bit.ly/3C7gHSs<br>$ There is no cost for this requirement. |
| Good Character<br>Policy 3.08 | ☐ You will be required to attest to questions confirming you meet the good character requirements.<br>$ There is no cost for this requirement. |
| Fitness to Practise<br>Policy 3.09 | ☐ You will be required to attest to questions in College Connect, confirming you meet the fitness to practise requirements.<br>■ You do not need to submit anything by email for this requirement.<br>$ There is no cost for this requirement. |

## KEEPING YOUR INFORMATION UP TO DATE



Under the *Health Professions Act*, regulated health professionals are required to report any changes to their information to their regulatory body within 30 days. This includes: changes to your name, contact information, academic record, employment status, restricted activities performed and registration(s) with other health profession regulators.

Your contact, employer, education and professional registration information can easily be updated in College Connect, under My Profile.

Name changes can be completed through College Connect as well, with the Change My Name service in Registrant Services. You will need to have already legally changed your name with a government registry and have valid government-issued photo ID to use this service.

## PREPARE FOR PRACTICE IN ALBERTA

| Requirements | Process & Evidence Accepted |
|---|---|
| Jurisprudence<br>Policy 3.10 | This requirement is not applicable for renewing and return to practice. |
| Professional Liability Requirement<br>Policy 3.11 | You are required to obtain Professional Liability Protection (PLP) and Core Services from the Canadian Nurses Protective Society (CNPS). Learn more about the **professional liability requirement here.**<br>Proof of registration for CNPS coverage will be sent directly to the CRNA. You are not required to do anything further.<br>$ 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.

## 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**