CNA Certification
2015

General Application Guide
For Certification by Exam

Application Period

Initial Certification
› September 2 to November 12, 2014

Exam Date
› April 18, 2015

Apply early and get your online exam prep resources sooner!

Ontario and Quebec nurses: become a CNA member and save over $200 on your application fee.

Apply Online!
getcertified.cna-aiic.ca

A product of the Canadian Nurses Association
Applications will be accepted between September 2 and November 12, 2014.
The CNA Certification Processing Centre must receive all applications by 4 p.m. EST.

This is a firm deadline. No applications will be accepted afterwards.

Residents of BC, AB, SK, MB, NU, NT and YT
- CNA members: **$536.55**
  - Rewrite: **$365.40** (all unsuccessful candidates)
  - Substitute writing centre fee: **$168** (additional)

Residents of ON
Please see page 6 of this guide.
- CNA members: **$577.43**
- Non-members: **$819.25**
  - Rewrite: **$393.24** (all unsuccessful candidates)
  - Substitute writing centre fee: **$180.80** (additional)

Residents of QC
Please see page 6 of this guide.
- CNA members: **$536.55**
- Non-members: **$761.25**
  - Rewrite: **$365.40** (all unsuccessful candidates)
  - Substitute writing centre fee: **$168** (additional)

Residents of NB and NL
- CNA members: **$577.43**
  - Rewrite: **$393.24** (all unsuccessful candidates)
  - Substitute writing centre fee: **$180.80** (additional)

Residents of NS
- Exam CNA members: **$587.65**
- Rewrite: **$400.20** (all unsuccessful candidates)
- Substitute writing centre fee: **$184** (additional)

Residents of PE
- Exam CNA members: **$582.54**
  - Rewrite: **$396.72** (all unsuccessful candidates)
  - Substitute writing centre fee: **$182.40** (additional)

All fees include the administrative fee of $101 and all applicable taxes.

Remember:
- Include proof of your current nursing registration/licence.
  - **Online applicants:** Only your RN licence registration number is required.
  - **Hard-copy applicants:** A copy of your RN status or a copy of an e-mail confirming membership in your provincial/territorial nursing association.
- Indicate your preferred writing centre (code and city).
- Include payment for all applicable fees by credit card or by cheque or money order made payable to the Canadian Nurses Association. If the payment total is not correct, your application will be delayed.
- Ensure that all additional forms and/or information is included as necessary.
- Hard-copy applicants must sign and date their application form.
- Complete your application fully and accurately and retain proof.
  - **Online applicants:** You will receive an e-mail confirming that your payment and application have been received.
  - **Hard-copy applicants:** You are advised to keep a copy of your application and all accompanying documents.

<table>
<thead>
<tr>
<th>Western Canada</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calgary .......... AB - 806</td>
</tr>
<tr>
<td>Edmonton .......... AB - 805</td>
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<td>Lethbridge ......... AB - 803</td>
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<td>Abbotsford .......... BC - 830</td>
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<td>Kamloops .......... BC - 800</td>
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<td>Yellowknife .......... NT - 800</td>
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<td>Regina .......... SK - 802</td>
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<td>Saskatoon .......... SK - 800</td>
</tr>
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<td>Whitehorse .......... YT - 800</td>
</tr>
</tbody>
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<table>
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<tr>
<th>Central Canada</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrie .......... ON - 803</td>
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<tr>
<td>Hamilton .......... ON - 801</td>
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<td>Kingston .......... ON - 810</td>
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<td>Sydney .......... NS - 800</td>
</tr>
<tr>
<td>Charlottetown .......... PE - 800</td>
</tr>
</tbody>
</table>
2015 CNA Certification Program

National certification in nursing specialties and areas of nursing practice offered by the Canadian Nurses Association (CNA)

GENERAL APPLICATION GUIDE FOR CERTIFICATION BY EXAM

This application guide contains all of the information you need to apply for certification by exam. For hard-copy applicants, all the required forms are available on the certification website.

Please read this guide completely before applying.

Contact CNA certification staff to discuss eligibility criteria or professional issues about CNA and certification.

CANADIAN NURSES ASSOCIATION
Certification Program
50 Driveway
Ottawa, ON K2P 1E2

Website: getcertified.cna-aiic.ca
E-mail: certification@cna-aiic.ca
Toll-free: 1-800-361-8404
Fax: 613-237-3520

Contact the CNA Certification Program Processing Centre staff to discuss any questions about the processing of your application for certification. Applications must be received by the processing centre.

CANADIAN NURSES ASSOCIATION
Certification Program Processing Centre
1400 Blair Place, Suite 210
Ottawa, ON K1J 9B8

Website: getcertified.cna-aiic.ca
E-mail: certification@cna-aiic.ca
Toll-free: 1-800-450-5206
Fax: 613-237-6684

CNA Certification Program Processing Centre

- Hard-copy applicants: send your application directly to the processing centre address. We strongly recommend that you send your application by a guaranteed courier service. CNA is not responsible for lost or misdirected mail. We also recommend that you photocopy your application before mailing.

- Contact the processing centre staff if you wish to change current information, order promotional materials, ask about or revise your candidate status, or if you have any other questions.
### Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION 1</td>
<td>Applying for initial certification by exam</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Eligibility criteria</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Eligibility criteria – General information</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Eligibility criteria – Initial certification</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Eligibility criteria – Initial certification – Enterostomal therapy nurses</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Financial support for certification candidates</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Completing your application</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>1. Identification information</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>2. Registration and CNA membership</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>3. General eligibility criteria</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>4. Verification of experience in the nursing specialty/area of nursing practice</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>5. Endorsement and verification of experience by a supervisor/consultant in the nursing specialty/area of nursing practice</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>6. Nursing education history</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>7. Statement of understanding</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>8. Writing centre information</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>9. Payment information</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Additional materials</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Policies and procedures</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Withdrawal and refund policies</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Incidental fees</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Other policies</td>
<td>15</td>
</tr>
<tr>
<td>SECTION 2</td>
<td>Certification renewal</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>General information</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Maintaining your credential</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Certification renewal by continuous learning activities</td>
<td>16</td>
</tr>
<tr>
<td>SECTION 3</td>
<td>Frequently asked questions</td>
<td>17</td>
</tr>
</tbody>
</table>

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Prepare for CNA certification exams by visiting getcertified.cna-aiic.ca for the nursing competencies and bibliography for your nursing specialty or area of nursing practice.

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50 Driveway
Ottawa, ON K2P 1E2
published in 2014
ISSN 1711-4411
SECTION 1

Applying for initial certification by exam

INTRODUCTION

Care to Be the Best

The CNA National Certification Credential

Now that you have decided to apply to write the CNA certification exam in your nursing specialty or area of nursing practice, your next step is to complete your application.

Exams are offered in 20 nursing specialties or areas of nursing practice, listed here with their certification designation:

- Cardiovascular, CCN(C)
- Community Health, CCHN(C)
- Critical Care, CNCC(C)
- Critical Care Pediatrics, CNCCP(C)
- Emergency, ENC(C)
- Enterostomal Therapy, CETN(C)
- Gastroenterology, CGN(C)
- Gerontology, GNC(C)
- Hospice Palliative Care, CHPCN(C)
- Medical-Surgical, CMSN(C)
- Nephrology, CNeph(C)
- Neuroscience, CNN(C)
- Occupational Health, COHN(C)
- Oncology, CON(C)
- Orthopaedics, ONC(C)
- PeriAnesthesia, PANC(C)
- Perinatal, PNC(C)
- Perioperative, CPN(C)
- Psychiatric and Mental Health, CPMHN(C)
- Rehabilitation, CRN(C)

All exams are available in English and French.

The CNA Certification Program is linked to the following national nursing associations:

Canadian Association of Critical Care Nurses (CACCN) – www.caccn.ca
Canadian Association for Enterostomal Therapy (CAET) – www.caet.ca
Canadian Association of Medical and Surgical Nurses (CAMSN) – www.medsurgnurse.ca
Canadian Association of Nephrology Nurses and Technologists (CANNT) – www.cannt.ca
Canadian Association of Neuroscience Nurses (CANN) – www.cann.ca
Canadian Association of Nurses in Oncology (CANO) – www.cano-acio.org
Canadian Association of Perinatal and Women’s Health Nurses (CAPWHN) – www.capwhn.ca
Canadian Association of Rehabilitation Nurses (CARN) – www.carn.ca
Canadian Council of Cardiovascular Nurses (CCCN) – www.cccn.ca
Canadian Federation of Mental Health Nurses (CFMHN) – www.cfmhn.ca
Canadian Gerontological Nursing Association (CGNA) – www.cgna.net
Canadian Hospice Palliative Care Association (CHPCA) – www.chpca.net
Canadian Occupational Health Nurses Association Inc. (COHNA) – www.cohna-aciist.ca
Canadian Orthopaedic Nurses Association (CONA) – www.cona-nurse.org
Canadian Society of Gastroenterology Nurses and Associates (CSGNA) – www.csgna.com
Community Health Nurses of Canada (CHNC) – www.chnc.ca
National Association of PeriAnesthesia Nurses of Canada (NAPAN©) – www.napanc.org
Operating Room Nurses Association of Canada (ORNAC) – www.ornac.ca
ELIGIBILITY CRITERIA

Eligibility criteria – General information

• You must meet all of the criteria in either Option A or Option B (listed below) to apply for certification.

• All experience earned during the eligibility criteria time frame must be earned as a registered nurse.

• Eligibility criteria must be met by the time you submit your application.

• All of the information requested as part of your application must be completed clearly and in full for your eligibility to be accurately determined. Otherwise your application will not be considered.

Eligibility Criteria – Initial Certification

All Specialties/Areas of Practice

EXCEPT ENTEROSTOMAL THERAPY

Option A: For all nursing specialties/areas of nursing practice except enterostomal therapy

All of the following criteria apply:

• You must be a registered nurse with current registration/licence in Canada.

• You have accumulated a minimum of 3,900 hours as a registered nurse in your nursing specialty/area of nursing practice over the past FIVE years in full-time, part-time or casual employment.

• Your supervisor/consultant in the nursing specialty/area of nursing practice must verify that you have the required experience.

NOTE: One full-time year = 1,950 hours (including vacation time)

Option B: For all nursing specialties/areas of nursing practice except enterostomal therapy

All of the following criteria apply:

• You must be a registered nurse with current registration/licence in Canada.

• You have successfully completed a formal post-basic nursing course or program in your nursing specialty/area of nursing practice of at least 300 hours in the last 10 years or a master’s or PhD in nursing.

• Online applicants: Your supervisor/consultant will have to confirm your post-basic course or program in their endorsement for your online application. The information stated on your application will be sent to your supervisor/consultant for validation.

• Hard-copy applicants: Copies of official documents indicating course completion must be included with your application. Failure to include this information may disqualify your application.

• You have accumulated a minimum of 2,925 hours as a registered nurse in your nursing specialty/area of nursing practice over the past FIVE years in full-time, part-time or casual employment.

• Your supervisor/consultant in the nursing specialty/area of nursing practice must verify that you have the required experience.

NOTE: Experience as a registered practical nurse, registered psychiatric nurse, licensed practical nurse or other health-care provider will not be considered.

NOTE: Your fee will be processed immediately. Processing of your fee does not confirm eligibility.

NOTE: Experience as a registered practical nurse, registered psychiatric nurse, licensed practical nurse or other health-care provider will not be considered.
Option A: For enterostomal therapy nurses who have completed the 2009 (and beyond) CAET Enterostomal Therapy Nursing Education Program (ETNEP)

All of the following criteria apply:

- You must be a registered nurse with current registration/licence in Canada. You have successfully completed the 2009 and beyond CAET ETNEP.

  • **Online applicants**: The information stated on your application will be sent electronically to CAET for validation of your Enterostomal Therapy Nursing Education Program.

  • **Hard-copy applicants**: Copies of official documents must be included with your application. Failure to include CAET official proof may disqualify your application.

- You have accumulated a minimum of 2,925 hours of experience as a registered nurse in enterostomal therapy nursing over the past FIVE years in full-time, part-time or casual employment (the 225 hours of clinical preceptorship earned during your CAET ETNEP may be counted as experience).

- Your supervisor/consultant in the nursing specialty/area of nursing practice must verify that you have the required experience.

  • **Online applicants**: The information stated on your application will be sent electronically to your supervisor/consultant for validation and endorsement.

  • **Hard-copy applicants**: The Endorsement and Verification of Experience section of the application form must be completed by your supervisor/consultant.

Option B: For enterostomal therapy nurses who have completed the CAET ETNEP before 2009 OR another ETNEP recognized by CAET

All of the following criteria apply:

- You must be a registered nurse with current registration/licence in Canada.

- You must provide proof that you have successfully completed either the CAET ETNEP before 2009 or another ETNEP course recognized by CAET.

  • **Online applicants**: The information stated on your application will be sent electronically to CAET for validation of your Enterostomal Therapy Nursing Education Program.

  • **Hard-copy applicants**: CAET confirmation of completion of the approved ETNEP course is required and must be included with your application. Failure to include official CAET proof may disqualify your application.

- You have accumulated a minimum of 2,925 hours of experience as a registered nurse in enterostomal therapy nursing over the past FIVE years in full-time, part-time or casual employment.

- Your supervisor/consultant in the nursing specialty/area of nursing practice must verify that you have the required experience.

  • **Online applicants**: The information stated on your application will be sent electronically to your supervisor/consultant for validation and endorsement.

  • **Hard-copy applicants**: The Endorsement and Verification of Experience section of the application form must be completed by your supervisor/consultant.

Contact CAET directly for information on ETNEP courses recognized by CAET and to obtain official confirmation of program completion.

**CAET CONTACT INFORMATION:**

CAET Office
1720 Norway
Town of Mount Royal, Quebec

Phone: 1-888-739-5072
office@caet.ca
www.caet.ca
FINANCIAL SUPPORT FOR CERTIFICATION CANDIDATES

Employer support

You may wish to investigate the possibility of financial support from your hospital or employer.

If your employer is funding your certification (in full or in part), please submit the total amount with your application. It is your responsibility to make the appropriate financial arrangements with your employer so that CNA receives only one payment with your application.

Each year, CNA gives a health-care facility the Employer Recognition Award for showing exemplary, sustained support of the certification program and CNA-certified registered nurses. If you want to nominate your employer, the nomination form is available on the CNA certification website.

Government support

Some provincial and territorial governments have funds available for nurses involved in continuous learning, certification or both. For more information, look on the website of your provincial or territorial government, contact the chief nursing officer in your province or territory or contact your jurisdiction’s nursing regulatory body.

Consult the “Financial Assistance” section of the CNA certification website for more information about financial support for certification candidates and the Employer Recognition Award.

Receipts

A receipt will be issued with your eligibility letter. Certification fees do not meet the requirements of the Income Tax Act and therefore do not qualify as a tuition tax credit. There is a fee for duplicate receipts.

Funding support from the Canadian Nurses Foundation

The Canadian Nurses Foundation (CNF) will award one bursary per nursing specialty/area of nursing practice to successful candidates who have applied for this award. To apply, you must complete the CNF application form found on CNF’s website at www.cnf-fiic.ca. For more information, consult the website or call CNF at 613-237-2133.

COMPLETING YOUR APPLICATION

Online and hard-copy application options are available by visiting the “Initial Certification” section of the certification website. Online applicants must create an account and follow the onscreen instructions. Hard-copy applicants can download and print the General Application form.

Every time you apply for certification by exam, you must complete a current application in full.

To avoid processing delays and disqualification of your application, please be sure to be accurate in the information you provide. For hard-copy applicants, print clearly in pen and make sure the application form and all additional documents are complete before mailing. Be sure to keep a copy for your records.

Application for initial certification

• Past certification candidates: Indicate whether you withdrew from a previous exam, were unsuccessful on a previous exam or were deemed ineligible to write the exam. Provide the eight-digit CNA certification number you were assigned at the time. Please contact a certification staff member at certification@cna-aiic.ca to retrieve your certification number if you cannot find it.

Language of correspondence preferred

• Indicate whether you prefer your correspondence and documents (e.g., letters, exam information, exam results, certificate of achievement) in English or in French.
Nursing specialty/area of nursing practice code

• Indicate the two-letter code for your nursing specialty/area of nursing practice. The codes are listed on the application form.
• Indicate if you are applying for or renewing certification in another nursing specialty/area of nursing practice. A separate application is required for each specialty/area.

1. Identification information (page 1 of the General Application form)

• Insert your name exactly as you wish it to appear on all correspondence and your certificate of achievement. For hard-copy applicants, please print clearly.
• Insert the required address and contact information. Please include your e-mail address(es). An e-mail address is mandatory, as most communications from the CNA Certification Program will be done via e-mail (e.g., confirmation of eligibility).
• If your contact information changes, it is your responsibility to notify the CNA Certification Program Processing Centre directly.

2. Registration and CNA membership (page 1 of the General Application form)

Registered nurse licence/registration

• We cannot review the eligibility of your application if proof of your RN licence/registration is missing from your application.

• **Online applicants:** Only your RN licence registration number is required.
• **Hard-copy applicants:** Include a copy of your RN status OR a copy of an e-mail confirming membership in your provincial/territorial nursing association.
• Your surname (family name) indicated on your application form must correspond with the name indicated on your nursing licence/registration. If there is a discrepancy, please do the following:
  • **Hard-copy applicants:** Provide a copy of documentation (e.g., a marriage licence) indicating your change of name.

Are you a CNA member?

• By being a member of CNA you save over $200 on initial certification and over $80 on certification renewal! Membership, however, is not required to write the exam or to renew your credential.
• RNs registered with the following provincial and territorial registered nurses’ associations are CNA members:
  - College of Registered Nurses of British Columbia (CRNBC)
  - College and Association of Registered Nurses of Alberta (CARNA)
  - Saskatchewan Registered Nurses’ Association (SRNA)
  - College of Registered Nurses of Manitoba (CRNM)
  - Nurses Association of New Brunswick (NANB)
  - College of Registered Nurses of Nova Scotia (CRNNS)
  - Association of Registered Nurses of Prince Edward Island (ARNPEI)
  - Association of Registered Nurses of Newfoundland and Labrador (ARNNL)
  - Yukon Registered Nurses Association (YRNA)
  - Registered Nurses Association of the Northwest Territories and Nunavut (RNANT/NU)

The process of obtaining CNA membership is different in Ontario and Quebec than in the other provinces and the territories.

Neither membership in any of the specialty nursing associations nor a CNA certification credential gives you CNA membership.
CNA membership for Ontario nurses (two options)

Option 1

Membership via the Registered Nurses’ Association of Ontario (RNAO): If you said yes to CNA membership when you renewed with RNAO for the 2014-2015 membership year, your RNAO membership number will entitle you to the discounted certification fee:

• **Online applicants:** Enter your RNAO membership number only. To be validated as a CNA member, your RNAO membership must have been active for two months prior to the application date. If your RNAO number does not give you the CNA member exam cost, please contact the CNA Certification Processing Centre at certification@cna-aiic.ca.

• **Hard-copy applicants:** Attach a copy of your current RNAO membership card OR a copy of an e-mail confirming membership with RNAO.

• Under this option, you must be an RNAO member during the 2014-2015 membership year. If you have been an RNAO member for less than two months, please use a paper application.

Option 2

Independent membership in CNA: If you are an Ontario RN who is not a member of RNAO, it is possible to be a member of CNA with our new independent RN membership. However, we encourage all RNs to ensure membership with both provincial and national professional associations for the benefit of the profession and our health system. Should you choose to only join CNA, our annual membership fee is $54.95 (plus applicable taxes). Register directly at join.cna-aiic.ca. **Note:** If you are applying for certification online, please wait 24 hours after purchasing your CNA membership to complete your application. This will ensure our system is updated and your member discount can be applied.

• None of the following gives you CNA membership: registration with the College of Nurses of Ontario; membership in the Ontario Nurses’ Association, other nursing unions or any of the national nursing associations for nursing specialties/areas of nursing practice; or a CNA certification credential.

CNA membership for Quebec RNs

Independent membership in CNA: Registered nurses in Quebec can be a member of CNA with our new independent membership. The annual membership fee is $54.95 (plus applicable taxes). Register directly at join.cna-aiic.ca. **Note:** If you are applying for certification online, please wait 24 hours after purchasing your CNA membership to complete your application. This will ensure our system is updated and your member discount can be applied.

• The Ordre des infirmières et infirmiers du Québec (OIIQ) is not a member of CNA; therefore, CNA membership is not possible through OIIQ.
3. General eligibility criteria (page 2 of the General Application form)

- Carefully read the eligibility criteria provided on pages 2-3 of this guide. Decide which option is most relevant to you.

For initial certification in all specialties/areas of nursing practice except enterostomal therapy

- Choose either Option A or Option B. All applicants will be asked to indicate their preference.

- Hard-copy applicants: Please be sure to indicate clearly on the form.

For initial certification in enterostomal therapy

- Please see page 3 of this application guide for your specific eligibility criteria.

- Choose either Option A or Option B.

4. Verification of experience in the nursing specialty/area of nursing practice (page 2 of the General Application form)

**ALL CANDIDATES COMPLETE CAREFULLY**

Because this part of your application serves to verify your RN experience in your nursing specialty/area of nursing practice and determine your eligibility, it is crucial that it be completed in full and that all details requested be included.

- Dates of employment in the chosen nursing specialty/area of nursing practice must be provided up to and including the past five years only. Experience and employment in all years before the past five years will be considered inapplicable.

- Hours of experience can be projected to December 31.

- Begin with your most current employment.

- Be specific about the time frame in which you have earned your hours of experience in the past five years. For example, an RN in the emergency department works 1,950 hours in each year of the five-year period. The total number of hours in emergency department nursing from January of year one to December of year five equals 9,750 hours (1,950 x 5 = 9,750). One full-time year = 1,950 hours (including vacation and sick time).

- Please do not use abbreviations (e.g., Children’s Hospital of Eastern Ontario should not be referred to as CHEO; the Ottawa Hospital should not be TOH).

- Be specific about the unit/department where you work to identify your nursing specialty/area of nursing practice (e.g., emergency department, outpatient psychiatry).

- Refer to the Eligibility Criteria section on pages 2-3 of this guide. The hours of experience you list must meet the minimum in the eligibility criteria you have selected.

Here are some important points to remember when you calculate your hours of experience:

- You must include dates of employment and hours up to and including the previous five years only.

- You may wish to contact your human resources department to obtain the number of hours you have worked as an RN in your nursing specialty/area of nursing practice.

- The hours you calculate must all be RN experience in your chosen nursing specialty/area of nursing practice. This experience can be in any of these five areas: direct patient care, education, research, policy or administration.

- Hours of RN experience in your nursing specialty/area of nursing practice may be earned outside of Canada.

- Remember: One full-time year equals 1,950 hours (this is also equal to 162.5 hours/month, or 7.5 hours/day). If only a portion of your nursing experience is in your nursing specialty/area of nursing practice, please indicate the percentage of work hours that are related to the specialty/area. For example, if you are working full time in an intensive care unit and 80 per cent of the patients receive cardiovascular care, this would be calculated as 1,950 x 0.8 = 1,560 hours/year in the cardiovascular specialty. If you work full time on a medical/surgical unit and 30 per cent of the patients receive gastroenterology care, you will calculate 1,950 x 0.3 = 585 hours/year in the gastroenterology specialty. Please be sure to indicate the correct percentage of hours for each year.

Be specific. It is an important determinant of your eligibility.
• Remember, the hours of RN experience you list must meet the minimum of the eligibility criteria you have selected.

• If you have more than the minimum number of hours of experience, list all of the RN experience you have earned in your nursing specialty/area of nursing practice in order to meet the eligibility criteria you have selected (e.g., last five years).

5. Endorsement and verification of experience by a supervisor/consultant in the nursing specialty/area of nursing practice (page 3 of the General Application form)

• Online applicants: Please provide the name and contact information of a supervisor/consultant in the nursing specialty/area of nursing practice. As soon as your application is submitted, CNA will contact him or her via e-mail for the electronic endorsement.

• Hard-copy applicants: Ask a supervisor/consultant (e.g., nurse manager, nurse educator, clinical leader, clinical nurse specialist, director of human resources, physician) to complete and sign this section.

• Your supervisor/consultant must be able to confirm the following:
  a) You have enough hours of experience as an RN in your chosen nursing specialty/area of nursing practice as stated on your application form to meet the eligibility criteria (refer to the Eligibility Criteria section for details).
  b) You have actively participated in the delivery of direct patient care, education, research, policy or administration in your chosen nursing specialty/area of nursing practice.

NOTE: If no endorsement is included, your application will be disqualified.

• Hard-copy applicants: If your supervisor/consultant cannot complete this section, he or she can instead write a letter of reference that includes all of the necessary information outlined here. You must submit this letter with your application.

NOTE: The CNA Certification Program reserves the right to verify the employment, licensure or registration of any applicant.
6. Nursing education history
(page 3 of the General Application form)

- Indicate the highest level of **nursing** education you have attained. List the school/university and the year in which your education was completed.

- Identify any post-basic education you have taken in your nursing specialty/area of nursing practice. An example would be a diploma or certificate program at a community college or university.

- If you are counting a post-basic program as part of your eligibility criteria, remember that it must be at least 300 hours long and must be completed within 10 years of your application.

- If you are counting your post-basic program toward meeting the eligibility criteria, you must submit proof of your certificate or provide transcripts of your final marks with your application.

- **Online applicants:** Your supervisor/consultant will be required to confirm that you have completed your post-basic nursing course or program in your nursing specialty/area of nursing practice.

- **Hard-copy applicants:** Please submit copies of the relevant documents with your application.

For enterostomal therapy nurses only:

- Identify any ETNEP course you have taken and the year of graduation.

- You must submit official proof of CAET ETNEP course completion or proof of CAET confirmation of completion of an approved ETNEP course with your application.

- **Online applicants:** Please provide the name of the enterostomal therapy course/program that you completed. CNA will send an e-mail to CAET to confirm they approve the course/program that you took.

- **Hard-copy applicants:** Please submit copies of the relevant documents with your application.

7. Statement of understanding
(page 3 of the General Application form)

- Read this statement carefully.

I hereby apply to write the Canadian Nurses Association (CNA) certification exam in _______________ nursing. I understand that being accepted to write the certification examination depends on successful completion of specified program requirements. To this end, I authorize CNA to make whatever inquiries may be deemed necessary to verify my credentials and professional standing.

I understand there is a non-refundable portion of the application fee for all candidates who apply for CNA certification.

Information collected by CNA through the certification process may be used for statistical, policy, research and promotional purposes. This information is used in a non-identifiable form. I agree that my data can be included as described in this paragraph pursuant to CNA’s policy on privacy and information, which is available on CNA’s website.

To the best of my knowledge, the information on this application is complete and accurate.

- **Online applicants:** You will be asked to verify that you have read this statement.

- **Hard-copy applicants:** You will be required to sign and date this statement on your application form.

- Indicate if you allow CNA to release your name to the national association for your nursing specialty/area of nursing practice to enable them to contact you. Please note that your name will be released to your provincial regulatory body at their request.

- Keep an electronic or hard-copy version of this statement for your records.

**Hard-copy applicants:** Please note, applications will not be processed or reviewed for eligibility unless the original signature of the applicant is received.
8. Writing centre information  
*(page 4 of the General Application form)*

Language of exam preferred

- Indicate whether you prefer to write your certification exam in English or in French. You may request that a copy of the exam be provided in both official languages.

Advertised writing centres for the CNA certification exams

- There is at least one advertised writing centre in each province and territory.
- Refer to the following list of writing centres and choose the best location for you.

**NOTE:** CNA has the right to cancel an exam at any advertised writing centre.

- If you are not requesting special accommodation, a substitute writing centre or an alternate exam date for writing the exam (see next page), write the corresponding writing centre code and city in the space provided.
- If you are requesting special accommodation, a substitute writing centre or an alternate exam date for writing the exam, please indicate the special request code in your application.

**Hard-copy applicants:** You will write your writing centre code on the Writing Centre Special Request form (see next page).

Advertised writing centres and codes for CNA certification exams

### Western Canada

<table>
<thead>
<tr>
<th>City</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calgary</td>
<td>AB-806</td>
</tr>
<tr>
<td>Edmonton</td>
<td>AB-805</td>
</tr>
<tr>
<td>Lethbridge</td>
<td>AB-803</td>
</tr>
<tr>
<td>Abbotsford</td>
<td>BC-830</td>
</tr>
<tr>
<td>Kamloops</td>
<td>BC-800</td>
</tr>
<tr>
<td>Kelowna</td>
<td>BC-804</td>
</tr>
<tr>
<td>Nanaimo</td>
<td>BC-810</td>
</tr>
<tr>
<td>Prince George</td>
<td>BC-821</td>
</tr>
<tr>
<td>Trail</td>
<td>BC-801</td>
</tr>
<tr>
<td>Vancouver</td>
<td>BC-819</td>
</tr>
<tr>
<td>Victoria</td>
<td>BC-805</td>
</tr>
<tr>
<td>Brandon</td>
<td>MB-801</td>
</tr>
<tr>
<td>Winnipeg</td>
<td>MB-807</td>
</tr>
<tr>
<td>Inuvik</td>
<td>NT-803</td>
</tr>
<tr>
<td>Yellowknife</td>
<td>NT-800</td>
</tr>
<tr>
<td>Regina</td>
<td>SK-802</td>
</tr>
<tr>
<td>Saskatoon</td>
<td>SK-800</td>
</tr>
<tr>
<td>Whitehorse</td>
<td>YT-800</td>
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</tbody>
</table>

### Central Canada

<table>
<thead>
<tr>
<th>City</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrie</td>
<td>ON-803</td>
</tr>
<tr>
<td>Hamilton</td>
<td>ON-801</td>
</tr>
<tr>
<td>Kingston</td>
<td>ON-810</td>
</tr>
<tr>
<td>Kitchener</td>
<td>ON-804</td>
</tr>
<tr>
<td>London</td>
<td>ON-805</td>
</tr>
<tr>
<td>North Bay</td>
<td>ON-813</td>
</tr>
<tr>
<td>Oshawa</td>
<td>ON-809</td>
</tr>
<tr>
<td>Ottawa</td>
<td>ON-802</td>
</tr>
<tr>
<td>Owen Sound</td>
<td>ON-841</td>
</tr>
<tr>
<td>Sault Ste Marie</td>
<td>ON-815</td>
</tr>
<tr>
<td>Sudbury</td>
<td>ON-814</td>
</tr>
<tr>
<td>Thunder Bay</td>
<td>ON-816</td>
</tr>
<tr>
<td>Timmins</td>
<td>ON-817</td>
</tr>
<tr>
<td>Toronto</td>
<td>ON-834</td>
</tr>
<tr>
<td>Windsor</td>
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</tr>
<tr>
<td>Iqaluit</td>
<td>NU-801</td>
</tr>
<tr>
<td>Montreal</td>
<td>QC-800</td>
</tr>
<tr>
<td>Quebec City</td>
<td>QC-804</td>
</tr>
</tbody>
</table>

### Eastern Canada

<table>
<thead>
<tr>
<th>City</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fredericton</td>
<td>NB-803</td>
</tr>
<tr>
<td>Moncton</td>
<td>NB-802</td>
</tr>
<tr>
<td>Saint John</td>
<td>NB-800</td>
</tr>
<tr>
<td>Corner Brook</td>
<td>NL-801</td>
</tr>
<tr>
<td>Gander</td>
<td>NL-805</td>
</tr>
<tr>
<td>St. John’s</td>
<td>NL-809</td>
</tr>
<tr>
<td>Halifax</td>
<td>NS-807</td>
</tr>
<tr>
<td>Sydney</td>
<td>NS-800</td>
</tr>
<tr>
<td>Charlottetown</td>
<td>PE-800</td>
</tr>
</tbody>
</table>
Special requests

Request for special exam accommodations

- If you have a disability prohibiting you from taking the exam under standard conditions, you may request a special accommodation. There is no fee for this service.
- You must make your request for a special exam accommodation at the time of application. An administrative fee may apply.
  * **Online applicants:** You can make this request online as part of your application process.
  * **Hard-copy applicants:** Use the Writing Centre Special Request form, which you can obtain by calling 1-800-450-5206. Check the box in the appropriate section of this form.
- Please enter **S P A C 3** on the writing centre code as you complete your online application or, for hard-copy applicants, on the appropriate line on the General Application form.
- You must submit two letters with your application:
  1) a letter formally requesting and specifying the special testing accommodations necessary
  2) a letter from a professional (e.g., physician, psychologist, rehabilitation counsellor, nurse) who is familiar with your disability and who can provide a formal diagnosis of the specific disability and outline the required special accommodations
  * **Online applicants:** Contact the CNA Certification Processing Centre for submission details.
  * **Hard-copy applicants:** Please submit copies of the relevant documents with your application.
    - You will be personally contacted by CNA certification staff to discuss the special arrangements.

NOTE: All information will be kept strictly confidential.

REQUEST FOR SUBSTITUTE WRITING CENTRE (IN CANADA ONLY)

- A substitute writing centre is an alternate exam site that may be set up for eligible candidates who live more than 400 km from any of the advertised writing centres.
- You must make your request for a substitute writing centre at the time of application.
  * **Online applicants:** You can make this request online as part of your application process.
  * **Hard-copy applicants:** Use the Writing Centre Special Request form, which you can obtain by calling 1-800-450-5206. Check the box in the appropriate section of this form.
- Please enter **S B W C 1** on the writing centre code line on the General Application form.
- An administrative fee is charged per candidate for setting up a substitute writing centre. The fee amount is listed on the Writing Centre Special Request form and on the General Application form. This payment must accompany your application and is non-refundable.

Request for alternate exam date (for religious or other reasons)

- If you are unable to write the exam on a Saturday because of religious or other important reasons (e.g., family wedding), you may request the alternate exam date, which is one day before the exam writing date.
- You must make your request for an alternate exam date at the time of application. An administrative fee may apply.
  * **Online applicants:** You can make this request online as part of your application process.
  * **Hard-copy applicants:** Use the Writing Centre Special Request form, which you can obtain by calling 1-800-450-5206. Check the box in the appropriate section of this form.
- Please enter **A L W D 2** on the writing centre code line on the General Application form.
- You must attach a letter to your application, formally requesting the change, with a brief but specific explanation of the reason for your request.

NOTE: Candidates who request a special exam accommodation, substitute writing centre or alternate exam date are responsible for finding an invigilator for their exam. Please include the name of the invigilator on the Writing Centre Special Request form. CNA will be responsible for confirming all details and will contact the invigilator to confirm his or her participation. For all special requests, CNA makes the final decision.
9. Payment information
(page 4 of the General Application form)

General information about payment of fees

• Please note that fees are processed immediately. Processed fees do not indicate eligibility.
• Applications will not be processed without receipt of all applicable fees.
• Choose your fees according to the province or territory you live in.
• A non-refundable application administrative fee is included in the full fees for all candidates. Those deemed ineligible because of insufficient hours of nursing practice will be refunded. However, candidates deemed ineligible because they have not provided sufficient funds will not be refunded this administrative fee.
• If you are requesting a substitute writing centre, add the appropriate fee to the basic fee. The amount is listed on the application form.

NOTE: For withdrawal and refund information, refer to the Policies and Procedures section on page 13 of this application guide.

Certification fees

See the inside cover of this guide or the General Application form for all current fees.

Canadian residents paying GST

Residents of British Columbia, Alberta, Saskatchewan, Manitoba, Quebec, Nunavut, Northwest Territories and the Yukon pay GST.

Canadian residents paying HST

Residents of Ontario, Newfoundland and Labrador, Prince Edward Island, New Brunswick and Nova Scotia pay HST.

• Enter the total fee(s) on your application.
• Full payment of fees is an eligibility criterion for certification. Should CNA encounter any problems in processing your payment (e.g., NSF cheque, inaccurate credit card information), you will be contacted directly. Unresolved payment problems will prevent you from writing the exam.
• If your employer is funding your certification (in full or in part), please remit the total amount due. It is your responsibility to make the appropriate financial arrangements with your employer so that CNA receives only one payment with your application.

Payment methods

Current, dated payments of the total fee(s) (by cheque, money order or credit card) must be submitted with your application.

• Hard-copy applicants: Make payments by cheque or money order payable to the Canadian Nurses Association.
• For payment by credit card, complete the Credit Card Payment form included in this guide and submit it with your application. Visa and MasterCard are both accepted.
• Online applicants: Payment by credit card only.
• If you are requesting a substitute writing centre, add the appropriate administrative fee to the basic fee. The amount is listed in this guide and on the General Application form.

NOTE: CNA will send you a receipt along with a letter or notice confirming eligibility within eight weeks of receiving your complete application.
Please double-check these important points to ensure that your application is complete, accurate and ready for processing.

**Remember:**

- Provide proof of your current nursing registration/licence.
- Indicate your preferred writing centre (code and city).
- Include payment of the correct fees. Cheques or money orders should be made payable to the Canadian Nurses Association.
- Ensure you have completed all the requirements for the the Endorsement and Verification of Experience section.
- Ensure that all additional information and/or forms are included as necessary.
  - **Hard-copy applicants:** Don’t forget to sign and date your application form.
  - Ensure you have included your demographic information with your application.
- Keep a copy (electronic or paper) of your application for your records.

**All Candidates**

Please read carefully the policies on cheating and on denial, suspension or revocation of certification on page 14 of this guide.

**NOTE:** All application information and materials become the property of the CNA Certification Program and cannot be returned.

**You have now completed your application**

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**ADDITIONAL MATERIALS**

**Demographic Information**

- Please complete all questions during your application. This information is used for statistical analysis and policy development, and it is used in a non-identifiable form.
  - **Hard-copy applicants:** Please submit the Demographic Information form with your application.

**Credit Card Payment**

- **Online applicants:** Please submit your information as requested during the application process.
  - **Hard-copy applicants:** Please submit the Credit Card Payment form with your application.

**Mailing your application**

- Mail us your General Application form and all other relevant documents. Please note that all applications should be sent with appropriate postage by **guaranteed courier or an express mail service to:**

  CANADIAN NURSES ASSOCIATION
  Certification Program Processing Centre
  1400 Blair Place, Suite 210
  Ottawa, ON K1J 9B8

CNA will not accept responsibility for mailing charges.

Applications will be accepted between September 2 and November 12, 2014. **The CNA Certification Processing Centre must receive all applications by 4 p.m. EST.**

**This is a firm deadline. No applications will be accepted afterwards.**

**Suggestions**

- Complete your application fully and accurately and retain proof.
  - **Online applicants:** You will receive an e-mail confirming receipt of your application and payment. Please be sure to keep it in your electronic files.
  - **Hard-copy applicants:** You are advised to keep a copy of your application and all accompanying documents.
- Send your application early in order to access your online exam prep resources for your nursing specialty/area of nursing practice as soon as possible.
- **Consult getcertified-cna-aiic.ca for updates on the exam’s administration.**
Withdrawal and refund policies

All candidates

All fee rates are set annually and are available to candidates online and on the application form.

There is a non-refundable application administrative fee for all candidates who apply for CNA certification. Only candidates who are deemed ineligible because of insufficient nursing practice hours are exempt and will be reimbursed the total amount submitted.

Withdrawal policy

If you decide to withdraw from writing the exam, you must inform the CNA Certification Program in writing. An electronic exam withdrawal request form is available on the CNA certification website. No withdrawal requests will be accepted by phone. We will acknowledge your withdrawal in writing and inform you of reapplication procedures.

You will receive a refund, minus the non-refundable application administrative fee of $101 + GST or HST. A refund cheque or refund directly on your credit card will be issued; no credit will be given for an exam in a following year. Any payment made by a third party will be refunded in the name of the third party.

After you withdraw, if you make any subsequent application to write the certification exam, you must resubmit all information, pay the full fees and meet the advertised deadlines. Always include your eight-digit CNA certification number in any correspondence with CNA.

Withdrawal 30 days before the exam writing date – late withdrawal fee

You will be charged a late withdrawal fee of $113 + GST or HST, in addition to the non-refundable fee previously described. You will be refunded the balance remaining from your application fee.

Withdrawal due to illness or incapacity – compassionate withdrawal

Candidates who withdraw from the exam within 30 days of the exam writing date because of illness or incapacity or other compassionate reasons (e.g., sudden illness in the family) will not be charged the late withdrawal fee if they provide written verification, such as a physician’s certificate, at the latest within two weeks following the advertised exam date.

Unreported absence

If you miss an exam session that you were scheduled to write and you do not inform CNA within the two weeks following the exam date, all fees are non-refundable. If you make a subsequent application to write the certification exam, you must submit a full application and pay the full fees.

If you have any questions about applying for certification, please contact the certification staff.

Rewrite and refund policies for unsuccessful candidates

If you do not obtain a passing score, you can apply to rewrite the certification exam. Exams are administered once a year only. There is no limit to the number of times you can write the exam.

Until you pass the exam, the rewrite fee is the only fee you have to pay with each subsequent application. However, you must still follow the same procedures, submit all application documents and meet the appropriate deadlines.

If you are unsuccessful on the exam, none of your fees are refundable.
Incidental fees

Returned payment fee
You will be charged an administrative fee of $26 + GST or HST if your payment is returned to CNA as invalid (NSF cheque or declined credit card). Any fees you remit after that must be in the form of a certified cheque or money order.

Duplication fee
You will be charged an administrative fee of $26 + GST or HST if you request any duplicate documentation (e.g., receipts, certificates). All requests for duplicates must be in writing, and the fee should accompany this written request. Please include your eight-digit CNA certification number when making this request.

Other policies

Denial, suspension or revocation of certification credential
Your CNA certification credential will be denied, suspended or revoked if you engage in any of the following:

• falsification of the CNA certification credential
• falsification of any information requested by the CNA Certification Program
• engagement in any activity that results in revocation, suspension, probation or other sanctions of the professional RN registration/licence by the nursing authority
• misrepresentation of CNA certification status
• cheating on the CNA certification exam
• disclosing exam questions or responses, in whole or in part, in any form or by any means (orally, in writing, electronically, on the Internet, “brain dumping,” “discussion boards,” or otherwise such as but not limited to Facebook, Twitter or other forms of social media)
• engaging in any other similar, dishonest practices

Cheating on the CNA certification exam
You will be deemed cheating and your application and exam administration will be dismissed if, during the certification exam, you engage in any of the following:

• using any books, papers, memoranda, calculators, audio or visual players or electronic devices including electronic watches, organizers, BlackBerrys, iPods, pagers or cell phones, or other memory aid devices other than those authorized by CNA
• speaking or communicating with other candidates
• purposely exposing written papers to the view of other candidates
• looking at another candidate’s responses
• copying another candidate’s responses
• removing or attempting to remove exam material from the exam site
• engaging in any other similar, dishonest practices
• engaging in or causing disruptive disturbances of any kind and/or failing to follow invigilator instructions

Non-discrimination clause
The CNA Certification Program does not discriminate against candidates on the basis of age, sex, ethnicity, religion, disability, marital status or sexual orientation.
SECTION 2

Certification Renewal

Maintaining your credential once you have earned CNA certification

General information

Check the CNA certification website for changes to the program.

This section provides some general information about certification renewal so that you know what to expect after you earn your CNA certification credential. CNA’s certification website has details about eligibility criteria and continuous learning (CL) information.

You can renew online or use the Certification Renewal Application form. Candidates eligible for certification renewal will be sent information from CNA if they have provided their current e-mail or mailing address.

It is important that you advise the CNA Certification Program Processing Centre of any change of name, address or email address during the five-year certification term.

Maintaining your credential

To maintain your designation as a certified nurse, you will have to apply for certification renewal and meet the eligibility criteria. CNA will send you application form for certification renewal approximately eight months before your five-year term ends. Be sure to advise the CNA Certification Program Processing Centre of any change of mailing or e-mail address in the following five years.

If you do not renew your certification by the end of the five-year term, your certification credential is considered lapsed. To be certified again, you will need to meet the current eligibility criteria, submit an application for initial certification and write the certification exam again.

When it is time to renew your certification, you will choose one of two options:

Option 1:

Write the certification exam and submit a record of 2,925 hours of active nursing practice in your nursing specialty/area of nursing practice, accumulated during the five-year certification term.

Option 2:

Submit a record of 100 hours of CL activities and a record of 2,925 hours of active nursing practice in your nursing specialty/area of nursing practice, accumulated during the five-year certification term. Contact the certification staff or see the CNA certification website renewal section for more information.

Certification renewal by continuous learning activities

If you are wondering what qualifies as a CL activity, keep in mind these general guidelines:

• Each CL activity must relate to your nursing specialty.
• Each CL activity must be a minimum of 30 minutes.
• If you repeat an identical CL activity (e.g., basic cardiac life support) during the five-year certification term, it counts only once. If you take the activity at a higher level, then you can count both activities (e.g., basic and then advanced cardiac life support).
• Each CL activity must be earned during your five-year certification term.
• One clock hour equals one CL hour.
• Pre-authorization from CNA is not required for your CL activities to count.
• CL activities can be earned outside Canada. International CL activities are not only accepted, they are encouraged.
• Some examples of CL activities include attending conferences, workshops, seminars and employer in-services; taking formal courses at college or university; making presentations; and writing articles.

NOTE: For more details about certification renewal, the certification renewal application process and the CL tracking form, visit the CNA certification website renewal section.
Where should I send my hard-copy application?

ALL mailed or couriered applications should be sent directly to the CNA Certification Program Processing Centre. The address is listed on the first page and back cover of this application guide and is indicated on the enclosed self-addressed envelope.

All inquiries about the processing of your application or any change to your contact information (e.g., change of name or address of a candidate, verification of candidate status, withdrawal, refund questions) should be forwarded to the CNA Certification Program Processing Centre staff at 1-800-450-5206 or certification@cna-aiic.ca.

However, if you have inquiries about the nursing profession or CNA projects, or questions about certification unrelated to the application process, contact the CNA Certification Program at 1-800-361-8404.

What happens after I submit my application?

The CNA certification staff reviews every application to determine whether the applicant is eligible. If you meet all the eligibility criteria and your application is complete, we will send you an e-mail confirming your eligibility followed by a letter within eight weeks of receiving your complete application. If you do not receive these confirmations within 10 weeks, contact the CNA Certification Program Processing Centre.

Your eligibility e-mail will include a private web link to access the online exam prep resources for your nursing specialty/area of nursing practice exam. Your eligibility letter, which arrives after the e-mail, will contain an official payment receipt. Additional information is available on the CNA certification website.

To avoid delays and receive your web link to access the online exam prep resources as quickly as possible after you apply, it is very important that you double-check that your application is complete, all supporting documentation is included and the payment fee is correct.

About one month before the exam date, CNA will send you necessary information about your exam writing centre and about the exam.

If CNA determines you are not eligible to write the exam because of insufficient nursing practice hours or insufficient continuous learning activities or both, you will be sent a written explanation of this decision.

How do I find out if there are any last-minute changes to the certification exam administration?

Minor changes at specific writing centre locations can be addressed on exam day, and candidates will be notified at that time (e.g., a room change will be posted at the writing centre location).

However, any major changes (e.g., postponement of the exam) are communicated directly to each candidate affected. Candidates will be contacted by mail (if time permits), telephone and/or e-mail. The CNA certification website is your best source of up-to-date information; therefore, we strongly recommend that you consult the website regularly during the weeks leading up to the exam date, and in particular, the week before the exam.

The CNA certification toll-free phone line will also have any important information and is a good source for updated exam administration information.

As you can see, all candidate information must be accurate for CNA to be able to respond to you quickly. Please notify the CNA Certification Program Processing Centre directly if there are any changes to your contact information.

Watch the website for changes: getcertified.cna-aiic.ca

CNA Certification Program Processing Centre

toll-free phone line: 1-800-450-5206
How can I prepare for the exam?

The CNA Certification Program is not based on a core curriculum of study; rather, it is experience-based, designed to challenge and evaluate the eligible candidate's knowledge at a national level. Your exam preparation will be unique, depending on what you already know, but studying (individually or in groups) can improve your performance.

You should refresh your knowledge in all areas of your nursing specialty/area of nursing practice, especially those areas in which you have not been actively involved in recent months.

Your eligibility e-mail will contain a private web link to access your online exam prep resources. Published by CNA, some sections of these online resources are developed by the same nursing experts who develop the certification exams. These resources contain the following:

• a list of competencies for the nursing specialty/area of nursing practice
• the blueprint for the exam
• an online practice test, including answers with rationales
• information on study groups, CNA mentors, webinars and resources from national specialty associations
• a bibliography and other background information about the exam

These resources are not intended to be your only source for preparing for the exam. They are an excellent complement to your other study resources.

You are encouraged to begin preparing for the CNA certification exam before you receive access to the online exam prep resources. For example, you can consult the list of competencies and a current bibliography for each nursing specialty/area of nursing practice on the CNA certification website. You should also consider consulting your own references, as CNA's list is relevant but not necessarily exhaustive. The goal is for you to become familiar with the competencies of your nursing specialty/area of nursing practice. Among other things, understanding the competencies will help you decide how much to review, and which areas to concentrate on, as you prepare for the exam.

The website is also the best place to find mentors and group study groups. All mentors are CNA-certified nurses who can offer excellent support and assistance to candidates seeking certification. CNA continually updates its list of study groups as the information becomes available.

The CNA Certification Program does not conduct certification review courses or endorse specific courses or workshops. Be wary of any course or workshop that claims or implies direct knowledge of the contents of CNA certification exams.

The CNA Certification Program does not release exam question examples, except for the practice test questions published in the online exam prep resources. Candidates should remember that the CNA Certification Program cannot be responsible for errors in the content of any review course.

What is a post-basic course?

Basic education is the education received in your entry-to-practice program to become a registered nurse. Education undertaken afterward is post-basic. Please note that you must have completed a post-basic course or program of at least 300 hours in your nursing specialty/area of nursing practice from a recognized institution in order to apply for Option B.

When should I pay for my fees for initial certification? With my application or after I have received the eligibility letter?

Payment of the total fee(s) (by cheque, money order or credit card) must be received with your application. Applications will not be processed until fees are paid in full. Post-dated cheques cannot be accepted.

Where does my certification exam/renewal fee go?

The individual fees are carefully determined to support the ongoing activities of the CNA Certification Program. Here are some of these activities:

• Developing and maintaining the CNA certification exams
• Item writing and revising questions with CNA-certified nurses from across the country
• Developing, revising and producing the CNA certification online exam prep resources for each nursing specialty/area of nursing practice
• Researching the role of the CNA-certified RN
• Maintaining the CNA certification office
• Reviewing and processing certification and certification renewal applications received each year
• Promoting the CNA Certification Program to nurses across Canada
• Maintaining relationships and participating in meetings with other certification-related organizations
• Booking writing centres and recruiting invigilators

As you can see, there are many costs associated with maintaining a high-quality Canadian certification program.

**When will I get my receipt?**

We will send a receipt with the letter confirming your eligibility approximately eight weeks after your complete application is received by CNA.

**Is my certification fee tax-deductible?**

Certification and certification renewal fees do not meet the requirements of the Income Tax Act and therefore do not qualify as a tuition tax credit. CNA has appealed the decision with the Canada Revenue Agency but has been unsuccessful in reversing it. We will continue to monitor the situation.

**Where exactly will I write my exam?**

The exact location within each advertised writing centre may not be finalized until six to eight weeks before the exam. At that time, we will mail you the exam address and admission letter. We cannot finalize the exam location until all of the applications are processed and we have a final count of candidates registered in each writing centre. That way, we can be sure the exam room is large enough to accommodate everyone.

**How long is the exam?**

The exam is administered in a 3.5-hour session. There are no scheduled breaks during the exam; however, candidates will be allowed to leave the room for short periods of time (e.g., for washroom breaks) as needed. We strongly recommend that you arrive at least 45 minutes before the exam starts.

**What is the exam like?**

The CNA certification exam is practice based. It is designed to test the knowledge and skills expected of a registered nurse with at least two years of full-time experience in the nursing specialty/area of nursing practice.

The exam consists of multiple-choice questions that represent situations an RN could encounter in daily nursing practice.

Each question is made up of an introductory section (the stem), which presents a situation or problem. The question is followed by four possible answers. Each question has only one correct or clearly best answer. The CNA certification online practice test is excellent because the questions accurately reflect the types of questions you could find on the real exam.

**How are the exams scored?**

You will record your answers on a scannable answer sheet that is then computer scored. You will receive one point for each correct answer. Do not put more than one answer per question, as double answers will not count. Answer each question to the best of your ability and do not leave any questions unanswered.

**When can I expect my results?**

Your results will be mailed to you approximately six to eight weeks after you write the exam. Your results will be reported as pass or unsuccessful.

**Why is the result a pass or unsuccessful and not a numerical mark?**

The purpose of the certification exam is to determine whether a candidate has met the standards required to be certified, not to rank-order candidates. The questions are designed to best classify the candidates into two categories: pass or unsuccessful.

The exam committee for each nursing specialty/area of nursing practice sets the pass mark using a modified Angoff method by rating each question according to its difficulty and the expected success rate of registered nurses with at least two years of full-time experience in the area of certification. As well, testing consultants use statistical information to ensure that the pass mark is fair and valid.

The pass mark is not published, and only a pass or unsuccessful grade is provided. The exam determines how well a candidate has mastered the nursing competencies required for a particular nursing specialty/practice.

A competency describes the integrated knowledge, skills, judgment and attributes required of a registered nurse to practise safely and ethically in a designated role and setting. (Attributes include, but are not limited to, attitudes, values and beliefs.)
What do I receive when I am successful?

Once you pass the certification exam, you earn the privilege of using the CNA certification designation for your nursing specialty/area of nursing practice for the next five years until you renew. The designations are listed in the Introduction section (page 1 of this application guide).

In recognition of your achievement, you will also receive a graduate portfolio containing the following:

- The official CNA certification pin for your specialty
- An 8” x 10” certificate of achievement with a gold seal

Once certified, you will be formally recognized in the published official list of certification and certification renewal graduates sent to the provincial jurisdictions. Your name will be sent to the national association for your nursing specialty/area of nursing practice if you have agreed to this on the application form. You can complete an online request to have CNA inform your employer of your certification. You may also participate in CNA exam development and administration activities and become a CNA certification mentor for your nursing specialty/area of nursing practice.

How long is my certification valid?

Once you pass the exam, your certification credential is valid for five years. It is your professional responsibility to monitor the requirements needed to maintain your CNA certification and to plan for certification renewal. CNA will automatically send certification renewal information to all candidates. The CNA certification website also has current information about renewal. Again, it is important to advise the CNA Certification Program Processing Centre of any change of address or e-mail address so that contact can be maintained.

Consult the FAQ section of the CNA certification website.
Contact CNA certification staff to discuss eligibility criteria or professional issues about CNA and certification.

Contact CNA Certification Program Processing Centre staff to discuss any questions about the processing of your application for certification.

**Canadian Nurses Association**

**Certification Program**
50 Driveway
Ottawa, ON K2P 1E2
Website: getcertified.cna-aiic.ca
E-mail: certification@cna-aiic.ca
Toll-free: 1-800-361-8404
Fax: 613-237-3520

**Send your application to the processing centre or apply online.**

Also available in French

February 2014