



TIPS FOR COMPLETING THE CNA CERTIFICATION AND CERTIFICATION RENEWAL APPLICATION FORMS

Please read the appropriate application guide for further details.

Header Section

- If you are applying for two specialties/areas of nursing practice, or renewing in one and writing another, please fill out two separate application forms. Indicate the specialty/area of nursing practice of the other application in the space provided.
- Indicate your preferred language of correspondence.

1 – IDENTIFICATION INFORMATION

- PLEASE PRINT.
- Indicate your name exactly as you wish it to appear on your certificate.
- If your name differs from the name on your RN licence/registration, you must provide proof of name change.
- Be sure to enter an e-mail address if you have one. **CNA corresponds primarily by e-mail.**

2 – REGISTRATION AND CNA MEMBERSHIP

- Cut out and attach a clear, **legible photocopy** of your **current** Canadian registered nurse licence. The registration number, full name and expiry date must be easy to read.
- If you are a registered nurse in Ontario, attach a copy of your current RNAO membership to qualify for the CNA member fee. ****A reminder to Ontario nurses: By joining RNAO you can take advantage of automatic membership in CNA and pay about \$200 less for the initial certification fee and about \$68 less for the certification renewal fee. Refer to the application guide for details.**

3 – GENERAL ELIGIBILITY CRITERIA

- Indicate whether you are applying for eligibility under Option A or Option B. Refer to the application guide for details.
- If you are applying under Option B, attach a copy of your nursing degree or post-basic diploma or certificate in your nursing specialty/area of nursing practice.
- If you are an enterostomal therapy nurse, attach official proof of CAET ETNEP course completion or CAET confirmation of completion of an approved ETNEP course.

4 – VERIFICATION OF EXPERIENCE IN THE SPECIALTY/AREA OF NURSING PRACTICE

- This section is very important in determining your eligibility. It **must** clearly show that you have worked the required number of hours in your chosen specialty/area of nursing practice under either option.

5 – CONTINUOUS LEARNING ACTIVITIES

- If you are applying to write the initial occupational health or enterostomal therapy nursing certification exam, complete this section (or include a separate sheet) and provide supporting documents.
- If you are renewing your certification, you must align your CL activities with the competencies of your specialty/area of nursing practice (linked to one competency by CL activity is sufficient).

6 – ENDORSEMENT AND VERIFICATION OF EXPERIENCE BY A SUPERVISOR/CONSULTANT IN THE SPECIALTY/AREA OF NURSING PRACTICE

- This section **MUST** be completed and signed by a supervisor/consultant in the specialty/area of nursing practice. Your application cannot be reviewed without it.

7 – NURSING EDUCATION HISTORY

- If you are applying to write the exam under Option B, your application will not be reviewed unless a copy of your nursing degree or post-basic diploma or certificate in the nursing specialty/area of nursing practice is provided. Enterostomal therapy nurses must provide proof of CAET ETNEP course completion.

8 – STATEMENT OF UNDERSTANDING

- **Sign and date this section.** Your application cannot be reviewed without it.
- Indicate whether or not you agree to have your information released to the national association for your specialty/area of nursing practice.

9 – WRITING CENTRE INFORMATION

- Indicate in which language you would like to write the exam.
- Indicate if you would like a translated copy of the exam to use as a reference.
- Indicate the writing centre code and city where you would like to write the exam; refer to the inside cover of the application guide for a full list of codes.
- The **Writing Centre Special Request form** is available upon request by calling 1-800-450-5206. It must be completed and sent in with your application. Note that for all special requests, CNA makes the final decision, and if your request is approved, you are responsible for finding an invigilator.
 - **Special Accommodation** – If you have a disability that prohibits you from taking the exam under standard conditions, you can request a special accommodation. On the **Writing Centre Special Request form**, fill in your city code, and on the **General Application form**, enter S P A C 3 on the writing centre code line. Complete the Writing Centre Special Request form and send it in with your application. Supporting documentation must accompany the request for it to be considered.
 - **Substitute Writing Centre** – If you live more than 200 km from a writing centre, you can request that a substitute writing centre be set up closer to you, for an administrative fee of **\$75 + GST or HST** per candidate. On the **Writing Centre Special Request form**, fill in your city code, and on the **General Application form**, enter S B W C 1 on the writing centre code line. Complete the Writing Centre Special Request form and send it in with your application.
 - **Alternate Exam Date** – If religious or extenuating circumstances prohibit you from taking the exam on the scheduled Saturday writing date, you can request to write the exam on the day before (Friday). On the **Writing Centre Special Request form**, fill in your city code, and on the **General Application form**, enter A L W D 2 on the writing centre code line. Complete the appropriate section of the Writing Centre Special Request form and send it in with your application. You must attach supporting documentation for the request to be considered.

10 – PAYMENT INFORMATION

- Fill in the appropriate fee that corresponds to your situation (member/non-member, GST/HST).
- **Note that all taxes are already included in the application fees. No additional taxes should be calculated.**
- If someone other than you (e.g., your employer) is paying the fees, indicate their name in the third-party payment space. The receipt will be made out to this person or organization.
- Indicate if you are paying by cheque, credit card (Visa, MasterCard) or money order.
- Payments are processed independently from your application. *A processed payment DOES NOT indicate eligibility.*

PLEASE REMEMBER:

- If you are paying by credit card, complete and sign the credit card form provided.
- If you require a special accommodation, the Writing Centre Special Request form **MUST accompany your application.**
- All supporting documentation **MUST accompany your application** (e.g., registered nurse licence, copies of diplomas or degrees, continuous learning information, payment).
- If your application is complete, you will receive notification of your eligibility status no later than 8 weeks after the time it arrives at CNA.
- Incomplete applications will incur processing delays.

DATES TO REMEMBER:	EXAM APPLICATION DEADLINE: OCTOBER 15, 2010	RENEWAL APPLICATION DEADLINE: NOVEMBER 26, 2010	EXAM DATE: SATURDAY, APRIL 9, 2011
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REFUNDS AND OTHER FEES:

- The non-refundable portion of the application fee is \$90.00 + GST or HST for all applicants.
- Additional fee deducted from refund for late withdrawal within 30 days of the exam: \$100.00 + GST or HST.
- Administrative fee if your payment is returned to CNA as invalid: \$20.00 + GST or HST.
- Fee for duplicate receipts: \$10.00 + GST or HST.

Please call 1-800-450-5206 if you have any questions about completing your application.