



# Application Information Package

## Internationally Educated Nurses (IENs)

Information to guide internationally educated nurses (IENs) through the assessment and eligibility process for RPN practicing registration in Saskatchewan.

***Effective May 2022***

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## Instructions for Internationally Educated Nurses (IENs)

### Application Process

This application package is for you if you were educated as a registered psychiatric nurse (RPN) outside of Canada and are currently or have ever been registered as a RPN with the regulatory body in the country where you completed your basic or entry-level psychiatric nursing education.

Our primary mode of communication with applicants is by email. Please provide a valid email address on your application form and check your email (including your spam and junk folder) on a regular basis. Once your application has been reviewed, you will receive a confirmation email outlining all requirements needed to complete the application process.

RPNAS encourages prospective applicants to review the document, *Guidelines for Assisting Applicants in Determining if their Education meets the Entry-Level Requirements of a Registered Psychiatric Nurse in Canada*, found on the RPNAS website.

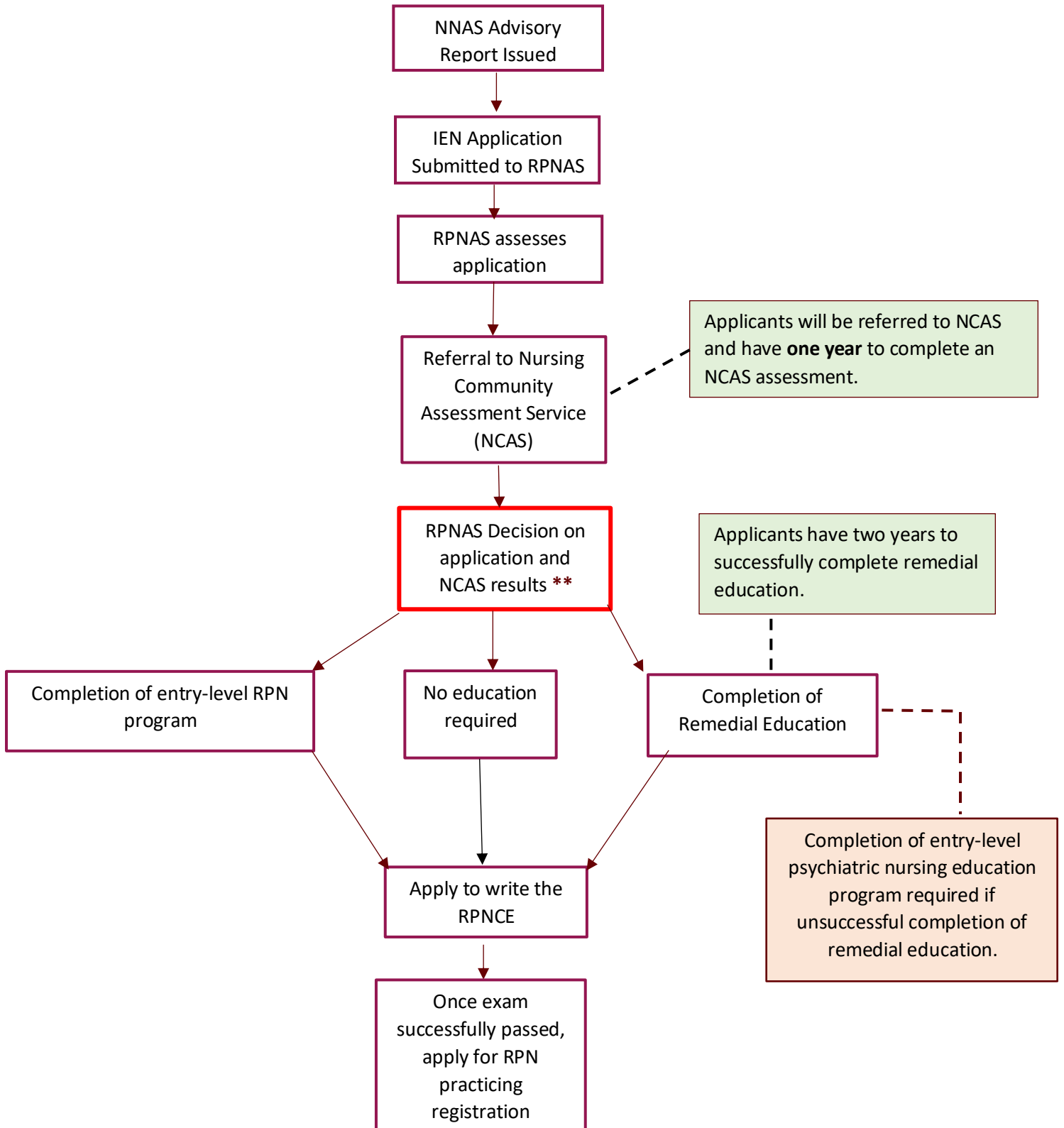
In order to practice as a registered psychiatric nurse in Saskatchewan and use the professional designation “registered psychiatric nurse”, “RPN”, “psychiatric nurse”, “PN” or “graduate psychiatric nurse”, “GPN”, you must hold a valid registration or license with the Registered Psychiatric Nurses Association of Saskatchewan (RPNAS).

All IENs must first apply through the National Nursing Assessment Service (NNAS). After your NNAS Advisory Report has been generated, please contact RPNAS directly to receive access to an application package.

More information: [www.nnas.ca](http://www.nnas.ca).

We do not keep any documentation received before an application file has been opened.

All applicants must first apply through the National Nursing Assessment Service (NNAS).  
You can find more information at [www.nnas.ca](http://www.nnas.ca).





## Expectations

### Process and Timelines

RPNAS is required by law to uphold our mandate to protect the public. We must ensure that the psychiatric nurses we register meet the requirements for registration to be able to provide safe, competent and ethical care. The processes outlined in this Application Package help to ensure that our mandate is upheld so that residents of Saskatchewan receive care from qualified and competent registered psychiatric nurses. The process toward registration eligibility can range from being relatively short to being much longer. The time required to complete the file depends how quickly your documents arrive at RPNAS.

### Submitting Original Documents

Certain documents must be submitted directly to RPNAS from their sources. This Application Package shows which documents must be sent from the original source. We will not accept these documents if there is evidence that they were in your possession or someone acting on your behalf, like a friend or family member. If we suspect this has happened, the documents must be resubmitted. This will increase the time it takes to complete your file and may cost more money to complete your file.

### Updating Your Documents

Throughout the process toward RPN registration, there are times when all documents must be current and valid. These times include upon your initial application, application for exam eligibility, and application for RPN registration. It is your responsibility to know the expiry dates on your documents and to ensure they have been updated at the appropriate times. If these documents require updating, we will need to receive the original document directly from the source.

If you have an open file and have questions about expiry dates, please contact:

Registration Services

1.306.586-4617

[info@rpnas.com](mailto:info@rpnas.com)

[www.rpnas.com](http://www.rpnas.com)

## Fees

The table below illustrates fees that are required as an IEN progresses through various steps of the application process.

All fees are in Canadian dollars.

Application and registration can only be paid by credit card. RPNAS accepts the following credit cards: Visa and MasterCard.

Fee	Amount	Payable to
Application Fee	\$400 <sup>1</sup> (non-refundable)	RPNAS
Nursing Community Assessment Service (NCAS)	\$3000 + 6% PST <sup>2</sup>	NCAS
National exam fee <sup>3</sup>	\$695 plus 13% HST <sup>4</sup> (per writing)	Meazure Learning (Test Company)
Graduate psychiatric nurse (GPN) license <sup>5</sup> (optional)	\$334.38 (Per 4-month time frame)	RPNAS
Professional Liability Protection (PLP) <sup>6</sup>	\$96.86	RPNAS
RPN License <sup>7</sup>	\$1003.14	RPNAS

<sup>1</sup> = Amount paid by an applicant who comes to RPNAS from the [National Nursing Assessment Service](#) (NNAS). It does not cover any fees an applicant must pay to NNAS.

<sup>2</sup> = British Columbia provincial sales tax amount

<sup>3</sup> = [The Registered Psychiatric Nurses of Canada Examination \(or RPNCE\)](#) is the national registration examination for international applicants applying to become a RPN in Canada.

<sup>4</sup> = Ontario harmonized sales tax amount

<sup>5</sup> = Two – 4-month extensions of an initial GPN license are possible. Total graduate nurse licensure = 12 months in total.

<sup>6</sup> = PLP is required for RPN and GPN practice in Saskatchewan through the [Canadian Nurses Protective Society \(CNPS\)](#).

<sup>7</sup> = Pro-rated fee of 601.88 is available for RPN practicing registration from July 01 – Dec 31.



## Step 1 - Submission of Application and non-refundable fee

To open an application file, you must submit the following three items:

- R-01 – Application for Registration* form
  
- Fee (non-refundable) – due at the time of application.

Application Processing Fee: \$400.00

Please contact the RPNAS office at 306.586.4617 to make arrangements for payment. RPNAS accepts credit card (VISA and Mastercard) only.

- Proof of Identification

If the identity and change of name documents you submitted to NNAS have not expired, you do not need to re-submit them with the *R-01 – Application for Registration*. If your documents have expired or your name has changed since you were in the NNAS process, submission of your new documents are required.

Examples of accepted evidence of identification are:

A. Acceptable government-issued photo identification with signature:

- Valid passport
- Valid driver's license
- Other government-issued photo identification

B. Other government issued identification:

- Birth Certificate

Should RPNAS have any questions about your identity during the assessment of your application, RPNAS will request clarification or resubmission of documentation at that time.

Your file will be open once we receive all requirements listed above.

## Step 2 - Documentation Submission

RPNAS requires the following items before your application file will be considered complete:

**NNAS Advisory Report**

It may take a few days from the date your NNAS Advisory Report is issued to you before NNAS posts it for access by RPNAS.

**Criminal Record Checks – Vulnerable Sector Checks (CRC-VSC)**

*International Criminal Record Check – Vulnerable Sector Check (CRC-VSC)*

You will need to submit criminal record checks from every country you lived in within the past six months. Criminal record checks must include a vulnerable sector search. We require the original document(s) which can't be older than six months when you submit them to us and they must show all of your current and former names. Failure to have all names searched will mean the search must be redone.

Once on file with us, this document is valid for six months from the date it was issued. After 6 months, they are no longer valid and a new result will be required at time of assessment for GPN and/or RPN licensure.

*Canadian Criminal Record Check - Vulnerable Sector Check (VSC)*

If you have lived in Canada for the past six months, criminal record checks can be completed by a local or municipal police service in Saskatchewan or by [RCMP detachments](#) in Canada.

Please mail your CRC- VSC to the RPNAS office at:

Registered Psychiatric Nurses Association of Saskatchewan (RPNAS)  
#205 – 4401 Albert Street  
Regina, SK S4S 6B6

**Confirmation of Registration**

If you have continued to practice psychiatric nursing (outside of Canada) after you made arrangements to submit Nursing Registration forms to NNAS, RPNAS requires updated forms. Evidence dated not more than 60 days before the date of your application from



each licensing authority in every jurisdiction where you are or were entitled to practice a profession is required. This includes health and non-health professions inside and outside of Canada.

**Employer Reference(s)**

If you have continued to practice psychiatric nursing (outside of Canada) after you submitted Nursing Practice Forms to NNAS, RPNAS requires updated forms. RPNAS requires evidence from each employer where you have provided psychiatric nursing services in the past five years.

**A job description** is required as part of the information required from your employer.

**English Language Proficiency**

English is the primary language used in health care in Saskatchewan. RPNAS requires that you are proficient in English to ensure safe nursing practice. Applicants seeking registration with RPNAS must provide evidence of English Language Proficiency (ELP).

If you have already submitted a language test to NNAS, you will not be required to redo the test unless directed by the Registrar in the application process (this means from your initial application until RPN practicing registration is granted).

If you did not submit a language test to NNAS you will be required to submit one to RPNAS.

RPNAS accepts CELBAN and IELTS (academic version).

[Click here](#) for additional information from the RPNAS website about tests accepted and scores. RPNAS will now accept tests in the following format:

- online CELBAN
- online IELTS
- in-person CELBAN, and
- in-person IELTS.

**Please note that RPNAS will not accept IELTS Indicator.**

Make arrangements to have your successful test results sent **directly** from CELBAN or IELTS to:





Registered Psychiatric Nurses Association of Saskatchewan (RPNAS)  
Suite 205 – 4401 Albert Street  
Regina, SK S4S 6B6

Attention: Registration Services

**Registration Assessment Letters and Clinical Competence Assessment Results from other Regulatory Authorities**

Copies of correspondence, including registration decisions and/or clinical competence assessment results, from any other nursing groups or regulatory bodies that you have designated as recipients of your NNAS Advisory Report are required. In addition, evidence of your current status within any remedial or bridging program will be required.

**Philippines Applicants (only) – Department of Labour and Employment (DOLE)**

Applicants who wrote the June 2006 RN licensure examination in the Philippines must provide proof of having successfully completed the special voluntary examination, which was authorized by the [Philippine Department of Labour and Employment \(DOLE\)](#), Parts III (3) and V (5). Successful completion is the achievement of a score of 75% or better on these sections. If an applicant has not written the special voluntary examination or cannot provide proof of such, you will not be considered as an applicant for registration.

**Good Character**

RPNAS requires evidence that you are of good character. This means evidence that you have not been convicted of any criminal offence or a finding of guilt for any criminal offence under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada), or any similar legislation in any province, territory, state or country, or any offence in relation to the practice of nursing or any profession in any jurisdiction or any information submitted by a third part that casts doubt on your character.

### Step 3 - RPNAS Assessment or File Review

Applications will be assessed within 6-8 weeks from the date you submit all documentation. Should RPNAS have additional questions you will receive an email outlining questions or requests for outstanding documentation.

## Step 4 – Nursing Community Assessment Service (NCAS)

Once RPNAS has reviewed your file, a referral to [the Nursing Community Assessment Service \(NCAS\)](#) is made in order to determine your currency of practice. An NCAS assessment is required for all internationally educated applicants.

NCAS assessments are completed in proctored computer and virtual settings from anywhere in the world.

You will have 12 months for completion of the NCAS assessment. You can find out more information about the [NCAS Assessment](#) at [www.ncasbc.ca](http://www.ncasbc.ca).

Once you have completed the assessment, your results are sent to RPNAS by NCAS, generally within four weeks. The Registrar will review the results as part of your complete application file and let you know the outcome of our assessment via email. \*\*

## Step 5 – Additional Education (as needed)

A recommendation to pursue additional education may be necessary. The possible outcomes may be:

1. Eligible – you are eligible to proceed to the next step of writing the Registered Psychiatric Nurses of Canada Examination (RPNCE).
2. Not Eligible -you are currently not eligible for registration as you require additional education in order to acquire the entry-level competencies required of all RPNs in Saskatchewan.

Additional education includes completion of a course of instruction through [Douglas College Continuing Education Health Science program](#) or any bridging program approved by RPNAS. The course of instruction is individualized to each applicant and is based on your RPNAS assessment, including any gaps identified during the NCAS assessment. For more information on coursework available to psychiatric nurses, see [Courses | Douglas College](#).

NOTE: Completion of a basic or entry-level psychiatric nursing education program recognized by RPNAS may be required.



## Timelines for Completion of Remedial Education

If courses are required, you must enroll in them within one year of the Registrar's decision letter. You must complete them within two years of the date of the Registrar's decision. Once courses are successfully completed, you must make arrangements for a transcript to be sent to RPNAS.

Successful completion of any additional coursework, if required, must be completed prior to being provided eligibility for the national exam. You will be notified when you are eligible to apply to write the national Registered Psychiatric Nurses of Canada Examination (RPNCE).

Documents within the file that may have expired will need to be updated before approval can be granted for eligibility to write the RPNCE.

NOTE: If you are unsuccessful in the course of instruction through Douglas College, you will be required to complete an entry-level or basic psychiatric nursing education program. A list of RPNAS - recognized psychiatric nursing education programs may be found [here](#).

## Step 6 – RPNCE and Graduate Psychiatric Nurse (GPN) License

You must write and pass the RPNCE in order to be eligible to apply for RPN practicing registration with RPNAS.

Applicants have three opportunities to successfully complete the national exam.

While you are awaiting to write the national exam, or awaiting results of the national exam, an applicant is also offered an optional GPN license (with conditions).

## Step 7 - Practicing Registration

Upon successful completion of the national exam, a final assessment is completed by RPNAS and an applicant is offered RPN practicing registration.

### Questions?

Registration Services  
1.306.586-4617  
[info@rpnas.com](mailto:info@rpnas.com)  
[www.rpnas.com](http://www.rpnas.com)



## **\*\*Review of Registrar's Decision on Registration Application**

### **Outcome**

The Registrar considers all evidence and decides whether to accept or refuse your application for registration.

### **Notification of Refusal of an Application**

Where the Registrar's review of your file has occurred and results in a refusal to register you, the decision and reasons are electronically sent to you. Correspondence will also indicate the steps you will need to complete to meet any outstanding registration requirements including an Association staff member to connect with should you have any further questions or inquiries about your file or the decision. You will be provided with information to file a review of the Registrar's decision.

### **Review of Registrar's Decision**

Pursuant to section 21 of the *Registered Psychiatric Nurses Act, 1993*, you may apply to the RPNAS Council to review a registration decision. You will have opportunity to make submissions in writing, in-person or by electronic means.

The RPNAS Council's decision is final.