



REGISTRATION INFORMATION FOR NEW APPLICANTS

In order to practice nursing in the Yukon, a person **must** be registered with YRNA and hold a license to practice. Without a license to practice nursing, a person cannot call him/herself, or be employed as, a "nurse", "registered nurse" or "graduate nurse" in the Yukon. Initial YRNA registration is issued based, in part, on confirmation that you are entitled to practise in another Canadian jurisdiction. If you are not eligible for registration in another Canadian jurisdiction, that prerequisite must be completed prior to applying for registration with YRNA.

The following documentation is required from each person applying for registration with the Yukon Registered Nurses Association:

- Completed current **Application for Registration**
- Clear photocopy of **Birth Certificate**
- Clear copy of **2nd piece of I.D.** such as current registration card from another Canadian jurisdiction, driver's license or passport
- Clear copy of **documentation tracing any name change** from birth name to current name such as Marriage Certificate, etc.
- Payment for **processing fee**
- Payment for **registration fee**

Two additional pieces of documentation are required directly from sources other than the applicant. These are:

- Verification of Nurse Registration** – to be sent directly from Canadian nursing association where applicant holds registration. *[Applicant must make a request to their current nursing association to send verification of registration to YRNA. Some jurisdictions charge a fee for this. The YRNA Verification of Nurse Registration form may be used to initiate this process. Online verification available in some jurisdictions does not replace the requirement for verification to be sent from your current licensing body.]*
- Reference Request** – to be sent to YRNA directly from applicant's current or most recent nursing employer. *[Applicant must send YRNA's Reference Request form to employer for completion. The form must then be returned to YRNA directly from the employer. To expedite the registration process, the completed form may be faxed to YRNA but the original MUST follow by mail.]*

All persons intending to work as a Registered Nurse in the Yukon must be registered **PRIOR** to starting work.

COMPLETING THE APPLICATION FOR REGISTRATION

Please complete all sections of the application form and submit it along with required documentation and payment.

Allow a minimum of two weeks to process your registration once all paperwork has been received by YRNA.

IDENTIFICATION

New applicants are asked, whenever possible, to indicate a Yukon address in this section of the application. The Yukon address may be c/o your Yukon employer until a personal Yukon address is known. The "NEW APPLICANTS ONLY" section on page 2 can be used to record your current or permanent out-of-Yukon address.

Applicants for Associate or Non-Practising registration, please indicate your permanent address (Yukon or non-Yukon) in this IDENTIFICATION section.

It is *important* that YRNA have a current Yukon address for all nurses practising in the Yukon. If your address changes, please contact YRNA so that our records may be updated.

MEMBERSHIP CLASSES & FEES

RN (Practising): Anyone who wishes to engage in the practice of nursing in the Yukon must obtain *RN (Practising)* licensure. An *RN (Practising)* member is entitled to full membership rights with YRNA and includes membership in the Canadian Nurses Association (CNA), the International Council of Nurses (ICN) and professional liability protection services from the Canadian Nurses Protection Society (CNPS).

RN (Practising) ½ Year: This class of membership applies only to those seeking *RN (Practising)* licensure in the last half of the YRNA registration year (October 1 or later). All benefits of RN (Practising) membership as described above are included.

Non-Practising: An applicant who is not engaged in the active practice of nursing in the Yukon may obtain Non-Practising membership. Non-Practising registration may be upgraded to RN (Practising) licensure at any time, providing all other requirements for that class of membership have been met. This class of membership is useful for nurses who have left the Yukon nursing workforce temporarily but expect to return within the registration year. The process of

upgrading will include the requirement to submit a current Employer Reference and Verification of Registration if you have worked as an RN in another jurisdiction in the interim. Non-practising members receive the quarterly YRNA newsletter.

Associate Basic: Applicants who wish to maintain contact with YRNA and CNA may apply for Associate membership. This class of non-practising member includes affiliation with the Canadian Nurses Association (CNA) and the International Council of Nurses (ICN). Associate members also receive the quarterly YRNA newsletter.

Associate Plus: In addition to the benefits provided with Associate Basic membership, Associate Plus includes liability protection services provided by the Canadian Nurses Protective Society (CNPS). Applicants for this class of membership must hold practising registration with a Canadian RN regulatory body.

Special Practice: This is a short-term, temporary permit to cover special nursing practice which falls outside the normal Yukon health care system. Additional paperwork is required for this special registration. Contact the YRNA office for more information on this category of registration

Temporary Student: This is for RNs enrolled in a continuing education program which involves practicum work in the Yukon. Contact the YRNA office for more information on this category of registration.

Processing Fee: An administration fee of \$52.50 is charged for all new applications. This fee does not apply to renewal of a current license *unless the application for renewal is received by YRNA after March 1st for licensure beginning April 1st.*

EDUCATION

This section is to be completed by all applicants indicating initial nursing education and subsequent nursing and non-nursing education.

RECORD OF RN HOURS

This section must be completed by all applicants and is part of YRNA's continuing competence requirement. Hours are self-reported. Location(s) of RN practice should provide employer/institution name and province. RN HOURS SHOULD BE REPORTED BASED ON THE CALENDAR YEAR.

EMPLOYMENT STATUS

New applicants may complete both the Yukon nursing employer section and the Non-Yukon employer section (if applicable). If you are coming to the Yukon with no employment confirmed, please indicate this by completing the "employed in other than nursing and ..." or "not employed and ..." section.

It is important that all nurses practising in the Yukon indicate their Yukon employer and their status with that employer (e.g. permanent, term, casual, etc.). The employment Workplace as well as the Employer should be identified.

Associate or Non-Practising YRNA members who will not have a Yukon nursing employer, please complete the Non-Yukon Employer section and the associated employment status section.

EMPLOYMENT STATISTICS

This information is important for statistical purposes and for the analysis of the nursing work force in Yukon and Canada. For definitions of each of the categories, please refer to separate 'Definitions' sheet.

For applicants who do not yet have a Yukon nursing employer, please complete the information based on your non-Yukon employer.

MEMBER SURVEY

The information gathered will be used by YRNA in its efforts to identify and track nursing work life issues and trends in the Yukon.

REMEMBER TO SIGN AND DATE YOUR APPLICATION.

Yukon Registered Nurses Association, 204 – 4133 – 4th Avenue, Whitehorse, Yukon Y1A 1H8
Phone: 867-667-4062 Fax: 867-668-5123 email: admin@yrna.ca web: www.yrna.ca



2012 REGISTRATION/LICENSURE RENEWAL INFORMATION

For the period 1 April 2012—31 March 2013

Registration Renewal

Applications for renewal of *RN (Practising)* licensure **must be received** at the YRNA office **by March 1st** to ensure you have a current YRNA card for April 1st each year and to avoid penalty.

Contact information has been pre-printed on the renewal form. Please **review all this information for accuracy** and make clear, visible corrections if the information is incorrect or incomplete.

Read and complete all sections of the renewal form.

NOTE: Definitions for each of the categories in the employment statistics section are determined in collaboration with the Canadian Institute for Health Information and are included in the registration package.

REMEMBER:

- submit your completed **CCP Annual Reporting Form with your renewal form**
- **keep a copy of your CCP Annual Report Form in your files**
- **March 1st is the deadline for receipt of license renewal applications to avoid the late fee of \$52.50**

Membership Options

Resigning Membership?

If you are no longer practising as a nurse in the Yukon and wish to resign your membership, please advise YRNA of your decision returning your form marked 'Resigned'. As well, you can take the opportunity to record your RN hours for the previous year which will keep your record up to date to the time of your resignation/non-renewal.

Non-Practising or Associate Membership Categories

If you are not currently practising nursing in the Yukon but wish to maintain a connection to YRNA and/or CNA, you may wish to register as a *Non-Practising* or *Associate* member now and upgrade your membership to *RN (Practising)* at a later date.

The *Non-Practising* or *Associate* fee will be applied to your *RN (Practising)* license when you upgrade and you will not be charged a late registration fee of \$52.50 which is applied to renewals received after March 1st.

PLEASE NOTE that the process of upgrading from any non-practising class to an *RN (Practising)* license will include the requirement to submit a current Employer Reference and Verification of Registration if you have worked as an RN in another jurisdiction in the interim.

Fee Payment

All registration/licensure forms must be accompanied by payment of fees. Fees may be paid by cheque, money order or cash. Cheques may be post dated to March 31st but must be received at the YRNA office **no later than March 1st** to ensure continuous registration. Please make cheques or money orders payable to "YRNA". Note that the Processing Fee applies to new applicants, not to renewal of licensure if submitted by the March 1st deadline.

Penalty for Late Renewal

Applications for renewal of a practising license received after March 1st will be charged a **late fee of \$52.50**.

All persons intending to work as a Registered Nurse in the Yukon must be registered PRIOR to starting work.

Registration Authority

- As stated in the Registered Nurses Profession Act, (S.Y. 1992):
15. No person shall engage in the practice of nursing in the Yukon unless
 - (a) they are a registered nurse and their name is entered in the roster of active practising members and they hold a current annual certificate
 - (b) they hold a temporary permit.

Qualification for Registration

- To qualify for registration, a registered nurse must have passed the Canadian Registered Nurse Exam or another examination deemed equivalent and, within the previous five year period must have:
1. worked at least 1,125 hours; or
 2. graduated from a basic nursing program; or
 3. completed a post-basic nursing degree; or
 4. completed an approved nurse refresher program

IF YOU HAVE ANY QUESTIONS, CONTACT THE YRNA OFFICE

Yukon Registered Nurses Association, 204 – 4133 – 4th Avenue, Whitehorse, Yukon Y1A 1H8
Phone: 867-667-4062 Fax: 867-668-5123 email: admin@yrna.ca web: www.yrna.ca