



SPECIAL PRACTICE PERMIT INFORMATION SHEET

PURPOSE OF SPECIAL PRACTICE PERMITS

Special Practice Permits are intended to provide Yukon registration to eligible nurses participating in *short term, special projects that fall outside conventional Yukon health system requirements*. Such permits will be issued only for anticipated projects with a specified location, purpose, and duration up to a maximum term of 21 consecutive days. (NOTE: YRNA registration in emergency/disaster situations would be through another mechanism.)

CRITERIA AND ELIGIBILITY FOR PERMITS

Special Practice Permits will be issued only in instances where a nurse who is registered in good standing in another Canadian jurisdiction seeks YRNA registration in order to engage in a short term, special project that *falls outside conventional Yukon health system requirements*.

To qualify for a Special Practice Permit, an applicant must meet all criteria for practising registration as defined in the *Registered Nurses Profession Act* (S.Y. 1992), and in YRNA registration policy.

The decision to issue a Special Practice Permit rather than regular licensure will be made on a case by case basis by the Registrar, who may consult with the Registration Committee.

PERMIT DURATION AND CONDITIONS

Each Special Practice Permit will be limited to a specified location, purpose and duration up to a maximum term of 21 consecutive days.

Conditions limiting practice under each permit will be specified by the Registrar and based on the purpose, location and duration of the special project in question.

SPECIAL PRACTICE PERMIT FEE

The Special Practice Permit fee is approximately 1/3 of the RN (Practising) license fee. The current fee is found on the application form. All new applicants must also pay a processing fee as indicated on the application form.

A Special Practice Permit holder may upgrade to YRNA RN(Practising) licensure provided all registration requirements are met and the balance of the registration fee is paid fee. The request to upgrade should be made **prior to** the expiry date of the Special Practice Permit.

HOW TO OBTAIN A SPECIAL PRACTICE PERMIT

Applicants for a Special Practice Permit must **submit**:

- A completed *Application for Special Practice Permit*
- A clear copy of Birth Certificate;
- A clear copy of a 2nd piece of I.D. such as current RN card from another Canadian jurisdiction, a driver's license or passport
- A clear copy of documentation tracing any name change from birth name to current name such as Marriage Certificate, etc.
- A cheque or money order for the processing fee.
- A cheque or money order for the permit fee. (Fees may be combined in one cheque.)

Applicants must arrange to have the following documentation submitted **from 'source'**:

- A Verification of Nurse Registration from another provincial/territorial nursing association where current registration is held. YRNA must receive the completed form directly from the provincial/territorial licensing body. The form may be faxed provided the original follows by mail. (NOTE: Many licensing bodies require a fee for this service. Failure to submit the fee may result in a delay.)
- An Employer Reference from your current or most recent nursing employer. The required *Reference form* is printable from this website and must be completed in part by the applicant then forwarded to the employer for completion. This form must be sent from the employer directly to YRNA. The form may be faxed but the original must follow by mail.
- A letter from the Yukon employer describing the purpose, location and dates of the project for which a Special Practice Permit is being requested.

Applicants must ensure that all required documentation is submitted to YRNA **well ahead of the anticipated project**. Allow a minimum of two weeks for YRNA to process your registration *once all paperwork has been received*.