

Bylaws of the College of Registered Nurses of British Columbia

BYLAWS OF THE COLLEGE OF REGISTERED  
NURSES OF BRITISH COLUMBIA

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# Bylaws of the College of Registered Nurses of British Columbia

## BYLAWS OF THE COLLEGE OF REGISTERED NURSES OF BRITISH COLUMBIA

[includes amendments up to April 23, 2018]

### DEFINITIONS

**1.0** In these bylaws:

“**Act**” means the *Health Professions Act*;

“**appointed board member**” means a person appointed to the board under section 17(3)(b) of the Act;

“**board**” means the board of the college;

“**board chair**” means the board chair elected under section 1.13;

“**board member**” means an appointed board member or an elected board member;

“**board vice-chair**” means the board vice-chair elected under section 1.13;

“**college**” means the College of Registered Nurses of British Columbia established by the Regulation;

“**deliver**”, with reference to a notice or other document, includes mail to or leave with a person, or deposit in a person’s mailbox or receptacle at the person’s residence or place of business, or transmit to a registrant’s electronic mail address specified in the register under section 4.26(1);

“**elected board member**” means a person elected to the board under section 17(3)(a) of the Act or appointed to the board under section 1.11;

“**examination**” means a theoretical examination, given orally or in writing, or a practical examination, or any combination of these, and includes a supplemental examination;

“**in good standing**” means, in respect of a registrant,

- (a) the registration of the registrant is not suspended under the Act, and
- (b) no limits or conditions are imposed on the registrant’s practice of nursing under section 20(2.1) or (3), 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act;

“**personal information**” means “personal information” as defined in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*;

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“**public representative**” means a person who is not a registrant or former registrant, and includes an appointed board member;

“**record**” means a “record” as defined in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*;

“**registrar**” means the registrar for the college appointed under section 21(1) of the Act;

“**Regulation**” means the Nurses (Registered) and Nurse Practitioners Regulation, B.C. Reg. 284/2008;

“**regulations**” means the regulations under the Act;

“**respondent**” means a registrant or former registrant named in a citation under section 37 of Act;

“**special resolution**” means a resolution which requires a three-quarters vote of those persons in attendance and eligible to vote at a meeting;

“**standards of practice**” means the standards, limits and conditions for the practice of nursing established by the board under section 19(1)(k) of the Act;

“**standards of professional ethics**” means the standards of professional ethics established by the board under section 19(1)(l) of the Act;

“**website**” means the website maintained and administered by the college in accordance with section 18(3) of the Act.

## **PART 1 – COLLEGE BOARD, COMMITTEES AND PANELS**

### **Composition of the board**

- 1.01** (1) Subject to sections 1.02 and 1.10, the board consists of nine elected board members and the appointed board members.
- (2) Subject to sections 1.02 and 1.10, the nine elected board members referred to in subsection (1) must be elected as follows, in accordance with the bylaws:
- (a) three elected board members must be elected to hold office as rural elected board members;
  - (b) three elected board members must be elected to hold office as urban elected board members;
  - (c) three elected board members must be elected to hold office as at-large elected board members.

### **Transitional**

- 1.02** (1) Until September 1, 2010, the board consists of twelve elected board members and the appointed board members.
- (2) Subject to sections 1.09 and 1.11,
- (a) the elected board members who held office on April 1, 2010 as the president and as the elected board members elected from District 1 (Vancouver Richmond/Steveston), District 2 (North Shore-Coastal), District 4 (Victoria-Gulf Islands), District 9 (Interior South) and District 10 (Interior North) will hold office as elected board members until the expiry of their terms of office on September 1, 2010,
  - (b) the elected board members who held office on April 1, 2010 as the elected board members elected from District 3 (Vancouver Island North), District 5 (Fraser South and East), District 6 (Fraser North), District 7 (Northeast) and District 8 (Northwest) will continue to hold office as elected board members until the expiry of their terms of office on September 1, 2011, and
  - (c) the elected board member who held office on April 1, 2010 as the president-elect will continue to hold office as an elected board member until the expiry of the member's term of office as an elected board member on September 1, 2012.

### **Eligibility for election to the board**

- 1.03** (1) Subject to subsections (2) to (7), the following classes of registrants are eligible to be elected in an election under section 17(3)(a) of the Act:

- (a) registered nurse registrants;
  - (b) nurse practitioner registrants;
  - (c) grandparented nurse practitioner registrants.
- (2) To be eligible to be elected in an election under section 17(3)(a) of the Act, a registrant must be in good standing, and must ordinarily reside in British Columbia.
- (3) To be eligible to be elected to hold office as a rural elected board member, an urban elected board member, or an at-large elected board member, respectively, a registrant must deliver a signed declaration to the registrar certifying that the registrant elects to stand for election to the applicable office in accordance with section 1.06(2)(c).
- (4) An elected board member is not eligible to be elected to another office as an elected board member with an overlapping term of office in an election under section 17(3)(a) of the Act, unless he or she resigns his or her existing office as an elected board member at the time he or she submits his or her nomination for the other office.
- (5) A registrant is not eligible to be elected in an election under section 17(3)(a) of the Act if he or she is employed by the college, unless he or she files with the registrar a written agreement to resign his or her employment with the college if elected as an elected board member.
- (6) A registrant who is not in good standing is not eligible to be elected in an election under section 17(3)(a) of the Act.
- (7) An elected board member who has held office for a consecutive period of six years or more is not eligible to be elected in an election under section 17(3)(a) of the Act until at least one year has passed since expiry of the member's most recent term of office.

### **Eligibility to vote in elections**

**1.04** The following classes of registrants are eligible to vote in an election under section 17(3)(a) of the Act:

- (a) registered nurse registrants;
- (b) licensed graduate nurse registrants;
- (c) nurse practitioner registrants;
- (d) grandparented nurse practitioner registrants;
- (e) provisional registrants;
- (f) non-practicing registrants.

## **Transitional - no election in 2018**

- 1.041** (1) Despite sections 1.05 to 1.07, every election under section 17(3)(a) of the Act to fill to a vacancy resulting from the term of office of an elected board member position expiring in 2018 is postponed by one year.
- (2) For the purposes of an election to fill a vacancy referred to in subsection (1),
- (a) the references in section 1.05(1) and 1.07(2) to “the expiry of the applicable terms of office” must be read as “the date that is 12 months after the expiry of the applicable terms of office”, and
- (b) the reference in section 1.06(2) to “the expiry of the applicable term of office” must be read as “the date that is 12 months after the expiry of the applicable term of office”.

## **Notice of election**

- 1.05** (1) The registrar must notify every registrant referred to in section 1.04 of an election by delivering notice at least 120 days before the expiry of the applicable terms of office.
- (2) The notice must contain information about the nomination procedure and the election procedure.
- (3) The accidental omission to deliver notice of an election to, or the non-receipt of such a notice by, any person entitled to receive notice does not invalidate the election, any proceedings in relation thereto, or the results thereof.

## **Nomination procedure**

- 1.06** (1) A candidate for election to a vacant office must be nominated by five registrants in good standing referred to in section 1.04 who have not nominated any other candidate for election to the same office.
- (2) A nomination under subsection (1) must be presented in a manner satisfactory to the registrar, and must be delivered to the registrar at least 90 days before the expiry of the applicable term of office, accompanied by
- (a) a letter of consent from the person nominated,
- (b) a declaration in writing by the person nominated that he or she will observe the provisions of the Act, the regulations and these bylaws, and the procedures related to the election and the conduct of the election, and

- (c) a declaration in writing by the person nominated certifying that he or she elects to stand for office as a rural elected board member, an urban elected board member, or an at-large elected board member, as the case may be.
- (3) A nomination is not valid if the person nominated is not eligible for election to the applicable vacant office under section 1.03.
- (4) A registrant must not simultaneously be nominated for election to more than one vacant office.

### **Election procedure**

- 1.07**
- (1) The registrar must supervise and administer all board elections, and may establish additional procedures, consistent with the bylaws, for that purpose.
  - (2) The registrar must prepare and deliver to each registrant referred to in section 1.04 an election ballot for each vacant office to be filled in an election, and a designated envelope, not less than 60 days before the expiry of the applicable terms of office.
  - (3) Subject to section 1.10(3), each registrant referred to in section 1.04 is entitled to one ballot for each vacant office to be filled by election, and may vote in favour of one candidate to be elected on such ballot for that vacant office.
  - (4) The registrar must not count a ballot unless it is received by the election trustee in the designated envelope no later than the date determined by the registrar under subsection (1) and indicated on the ballot.
  - (5) Subject to section 1.10(3), the candidate for a vacant office who receives the most votes on the return of the ballots is elected.
  - (6) In the case of a tie vote for a vacant office, the registrar must
    - (a) administer a run-off election in accordance with this section between the tied candidates, if there are more than two candidates for the vacant office, or
    - (b) select the successful candidate by random draw, if there are only two candidates for the vacant office, or if there remains a tie vote after a run-off election under paragraph (a).
  - (7) The registrar must determine any dispute or irregularity with respect to any nomination, ballot or election.
  - (8) Subject to section 1.10(3), if only one candidate is nominated for election to a vacant office under section 1.06 by the close of nominations, the nominee is elected by acclamation.
  - (9) The registrar must use Form 1 to certify newly elected members of the board under section 17.1(1) of the Act.

(10) In this section:

“**designated envelope**” means the envelope sent to registrants with the election ballot and return addressed to the election trustee;

“**election trustee**” means a professional accounting firm or other person designated by the registrar as election trustee for the purposes of an election.

### **Terms of office**

**1.08** (1) Subject to the Act and sections 1.02 and 1.09 to 1.11, the term of office for an elected board member is three years, commencing on September 1 of the year in which he or she is elected.

(2) An elected board member may resign at any time by delivering a notice in writing to the registrar and the resignation is effective upon receipt by the registrar.

### **Removal of elected board member**

**1.09** (1) An elected board member ceases to hold office as an elected board member if he or she

- (a) ceases to be a registered nurse registrant, nurse practitioner registrant or grandparented nurse practitioner registrant in good standing,
- (b) ceases to be a resident of British Columbia,
- (c) becomes an employee of the college,
- (d) resigns from office as an elected board member, or
- (e) dies.

(2) An elected board member may be removed from office as an elected board member

- (a) by resolution of the board passed by at least two-thirds of the board members voting on the resolution, in accordance with section 17.11(5) of the Act, or
- (b) by special resolution of the registrants in good standing in attendance at a general meeting of the college.

### **2010, 2011 and 2012 elections**

**1.10** (1) The following elected board member positions will be filled by election in 2010 for three year terms of office commencing on September 1, 2010:

- (a) one rural elected board member;
- (b) one urban elected board member;

- (c) one at-large elected board member.
- (2) The following elected board member positions will be filled by election in 2011 for the terms of office specified in this subsection, commencing on September 1, 2011:
- (a) two rural elected board members, one of whom will be elected to a three year term of office and one of whom will be elected to a four year term of office, to be selected by random draw;
  - (b) two urban elected board members, one of whom will be elected to a three year term of office and one of whom will be elected to a four year term of office, to be selected by random draw;
  - (c) one at-large elected board member.
- (3) For the purposes of the election in 2011,
- (a) each registrant will be entitled to one ballot for the two rural elected board member positions to be filled, one ballot for the two urban elected board member positions to be filled, and one ballot for the at-large elected board member position to be filled, and may vote in favour of two candidates on the ballot for rural elected board member positions, two candidates on the ballot for urban elected board member positions, and one candidate on the ballot for the at-large elected board member position,
  - (b) the two candidates who receive the most votes on the return of the ballots for the rural elected board member positions will be elected to hold office as rural elected board members,
  - (c) the two candidates who receive the most votes on the return of the ballots for the urban elected board member positions will be elected to hold office as urban elected board members,
  - (d) if only two candidates are nominated for election to rural elected board member positions under section 1.06 by the close of nominations, the nominees will be elected by acclamation,
  - (e) if only two candidates are nominated for election to urban elected board member positions under section 1.06 by the close of nominations, the nominees will be elected by acclamation, and
  - (f) the provisions of section 1.07 will otherwise apply.
- (4) One at-large elected board member position will be filled by election in 2012 for a three year term of office commencing on September 1, 2012.

## **Vacancy**

- 1.11** If an elected board member ceases to hold office as an elected board member before the expiry of his or her term of office,

- (a) if the individual who was runner-up in the previous election for that office is still eligible to be elected and is willing and able to serve, the board must appoint that individual to fill the resulting vacancy, who will immediately assume the former board member's office as an elected board member, and will hold office for the remainder of the former board member's term of office, and
- (b) if the resulting vacancy is not filled under paragraph (a), the board may, by special resolution, appoint a registrant to fill the resulting vacancy who is eligible to be elected to that office, who will immediately assume the former board member's office as an elected board member, and will hold office for the remainder of the former board member's term of office.

### **Remuneration of board members**

#### **1.12 Board members are equally entitled to be**

- (a) remunerated for time spent on business of the college, in the amount approved by the board from time to time, and
- (b) reimbursed by the college for reasonable expenses necessarily incurred in connection with the business of the college.

### **Board chair and vice-chair**

#### **1.13 (1) At the first meeting of the board after an election under section 17(3)(a) of the Act, the board must elect a board chair and board vice-chair from among its members, by a majority vote.**

##### **(1.1) Despite subsection (1), on April 1, 2010,**

- (a) the board member who held office as president on April 1, 2010 assumes office as board chair, and
- (b) the board member who held office as president-elect on April 1, 2010 assumes office as board vice-chair.

##### **(2) The board chair or board vice-chair ceases to hold office as board chair or board vice-chair**

- (a) upon the election of a new board chair or board vice-chair, as the case may be, under subsection (1), or
- (b) if he or she
  - (i) ceases to hold office as an elected board member,
  - (ii) resigns from the office of board chair or board vice-chair, as the case may be, or
  - (iii) is removed from the office of board chair or board vice-chair by a majority vote of the board.

- (3) If the board chair or board vice-chair ceases to hold that office under subsection (2)(b), the board must elect another board chair or board vice-chair from among its members, by a majority vote, to fill the vacancy in the applicable office as soon as is convenient.
- (4) The board chair
  - (a) must preside at all general meetings of the college and board meetings,
  - (b) must sign the minutes of each meeting after they are approved by the board, and
  - (c) must act generally in accordance with the requirements of his or her office for the proper carrying out of the duties of the board.
- (5) If the board chair is absent or unable to act, the board vice-chair may exercise the powers and must perform the duties of the board chair.
- (6) If the board chair and board vice-chair are both absent or unable to act, the board may authorize another board member to exercise the powers and perform the duties of the board chair.

### **Board meetings**

- 1.14**
- (1) The board must meet at least four times in each fiscal year.
  - (2) The board chair may call a meeting of the board.
  - (3) The registrar
    - (a) must call the first meeting of the board after an election under section 17(3)(a) of the Act, and
    - (b) must call a meeting of the board on receipt of a written request or requests for a meeting by any four board members setting out any matter or matters on which a decision will be sought at the meeting.
  - (4) In calling a meeting of the board under subsection (2) or (3), the board chair or the registrar must provide reasonable notice of the meeting to all board members, registrants, and the public.
  - (5) Notice of a board meeting may be provided to registrants and the public under subsection (4) by posting a notice on the website.
  - (6) Despite subsection (4), the board chair or the registrar may call a meeting of the board without providing notice to registrants or the public if necessary to conduct urgent business.

- (7) The accidental omission to deliver notice of a board meeting to, or the non-receipt of such a notice by, any person entitled to receive notice does not invalidate proceedings at that meeting.
- (8) Subject to subsection (9), the registrar must provide the following to any person, on request:
  - (a) details of the time and place of a board meeting;
  - (b) a copy of the agenda for the board meeting;
  - (c) a copy of the minutes of any previous board meeting.
- (9) A copy of an agenda provided under subsection (8)(b) or minutes provided under subsection (8)(c) may be edited to remove information about any matter referred to in subsection (11), provided that the reasons for removing that information are noted in the edited agenda or minutes.
- (10) Subject to subsection (11), meetings of the board must be open to registrants and to the public.
- (11) The board may exclude any person who is not a board member from any part of a meeting if it is satisfied that one or more of the following matters will be discussed:
  - (a) financial or personal or other matters that are of such a nature that the interest of any affected person or the public interest in avoiding disclosure of those matters outweighs the public interest in board meetings being open to the public;
  - (b) information concerning an application by any individual for registration under section 20 of the Act or certified practice designation under section 4.18, or reinstatement or renewal thereof, the disclosure of which would be an unreasonable invasion of the applicant's personal privacy;
  - (c) information concerning a complaint against, or investigation of, any individual under Part 3 of the Act, the disclosure of which would be an unreasonable invasion of the individual's personal privacy;
  - (d) information the disclosure of which may prejudice the interests of any person involved in
    - (i) a proceeding under the Act, including a disciplinary proceeding under Part 3 of the Act or a review under Part 4.2 of the Act, or
    - (ii) any other criminal, civil or administrative proceeding;
  - (e) personnel matters;
  - (f) property acquisitions;
  - (g) the contents of examinations;

- (h) information concerning the scoring or results of examinations, any request for approval to write an examination again under section 4.23(3) or (4), or any report of an invigilator under section 4.23(5), the disclosure of which would be an unreasonable invasion of any individual's personal privacy;
  - (i) communications with the Office of the Ombudsman;
  - (j) instructions given to or opinions received from legal counsel, or any other matter which is subject to solicitor-client privilege;
  - (k) information which the college would be required or authorized to refuse to disclose to an applicant making a request for records under Part 2 of the *Freedom of Information and Protection of Privacy Act*;
  - (l) information which the college is otherwise required by law to keep confidential.
- (12) If the board excludes any person from a part of a meeting, it must have its reasons for doing so noted in the minutes of the meeting.
- (13) The registrar must ensure that minutes are taken at each board meeting and retained on file.
- (14) Subject to subsection (15), eight members of the board, of whom at least five are elected board members, constitute a quorum.
- (15) For the purposes of conducting a review under section 4.21 or 4.24 or issuing a direction under section 4.23(4), three members of the board constitute a quorum, provided that a majority of the board members in attendance are elected board members, and at least one-third of the board members in attendance are appointed board members.
- (16) In taking a vote at a meeting, other than one conducted by secret ballot, the chair of the meeting must first determine those board members in favour, opposed, and abstaining, after which the chair may cast his or her vote.
- (17) The chair of the meeting is not required to vote whether or not that vote would affect the outcome.
- (18) In case of a tie vote the chair of the meeting does not have a second vote in addition to the vote to which the chair is entitled as a board member, and the proposed resolution does not pass.
- (19) The board may meet and conduct business in person, or by video, telephone conference, web casting, or an equivalent medium.
- (20) Except as otherwise provided under the Act, the most recent edition of *Robert's Rules of Order* governs the procedures at meetings of the board.

### **Resolutions in writing**

- 1.15** (1) A resolution approved by a majority of all board members in writing, including by mail, facsimile, or e-mail, is valid and binding and of the same effect as if such resolution had been duly passed at a meeting of the board.
- (2) A special resolution approved by three-quarters of all board members in writing, including by mail, facsimile, or e-mail, is valid and binding and of the same effect as if such special resolution had been duly passed at a meeting of the board.
- (3) A report of any resolution or special resolution approved under subsection (1) or (2) must be verified and made a part of the minutes of the next meeting of the board.

### **Registration committee**

- 1.16** (1) The registration committee is established consisting of at least nine persons appointed by the board.
- (2) At least one-third of the total membership of the registration committee must consist of public representatives, at least one of whom must be an appointed board member.
- (3) The registration committee may consult, as it considers necessary or appropriate, with registrants or other persons who have expertise relevant to a particular area of practice or any other matter considered by the committee.

### **Inquiry committee**

- 1.17** (1) The inquiry committee is established consisting of at least nine persons appointed by the board.
- (2) At least one-third of the total membership of the inquiry committee must consist of public representatives, at least one of whom must be an appointed board member.
- (3) The inquiry committee may consult, as it considers necessary or appropriate, with registrants or other persons who have expertise relevant to a particular area of practice or any other matter considered by the committee.

### **Discipline committee**

- 1.18** (1) The discipline committee is established consisting of at least nine persons appointed by the board.
- (2) At least one-third of the total membership of the discipline committee must consist of public representatives, at least one of whom must be an appointed board member.

- (3) The discipline committee may consult, as it considers necessary or appropriate, with registrants or other persons who have expertise relevant to a particular area of practice or any other matter considered by the committee.

### **Quality assurance committee**

- 1.19**
- (1) The quality assurance committee is established consisting of ten persons appointed by the board as follows:
    - (a) three registered nurse registrants;
    - (b) four nurse practitioner registrants;
    - (c) three public representatives.
  - (2) The quality assurance committee must administer and maintain the college's continuing competence and quality assurance program in accordance with subsection 4 and Part 5.
  - (3) The quality assurance committee may consult, as it considers necessary or appropriate, with registrants or other persons who have expertise relevant to a particular area of practice or any other matter considered by the committee.
  - (4) The quality assurance committee may
    - (a) monitor and review the prescribing of selected drugs or drug classes,
    - (b) identify concerns, trends or issues related to selected drug or drug class prescribing practices, and
    - (c) provide information on selected drug or drug class prescribing practices to
      - (i) the nurse practitioner standards committee for consideration in the development of standards of practice and standards of professional ethics for the practice of nursing by nurse practitioner registrants,
      - (ii) the registrar for the purpose of commencing or conducting continuing competence audits under section 5.10, or
      - (iii) selected groups of registrants or the profession as a whole for the purpose of promoting safe client care and high practice standards in relation to the prescribing of drugs.
  - (5) Despite section 1.29(3) but subject to sections 26.2 and 53 of the Act and subsection (4)(c), the quality assurance committee or a panel of that committee must meet *in camera*, and the committee's or panel's activities and all records of such activities must be maintained in confidence.

## **Finance and audit committee**

- 1.20** (1) The finance and audit committee is established consisting of at least six persons appointed by the board, including
- (a) at least four board members, of whom
    - (i) at least one must be an elected board member, and
    - (ii) at least one must be an appointed board member, and
  - (b) at least two persons who must not be board members.
- (2) The finance and audit committee must
- (a) advise the board on the needs of the college in regard to financial administration, and the financial implications of board decisions,
  - (b) advise the board on the application of legislative, regulatory and other financial requirements to the college,
  - (c) recommend, for the approval of the board, financial policies essential to the financial administration of the college, and
  - (d) advise the board on financial risk management and audit issues related to the administration of the college.
- (3) The finance and audit committee may consult, as it considers necessary or appropriate, with registrants or other persons who have expertise relevant to any matter considered by the committee.

## **Education program review committee**

- 1.21** (1) The education program review committee is established consisting of up to twelve persons appointed by the board, including
- (a) at least seven registered nurse or nurse practitioner registrants, of whom
    - (i) at least two must be nurse educators from nursing education programs,
    - (ii) at least two must be nurse administrators,
    - (iii) at least one must be appointed to represent practice, and
    - (iv) at least two must be appointed to represent health care employers, of whom at least one must be nominated by the Ministry of Health,
  - (b) at least one member of a non-nursing health care profession who must be confirmed by the applicable regulatory or licensing authority for that profession to be suitable for membership on the committee,
  - (c) at least one administrator of a post-secondary educational institution, and

- (d) at least one educator who must be nominated by the Ministry of Advanced Education.
- (2) The education program review committee may consult, as it considers necessary or appropriate, with registrants or other individuals who have expertise related to a program or course or any other matter considered by the committee.
- (3) The education program review committee must
  - (a) review nursing education programs and courses required by applicants for registration under Part 4, in accordance with any applicable criteria or policies established by the board,
  - (b) review, to the extent the committee considers appropriate, new or changed nursing education programs and courses, in accordance with any applicable criteria or policies established by the board,
  - (c) report to the board and make recommendations about nursing education programs and courses to be recognized for the purposes of registration, and any terms and conditions of recognition,
  - (d) regularly review and recommend policies and procedures pertaining to the review of nursing education programs and courses, and
  - (e) perform such other duties and exercise such other powers as may from time to time be assigned to the committee by the board.

### **Nominations committee**

- 1.22** (1) The nominations committee is established consisting of four persons appointed by the board as follows:
- (a) three registered nurse registrants or nurse practitioner registrants;
  - (b) one public representative.
- (2) The nominations committee must
- (a) implement the procedure established by the registrar under section 1.07(1) for obtaining nominations for elected board member offices,
  - (b) review all nominations received by the registrar under section 1.06 for elected board member offices,
  - (c) determine whether nominations submitted for elected board member offices comply with applicable eligibility requirements under the bylaws,
  - (d) use reasonable efforts to obtain at least one candidate for each vacant elected board member office, and
  - (e) present a ticket of nominations to the board chair and the registrar.

### 1.23 *[deleted]*

#### **Nurse practitioner standards committee**

- 1.24** (1) The nurse practitioner standards committee is established consisting of twelve persons appointed by the board, as follows:
- (a) seven registrants, of whom
    - (i) at least six are nurse practitioner registrants, and
    - (ii) a seventh may be either a registered nurse registrant or a nurse practitioner registrant;
  - (b) two medical practitioners who must be confirmed by the College of Physicians and Surgeons of British Columbia to be suitable for membership on the committee;
  - (c) one pharmacist who must be confirmed by the College of Pharmacists of British Columbia to be suitable for membership on the committee;
  - (d) one person nominated by the Ministry of Health;
  - (e) one person who is a public representative.
- (2) At least one of the registrants appointed under subsection (1)(a) must be a nurse educator from a nurse practitioner education program.
- (3) The nurse practitioner standards committee
- (a) must develop, review and recommend to the board standards of practice and standards of professional ethics for the practice of nursing by nurse practitioner registrants in accordance with section 9(3) of the Regulation, and
  - (b) may, as necessary or appropriate, develop, review and recommend to the board additional standards of practice or standards of professional ethics for the practice of nursing by nurse practitioner registrants under any enactment of British Columbia or Canada.
- (4) The committee may consult, as it considers necessary or appropriate, with registrants or other persons who have expertise relevant to a particular area of practice or on any other matter considered by the committee.

#### **Nurse practitioner examination committee**

- 1.25** (1) The nurse practitioner examination committee is established consisting of ten persons appointed by the board, as follows:
- (a) seven registered nurse registrants, nurse practitioner registrants, or persons who are registered in another jurisdiction as, in the opinion of the board, the

- equivalent of a nurse practitioner registrant, the majority of whom must be nurse practitioner registrants or the equivalent;
- (b) one registrant of another non-nursing health profession college established or continued under the Act for which successful completion of an objective structured clinical examination is a registration requirement, who must be confirmed by that college to be suitable for membership on the committee;
  - (c) one educator who must not be a registrant;
  - (d) one public representative.
- (2) The nurse practitioner examination committee may consult, as it considers necessary or appropriate, with registrants or other persons who have expertise relevant to a particular area of practice or any other matter considered by the committee.
  - (3) The nurse practitioner examination committee must direct the development of the objective structured clinical examination(s) and score the objective structured clinical examination(s) and written examination(s) required by the registration committee for nurse practitioner registration.

### **Certified practices approval committee**

- 1.26** (1) The certified practices approval committee is established consisting of at least nine persons appointed by the board, including
- (a) at least four registered nurse registrants, at least two of whom must hold current certified practice designation,
  - (b) at least one nurse practitioner registrant,
  - (c) one person who must be nominated by health care employers, to represent health care employers,
  - (d) one medical practitioner who must be confirmed by the College of Physicians and Surgeons of British Columbia to be suitable for membership on the committee, and
  - (e) one pharmacist who must be confirmed by the College of Pharmacists of British Columbia to be suitable for membership on the committee.
- (2) The committee members appointed under subsection (1)(a) and (b) must include
- (a) at least one nurse educator from a nursing education program,
  - (b) at least one clinical nurse educator,
  - (c) at least one nurse administrator, and
  - (d) at least one registrant who is employed or engaged in direct clinical practice.

- (3) The certified practices approval committee may consult, as it considers necessary or appropriate, with registrants or other persons who have expertise relevant to a certified practice course or any other matter considered by the committee.
- (4) The certified practices approval committee must
  - (a) review certified practice courses, in accordance with any applicable criteria or policies established by the board,
  - (b) review, to the extent the committee considers appropriate, new or changed certified practice courses, in accordance with any applicable criteria or policies established by the board,
  - (c) report to the board and make recommendations about certified practice courses to be approved for the purpose of certified practice designation, and any terms and conditions of approval,
  - (d) regularly review and recommend policies and procedures pertaining to the review of certified practice courses,
  - (e) review the competencies required for any certified practice, and make recommendations to the board for approval of such required competencies, and
  - (f) review and approve certified practice decision support tools for use by registrants with a certified practice designation.

## **Committees**

- 1.27**
- (1) Subject to section 1.28(4), committee members
    - (a) must be appointed by the board for terms of office specified by the board not exceeding three years, and
    - (b) are eligible for reappointment as a committee member, but may not serve more than two consecutive terms as a member of the same committee.
  - (2) Subject to section 1.21, 1.24, 1.25 and 1.26, only a public representative or a member of one of the following classes of registrants may serve as a member of a committee:
    - (a) registered nurse registrants;
    - (b) licensed graduate nurse registrants;
    - (c) nurse practitioner registrants;
    - (d) grandparented nurse practitioner registrants;
    - (e) non-practicing registrants.
  - (3) The board must designate a committee chair and a committee vice-chair from among the members of each committee.

- (4) Each committee must annually submit a report of its activities to the board.
- (5) A committee member ceases to hold a position as a committee member if he or she
  - (a) ceases to be eligible for appointment to the applicable position under subsection (2) and sections 1.16 to 1.26,
  - (b) resigns as a committee member, or
  - (c) dies.
- (6) Except as provided in subsection (5), a committee member may only be removed before the expiry of his or her term of office as a committee member by a majority vote of the board.

### **Committee panels**

- 1.28** (1) The discipline committee, the inquiry committee, and the registration committee may meet in panels of three committee members, which must include at least one public representative.
- (2) The quality assurance committee may meet in panels of at least three committee members which must include at least one public representative.
- (3) The chair of a committee referred to in subsection (1) or (2) must appoint the members of a panel and must designate a chair of the panel.
- (4) A member of a panel of a committee referred to in subsection (1) or (2) who has resigned or whose appointment or term of office as a member of the applicable committee has expired may, even if a successor is appointed or elected as a member of the committee, continue to serve as a member of the panel to complete work of the panel that began before the resignation or expiry.
- (5) A panel of a committee referred to in subsection (1) or (2) may exercise any power and perform any duty of that committee.

### **Meetings of a committee or panel**

- 1.29** (1) A majority of a committee constitutes a quorum.
- (2) All members of a panel constitute a quorum.
- (3) The provisions of section 1.14(10) to (13) and (16) to (20) and section 1.15 apply to a committee or a panel as if it were the board, with any necessary changes.

### **Remuneration of committee members**

- 1.30** Committee members are equally entitled to be

- (a) remunerated for time spent on business of the college, in the amount approved by the board from time to time, and
- (b) reimbursed by the college for reasonable expenses necessarily incurred in connection with the business of the college.

## **PART 2 – COLLEGE ADMINISTRATION**

### **Seal**

- 2.01** (1) A seal for the college must be approved by the board.
- (2) The seal of the college must be affixed, by those persons designated by the board, to such documents as the board may direct by resolution.

### **Registrar**

- 2.02** (1) In addition to the registrar's powers and duties under the Act, the registrar is the chief executive officer of the college and holds final responsibility for all administrative and operational matters for the college.
- (2) The registrar is a non-voting member of every committee of the college.
- (3) The registrar is authorized to establish, by bylaw, forms for the purposes of the bylaws, and to require the use of such forms by registrants.
- (4) The registrar may designate an officer, employee or agent of the college to exercise any power or perform any duty of the registrar assigned by the registrar.
- (5) An officer, employee or agent of the college referred to in subsection (4) has the same authority as the registrar when the officer, employee or agent is acting on behalf of the registrar.

### **Deputy registrar**

- 2.03** If the board appoints a deputy registrar under section 21 of the Act, the exercise or performance by the deputy registrar of any power or duty of the registrar is subject to any directions given by the registrar.

### **Fiscal year**

- 2.04** The fiscal year of the college commences on March 1 and ends on the last day of February in the following year.

### **Banking**

- 2.05** The board must establish and maintain such accounts with a chartered bank, trust company or credit union as the board determines necessary from time to time.

## Payments and commitments

- 2.06** (1) The board
- (a) must annually approve an operating expense and revenue budget for each fiscal year, and
  - (b) may from time to time, as and subject to any conditions the board considers necessary, authorize the registrar to approve capital expenditures up to a maximum amount as determined by the board.
- (2) The registrar may authorize any budgeted expenditure provided that the registrar is satisfied that the expenditure will not cause the total of the annual operating expense and revenue budget to be exceeded.
- (3) The registrar may authorize an expenditure that was not contemplated by the operating expense and revenue budget or that exceeds the amounts set out in that budget for any item of expense, or a capital expenditure, provided that the registrar is satisfied that the contemplated expenditure will not
- (a) compromise the board's annual objectives,
  - (b) cause the total of the annual operating expense and revenue budget to be exceeded, or
  - (c) exceed the registrar's authority to approve capital expenditures as authorized by the board under subsection (1)(b).
- (4) If the registrar authorizes an expenditure under subsection (3), the registrar must report that action to the board at its next meeting.

## Collection of funds as agent

- 2.07** (1) In this section, “**association**” means a health profession association defined in section 1 of the Act or similar organization, whose members are registrants or persons registered or licensed for the practice of nursing in another Canadian jurisdiction.
- (2) In each fiscal year, the college may collect from registrants an amount equivalent to the annual fees of an association, whether or not the registrant is a member of the association, provided that the board and the association execute a written agreement to this effect.
- (3) Funds received by the registrar under subsection (2) are collected by the college as agent for the association and are held by the college on trust for the association.

## **Borrowing powers**

**2.08** The board may raise money, or guarantee or secure the payment of money in the name of the college, in any manner determined by the board, in order to carry out the purposes of the college.

## **Investments**

**2.09** The board may invest funds of the college in accordance with the board's investment policy, which must be consistent with sections 15.1 and 15.2 of the *Trustee Act*.

## **Auditor**

- 2.10** (1) The board must appoint a chartered accountant or a certified general accountant to be the auditor.
- (2) The registrar must submit the financial statement to the auditor within 60 days of the end of the fiscal year.
- (3) A copy of the auditor's report must be included in the annual report.

## **Legal counsel**

**2.11** The registrar, the board or, with the approval of the registrar, a committee or panel, may retain legal counsel for the purpose of advising the college, committee or panel on any matter, and assisting the board, committee, panel, registrar, or any officer, employee or agent of the college in exercising any power or performing any duty under the Act.

## **General meetings**

- 2.12** (1) A general meeting of the college must be held in British Columbia at a time and place determined by the board.
- (2) An annual general meeting must be held at least once in every calendar year and not more than 20 months after the holding of the last preceding annual general meeting.
- (3) The following matters must be considered at an annual general meeting:
- (a) financial statements;
  - (b) the report of the board;
  - (c) the report of the auditor, if any.
- (4) Every general meeting, other than an annual general meeting, is a special general meeting.
- (5) The board

- (a) may convene a special general meeting by resolution of the board, and
- (b) must convene a special general meeting within 75 days after receipt by the registrar of a request for such a meeting signed by at least ten percent of all registrants referred to in section 1.04.

### **Notice of general meetings**

#### **2.13 (1) The board must**

- (a) deliver notice of an annual or special general meeting to registrants referred to in section 1.04 and every board member and committee member at least 60 days before the meeting, and
  - (b) provide reasonable notice of the general meeting to the public.
- (2) Notice of a general meeting must include
- (a) the place, day and time of the meeting,
  - (b) the general nature of the business to be considered at the meeting,
  - (c) any resolutions proposed by the board, and
  - (d) any resolutions proposed by registrants under section 2.14 and delivered to the registrar before the mailing of the notice.
- (3) At the discretion of the board, notice of a general meeting may specify that registrants will be permitted to attend the meeting by video, teleconference, web casting, or an equivalent medium, in accordance with instructions specified in the notice.
- (4) Notice of a general meeting may be delivered to registrants under subsection (1)(a) by
- (a) transmitting notice of the meeting to the electronic mail address specified in the register under section 4.26(1) for every registrant referred to in section 1.04 who has provided an electronic mail address to the college, and
  - (b) posting a notice on the website.
- (5) Notice of a general meeting may be provided to the public under subsection (1)(b) by posting a notice on the website.
- (6) The accidental omission to deliver notice of a meeting or resolution to, or the non-receipt of such a notice by any person entitled to receive such notice does not invalidate proceedings at that meeting.

## **Resolutions proposed by registrants**

- 2.14** (1) Any ten registrants referred to in section 1.04 may deliver a written notice to the registrar at least 120 days before the date of an annual or special general meeting requesting the introduction of a resolution.
- (2) On receipt of a notice specified in subsection (1) and at least 14 days before the date of that meeting, and subject to section 1.23, the registrar must deliver a notice and a copy of the resolution to each registrant referred to in section 1.04.
- (3) A registrant referred to in section 1.04 may propose a resolution at a general meeting from the floor and any such resolution will be noted by the chair of the meeting and placed at the end of the agenda to be debated if time permits.

## **Proceedings at general meetings**

- 2.15** (1) The quorum at a general meeting is ten registrants in good standing referred to in section 1.04 attending in person or in accordance with subsection (2).
- (2) If the notice of the general meeting specifies that registrants may attend the meeting by video, teleconference, web casting, or an equivalent medium, registrants in good standing referred to in section 1.04 may attend and participate in the meeting by such medium, in accordance with the instructions specified in the notice, and any registrants so attending must be included in the quorum.
- (3) No business, other than the adjournment or termination of the meeting, may be conducted at a general meeting at a time when a quorum is not in attendance.
- (4) If at any time during a general meeting there ceases to be a quorum in attendance, business then in progress must be suspended until there is a quorum in attendance.
- (5) If a quorum is not in attendance within 30 minutes from the time appointed for the commencement of a general meeting, or from any time during a general meeting when there ceases to be a quorum in attendance, the meeting must be adjourned.
- (6) In the absence of both the board chair and the board vice-chair,
- (a) an acting chair for a general meeting must be elected from the elected board members in attendance by a majority vote of the registrants in good standing in attendance, or
  - (b) in the absence of any elected board member, an acting chair must be elected from the registrants in attendance by a majority vote of the registrants in good standing in attendance.

- (7) A general meeting may be adjourned from time to time and from place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (8) When a meeting is adjourned in accordance with subsection (5) or by motion, notice of the rescheduled meeting must be delivered as in the case of the original meeting.
- (9) Each registrant in good standing referred to in section 1.04 in attendance at a general meeting is entitled to cast one vote on every resolution considered at the meeting.
- (10) In case of a tie vote, the proposed resolution does not pass.
- (11) A resolution passed or defeated at a general meeting must not bind the board, any committee of the college, the registrar, or any other officer, employee or agent of the college in the exercise of its or their powers or in the performance of its or their duties under the Act or any other enactment.
- (12) Except as otherwise provided under the Act, the most recent edition of *Robert's Rules of Order* governs the procedures at general meetings.

#### **Notice to public representatives**

- 2.16** Every notice or mailing provided to the general membership of the college, except a notice or mailing relating to renewal of registration under Part 4, must also be provided to each public representative serving on the board or a committee.

## PART 3 – COLLEGE RECORDS

### **Responsibility for administration of *Freedom of Information and Protection of Privacy Act***

- 3.01** (1) The registrar is the “head” of the college for the purposes of the *Freedom of Information and Protection of Privacy Act*.
- (2) The registrar may authorize a deputy registrar or another officer, employee, or agent of the college to exercise any power or perform any duty of the registrar under the *Freedom of Information and Protection of Privacy Act*.
- (3) The board must ensure that the registrar performs his or her duties under the *Freedom of Information and Protection of Privacy Act*.
- (4) The registrar must report annually to the board regarding the steps he or she has taken to perform his or her duties under the *Freedom of Information and Protection of Privacy Act*.

### **Fees for information requests**

- 3.02** Subject to section 75 of the *Freedom of Information and Protection of Privacy Act*, an applicant who requests access to a college record under section 5 of the *Freedom of Information and Protection of Privacy Act* must pay the fees specified in Schedule B for services required to comply with the information request.

### **Protection of personal information**

- 3.03** (1) The board must take reasonable measures to ensure that the collection, use, and disclosure of personal information by the college complies with the *Freedom of Information and Protection of Privacy Act*.
- (2) The board must take reasonable measures to ensure that, if personal information is sent to any person or service provider for processing, storage or destruction, a contract is made with that person or service provider which includes an undertaking by the person or service provider that the confidentiality of that personal information will be maintained.

### **Disclosure of annual report**

- 3.04** The registrar must make each annual report under section 18(2) of the Act available electronically and free of charge on the website, must notify registrants that the report is available, and must provide a paper copy of the report to any person on request upon payment of the applicable fee specified in Schedule B.

### **Disclosure of registration status**

- 3.05** (1) If the college receives an inquiry about the registration status of a person, the registrar must disclose
- (a) whether or not the person is a registrant or a former registrant, and
  - (b) any information respecting the person that is included in the register under section 21(2) or (5) of the Act as of the date the inquiry is made, if the person is a registrant or a former registrant, unless access to that information is refused under section 22(2) of the Act.
- (2) Subject to section 39.3 of the Act, the registrar must not release the names of complainants, patients, or their families, or information which might otherwise enable a person inquiring about the status of a registrant to establish the identity of complainants, patients, or their families, except with the consent of the person affected.

### **Manner of disposal of college records containing personal information**

- 3.06** The board must ensure that a college record containing personal information is disposed of only by
- (a) effectively destroying a physical record by utilizing a shredder or by complete burning,
  - (b) erasing information recorded or stored by electronic methods on tapes, disks or cassettes in a manner that ensures that the information cannot be reconstructed,
  - (c) returning the record to the person the information pertains to, or
  - (d) returning the record to the registrant who compiled the information.

## PART 4 – REGISTRATION

### Interpretation

**4.01** In this Part, “**registration committee**” has the same meaning as in section 20(6) of the Act.

### Classes of registrants

**4.02** The following classes of registrants are established:

- (a) registered nurse registration;
- (b) temporary registered nurse registration;
- (c) licensed graduate nurse registration;
- (d) nurse practitioner registration;
- (e) temporary nurse practitioner registration;
- (f) grandparented nurse practitioner registration;
- (g) provisional registration for the purposes of section 20(4.3) of the Act;
- (h) non-practicing registration;
- (i) grandparented student registration;
- (j) employed student registration.

### General registration requirements

- 4.03** (1) An applicant for registration in any class of registrants must deliver the following to the registrar:
- (a) evidence satisfactory to the registration committee that the applicant is of good character and fit to engage in the practice of nursing;
  - (b) any applicable application and registration fees specified in Schedule D;
  - (c) any other outstanding fine, fee, debt or levy owed to the college;
  - (d) a statutory declaration in Form 11;
  - (e) a signed criminal record check authorization in Form 12, accompanied by any required payment;
  - (f) a certificate, letter, or other evidence in a form satisfactory to the registration committee, dated within 90 days of the date of application, from each applicable regulatory or licensing authority in every jurisdiction where the applicant is or was, at any time, registered or licensed for the practice of nursing or another health profession, certifying that

- (i) the applicant's entitlement to practise nursing or the other health profession has not been cancelled, suspended, limited, restricted, or made subject to conditions in the applicable jurisdiction at any time, or specifying particulars of any such cancellation, suspension, limitation, restriction, or conditions,
    - (ii) there is no investigation, review, or other proceeding underway in the applicable jurisdiction that could result in the applicant's entitlement to practise nursing or the other health profession being cancelled, suspended, limited, restricted, or made subject to conditions, or specifying particulars of any such investigation, review, or other proceeding, and
    - (iii) the applicant's entitlement to practise nursing or the other health profession has not been voluntarily relinquished in the applicable jurisdiction with the effect of preventing the commencement or completion of an investigation, review, or other proceeding that could have resulted in the applicant's entitlement to practise nursing or the other health profession in the applicable jurisdiction being cancelled, suspended, limited, restricted, or made subject to conditions, or specifying particulars of any such relinquishment;
  - (g) evidence satisfactory to the registration committee of the applicant's English language proficiency.
- (2) Subsection (1) does not apply to
- (a) applicants for temporary registered nurse registration under section 4.05(4) or temporary nurse practitioner registration under section 4.09(4), or
  - (b) persons entitled to licensed graduate nurse registration under section 4.06(1).
- (3) Subsection (1)(f) does not apply to applicants for temporary registered nurse registration under section 4.05(1) or temporary nurse practitioner registration under section 4.09(1).
- (4) Subsection (1)(d) to (g) does not apply to
- (a) applications by provisional registrants for registered nurse registration under section 4.04(4) or nurse practitioner registration under section 4.08(3), or
  - (b) applicants for non-practicing registration under section 4.12.
- (5) An applicant for reinstatement as a registered nurse registrant or licensed graduate nurse registrant under section 4.07 or reinstatement as a nurse practitioner registrant under section 4.10 must deliver to the registrar
- (a) the items referred to in subsection (1)(a) to (c), if the application is under section 4.07(2)(a)(i) or 4.10(2)(a)(i) and is delivered to the registrar within 90 days of the date the applicant ceased to be registered as a registered

nurse registrant, licensed graduate nurse registrant or nurse practitioner registrant, as the case may be,

- (b) the items referred to in subsection (1)(a) to (d) and (f), if the application is under section 4.07(2)(a)(i) or 4.10(2)(a)(i) and paragraph (a) does not apply, or
- (c) the items referred to in subsection (1)(a) to (f), if paragraphs (a) and (b) do not apply.

### **Registered nurse registration**

- 4.04** (1) For the purposes of section 20(2) of the Act, the requirements for registered nurse registration are
- (a) successful completion of a registered nurse education program recognized by the board for the purpose of registration and specified in Schedule C,
  - (b) successful completion of the examination(s) required by the registration committee,
  - (c) evidence satisfactory to the registration committee that the applicant is competent to practise as a registered nurse registrant, and
  - (d) receipt by the registrar of
    - (i) a completed application for registered nurse registration in Form 2,
    - (ii) an original transcript, or other evidence satisfactory to the registration committee, reflecting the applicant's degree or diploma, and evidence satisfactory to the registration committee that the applicant is the person named therein, and
    - (iii) the items required under section 4.03(1).
- (2) Despite subsection (1)(a) to (c) and (d)(ii), an applicant may be granted registered nurse registration by the registration committee if the applicant
- (a) holds registration or licensure in another Canadian jurisdiction as the equivalent of a registered nurse registrant, which is not subject to any practice limitations, restrictions or conditions in that jurisdiction that do not apply generally to registered nurse registrants in British Columbia, and provides evidence satisfactory to the registration committee of the applicant's registration or licensure, and that the applicant is the person named therein,
  - (b) provides evidence satisfactory to the registration committee that the applicant meets any applicable continuing competence and quality assurance requirements established by the applicable regulatory or licensing authority in the jurisdiction referred to in paragraph (a), and
  - (c) meets the requirements in subsection (1)(d)(i) and (iii).

- (3) Despite subsection (1), the registration committee has discretion, in satisfying itself under section 20 of the Act that an applicant meets the conditions and requirements for registration as a member of the college, to consider whether the applicant's knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement and the competencies or other qualifications established in subsection (1)(a) and (c), and to grant registered nurse registration on that basis, if the applicant
  - (a) has successfully completed the examination(s) required by the registration committee, and
  - (b) meets the requirements in subsection (1)(d).
- (4) Despite subsections (1) to (3), a provisional registrant granted registration under section 4.11(1) may be granted registered nurse registration by the registration committee, upon successful completion of any examinations or upgrading of knowledge, skills or abilities required by the registration committee under section 20(4.3)(b) of the Act, if the registrant delivers to the registrar
  - (a) a completed application for registered nurse registration in Form 2,
  - (b) the items required under section 4.03(1)(a) to (c), and
  - (c) evidence satisfactory to the registration committee of meeting all applicable continuing competence and quality assurance requirements under Part 5.
- (5) For greater certainty, a former registered nurse registrant within the meaning of section 4.07(1) is not eligible for registration under subsection (1) or (3) without satisfying the applicable requirements for reinstatement as a registered nurse registrant under section 4.07.
- (6) A registered nurse registrant may use the title "registered nurse" or "nurse", or the abbreviation "RN".

### **Temporary registered nurse registration**

- 4.05** (1) An applicant may be granted temporary registered nurse registration by the registration committee, for a period of up to 90 days, if the applicant
- (a) holds registration or licensure in another Canadian jurisdiction as the equivalent of a registered nurse registrant, which is not subject to any practice limitations, restrictions or conditions in that jurisdiction that do not apply generally to registered nurse registrants in British Columbia, and provides evidence satisfactory to the registration committee of the applicant's registration or licensure, and that the applicant is the person named therein,
  - (b) authorizes the applicant's current and former employers to provide information regarding the applicant's current nursing practice,

- (c) signs a declaration confirming that the applicant is applying for temporary registered nurse registration solely for the purpose of performing or providing services
    - (i) at, or in conjunction with, a named conference or other time-limited event, or
    - (ii) as an instructor or participant in a named clinical education program, and
  - (d) delivers to the registrar
    - (i) a completed application for temporary registered nurse registration in Form 3, and
    - (ii) the items required under section 4.03(1), except paragraph (f).
- (2) Despite subsection (1)(d)(ii) and section 4.03(1)(b), the registrar may waive or reimburse any applicable application or registration fees payable or paid in respect of registration under subsection (1), if, in the opinion of the registrar, circumstances exist in relation to the applicant or registrant that warrant waiver or reimbursement.
- (3) A person who is granted registration under subsection (1) is not again eligible to apply for registration under that subsection until a period of at least six months has elapsed since the expiry of the person's most recent registration under that subsection, unless
- (a) in the opinion of the registration committee, exceptional circumstances exist in relation to the person that warrant a shorter period, and
  - (b) the registration committee specifies the shorter period.
- (4) Despite subsection (1), an applicant may be granted temporary registered nurse registration by the registration committee on an emergency basis, for a period of up to 90 days, if
- (a) an emergency situation has been declared by the registrar, according to criteria set by the board,
  - (b) the applicant
    - (i) holds registration or licensure in another jurisdiction as the equivalent of a registered nurse registrant, which is not subject to any practice limitations, restrictions or conditions in that jurisdiction that do not apply generally to registered nurse registrants in British Columbia, and provides evidence satisfactory to the registration committee of the applicant's registration or licensure, and that the applicant is the person named therein, or
    - (ii) is eligible for reinstatement as a registered nurse registrant under section 4.07, and

- (c) either
  - (i) the applicant is a member of the Canadian or US armed forces, and provides satisfactory evidence thereof, or
  - (ii) the applicant
    - (A) authorizes the applicant's current and former employers to provide information regarding the applicant's current nursing practice, and
    - (B) signs a declaration confirming that the applicant is applying for temporary registered nurse registration solely for the purpose of providing assistance during the emergency situation.
- (5) The registration committee may renew the temporary registered nurse registration of a person granted registration under subsection (4), upon request, if the registrar's declaration of an emergency situation continues to be in effect.
- (6) A temporary registered nurse registrant may provide services as if he or she is a registered nurse registrant.
- (7) A temporary registered nurse registrant may use the title "temporary registered nurse" or "temporary nurse", or the abbreviation "RN(T)".

### **Licensed graduate nurse registration**

- 4.06** (1) A person is entitled to licensed graduate nurse registration if the person
- (a) applied before October 1, 1990 for membership in the Registered Nurses' Association of British Columbia as a licensed graduate nurse and was granted membership as a licensed graduate nurse under the *Nurses (Registered) Act*, R.S.B.C. 1979, c. 302, and
  - (b) held current membership in the Registered Nurses' Association of British Columbia as a licensed graduate nurse on August 18, 2005.
- (2) A person described in subsection (1)(a) who does not meet the requirement established in subsection (1)(b) is deemed to be a former licensed graduate nurse registrant for the purpose of section 4.07.
- (3) Despite subsection (1), an applicant may be granted licensed graduate nurse registration by the registration committee if the applicant
- (a) holds registration or licensure in another Canadian jurisdiction as the equivalent of a licensed graduate nurse registrant, which is not subject to any practice limitations, restrictions or conditions in that jurisdiction that do not apply generally to licensed graduate nurse registrants in British Columbia, and provides evidence satisfactory to the registration committee of the

applicant's registration or licensure, and that the applicant is the person named therein,

- (b) provides evidence satisfactory to the registration committee that the applicant meets any applicable continuing competence and quality assurance requirements established by the applicable regulatory or licensing authority in the jurisdiction referred to in paragraph (a), and
- (c) delivers to the registrar
  - (i) a completed application for licensed graduate nurse registration in Form 4, and
  - (ii) the items required under section 4.03(1).
- (4) For greater certainty, a former licensed graduate nurse registrant within the meaning of section 4.07(1) is not eligible for registration under this section without satisfying the applicable requirements for reinstatement as a licensed graduate nurse registrant under section 4.07.
- (5) A licensed graduate nurse registrant may perform or provide services as if he or she is a registered nurse registrant.
- (6) A licensed graduate nurse registrant may use the title "licensed graduate nurse" or "nurse", or the abbreviation "LGN".

#### **Reinstatement as a registered nurse registrant or licensed graduate nurse registrant**

**4.07** (1) In this section:

**"former registered nurse registrant"** means a provisional registrant, non-practicing registrant or former registrant who was previously registered

- (a) as a registered nurse registrant or a nurse practitioner registrant under the Act, or
- (b) as a registered nurse under section 14 of the *Nurses (Registered) Act*, R.S.B.C. 1996, c. 335;

**"former licensed graduate nurse registrant"** means a provisional registrant, non-practicing registrant or former registrant who was previously

- (a) registered as a licensed graduate nurse registrant under the Act, or
  - (b) licensed as a licensed graduate nurse under section 17 of the *Nurses (Registered) Act*, R.S.B.C. 1996, c. 335.
- (2) A former registered nurse registrant or former licensed graduate nurse registrant whose registration or licensure was not cancelled or suspended under section 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act or section 43 of the *Nurses (Registered) Act*, R.S.B.C. 1996, c. 335, and who did not voluntarily relinquish their

registration under the Act or their registration or licensure under the *Nurses (Registered) Act*, R.S.B.C. 1996, c. 335 in circumstances as described in section 20(2.1)(b.1) of the Act, may, subject to section 20 of the Act, be reinstated by the registration committee as a registered nurse registrant or licensed graduate nurse registrant, as the case may be, if

- (a) the applicant
  - (i) ceased to be registered as a registered nurse registrant or licensed graduate nurse registrant, as the case may be, less than one year before the date of the application for reinstatement, and provides evidence satisfactory to the registration committee that the applicant has met all applicable continuing competence and quality assurance requirements under Part 5 as though the applicant had been a registered nurse registrant or a licensed graduate nurse registrant for the period since the applicant ceased to be registered,
  - (ii) has successfully completed any examinations or upgrading of knowledge, skills or abilities that the registration committee considers necessary for the applicant to be reinstated as a registered nurse registrant or licensed graduate nurse registrant, and provides any other evidence required by the registration committee to demonstrate that the applicant has maintained knowledge, skills and abilities that are substantially equivalent to the standards of academic or technical achievement and the competencies or other qualifications established for initial applicants for registered nurse registration under section 4.04(1)(a) and (c), or
  - (iii) has been granted provisional registration under section 4.11(2) or (3), and successfully completes any examinations or upgrading of knowledge, skills or abilities required by the registration committee under section 20(4.3)(b) of the Act, and
- (b) the applicant delivers to the registrar
  - (i) a completed application for reinstatement in Form 5,
  - (ii) evidence satisfactory to the registration committee of meeting all applicable continuing competence and quality assurance requirements under Part 5, and
  - (iii) the items required under section 4.03(5), as applicable.
- (3) A former registered nurse registrant or former licensed graduate nurse registrant whose registration or licensure was cancelled or suspended under section 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act or section 43 of the *Nurses (Registered) Act*, R.S.B.C. 1996, c. 335, or who voluntarily relinquished their registration under the Act or their registration or licensure under the *Nurses (Registered) Act*, R.S.B.C. 1996, c. 335 in circumstances as described in section 20(2.1)(b.1) of the

Act, may, subject to sections 20, 37.1, 39 and 39.1 of the Act, be reinstated by the registration committee as a registered nurse registrant or licensed graduate nurse registrant, as the case may be, if the applicant

- (a) applies in writing to the registration committee for reinstatement,
- (b) meets all applicable requirements for initial registration in the applicable class of registration, and all applicable requirements under subsection (2), and
- (c) provides evidence satisfactory to the registration committee that reinstatement of the applicant's registration will not pose an undue risk to public health or safety.

### **Nurse practitioner registration**

**4.08** (1) For the purposes of section 20(2) of the Act, the requirements for nurse practitioner registration are

- (a) current registered nurse registration, or eligibility for registered nurse registration, under section 4.04,
- (b) successful completion of a nurse practitioner education program recognized by the board for the purpose of registration and specified in Schedule C,
- (c) successful completion of the examination(s) required by the registration committee,
- (d) evidence satisfactory to the registration committee that the applicant is competent to practise as a nurse practitioner registrant, and
- (e) receipt by the registrar of
  - (i) a completed application for nurse practitioner registration in Form 6,
  - (ii) an original transcript, or other evidence satisfactory to the registration committee, reflecting the applicant's degree, and evidence satisfactory to the registration committee that the applicant is the person named therein, and
  - (iii) the items required under section 4.03(1).

(2) Despite subsection (1), the registration committee has discretion, in satisfying itself under section 20 of the Act that an applicant meets the conditions and requirements for registration as a member of the college, to consider whether the applicant's knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement and the competencies or other qualifications established in subsection (1)(b) and (d), and to grant nurse practitioner registration on that basis, if the applicant

- (a) has successfully completed the examination(s) required by the registration committee, and

- (b) meets the requirements in subsection (1)(a) and (e).
- (3) Despite subsections (1) and (2), a provisional registrant granted registration under section 4.11(4) may be granted nurse practitioner registration by the registration committee, upon successful completion of any examinations or upgrading of knowledge, skills or abilities required by the registration committee under section 20(4.3)(b) of the Act, if the registrant delivers to the registrar
  - (a) a completed application for nurse practitioner registration in Form 6,
  - (b) the items required under section 4.03(1)(a) to (c), and
  - (c) evidence satisfactory to the registration committee of meeting all applicable continuing competence and quality assurance requirements under Part 5.
- (4) For greater certainty, a former nurse practitioner registrant within the meaning of section 4.10(1) is not eligible for registration under subsection (1) or (2) without satisfying the applicable requirements for reinstatement as a nurse practitioner registrant under section 4.10.
- (4.1) On July 24, 2012, a person who is entitled to grandparented nurse practitioner registration under section 4.101(1) immediately ceases to hold nurse practitioner registration.
- (5) For the purposes of the Regulation, a nurse practitioner registrant is authorized to practice nursing as a nurse practitioner.
- (6) A nurse practitioner registrant may use the titles “nurse practitioner”, “registered nurse”, “registered nurse practitioner”, or “nurse”, or the abbreviations “NP”, “RN”, or “RN-NP”.

### **Temporary nurse practitioner registration**

- 4.09** (1) An applicant may be granted temporary nurse practitioner registration by the registration committee, for a period of up to 90 days, if the applicant
- (a) holds registration or licensure in another Canadian jurisdiction as the equivalent of a nurse practitioner registrant, which is not subject to any practice limitations, restrictions or conditions in that jurisdiction that do not apply generally to nurse practitioner registrants in British Columbia, and provides evidence satisfactory to the registration committee of the applicant’s registration or licensure, and that the applicant is the person named therein,
  - (b) authorizes the applicant’s current and former employers to provide information regarding the applicant’s current nursing practice,

- (c) signs a declaration confirming that the applicant is applying for temporary nurse practitioner registration solely for the purpose of performing or providing services
  - (i) at, or in conjunction with, a named conference or other time-limited event, or
  - (ii) as an instructor or participant in a named clinical education program, and
- (d) delivers to the registrar
  - (i) a completed application for temporary nurse practitioner registration in Form 7, and
  - (ii) the items required under section 4.03(1), except paragraph (f).
- (2) Despite subsection (1)(d)(ii) and section 4.03(1)(b), the registrar may waive or reimburse any applicable application or registration fees payable or paid in respect of registration under subsection (1), if, in the opinion of the registrar, circumstances exist in relation to the applicant or registrant that warrant waiver or reimbursement.
- (3) A person who is granted registration under subsection (1) is not again eligible to apply for registration under that subsection until a period of at least six months has elapsed since the expiry of the person's most recent registration under that subsection, unless
  - (a) in the opinion of the registration committee, exceptional circumstances exist in relation to the person that warrant a shorter period, and
  - (b) the registration committee specifies the shorter period.
- (4) Despite subsection (1), an applicant may be granted temporary nurse practitioner registration by the registration committee on an emergency basis, for a period of up to 90 days, if
  - (a) an emergency situation has been declared by the registrar, according to criteria set by the board,
  - (b) the applicant
    - (i) holds registration or licensure in another jurisdiction as the equivalent of a nurse practitioner registrant, which is not subject to any practice limitations, restrictions or conditions in that jurisdiction that do not apply generally to nurse practitioner registrants in British Columbia, and provides evidence satisfactory to the registration committee of the applicant's registration or licensure, and that the applicant is the person named therein, or
    - (ii) is eligible for reinstatement as a nurse practitioner registrant under section 4.10, and

- (c) either
  - (i) the applicant is a member of the Canadian or US armed forces, and provides satisfactory evidence thereof, or
  - (ii) the applicant
    - (A) authorizes the applicant’s current and former employers to provide information regarding the applicant’s current nursing practice, and
    - (B) signs a declaration confirming that the applicant is applying for temporary nurse practitioner registration solely for the purpose of providing assistance during the emergency situation.
- (5) The registration committee may renew the temporary nurse practitioner registration of a person who is granted registration under subsection (4), upon request, if the registrar’s declaration of an emergency situation continues to be in effect.
- (6) A temporary nurse practitioner registrant may provide services as if he or she is a nurse practitioner registrant.
- (7) A temporary nurse practitioner registrant may use the title “temporary nurse practitioner” or “temporary nurse”, or the abbreviation “NP(T)”.

**Reinstatement as a nurse practitioner registrant**

- 4.10** (1) In this section, “**former nurse practitioner registrant**” means a provisional registrant, non-practicing registrant or former registrant who was previously registered as a nurse practitioner registrant, but does not include a person who ceased to hold nurse practitioner registration under section 4.08(4.1) unless, after July 24, 2012, that person subsequently requalified as a nurse practitioner registrant under section 4.08(1), (2) or (3).
- (2) A former nurse practitioner registrant whose registration was not cancelled or suspended under section 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act and who did not voluntarily relinquish their registration in circumstances as described in section 20(2.1)(b.1) of the Act, may, subject to section 20 of the Act, be reinstated by the registration committee as a nurse practitioner registrant if
- (a) the applicant
    - (i) ceased to be registered as a nurse practitioner registrant less than one year before the date of the application for reinstatement, and provides evidence satisfactory to the registration committee that the applicant has met all applicable continuing competence and quality assurance requirements under Part 5 as though the applicant had

been a nurse practitioner registrant for the period since the applicant ceased to be registered,

- (ii) has successfully completed any examinations or upgrading of knowledge, skills or abilities that the registration committee considers necessary for the applicant to be reinstated as a nurse practitioner registrant, and provides any other evidence required by the registration committee to demonstrate that the applicant has maintained knowledge, skills and abilities that are substantially equivalent to the standards of academic or technical achievement and the competencies or other qualifications established for initial applicants for nurse practitioner registration under section 4.08(1)(b) and (d), or
  - (iii) has been granted provisional registration under section 4.11(5), and successfully completes any examinations or upgrading of knowledge, skills or abilities required by the registration committee under section 20(4.3)(b) of the Act, and
- (b) the applicant delivers to the registrar
- (i) a completed application for reinstatement in Form 8,
  - (ii) evidence satisfactory to the registration committee of meeting all applicable continuing competence and quality assurance requirements under Part 5, and
  - (iii) the items required under section 4.03(5), as applicable.
- (3) A former nurse practitioner registrant whose registration was cancelled or suspended under section 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act or who voluntarily relinquished their registration in circumstances as described in section 20(2.1)(b.1) of the Act, may, subject to sections 20, 37.1, 39 and 39.1 of the Act, be reinstated by the registration committee as a nurse practitioner registrant if the applicant
- (a) applies in writing to the registration committee for reinstatement,
  - (b) meets all applicable requirements for initial registration as a nurse practitioner registrant, and all applicable requirements under subsection (2), and
  - (c) provides evidence satisfactory to the registration committee that reinstatement of the applicant's registration will not pose an undue risk to public health or safety.

### **Grandparented nurse practitioner registration**

**4.101** (1) A person is entitled to grandparented nurse practitioner registration if the person

- (a) was granted registration as a nurse practitioner registrant on or after September 30, 2011 and before July 24, 2012 without successfully completing
    - (i) the American Nurses Credentialing Center examination, or an alternative written examination considered acceptable by the nurse practitioner standards committee, and
    - (ii) an objective structured clinical examination developed under the direction of the nurse practitioner examination committee,
  - (b) was registered as a nurse practitioner registrant immediately before July 24, 2012, and
  - (c) has held grandparented nurse practitioner registration continuously from July 24, 2012.
- (2) Subject to subsection (3), a grandparented nurse practitioner registrant may provide services as if he or she is a nurse practitioner registrant.
  - (3) A grandparented nurse practitioner registrant may only perform a restricted activity described in section 9(1) of the Regulation
    - (a) under the supervision of a nurse practitioner registrant or an authorized medical practitioner, or
    - (b) as otherwise authorized under section 7 or 8 of the Regulation.
  - (4) A grandparented nurse practitioner registrant may use the title “grandparented nurse practitioner”, “registered nurse”, or “nurse”, or the abbreviations “GNP”, “RN”, or “RN-GNP”.

### **Provisional registration**

- 4.11** (1) An applicant for registered nurse registration may be granted provisional registration for the purposes of section 20(4.3) of the Act by the registration committee if the applicant
- (a) provides evidence satisfactory to the registration committee that the applicant has a combination of knowledge, skills or abilities such that the applicant is competent to practise as if the applicant were a registered nurse registrant, subject to any limits or conditions that may be imposed by the registration committee under section 20(4.3)(c) of the Act, and
  - (b) delivers to the registrar
    - (i) a completed application for provisional registration in Form 8.1, and
    - (ii) the items required under section 4.03(1).

- (2) Subject to subsection (6), an applicant for reinstatement or renewal of registered nurse registration may be granted provisional registration for the purposes of section 20(4.3) of the Act by the registration committee if the applicant
  - (a) meets all applicable requirements in
    - (i) section 4.07(2) or (3), except section 4.07(2)(a) and (b)(ii), or
    - (ii) section 4.15(2), except section 4.15(2)(e), and
  - (b) delivers to the registrar
    - (i) a completed application for provisional registration in Form 8.1, and
    - (ii) the items required under section 4.03(1).
  
- (3) Subject to subsection (6), an applicant for reinstatement or renewal of licensed graduate nurse registration may be granted provisional registration for the purposes of section 20(4.3) of the Act by the registration committee if the applicant
  - (a) meets all applicable requirements in
    - (i) section 4.07(2) or (3), except section 4.07(2)(a) and (b)(ii), or
    - (ii) section 4.15(2), except section 4.15(2)(e), and
  - (b) delivers to the registrar
    - (i) a completed application for provisional registration in Form 8.1, and
    - (ii) the items required under section 4.03(1).
  
- (4) An applicant for nurse practitioner registration may be granted provisional registration for the purposes of section 20(4.3) of the Act by the registration committee if the applicant
  - (a) meets the requirements in section 4.08(1)(a),
  - (b) meets the requirements in section 4.08(1)(b) and (e)(ii), or provides evidence satisfactory to the registration committee of
    - (i) successful completion of a nurse practitioner education program that is determined by the registration committee to be equivalent to a program referred to in section 4.08(1)(b), or
    - (ii) all of the following, as applicable:
      - (A) successful completion of a nurse practitioner education program at the master's or doctoral degree level that is accepted, by a regulatory or licensing authority in a jurisdiction in Canada or the United States of America which registers, licences or recognizes the distinct class, category or specialty of neonatal nurse practitioner, as

- meeting the education requirement for registration, licensure or recognition in such class, category or specialty;
- (B) having engaged in the practice of nursing as a neonatal nurse practitioner for a minimum of 900 hours over the three year period immediately preceding the date of application under this subsection, if the applicant did not within that period successfully complete the education program described in clause (A);
  - (C) successful completion of either the neonatal nurse practitioner certification examination offered by the National Certification Corporation and leading to the Neonatal Nurse Practitioner - Board Certified (NNP- BC) credential, or the neonatal oral and objective structured clinical examinations offered by the Ordre des Infirmières et Infirmiers du Québec,
- (c) provides evidence satisfactory to the registration committee that the applicant has a combination of knowledge, skills or abilities such that the applicant is competent to practise as if the applicant were a nurse practitioner registrant, subject to any limits or conditions that may be imposed by the registration committee under section 20(4.3)(c) of the Act, and
- (d) delivers to the registrar
- (i) a completed application for provisional registration in Form 8.1, and
  - (ii) the items required under section 4.03(1).
- (5) Subject to subsection (6), an applicant for reinstatement or renewal of nurse practitioner registration may be granted provisional registration for the purposes of section 20(4.3) of the Act by the registration committee if the applicant
- (a) meets all applicable requirements in
    - (i) section 4.10(2) or (3), except section 4.10(2)(a) and (b)(ii), or
    - (ii) section 4.15(2), except section 4.15(2)(e), and
  - (b) delivers to the registrar
    - (i) a completed application for provisional registration in Form 8.1, and
    - (ii) the items required under section 4.03(1).
- (6) If an applicant for reinstatement or renewal of registered nurse registration, licensed graduate nurse registration, or nurse practitioner registration has not provided satisfactory evidence of meeting the applicable continuing competence and quality assurance requirements under Part 5,

- (a) the applicant may only be granted provisional registration under subsection (2), (3) or (5) to allow the applicant to complete any examinations or upgrading of knowledge, skills or abilities required under section 20(4.3)(b) of the Act, and, if applicable, any uncompleted personal practice review requirements under section 5.07, assessment under section 5.01, or continuing competence audit under section 5.10, and
  - (b) provisional registration granted to the applicant under paragraph (a) must not be renewed if the applicant fails to complete the requirements under paragraph (a), unless, in the opinion of the registration committee, exceptional circumstances exist to justify the granting of such renewal despite the applicant's failure to complete those requirements.
- (7) Subject to any limits or conditions imposed under section 20(4.3)(c) of the Act, a provisional registrant
- (a) may provide services as if he or she is a registered nurse registrant, if the registrant is granted registration under subsection (1), (2) or (3), or
  - (b) may provide services as if he or she is a nurse practitioner registrant, if the registrant is granted registration under subsection (4) or (5).
- (8) A provisional registrant
- (a) may use the titles "registered nurse (provisional)" or "provisional nurse", or the abbreviation "RN(P)", if the registrant is granted registration under subsection (1) or (2),
  - (b) may use the titles "licensed graduate nurse (provisional)" or "provisional nurse", or the abbreviation "LGN(P)", if the registrant is granted registration under subsection (3),
  - (c) may use the titles "nurse practitioner (provisional)" or "provisional nurse", or the abbreviation "NP(P)", if the registrant is granted registration under subsection (4) or (5) and paragraph (d) does not apply in respect of the registrant, and
  - (d) may use the title "neonatal nurse practitioner (provisional)" or the abbreviation "NNP(P)", if the registrant is granted registration under subsection (4) through meeting the requirements set out in subsection (4)(b)(ii).
- (8.1) On December 31, 2024,
- (a) subsections (4)(b)(ii) and (8)(d) are repealed, and
  - (b) the registration of a provisional registrant who is granted registration under subsection (4) through meeting the requirements set out in subsection (4)(b)(ii) is cancelled immediately.

## **Non-practicing registration**

- 4.12** (1) An applicant who has qualified for registered nurse registration, licensed graduate nurse registration or nurse practitioner registration may be granted non-practicing registration by the registration committee if the applicant delivers to the registrar
- (a) a completed application for non-practicing registration in Form 9,
  - (b) a statutory declaration that the applicant will not perform or provide the services of a registered nurse registrant, licensed graduate nurse registrant or nurse practitioner registrant while registered under this section, and
  - (c) the items required under section 4.03(1)(b) and (c).
- (2) A non-practicing registrant must not practise nursing, or provide any service of a registered nurse registrant, licensed graduate nurse registrant or nurse practitioner registrant.
- (3) A non-practicing registrant may use the title
- (a) “non-practicing registered nurse” or “retired registered nurse”, if the registrant has qualified for registered nurse registration,
  - (b) “non-practicing licensed graduate nurse” or “retired licensed graduate nurse”, if the registrant has qualified for licensed graduate nurse registration, or
  - (c) “non-practicing nurse practitioner” or “retired nurse practitioner”, if the registrant has qualified for nurse practitioner registration.

## **Grandparented student registration**

- 4.121** (1) A person is entitled to grandparented student registration if the person
- (a) is enrolled as a student in
    - (i) a registered nurse education program recognized by the board for the purpose of registration and specified in Schedule C, or
    - (ii) an education program in another Canadian jurisdiction that is, in the opinion of the registration committee, the equivalent of a registered nurse education program recognized by the board for the purpose of registration and specified in Schedule C,
  - (b) was registered as a student registrant immediately before March 1, 2011, and
  - (c) has continued to hold grandparented student registration without interruption since March 1, 2011.
- (2) Subject to subsection (5), a grandparented student registrant may only provide nursing services

- (a) under the supervision of a registered nurse registrant or a nurse practitioner registrant, and
  - (b) while fulfilling the conditions or requirements for registration as a registered nurse registrant.
- (3) To be eligible for renewal of grandparented student registration under section 4.15, a grandparented student registrant must
- (a) remain enrolled in an education program described in subsection (1)(a)(i) or (ii), and
  - (b) provide evidence satisfactory to the registration committee of that continuing enrollment.
- (4) A grandparented student registrant may use the title “student nurse” or “nursing student”.
- (5) If a grandparented student registrant provides evidence satisfactory to the registration committee of an offer to be employed as a nursing student in a health care setting during or between terms of the applicant’s education program described in subsection (1)(a)(i) or (ii), the grandparented student registrant may
- (a) provide nursing services under the supervision of a registered nurse registrant or a nurse practitioner registrant, in the course of that employment, and
  - (b) use the title “employed student nurse” or “employed student of nursing”.

### **Employed student registration**

- 4.13** (1) An applicant may be granted employed student registration by the registration committee if the applicant
- (a) is enrolled as a student in
    - (i) a registered nurse education program recognized by the board for the purpose of registration and specified in Schedule C, or
    - (ii) an education program in another Canadian jurisdiction that is, in the opinion of the registration committee, the equivalent of a registered nurse education program recognized by the board for the purpose of registration and specified in Schedule C,
  - (b) provides evidence satisfactory to the registration committee of an offer to be employed as a nursing student in a health care setting during or between terms of the applicant’s education program described in paragraph (a)(i) or (ii), and
  - (c) delivers to the registrar

- (i) a completed application for employed student registration in Form 10,
  - (ii) evidence satisfactory to the registration committee of the applicant's enrollment in an education program described in paragraph (a)(i) or (ii), and that the applicant is the person named therein, and
  - (iii) the items required under section 4.03(1).
- (2) An employed student registrant may only provide nursing services under the supervision of a registered nurse registrant or a nurse practitioner registrant
  - (a) in the course of the employed student registrant's employment as described in subsection (1)(b), or
  - (b) while fulfilling the conditions or requirements for registration as a registered nurse registrant.
- (3) To be eligible for renewal of employed student registration under section 4.15, an employed student registrant must
  - (a) remain enrolled in an education program described in subsection (1)(a)(i) or (ii),
  - (b) continue to be employed as described in subsection (1)(b), and
  - (c) provide evidence satisfactory to the registration committee of that continuing enrollment and employment.
- (4) If an employed student registrant ceases to be employed as described in subsection (1)(b), the employed student registrant must notify the registrar within one month of the last day of employment.
- (5) An employed student registrant may use the title "employed student nurse" or "employed student of nursing".

### **Notification of registration**

- 4.14** (1) The registrar must deliver a notice to every applicant granted registration or whose registration is reinstated under this Part, which must specify
- (a) the registrant's class of registration, and any limits or conditions that apply to that class of registrants,
  - (b) any limits or conditions applicable to the registrant under section 20(2.1), (3) or (4.3) of the Act, and
  - (c) in the case of a temporary registered nurse registrant, temporary nurse practitioner registrant or provisional registrant, the expiration date of the registrant's registration specified by the registration committee.

- (2) Registration granted to a registered nurse registrant, licensed graduate nurse registrant, nurse practitioner registrant, grandparented nurse practitioner registrant or non-practicing registrant, or any renewal thereof, is valid until not later than the following last day of February, unless renewed in accordance with section 4.15.
- (3) Registration granted to a temporary registered nurse registrant, temporary nurse practitioner registrant or provisional registrant, or any renewal of provisional registration, is valid until not later than the expiration date specified in the notice under subsection (1), unless that registration is renewed in accordance with section 4.05(5), 4.09(5) or 4.16.
- (4) Any renewal of grandparented student registration is valid until the earlier of
  - (a) the following last day of February, or
  - (b) one month after the date the grandparented student registrant graduates from or ceases to be enrolled as a student in an education program described in section 4.121(1)(a)(i) or (ii),unless further renewed in accordance with section 4.15.
- (5) Registration granted to an employed student registrant, or any renewal thereof, is valid until the earlier of
  - (a) the following last day of February, or
  - (b) one month after the earlier of
    - (i) the date the employed student registrant graduates from or ceases to be enrolled as a student in an education program described in section 4.13(1)(a)(i) or (ii), or
    - (ii) the date the employed student registrant ceases to be employed as described in section 4.13(1)(b),unless renewed in accordance with section 4.15.

### **Registration renewal**

- 4.15** (1) Registration granted to a registered nurse registrant, licensed graduate nurse registrant, nurse practitioner registrant, grandparented nurse practitioner registrant, non-practicing registrant, grandparented student registrant or employed student registrant is subject to annual renewal on the last day of February of each year in accordance with this section.
- (2) Subject to sections 4.121(3) and 4.13(3), the registration of a registrant referred to in subsection (1) may be renewed by the registration committee if the registrant
    - (a) applies to the registrar for renewal of registration,
    - (b) pays any applicable registration renewal fee specified in Schedule D,

- (c) pays any other outstanding fine, fee, debt or levy owed to the college,
  - (d) attests that the registrant is in compliance with the Act, the regulations, and the bylaws, and any limits or conditions imposed under section 20, 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act, and
  - (e) provides evidence satisfactory to the registration committee of meeting all applicable continuing competence and quality assurance requirements under Part 5, including the requirements for an assessment of the registrant's professional performance under section 5.01 if the registrant has been selected for an assessment, and the requirement to complete a continuing competence audit under section 5.10 if the registrant has been selected for an audit.
- (3) Notice of annual renewal fees must be delivered to each registrant referred to in subsection (1) no later than January 10 of each year, and must describe the consequences of late payment or non-payment of renewal fees.
  - (4) Each registrant referred to in subsection (1) must pay to the college the applicable registration renewal fee on or before the last day of February of each year.
  - (5) The annual registration renewal fee may be paid in advance installments if approved by the board.
  - (6) On renewal of the registration of a registrant referred to in subsection (1), the registrar must deliver a notice to the registrant which must specify
    - (a) the registrant's class of registration, and any limits or conditions that apply to that class of registrants, and
    - (b) any limits or conditions applicable to the registrant under section 20(2.1) or (3), 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act.
  - (7) If a registrant referred to in subsection (1) fails to pay the applicable registration renewal fee on or before the date required under subsection (4), and any other outstanding fine, fee, debt, or levy owed to the college as of that date, the registrant ceases to be registered.

### **Renewal of provisional registration**

- 4.16** (1) Registration granted to a provisional registrant is subject to renewal on the applicable expiration date specified by the registration committee, in accordance with this section.
- (2) Subject to subsection (3) and section 4.11(6), the registration of a provisional registrant may be renewed by the registration committee if the registrant
- (a) applies to the registrar for renewal of registration,

- (b) pays any applicable registration renewal fee specified in Schedule D,
  - (c) pays any other outstanding fine, fee, debt or levy owed to the college,
  - (d) attests that the registrant is in compliance with the Act, the regulations, and the bylaws, and any limits or conditions imposed under section 20, 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act, and
  - (e) provides evidence satisfactory to the registration committee of meeting all applicable continuing competence and quality assurance requirements under Part 5, including the requirements for an assessment of the registrant's professional performance under section 5.01 if the registrant has been selected for an assessment, and the requirement to complete a continuing competence audit under section 5.10 if the registrant has been selected for an audit.
- (3) If an applicant for renewal of provisional registration has not provided satisfactory evidence of meeting the applicable continuing competence and quality assurance requirements under Part 5,
- (a) the applicant may only be granted renewal of provisional registration to allow the applicant to complete any examinations or upgrading of knowledge, skills or abilities required under section 20(4.3)(b) of the Act, and, if applicable, any uncompleted personal practice review requirements under section 5.07, assessment under section 5.01, or continuing competence audit under section 5.10, and
  - (b) provisional registration that is renewed under paragraph (a) must not be renewed again if the applicant fails to complete the requirements under paragraph (a), unless, in the opinion of the registration committee, exceptional circumstances exist to justify the granting of such renewal despite the applicant's failure to complete those requirements.
- (4) Each provisional registrant who applies for renewal of the registrant's registration must pay to the college the applicable registration renewal fee on or before the expiration date of the registrant's current registration.
- (5) The registration renewal fee for a provisional registrant may be paid in advance installments if approved by the board.
- (6) On renewal of the registration of a provisional registrant, the registrar must deliver a notice to the registrant which must specify
- (a) the registrant's class of registration, and any limits or conditions that apply to that class of registrants,
  - (b) any limits or conditions applicable to the registrant under section 20(2.1), (3) or (4.3), 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act, and

- (c) the expiration date of the registrant's renewed registration specified by the registration committee.
- (7) If a provisional registrant fails to pay the applicable registration renewal fee on or before the date required under subsection (4), and any other outstanding fine, fee, debt, or levy owed to the college as of that date, the registrant ceases to be registered.

### **Certificate of registration**

- 4.17** The registrar must make available to each registrant on the website a downloadable and printable certificate of registration in Form 13, which must
- (a) specify the registrant's class of registration, and any limits or conditions that apply to that class of registrants,
  - (b) specify any additional limits or conditions applicable to the registrant under section 20(2.1), (3) or (4.3), 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act,
  - (c) except in the case of a non-practicing registrant, state that the registrant is entitled to practise nursing in the Province of British Columbia as a member of the applicable class of registrants, subject to the registrant's compliance with the Act, the regulations, and the bylaws, and any applicable limits or conditions imposed under the Act, and
  - (d) specify the expiration date of the registrant's current registration.

### **Certified practices**

- 4.18** (1) In this section and sections 4.19 and 4.20, "**eligible registrant**" means a registered nurse registrant, nurse practitioner registrant or grandparented nurse practitioner registrant.
- (2) The college recognizes the certified practices set out in column one of Schedule E.
  - (3) An eligible registrant may apply to the registration committee to have a certified practice entered in the register in relation to the eligible registrant's name.
  - (4) The registrar must enter in the register a designation of the certified practice for which the eligible registrant applies, if the eligible registrant
    - (a) is in good standing,
    - (b) pays the applicable fee specified in Schedule D, and
    - (c) provides evidence satisfactory to the registration committee of meeting the applicable requirements established in column two of Schedule E.
  - (5) An eligible registrant's certified practice designation is valid until not later than the following last day of February, unless renewed in accordance with section 4.20.

- (6) The registrar must remove a registrant's certified practice designation from the register if the registrant
  - (a) fails to renew that designation in accordance with section 4.20, or
  - (b) ceases to be an eligible registrant.
- (7) An eligible registrant who has a certified practice entered into the register in respect of the eligible registrant's practice may, in relation to that specialty, use the terms set out in column three of Schedule E that pertain to that certified practice.
- (8) If the registration committee refuses a registrant's application for certified practice designation under this section, the registration committee must, within 30 days, notify the registrant of the decision and of the registrant's right to apply for a review of the decision under section 4.21.

### **Reinstatement of certified practice designation**

- 4.19** (1) An eligible registrant with respect to whom a certified practice designation was previously entered in the register under section 4.18 may apply to the registration committee for reinstatement of that certified practice designation.
- (2) Subject to subsection (3) and any other limits or conditions imposed on the applicant's practice under the Act, the certified practice designation of an applicant under subsection (1) may be reinstated by the registration committee if the applicant
  - (a) pays the applicable fee specified in Schedule D, and
  - (b) provides evidence satisfactory to the registration committee of
    - (i) meeting or continuing to meet all applicable requirements established in column two of Schedule E, and
    - (ii) meeting all applicable continuing competence and quality assurance requirements under Part 5.
- (3) If the certified practice designation of an applicant under subsection (1) was cancelled or suspended under section 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act, or voluntarily relinquished by the applicant in circumstances as described in section 20(2.1)(b.1) of the Act, the applicant's certified practice designation may only be reinstated if, in addition to meeting the requirements of subsection (2) and any conditions or requirements imposed under section 37.1, 39 or 39.1 of the Act, the applicant
  - (a) applies in writing to the registration committee for reinstatement of the applicant's certified practice designation, and
  - (b) provides evidence satisfactory to the registration committee that reinstatement of the applicant's certified practice designation will not pose an undue risk to public health or safety.

- (4) If the registration committee refuses to reinstate a registrant's certified practice designation under this section, the registration committee must, within 30 days, notify the registrant of that decision and of the registrant's right to apply for a review of the decision under section 4.21.

### **Renewal of certified practice designation**

- 4.20** (1) A certified practice designation entered in the register with respect to an eligible registrant is subject to annual renewal on the last day of February of each year in accordance with this section.
- (2) An eligible registrant's certified practice designation may be renewed by the registration committee if the eligible registrant
- (a) applies to the registrar for renewal of certified practice designation,
  - (b) pays any applicable renewal fee specified in Schedule D, and
  - (c) provides evidence satisfactory to the registration committee of
    - (i) continuing to meet all applicable requirements established in column two of Schedule E, and
    - (ii) meeting all applicable continuing competence and quality assurance requirements under Part 5.
- (3) If the registration committee refuses to renew a registrant's certified practice designation under this section, the registration committee must, within 30 days, notify the registrant of that decision and of the registrant's right to apply for a review of the decision under section 4.21.

### **Review of decisions on certified practice designation**

- 4.21** (1) A registrant referred to in section 4.18(8), 4.19(4) or 4.20(3) may apply in writing to the board for a review of the registration committee's decision refusing the registrant's application for certified practice designation or reinstatement or renewal thereof.
- (2) An application for a review under subsection (1) must be delivered to the registrar within 30 days of the day on which the applicant received notice of the registration committee's decision.
- (3) Subject to subsections (4) and (5), on receipt of an application under subsection (1), the board must conduct a review on the record.
- (4) If an applicant under subsection (1) wishes the board to consider evidence that is not part of the record, the applicant must, at the time the application is delivered to the registrar,

- (a) specify what evidence the applicant requests the board to consider, and
  - (b) identify any exceptional circumstances that warrant the board's consideration of that evidence.
- (5) If, in the opinion of the board, exceptional circumstances exist that warrant its consideration of evidence that is not part of the record, the registrar must make arrangements for the board to receive that evidence, either in writing or in person, as directed by the board.
- (6) After a review under this section, the board may
- (a) confirm the registration committee's decision,
  - (b) direct the registration committee to make a decision that could have been made by the registration committee in the matter, or
  - (c) send the matter back to the registration committee for reconsideration with directions.
- (7) The board must notify the applicant and the registration committee of its decision under subsection (6).
- (8) The registrar may establish additional procedures consistent with the bylaws for reviews under this section.

### **Use of titles**

- 4.22** A registrant may only use a title reserved for the exclusive use of registrants under the Regulation if the registrant
- (a) is registered in the class of registrant authorized under the bylaws to use the title, and
  - (b) uses the title in the manner authorized under the bylaws.

### **Examinations**

- 4.23** (1) All examinations required to be taken under this Part or under section 20(4.3)(b) of the Act must be approved by the board.
- (2) An applicant for registration who, to the satisfaction of the registration committee, has met the other applicable registration requirements is eligible to write any applicable examination(s) required by the registration committee.
- (3) An applicant for registration who on the first attempt fails an examination required by the registration committee
- (a) may write the examination a second time, and

- (b) may, if the applicant fails the examination again on the applicant's second attempt, write the examination a third time after meeting any conditions set by the registration committee to be eligible to do so.
- (4) An applicant for registration who fails a required examination three times may not write the examination again, unless the board directs otherwise.
- (5) If an invigilator has reason to believe that an applicant has engaged in improper conduct during the course of an examination, the invigilator must make a report to the registration committee and may recommend that the registration committee take one or more of the following courses of action
  - (a) fail the applicant,
  - (b) pass the applicant,
  - (c) require the applicant to rewrite the examination, or
  - (d) disqualify the applicant from participating in any examination for a period of time.
- (6) After considering a report made under subsection (5), the registration committee may take one or more of the courses of action specified in subsection (5).
- (7) An applicant disqualified under subsection (5)(d) must be provided with written reasons for the disqualification.

#### **Review of nurse practitioner examination results**

- 4.24** (1) An applicant for nurse practitioner registration may apply in writing to the board for a review of a determination by the nurse practitioner examination committee under section 1.25(3) of the applicant's score on an objective structured clinical examination or written examination.
- (2) An application for a review under subsection (1) must be delivered to the registrar within 30 days of the day on which the applicant received notice of the nurse practitioner examination committee's determination.
  - (3) Subject to subsections (4) and (5), on receipt of an application under subsection (1), the board must conduct a review on the record.
  - (4) If an applicant under subsection (1) wishes the board to consider evidence that is not part of the record, the applicant must, at the time the application is delivered to the registrar,
    - (a) specify what evidence the applicant requests the board to consider, and
    - (b) identify any exceptional circumstances that warrant the board's consideration of that evidence.

- (5) If, in the opinion of the board, exceptional circumstances exist that warrant its consideration of evidence that is not part of the record, the registrar must make arrangements for the board to receive that evidence, either in writing or in person, as directed by the board.
- (6) After a review under this section, the board may
  - (a) confirm the nurse practitioner examination committee's determination of the applicant's score on the examination,
  - (b) change the applicant's score on the examination, or
  - (c) send the matter back to the nurse practitioner examination committee for reconsideration with directions.
- (7) The board must notify the applicant and the nurse practitioner examination committee of its decision under subsection (6).
- (8) The registrar may establish additional procedures consistent with the bylaws for reviews under this section.

### **Electronic delivery of application information**

- 4.25** If authorized by the registrar, a requirement under this Part for an applicant or registrant to deliver information or any form to the registrar may be satisfied by the applicant or registrant
- (a) providing that information electronically or completing an equivalent electronic form on the website, or
  - (b) making other suitable arrangements for the delivery of that information or form to the registrar.

### **Registration information**

- 4.26** (1) For the purposes of section 21(2)(f) of the Act, the registrar must enter and maintain on the register the most recent electronic mail address, if any, provided to the college by each registrant.
- (2) A registrant must immediately notify the registrar of any change of name, address, telephone number, electronic mail address, or any other registration information previously provided to the registrar.

## PART 5 – QUALITY ASSURANCE

### Assessment of professional performance

- 5.01** (1) The quality assurance committee or an assessor appointed by that committee under section 26.1 of the Act may assess the professional performance of a registrant in accordance with criteria established by the board.
- (2) The registrar must ensure that the professional performance of each registered nurse registrant, licensed graduate nurse registrant, nurse practitioner registrant, and grandparented nurse practitioner registrant is assessed under subsection (1) periodically, at intervals required by the quality assurance committee.
- (3) An assessment of the professional performance of a registrant may include
- (a) an on-site visit to the registrant's place of practice,
  - (b) contacting a registrant's peers, co-workers, or clients, or family members of a registrant's clients, for the purpose of obtaining, in confidence, their feedback about the registrant's nursing practice and professional performance including without limitation their knowledge or opinions related to the registrant's employment, occupational or educational history and their personal recommendations or evaluations about the registrant,
  - (c) collecting information from individuals referred to in paragraph (b), with the consent of such individuals, for the purpose described in paragraph (b),
  - (d) reviewing patterns and processes of assessment, diagnosis, and clinical treatment including prescribing, or
  - (e) any other method of quality assurance approved by the board for the purposes of this Part.
- (4) An assessor referred to in subsection (1) or other person acting on behalf of the quality assurance committee must not observe a registrant while the registrant is providing a service to a patient except if
- (a) the consent of the patient being treated has been obtained in advance, or
  - (b) the service is being provided in a public setting.
- (5) A registrant selected for an assessment under this section
- (a) must comply with the requirements established by the quality assurance committee for such assessments, and
  - (b) must, if requested by the quality assurance committee or an assessor referred to in subsection (1), provide contact information for selected individuals, if any, referred to in subsection (3)(b) who are willing to provide

feedback under subsection (3)(c), in accordance with criteria established by the quality assurance committee.

- (6) If the quality assurance committee is required to notify the inquiry committee under section 26.2(3) of the Act, it must deliver notice in writing to the registrar.

**Continuing competence and quality assurance requirements: registered nurse registrants and licensed graduate nurse registrants**

- 5.02** (1) An applicant for renewal or reinstatement of registered nurse registration or licensed graduate nurse registration must
- (a) satisfy
    - (i) the basic practice hours requirement under section 5.05, and
    - (ii) the personal practice review requirement under section 5.07,
  - (b) have complied with the requirements for an assessment of the registrant's professional performance under section 5.01 if the registrant has been selected for an assessment, and
  - (c) have completed a continuing competence audit under section 5.10 if the registrant has been selected for an audit.
- (2) Subsection (1)(a)(i) does not apply to an applicant for reinstatement of registered nurse registration or licensed graduate nurse registration, if the applicant
- (a) meets the requirements of section 4.07(2)(a)(ii), or
  - (b) is a provisional registrant who meets the requirements of section 4.07(2)(a)(iii).

**Continuing competence and quality assurance requirements: nurse practitioner registrants and grandparented nurse practitioner registrants**

- 5.03** (1) An applicant for renewal or reinstatement of nurse practitioner registration, or renewal of grandparented nurse practitioner registration, must
- (a) satisfy
    - (i) the basic practice hours requirement under section 5.05,
    - (ii) the nurse practitioner practice hours requirement under section 5.06, and
    - (iii) the personal practice review requirement under section 5.07,
  - (b) have complied with the requirements for an assessment of the registrant's professional performance under section 5.01 if the registrant has been selected for an assessment, and

- (c) have completed a continuing competence audit under section 5.10 if the registrant has been selected for an audit.
- (2) Subsection (1)(a)(i) and (ii) does not apply to an applicant for reinstatement of nurse practitioner registration, if the applicant
  - (a) meets the requirements of section 4.10(2)(a)(ii), or
  - (b) is a provisional registrant who meets the requirements of section 4.10(2)(a)(iii).

### **Continuing competence and quality assurance requirements: provisional registrants**

**5.04** Except as provided in section 4.16(3), a provisional registrant who applies for renewal of provisional registration, or for granting of registered nurse registration under section 4.04(4) or nurse practitioner registration under section 4.08(3), must

- (a) satisfy the personal practice review requirement under section 5.07,
- (b) have complied with the requirements for an assessment of the registrant's professional performance under section 5.01 if the registrant has been selected for an assessment, and
- (c) have completed a continuing competence audit under section 5.10 if the registrant has been selected for an audit.

### **Basic practice hours requirement**

**5.05** To satisfy the basic practice hours requirement, an applicant must provide to the registrar satisfactory evidence of either

- (a) having done at least one of the following within the five-year period immediately preceding the application:
  - (i) engaged in a minimum of 1125 hours of registered nursing practice, as determined in accordance with criteria established by the board;
  - (ii) successfully completed a registered nurse education program recognized by the board for the purpose of registration and specified in Schedule C;
  - (iii) successfully completed a nursing re-entry course that is recognized by the board for the purpose of registration and specified in Schedule C, or determined by the registration committee to be equivalent to such a course;
  - (iv) successfully completed a nursing practice experience under the guidance and supervision of a preceptor, provided that the preceptor and design of the nursing practice experience have been previously approved by the registration committee in accordance with criteria established by the board;
  - (v) successfully completed a post-basic program leading to a baccalaureate, masters or doctoral degree in nursing or a field related to nursing that is

determined by the registration committee to be satisfactory to fulfill the basic practice hours requirement;

- (vi) successfully completed a competency assessment recognized by the registration committee for the purpose of assessing the substantial equivalency of an applicant's knowledge, skills and abilities to the college's requirements for initial registration as a registered nurse registrant, and any subsequent supplementary education required by the registration committee; or
- (b) current enrollment in a post-basic program described in paragraph (a)(v).

### **Nurse practitioner practice hours requirement**

**5.06** To satisfy the nurse practitioner practice hours requirement, an applicant must, in addition to satisfying the basic practice hours requirement, provide satisfactory evidence of either

- (a) having done at least one of the following within the three-year period immediately preceding the application:
  - (i) engaged in a minimum of 900 hours of practice as a nurse practitioner (excluding any hours of nursing practice counted towards satisfaction of the basic practice hours requirement) in accordance with criteria established by the board;
  - (ii) engaged in a minimum of 400 hours of practice as a nurse practitioner (excluding any hours of nursing practice counted towards satisfaction of the basic practice hours requirement) in accordance with criteria established by the board, and provided written evidence in a form acceptable to the registration committee which establishes the applicant's satisfactory performance as a nurse practitioner in such practice to the satisfaction of the registration committee; or
- (b) having done at least one of the following within the time frame required by the board:
  - (i) successfully completed a nurse practitioner education program recognized by the board for the purpose of registration and specified in Schedule C;
  - (ii) successfully completed a nurse practitioner re-entry course that is recognized by the board for the purpose of registration and specified in Schedule C, or determined by the registration committee to be equivalent to such a course;
  - (iii) successfully completed a nurse practitioner practice experience under the guidance and supervision of a preceptor, provided that the preceptor and design of the nurse practitioner practice experience must have been approved by the registration committee before the practice experience began.

## **Personal practice review requirements**

- 5.07** (1) To satisfy the personal practice review requirement, an applicant must provide a written declaration of having done each of the following within the one-year period immediately preceding the application:
- (a) completed a confidential self-assessment of registered nursing practice or nurse practitioner practice, as the case may be, using the standards of practice and any other documents required by the quality assurance committee for this purpose;
  - (b) sought and received peer feedback;
  - (c) developed and implemented a learning plan based on the self-assessment and peer feedback;
  - (d) evaluated the impact of the applicant's learning on the applicant's practice.
- (2) Despite subsection (1), if, during the one-year period immediately preceding the application, an applicant did not practise nursing, the applicant may satisfy the personal practice review requirement by providing a written declaration of having done both of the following within that one-year period:
- (a) completed a confidential self-assessment of registered nursing practice or nurse practitioner practice, as the case may be, using the standards of practice and any other documents required by the quality assurance committee for this purpose;
  - (b) developed and implemented a learning plan based on the self-assessment.

## **Continuing competence and quality assurance requirements: certified practice**

- 5.08** In addition to any other applicable continuing competence or quality assurance requirements under this Part, an applicant for renewal or reinstatement of a certified practice designation must
- (a) have
    - (i) engaged in the applicable certified practice, as determined in accordance with criteria established by the board, within the three-year period immediately preceding the application, and
    - (ii) included at least one example relating to the applicant's certified practice in a self-assessment under section 5.07(1)(a) or (2)(a) and in a learning plan developed and implemented by the applicant under section 5.07(1)(c) or (2)(b), within the one-year period immediately preceding the application, or
  - (b) have successfully completed a certification program approved by the board, within the three-year period immediately preceding the application.

## **Section repealed**

**5.09** [repealed effective January 18, 2017]

## **Verification**

**5.10** The registrar may cause audits of samples of registrants to be conducted as the registrar considers necessary or appropriate to verify their compliance with the continuing competence and quality assurance requirements in this Part.

## **Information**

- 5.11** (1) The quality assurance committee may require a registrant to submit information necessary to determine whether the registrant has met any applicable continuing competence and quality assurance requirements in this Part, or as part of a continuing competence audit under section 5.10.
- (2) Subject to sections 26.2 and 53 of the Act and subsection (3), the college must maintain the confidentiality of information obtained through the continuing competence and quality assurance program, and may only use that information for the purposes of the continuing competence and quality assurance program including without limitation the following purposes:
- (a) monitoring registrant compliance with the continuing competence and quality assurance program requirements;
  - (b) evaluating the effectiveness and efficiency of the continuing competence and quality assurance program;
  - (c) conducting activities described in section 1.19(4).
- (3) The college may compile, use, and disclose to the Ministry of Health, health care employers, registrants, other interested stakeholders or the public aggregate information or data obtained through the college's continuing competence and quality assurance programs relating to registrants' learning needs, strengths, drug prescribing practices and perceptions of their practice environment, provided that such aggregate information or data does not include personally identifiable information concerning any particular registrant, client or other identifiable individual.

## **Records**

**5.12** Every registrant must maintain and retain records of practice hours and information related to meeting applicable continuing competence and quality assurance requirements for at least five years.

## PART 6 – INSPECTIONS, INQUIRIES AND DISCIPLINE

### Disposition of complaints by registrar

**6.01** The registrar is authorized to act under section 32(3) of the Act.

### Inspections

**6.02** An inspector must not observe a registrant while the registrant is providing a service to a patient except if

- (a) the consent of the patient being treated has been obtained in advance, or
- (b) the service is being provided in a public setting.

### Identity of complainant

**6.03** The inquiry committee may order that the identity of a complainant not be disclosed if the committee is of the view that such disclosure would place the complainant at undue risk of harm.

### Consents and undertakings

**6.04** (1) The record of an undertaking or consent given under section 36 of the Act, a consent order under section 37.1 of the Act, or an agreement under section 32.2(4)(b) or 32.3(3)(b) of the Act must

- (a) include any consent to a reprimand or to any other action made by the registrant under section 32.2(4)(b), 32.3(3)(b), 36 or 37.1 of the Act,
- (b) include any undertaking made by the registrant under section 36 of the Act,
- (c) specify the length of time that an undertaking specified in paragraph (b) is binding on the registrant,
- (d) specify the procedure that the registrant may follow to be released from an undertaking specified in paragraph (b), and
- (e) subject to sections 22 and 39.3 of the Act and sections 3.05 and 6.08, specify what notification and disclosure of the terms, limits or conditions of the undertaking or consent may be given to others, including members of the public.

(2) If an undertaking or consent given under section 36 of the Act, a consent order under section 37.1 of the Act, or an agreement under section 32.2(4)(b) or 32.3(3)(b) of the Act requires the registrant to take any corrective or remedial action, the inquiry committee may direct the registrar

- (a) to monitor the registrant's compliance with that requirement, and

- (b) to report periodically to the chair or vice-chair of the inquiry committee regarding the registrant's compliance with that requirement.

### **Alternate dispute resolution**

- 6.05** (1) The inquiry committee may recommend under section 33(6)(b) of the Act that a complaint be referred to alternate dispute resolution if the registrant and complainant agree to take part in alternate dispute resolution.
- (2) Alternate dispute resolution may include, but is not limited to
- (a) negotiation, and
  - (b) mediation.
- (3) Alternate dispute resolution will be conducted in accordance with any policies and procedures established by the board.
- (4) If an agreement between the college and the registrant is reached through alternate dispute resolution, the terms of the agreement may be approved by the inquiry committee.
- (5) If any term of an agreement between the college and the registrant reached through alternate dispute resolution requires the registrant to undertake or consent to an action referred to in section 36(1) of the Act, the inquiry committee may request that the registrant make such an undertaking or consent if the inquiry committee considers the undertaking or consent to be appropriate in the circumstances.
- (6) If the terms of an agreement are approved by the inquiry committee under subsection (4), the inquiry committee must report the resolution of the matter to the board and must retain a copy of the agreement on file.
- (7) If an agreement is not reached through alternate dispute resolution, or the terms of an agreement reached are not approved by the inquiry committee, the matter must be referred back to the inquiry committee, which may then take any other action under section 33(6) of the Act.

### **Citation for disciplinary hearing**

- 6.06** (1) Before the issuance of any citation under section 37 of the Act, on the direction of a panel of the inquiry committee, the registrar may join one or more complaints or other matters which are to be the subject of a discipline hearing in one citation as the panel considers appropriate in the circumstances.
- (2) After the issuance of a citation or citations under section 37 of the Act, on the direction of a panel of the discipline committee, the registrar may, as the panel considers appropriate in the circumstances,

- (a) join one or more complaints or other matters which are to be the subject of a discipline hearing,
  - (b) sever one or more complaints or other matters which are to be the subject of a discipline hearing, or
  - (c) amend a citation.
- (3) If a citation is amended under subsection (2)(c) before a discipline hearing, the amended citation must be delivered to the respondent by personal service or sent by regular mail to the respondent at the last address for the respondent recorded in the register referred to in section 21(2) of the Act not fewer than 14 days before the date of the hearing.
- (4) If a citation is amended under subsection (2)(c) before a discipline hearing, and the amended citation changes the date, time or place of the hearing, the registrar must notify any complainant of the amendment not fewer than 14 days before the date of the hearing.

### **Hearings of discipline committee**

- 6.07** (1) No person may sit on the discipline committee while he or she is a member of the inquiry committee.
- (2) No member of the discipline committee may sit on the panel hearing a matter in which he or she
- (a) was involved as a member of the inquiry committee or
  - (b) has had any other prior involvement.
- (3) Information about the date, time and subject matter of the hearing must be provided to any person on request.
- (4) The discipline committee must provide notice by registered mail or by personal service to a person who is required to attend a hearing under section 38(6) of the Act in Form 15.
- (5) All discipline hearings must be recorded and any person may obtain, at his or her expense, a transcript of any part of the hearing which he or she was entitled to attend.

### **Notice of disciplinary action**

- 6.08** (1) In addition to any notification required under section 39.3 of the Act with respect to any of the actions referred to in section 39.3(1)(a) to (e) of the Act, the registrar
- (a) must notify

- (i) all registrants, and
    - (ii) the regulatory bodies governing the practice of registered nursing in every other Canadian jurisdiction, and
  - (b) may notify any other regulatory or governing body of a health profession inside or outside of Canada.
- (2) Notification provided to all registrants under subsection (1)(a)(i)
- (a) must include all information included in the public notification under section 39.3 of the Act, and
  - (b) unless otherwise directed by the inquiry committee or the discipline committee, as the case may be, must exclude any information withheld from the public notification under section 39.3(3) or (4) of the Act.
- (3) Unless otherwise directed by the inquiry committee or the discipline committee, as the case may be, notification provided to other regulatory or governing bodies under subsection (1)(a)(ii) or (b) may include information that is not releasable to the public under section 3.05(2) or that has otherwise been withheld from the public notification under section 39.3(3) or (4) of the Act.

### **Retention of discipline committee and inquiry committee records**

**6.09** Records of the inquiry committee must be retained for not less than six years following the conclusion of an investigation and records of the discipline committee must be retained for not less than six years following the date a decision is rendered.

### **Effect of suspension**

- 6.10** (1) During any period of suspension of registration, a registrant must
- (a) not engage in the practice of the nursing or hold himself or herself out as a registrant,
  - (b) not hold office in the college,
  - (c) not make appointments for patients or prospective patients,
  - (d) not contact or communicate with patients or prospective patients, except for the purpose of
    - (i) advising a patient or prospective patient of the fact and duration of the suspension,
    - (ii) advising a patient or prospective patient that another registrant will continue to act or provide services in the suspended registrant's place, or
    - (iii) referring a patient or prospective patient to another registrant in good standing,

- (e) remove the registrant's name and any sign relating to the registrant's practice from any premises where the registrant practised nursing, and any building in which any such premises are located,
  - (f) prominently display, if required by an order under section 35, 37.1, 38, 39 or 39.1 of the Act, an agreement under section 32.2(4)(b) or 32.3(3)(b) of the Act, or other action taken under section 33(2) of the Act, a notice of suspension in a form and in an area approved by the registrar, which states the duration and reasons for the suspension, and
  - (g) pay any fee required by the college when due in order to remain a registrant, and any other outstanding fine, fee, debt or levy owed to the college.
- (2) No current or former registrant is entitled to any refund of any fine, fee, debt or levy paid to the college solely on the basis that it was paid during or in relation to a period of suspension.
  - (3) During the period of suspension, a suspended registrant may permit another registrant in good standing to practise nursing within premises where the registrant practised nursing, provided that the suspended registrant complies with the provisions of subsection (1).
  - (4) Any communication under subsection (1)(d) may be made in writing in a form approved in advance by the registrar, or by employing office staff, an answering service, or other telephonic device specifically for that purpose.

## **Fines**

**6.11** The maximum amount of a fine that may be ordered by the discipline committee under section 39(2)(f) of the Act is \$35,000.

## **Costs**

- 6.12**
- (1) The tariff of costs set out in Schedule F, to partially indemnify the college for investigations under section 33 of the Act, is established under section 19(1)(v.1) of the Act.
  - (2) The tariff of costs set out in Schedule G, to partially indemnify parties for their expenses incurred in the preparation for and conduct of hearings under section 38 of the Act, is established under section 19(1)(w.1) of the Act.
  - (3) Any costs awarded by the discipline committee under section 39(4) or (5) of the Act, or by the inquiry committee under section 33(7) of the Act or in accordance with a proposal under section 37.1 of the Act, must be assessed by the applicable committee in accordance with Schedules F and G and the applicable tariff of costs set out therein.

## Notices to pharmacists and licensed dealers of narcotics and controlled drugs

- 6.13** (1) If a nurse practitioner admits that he or she has failed to comply with a relevant standard, the inquiry committee or the discipline committee may direct the registrar to deliver a written request to the Federal Minister for issuance of a notice in respect of the nurse practitioner.
- (2) If the discipline committee determines under section 39(1)(b) of the Act that a nurse practitioner has failed to comply with a relevant standard, the discipline committee may direct the registrar to deliver a written request to the Federal Minister for issuance of a notice in respect of the nurse practitioner.
- (3) The registrar may disclose to the Federal Minister, in response to a request to consult, information or records relating to a nurse practitioner's conduct of an activity with a listed substance.
- (4) The inquiry committee may authorize the registrar to provide a consent to retraction of a notice, other than a notice that was requested at the direction of the discipline committee, if
- (a) the inquiry committee is satisfied that the consent to retraction is not contrary to the public interest, and
  - (b) the consent to retraction is not inconsistent with any other limits or conditions imposed on the nurse practitioner's practice under the Act.
- (5) The discipline committee may authorize the registrar to provide a consent to retraction of a notice that was requested at the direction of the discipline committee, if
- (a) the discipline committee is satisfied that the consent to retraction is not contrary to the public interest, and
  - (b) the consent to retraction is not inconsistent with any other limits or conditions imposed on the nurse practitioner's practice under the Act.
- (6) The registrar must not issue a consent to retraction except in accordance with subsection (4) or (5).
- (7) In this section:
- “conduct of an activity”**, with reference to a listed substance, includes
- (a) use, possession, compounding, dispensing, administration or prescription of the listed substance, and
  - (b) issuance of an order to compound, dispense or administer the listed substance;

**“consent to retraction”** means, in respect of a notice, a letter under section 80(b)(ii) of the *Benzodiazepines and Other Targeted Substances Regulations* (Canada), section G.04.004.3(b)(ii) of the *Food and Drug Regulations* (Canada) or section 60(b)(ii) of the *Narcotic Control Regulations* (Canada) signifying the college’s consent to retraction of the notice;

**“Federal Minister”** means the Minister of Health of Canada, and includes an agent authorized to act on his or her behalf;

**“listed substance”** means a “listed substance” as defined in section 1 of the *New Classes of Practitioners Regulations* (Canada);

**“notice”** means a notice under section 79(1) of the *Benzodiazepines and Other Targeted Substances Regulations* (Canada), section G.04.004.2(1) of the *Food and Drug Regulations* (Canada) or section 59(1) of the *Narcotic Control Regulations* (Canada);

**“nurse practitioner”** means a nurse practitioner registrant or a provisional registrant granted provisional registration under section 4.11(4) or (5);

**“relevant standard”** means a standard, limit or condition established under the standards of practice or the standards of professional ethics, or otherwise imposed under the Act, that is relevant to a nurse practitioner’s conduct of an activity with a listed substance;

**“request to consult”** means an inquiry by the Federal Minister under section 79(5)(a) of the *Benzodiazepines and Other Targeted Substances Regulations* (Canada), section G.04.004.2(5)(a) of the *Food and Drug Regulations* (Canada) or section 59(5)(a) of the *Narcotic Control Regulations* (Canada).

## PART 7 – REGISTRANT RECORDS

### Definition

**7.01** In this Part, “**patient’s representative**” means

- (a) a “committee of the patient” under the *Patients Property Act*,
- (b) the parent or guardian of a patient who is under 19 years of age,
- (c) a representative authorized by a representation agreement under the *Representation Agreement Act* to make or help in making decisions on behalf of a patient,
- (d) a decision maker or guardian appointed under section 10 of the *Adult Guardianship Act*, or
- (e) a temporary substitute decision maker chosen under section 16 of the *Health Care (Consent) and Care Facility (Admission) Act*.

### Purpose for which personal information may be collected

**7.02** No registrant may collect personal information regarding a patient without the patient’s consent unless

- (a) the information relates directly to and is necessary for providing health care services to the patient or for related administrative purposes, or
- (b) the collection of that information is expressly authorized by or under an enactment.

### Source of personal information

**7.03** (1) A registrant must collect personal information about a patient directly from the patient, unless the patient otherwise consents.

(2) Despite subsection (1), a registrant may collect personal information from a source other than the patient if the registrant has reasonable grounds to believe that

- (a) the patient has been made aware of the matters set out in section 7.04(1) and has authorized collection of the personal information from another source,
- (b) the patient is unable to give his or her authority and the registrant, having made the patient’s representative aware of the matters set out in section 7.04(1), collects the information from the representative or the representative authorizes collection from another source,
- (c) compliance with subsection (1) would

- (i) prejudice the best interests of the patient,
- (ii) defeat the purpose or prejudice the use for which the information is collected, or
- (iii) prejudice the safety of any person,
- (d) compliance with subsection (1) is not reasonably practicable in the circumstances of the particular case,
- (e) the collection is for the purpose of assembling a family or genetic history of a person and is collected directly from that person,
- (f) the information is publicly available information,
- (g) the information
  - (i) will not be used in a form in which the patient concerned is identified, or
  - (ii) will be used for statistical or research purposes and will not be published in a form that could reasonably be expected to identify the patient, or
- (h) the collection of personal information from a source other than the patient is authorized under section 12 of the *Personal Information Protection Act* or section 27 of the *Freedom of Information and Protection of Privacy Act*, as the case may be, or otherwise by law.

### **Collection of personal information**

- 7.04** (1) If a registrant collects personal information directly from the patient, or from the patient's representative, the registrant must take such steps as are, in the circumstances, reasonable to ensure that the patient or patient's representative is aware of
- (a) the fact that the personal information is being collected,
  - (b) the purpose for which the personal information is being collected,
  - (c) the intended recipients of the personal information,
  - (d) whether or not the supply of the personal information is voluntary or mandatory and, if mandatory, the legal authority for collecting the personal information,
  - (e) the consequences, if any, for that patient if all or any part of the requested personal information is not provided, and
  - (f) the rights of access to personal information provided in section 7.18.

- (2) The steps referred to in subsection (1) must be taken before the personal information is collected or, if that is not practicable, as soon as practicable after the personal information is collected.
- (3) A registrant is not required to take the steps referred to in subsection (1) in relation to the collection of personal information from a patient, or the patient's representative, if the registrant has taken those steps in relation to the collection, from the patient or patient's representative, of the same information or information of the same kind for the same or a related purpose, on a recent previous occasion.
- (4) Despite subsection (1), a registrant is not required to comply with subsection (1) if the registrant believes on reasonable grounds that
  - (a) non-compliance is authorized by the patient concerned,
  - (b) compliance would
    - (i) prejudice the interests of the patient concerned, or
    - (ii) defeat the purpose or prejudice the use for which the information is collected,
  - (c) compliance is not reasonably practicable in the circumstances of the particular case, or
  - (d) the information is about law enforcement or anything referred to in sections 15(1) or (2) of the *Freedom of Information and Protection of Privacy Act*.

### **Manner of collection of personal information**

**7.05** Personal information must not be collected by a registrant:

- (a) by unlawful means, or
- (b) by means that, in the circumstances of the case,
  - (i) are unfair, or
  - (ii) intrude to an unreasonable extent upon the personal affairs of the patient concerned.

### **Accuracy of personal information**

**7.06** The registrant must make every reasonable effort to ensure that personal information collected about patients is current and is legibly, accurately and completely recorded.

## **Right to request correction of personal information**

- 7.07** (1) A person who believes there is an error or omission in a record containing his or her personal information may request that the registrant having the record in his or her custody or control correct the information.
- (2) If, after receiving a request for correction under subsection (1), the registrant disagrees that there is an error or omission in the record, the registrant must note the request in the record with particulars of the correction that was sought.

## **Use of personal information by a registrant**

- 7.08** A registrant may use personal information about a patient only
- (a) for the purpose of providing health care services to, or performing health care services for, the patient, or for a related administrative purpose,
  - (b) for a use or disclosure consistent with a purpose specified in paragraph (a),
  - (c) if the patient has consented to the use,
  - (d) for a purpose for which that information may be disclosed by the registrant under section 7.09 or 7.11, or otherwise under the Act, or
  - (e) for a use that is authorized under section 14 or 15 of the *Personal Information Protection Act* or section 32 of the *Freedom of Information and Protection of Privacy Act*, as the case may be, or otherwise by law.

## **Disclosure of personal information by a registrant**

- 7.09** A registrant must maintain confidentiality of personal information about a patient, and may disclose personal information about a patient only
- (a) if the patient concerned has consented to the disclosure,
  - (b) for the purpose of providing health care services to, or performing health care services for, the patient, or for a related administrative purpose, or for a disclosure consistent with either purpose,
  - (c) for the purpose of complying with an enactment of, or an arrangement or agreement made under an enactment of, British Columbia or Canada,
  - (d) for the purpose of complying with a subpoena, warrant or order issued or made by a court, person or body with jurisdiction to compel the production of information,
  - (e) to an employee of, or contractor providing services to, the registrant, if the information is necessary for the performance of the duties of, or for the protection of the health or safety of, the employee or contractor,
  - (f) to a lawyer acting for the registrant, for use in civil or criminal proceedings involving the registrant,

- (g) if necessary to comply with the *Coroners Act*,
- (h) if necessary to comply with the *Ombudsman Act*,
- (i) for the purposes of
  - (i) collecting a debt or fine owing by a patient to the registrant, or
  - (ii) making a payment owing by the patient to a registrant,
- (j) to an auditor, the college or any other person or body authorized by law, for audit purposes,
- (k) if the registrant believes on reasonable grounds that there is a risk of significant harm to the health or safety of any person and that the use or disclosure of the information would reduce that risk,
- (l) for the purpose of making a report to
  - (i) a government agency or officer to which the registrant has a duty to report under the *Public Health Act*, the *Child, Family and Community Service Act*, or another enactment, or
  - (ii) an agency or officer in another jurisdiction outside British Columbia that is substantially similar to an entity referred to in subparagraph (i),
- (m) so that the next of kin or a friend of an injured, ill or deceased individual may be contacted,
- (n) in accordance with sections 7.11 and 7.18, or as otherwise required or authorized under the Act, or
- (o) if the disclosure is authorized under sections 17 to 22 of the *Personal Information Protection Act* or sections 33 to 36 of the *Freedom of Information and Protection of Privacy Act*, as the case may be, or is otherwise required or authorized by law.

### **Definition of consistent purpose**

**7.10** A use or disclosure of personal information is consistent with the purposes of providing health care services to a patient or related administrative purposes under sections 7.08 and 7.09 if the use or disclosure has a reasonable and direct connection to either purpose.

### **Disclosure for research and statistical purposes**

**7.11** A registrant may disclose personal information for a research purpose, including statistical research, only if

- (a) the research purpose cannot reasonably be accomplished unless that information is provided in individually identifiable form or the research purpose has been approved by a recognized ethics committee approved by the board,

- (b) any record linkage is not harmful to the individuals concerned and the benefits to be derived from the record linkage are clearly in the public interest,
- (c) the person or organization to whom the information is disclosed has agreed to or approved conditions relating to
  - (i) security and confidentiality,
  - (ii) the removal or destruction of individual identifiers at the earliest reasonable time,
  - (iii) the prohibition of any subsequent use or disclosure of that information in individually identifiable form without the express authorization of a recognized ethics committee approved by the board, and
  - (iv) compliance with the requirements of this Part, and any of the policies and procedures of a recognized ethics committee approved by the board relating to the confidentiality of personal information.

### **Storage of personal information**

**7.12** A registrant must ensure that all records in the registrant's custody or control

- (a) pertaining to his or her practice, and
  - (b) containing personal information about patients
- are safely and securely stored.

### **Manner of disposal of records**

**7.13** A registrant must ensure that records referred to in section 7.12 are disposed of only by

- (a) transferring the record to another registrant or, with the consent of the patient, to another health care agency or health care practitioner,
- (b) effectively destroying a physical record by utilizing a shredder or by complete burning,
- (c) erasing information recorded or stored by electronic methods on tapes, disks or cassettes in a manner that ensures that the information cannot be reconstructed, or
- (d) transferring the record to the patient.

### **Registrant ceasing to practise**

**7.14** (1) A registrant who ceases to practise for any reason must dispose of records referred to in section 7.12 in accordance with this Part, notify the college, and provide the college with a written summary of the steps he or she has taken to dispose of those records.

- (2) A registrant must make appropriate arrangements to ensure that, in the event that the registrant dies or becomes unable to practise for any reason and is unable to dispose of records referred to in section 7.12, those records will be safely and securely transferred to another registrant.
- (3) A registrant who receives records containing personal information about a patient transferred in accordance with subsection (2) or section 7.13(a) must notify the patient concerned of the transfer.

### **Protection of personal information**

- 7.15** (1) A registrant must protect personal information about patients that is in the registrant's custody or control by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.
- (2) A registrant must take reasonable measures to ensure that a third party, including a volunteer, employee of or contractor of the registrant, or a grandparented student registrant or employed student registrant under the supervision of the registrant, does not access, collect, use, disclose, store or dispose of personal information about patients that is in the registrant's custody or control except in accordance with the requirements of this Part.

### **Contracts for handling personal information**

- 7.16** A registrant must ensure that, if personal information about patients that is in the registrant's custody or control is transferred to any person or service provider for processing, storage or disposal, a contract is made with that person or service provider which includes an undertaking by the recipient that confidentiality and physical security will be maintained.

### **Remedying a breach of security**

- 7.17** A registrant must take appropriate measures to remedy any access, use, disclosure or disposal of personal information about patients in the registrant's custody or control that is not authorized under this Part or otherwise by law as soon as possible after the breach is discovered, including
- (a) taking steps to recover the personal information or to ensure its disposal if it cannot be recovered,
  - (b) taking steps to ensure that any remaining personal information is secured,
  - (c) notifying
    - (i) anyone affected by the unauthorized access including patients and other health care providers,
    - (ii) the college, and

- (iii) law enforcement officials, if criminal action may have contributed to the unauthorized action, and
- (d) modifying existing security arrangements to prevent a re-occurrence of the unauthorized access.

### **Patient access to personal information**

- 7.18** (1) For the purposes of this section, “**access to**” means the opportunity to examine or make copies of the original record containing personal information about a patient.
- (2) If a patient or a patient’s representative makes a request for access to personal information about the patient that is in a registrant’s custody or control, the registrant must comply as soon as practicable but not more than 45 days following the request by
- (a) providing access to the patient or patient’s representative,
  - (b) providing access to the remainder of the personal information if that information excepted from disclosure under subsection (3) can reasonably be severed, or
  - (c) providing written reasons for the refusal of access to the personal information or to any portion thereof.
- (3) The registrant may refuse to disclose personal information to a patient or a patient’s representative
- (a) if there is a significant likelihood of a substantial adverse effect on the physical, mental or emotional health of the patient,
  - (b) if there is a significant likelihood of harm to a third party, or
  - (c) if the disclosure could reasonably be expected to disclose personal information regarding another individual.
- (4) If a patient or a patient’s representative requests a copy of an original record containing personal information about the patient to which a registrant has given the patient or patient’s representative access, a copy must be provided if it can reasonably be reproduced.
- (5) A registrant may charge a reasonable fee for the reproduction of personal information which does not exceed the fee specified in Schedule B.
- (6) Subject to subsection (3), a patient under 19 years of age may have access to a record if, in the opinion of the registrant, the patient is capable of understanding the subject matter of the record.
- (7) Except if authorized by the patient, a registrant must not provide access to the records of a patient who is under 19 years of age to the guardian or parent of the

patient if the subject matter of the record is health care which was provided without the consent of a parent or guardian in accordance with the requirements of section 17 of the *Infants Act*.

## PART 8 – GENERAL

### Standards of practice and professional ethics

**8.01** Registrants must conduct themselves in accordance with the standards of practice and the standards of professional ethics.

### Professional liability protection

- 8.02** (1) All registered nurse registrants, temporary registered nurse registrants, licensed graduate nurse registrants, temporary nurse practitioner registrants, provisional registrants, grandparented student registrants and employed student registrants must obtain and at all times maintain professional liability protection or otherwise be insured against liability for negligence in the provision of services that constitute the practice of nursing under the Regulation and any applicable standards of practice in an amount of at least \$1,000,000 per claim in a form that is satisfactory to the college.
- (2) All nurse practitioner registrants and grandparented nurse practitioner registrants must obtain and at all times maintain professional liability protection or otherwise be insured against liability for negligence in the provision of services that constitute the practice of nursing under the Regulation and any applicable standards of practice in an amount of at least \$5,000,000 per claim in a form that is satisfactory to the college.
- (3) Subject to subsection (4) and the provisions of any applicable laws, the college must indemnify and save harmless
- (a) its board members, officers and employees, and
  - (b) the directors, officers and employees of any subsidiary,
- from and against any and all liability, fines, damages, costs, charges, and expenses whatsoever that they, or any of them, may sustain or incur in any way relating to or arising out of any claim against any of them by reason of their being or having been a board member, director, officer or employee of the college or of any subsidiary.
- (4) The college will not indemnify or save harmless any person referred to in subsection (3)(a) or (b)
- (a) for costs, charges or expenses that were not actually and reasonably incurred by that person,
  - (b) if, in relation to the applicable claim, that person did not act honestly and in good faith with a view to the best interests of the college or the subsidiary, as the case may be,

- (c) if, in relation to a claim other than a civil proceeding, that person did not have reasonable grounds for believing that the person's conduct was lawful,
  - (d) if that person makes an admission of liability or guilt or enters into a settlement of the claim without the college's consent, such consent not to be unreasonably withheld, to the extent that any liability, fines, damages, costs, charges, or expenses are incurred as a result of that admission or settlement,
  - (e) for any amount of a claim that is otherwise covered by liability protection or insurance, or
  - (f) for any amount for which the college or the subsidiary is prohibited from providing indemnification or payment under the *Business Corporations Act*, or section 15(4) of the Act and section 2 of Order in Council No. 477/2005, or other applicable law.
- (5) In this section, “**subsidiary**” means any subsidiary of the college that is or was previously registered as a captive insurance company under the *Insurance (Captive Company) Act* for the purpose of providing liability insurance coverage for registrants under subsections (1) and (2).

### **Patient relations program**

- 8.03** (1) The board must establish a patient relations program to seek to prevent professional misconduct of a sexual nature.
- (2) For the purposes of the patient relations program, the board must
- (a) establish and maintain procedures by which the college deals with complaints of misconduct of a sexual nature,
  - (b) monitor and periodically evaluate the operation of procedures established under paragraph (a), and
  - (c) develop guidelines for the conduct of registrants with their patients.
- (3) The registrar must provide information to the public regarding the college's complaint, investigation, and discipline processes.
- (4) In this section, “**professional misconduct of a sexual nature**” means professional misconduct involving
- (a) sexual intercourse or other forms of physical sexual relations between a registrant and a patient,
  - (b) touching, of a sexual nature, of a patient by a registrant, or
  - (c) behaviour or remarks of a sexual nature by a registrant towards a patient;
- but does not include touching, behaviour and remarks by a registrant towards a patient that are of a clinical nature appropriate to the service being provided.

## Marketing

### 8.04 (1) In this section:

“**advertisement**” means the use of space or time in a public medium, or the use of a commercial publication such as a brochure or handbill, to communicate with the general public, or a segment thereof, for the purpose of promoting professional services or products or enhancing the image of the registrant or advertiser if other than the registrant;

“**marketing**” includes

- (a) an advertisement,
  - (b) any publication or communication in any medium with any patient, prospective patient or the public generally in the nature of an advertisement, promotional activity or material, a listing in a directory, a public appearance, or any other means by which professional services are promoted, and
  - (c) contact with a prospective client initiated by or under the direction of a registrant.
- (2) Any marketing undertaken or authorized by a registrant in respect of the registrant’s professional services must not be
- (a) false or inaccurate,
  - (b) reasonably expected to mislead the public,
  - (c) unverifiable,
  - (d) contrary to the public interest in the practice of the profession, or
  - (e) in bad taste, offensive, self-laudatory, or otherwise contrary to the honour and dignity of the profession or maintenance of a high standard of professionalism.
- (3) Marketing violates subsection (2) if it
- (a) is calculated or likely to take advantage of the weakened state, either physical, mental or emotional, of the recipient or intended recipient,
  - (b) is likely to create in the mind of the recipient or intended recipient an unjustified expectation about the services the registrant can perform or provide or results which the registrant can achieve,
  - (c) implies that the registrant can obtain results
    - (i) not achievable by other registrants,

- (ii) by improperly influencing a public body or official or any corporation, agency or person having an interest in the welfare of the recipient or intended recipient, or
  - (iii) by any other improper means,
- (d) compares the quality of services provided by the registrant with those provided by
  - (i) another registrant,
  - (ii) a person authorized to provide health care services under another enactment, or
  - (iii) another health profession,
- (e) makes claims of special skills that are not supported by the education and experience of the registrant, or announces or holds out that the registrant has special qualifications that are not possessed by the registrant, or
- (f) is for the purpose of marketing products and
  - (i) the primary purpose of the registrant's activity is the sale of a product(s),
  - (ii) the product being sold is not used in the provision of professional nursing services,
  - (iii) the registrant's practice is based on the use of a particular product which the client must purchase in order to use the registrant's professional nursing services, or
  - (iv) the sale of the product results in financial or other profit for the registrant selling the product or any other individual, company or other legal entity, including the registrant's employer.
- (4) A registrant who, in any advertisement, includes a statement of fees for a specific service
  - (a) must ensure that the statement sufficiently describes the fees and services so as to enable the recipient or intended recipient to understand the nature and extent of the services to be performed or provided and the cost to the patient, and
  - (b) must not in the advertisement compare the fees charged by the registrant with those charged by another registrant or a registrant or registrants of another college.
- (5) Unless authorized by the board or otherwise under the Act, a registrant
  - (a) must not use the term "specialist", "certified" or any similar designation suggesting a recognized special status or certification on any letterhead or business card or in any other marketing, and

- (b) must take all reasonable steps to discourage the use, in relation to the registrant by another person, of the term “specialist”, “certified” or any similar designation suggesting a recognized special status or certification in any marketing.
- (6) A registrant must verify statements made in any of the marketing by, or on behalf of, or respecting the registrant when asked by the college to do so.
- (7) Registrants who limit their practices to certain branches or areas of the profession may state in any marketing the branch or area to which practice is restricted.
- (8) A registrant must retain for one year after the date of publication or broadcast of any advertisement or brochure, and must provide to the college upon request
  - (a) a copy of any such publication, including a publication made by use of any electronic media including e-mail or the Internet,
  - (b) a recording or videotaping of any such broadcast made by use of any electronic media, including radio and television, and
  - (c) a written record of when and where the publication or broadcast was made.
- (9) A registrant must not
  - (a) state publicly that he or she speaks on behalf of the college unless she or he has been expressly authorized by the board to state the official position of the college, or
  - (b) endorse or lend her or his name as registered nurse, licensed graduate nurse, nurse practitioner, grandparented nurse practitioner, or nurse, whether for reward or not, to the advertisement of any property, product, investment or service for sale to the public whatever its merits.



**1. For applicants other than commercial applicants:**

SERVICE	COST
(a) for locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours
(b) for producing a record manually	\$7.50 per ¼ hour
(c) for producing a record from a machine readable record	\$16.50 per minute for cost of use of central mainframe processor and all locally attached devices plus \$7.50 per ¼ hour for developing a computer program to produce the record
(d) for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour
(e) for shipping copies	actual costs of shipping by method chosen by applicant
(f) (i) photocopies and computer printouts	\$0.25 per page (8.5" x 11", 8.5" x 14"), \$0.30 per page (11" x 17")
(ii) floppy disks	\$10 per disk
(iii) computer tapes	\$40 per tape, up to 2,400 feet
(iv) microfiche	\$10 per fiche
(v) 16 mm microfilm duplication	\$25 per roll
(vi) 35 mm microfilm duplication	\$40 per roll
(vii) microfilm to paper duplication	\$0.50 per page
(viii) photographs (colour or black and white)	\$5 to produce a negative \$12 each for 16" x 20" \$9 each for 11" x 14" \$4 each for 8" x 10" \$3 each for 5" x 7"
(ix) photographic print of textual, graphic or cartographic records (8" x 10" black and white)	\$12.50 each
(x) hard copy laser print, B/W, 300 dots/inch	\$0.25 each
(xi) hard copy laser print, B/W, 1200 dots/inch	\$0.40 each
(xii) hard copy laser print, colour	\$1.65 each
(xiii) photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
(xiv) slide duplication	\$0.95 each
(xv) plans	\$1 per square metre
(xvi) audio cassette duplication	\$10 plus \$7 per ¼
(xvii) video cassette (1/4 " or 8 mm) duplication	\$11 per 60 minute cassette plus \$7 per ¼ hour of recording \$20 per 120 minute cassette plus \$7 per ¼ hour of recording
(xviii) video cassette (1/2") duplication	\$15 per cassette plus \$11 per ¼ hour of recording
(xix) video cassette (3/4") duplication	\$40 per cassette plus \$11 per ¼ hour of recording

**2. For commercial applicants**

SERVICE	COST
For each service listed in item 1	the actual cost of providing that service



# Schedule C

## Recognized Nursing Education Programs

Educational Institution	Recognized Nursing Education Program
British Columbia Institute of Technology	Baccalaureate Registered Nurse Program
Camosun College with University of Victoria	Baccalaureate Registered Nurse Program
College of New Caledonia with University of Northern British Columbia	Baccalaureate Registered Nurse Program
College of the Rockies with University of Victoria	Baccalaureate Registered Nurse Program
Douglas College	Baccalaureate Registered Nurse Program
Kwantlen Polytechnic University	Baccalaureate Registered Nurse Program Baccalaureate Registered Nurse Program — Second Degree Registered Nurse Re-entry Program Registered Nurse Re-entry Program for Internationally Educated Nurses
Langara College	Baccalaureate Registered Nurse Program Registered Nurse Re-entry Program for Internationally Educated Nurses
North Island College with Vancouver Island University	Baccalaureate Registered Nurse Program
Northwest Community College with University of Northern British Columbia	Baccalaureate Registered Nurse Program
Okanagan College with University of British Columbia — Okanagan	Baccalaureate Registered Nurse Program
Selkirk College with University of Victoria	Baccalaureate Registered Nurse Program
Thompson Rivers University	Baccalaureate Registered Nurse Program
Thompson Rivers University — Open Learning	Registered Nurse Re-entry Program
Trinity Western University	Baccalaureate Registered Nurse Program
University of British Columbia	Baccalaureate Registered Nurse Program Nurse Practitioner (Family) Master's Program
University of British Columbia—Okanagan	Baccalaureate Registered Nurse Program
University of British Columbia—Okanagan with Okanagan College	Baccalaureate Registered Nurse Program
University of Northern British Columbia with College of New Caledonia with Northwest Community College	Nurse Practitioner (Family) Master's Program Baccalaureate Registered Nurse Program Baccalaureate Registered Nurse Program
University of the Fraser Valley	Baccalaureate Registered Nurse Program
University of Victoria with Camosun College with College of the Rockies with Selkirk College	Nurse Practitioner (Family) Master's Program Baccalaureate Registered Nurse Program Baccalaureate Registered Nurse Program Baccalaureate Registered Nurse Program
Vancouver Community College	Baccalaureate Registered Nurse Program
Vancouver Island University	Baccalaureate Registered Nurse Program
Vancouver Island University with North Island College	Baccalaureate Registered Nurse Program

# Schedule D

## Examination and Registration Fees (Part 4)

1. Application for Registration Fees by Application Submission Date (plus GST)		March 1, 2017– Feb. 28, 2018	March 1, 2018– Feb. 28, 2019
a.	International Registered Nurse Applicant Assessment	\$575.00	\$575.00
b.	Canadian Registered Nurse Applicant Assessment	\$275.00	\$275.00
c.	B.C. Registered Nurse Applicant Assessment	\$165.00	\$165.00
d.	International Nurse Practitioner Applicant Assessment	\$355.00	\$355.00
e.	Canadian Nurse Practitioner Applicant Assessment	\$355.00	\$355.00
f.	B.C. Nurse Practitioner Applicant Assessment	\$190.00	\$190.00
g.	Nurse Practitioner Competency Assessment Process	\$7,700.00	\$7,700.00
h.	Employed Student Registrant	\$110.00	\$110.00

2. Examination Fees by Scheduled Exam Date		March 1, 2017– Feb. 28, 2018	March 1, 2018– Feb. 28, 2019
a.	Nurse Practitioner Objective Structured Clinical Examination (OSCE)	\$2,200.00	\$2,200.00
b.	OSCE Re-score	\$220.00	\$220.00

3. Initial Registration and Renewal Fees by Status and Registration Year		Annual ARNBC** March 1, 2017– Feb. 28, 2018	Annual ARNBC** March 1, 2018– Feb. 28, 2019	Annual CNPS** March 1, 2017– Feb. 28, 2018 (plus GST)	Annual CNPS** March 1, 2018– Feb. 28, 2019 (plus GST)	Annual CRNBC* March 1, 2017– Feb. 28, 2018	Annual CRNBC* March 1, 2018– Feb. 28, 2019
a.	Registered Nurse (RN), Licensed Graduate Nurse (LGN), Temporary RN, Provisional RN	\$110.55	\$110.55	\$63.25	\$63.25	\$350.40	\$448.95
b.	Nurse Practitioner (NP), Temporary NP, Provisional NP	\$110.55	\$110.55	\$114.75	\$114.75	\$551.15	\$649.70
c.	Non-practising (RN or LGN)	–	–	–	–	\$87.60	\$87.60
d.	Non-practising (NP)	–	–	–	–	\$120.45	\$120.45
e.	Employed Student Registrant	–	–	\$63.25	\$63.25	\$146.00	\$189.80

4. Other Fees (plus GST)		March 1, 2017– Feb. 28, 2018	March 1, 2018– Feb. 28, 2019
a.	Status Change	\$100.00	\$100.00
b.	Status Change Surcharge (Practising without Registration)	\$300.00	\$300.00
c.	Verification or Copying	\$50.00	\$50.00

\*The applicable annual CRNBC fee for the registration year is prorated to calculate both refunds and registration fees for short-term registration periods within the registration year.

\*\*The annual Canadian Nurses Protective Society (CNPS) and Association of Registered Nurses of BC (ARNBC) fees are paid only once per registration year and are non-refundable and not prorated.



Certified Practice	Requirements	Authorized Terms
Remote Practice	<ul style="list-style-type: none"> <li>• successful completion of a certified practice course; or as of September 26, 2014</li> <li>• meet requirements set out in board policy</li> </ul>	Registered Nurse Remote Practice Certified Registered Nurse (Certified) RN(C)
Reproductive Health	Same as above	Registered Nurse Reproductive Health Certified Registered Nurse (Certified) RN(C)
RN First Call	Same as above	Registered Nurse First Call Certified Registered Nurse (Certified) RN(C)



For the purpose of assessing costs under this tariff, qualifying expenses incurred by the college from the time

- (a) the registrar receives a complaint in writing under section 32(1) of the Act, or
- (b) the inquiry committee initiates an investigation of a matter on its own motion under section 33(4) of the Act,

until the time the inquiry committee directs the registrar to issue a citation or otherwise disposes of the complaint or matter under section 33(6) of the Act are deemed to be expenses incurred for the investigation of the complaint or matter.

Expense	Rate of Indemnity
Legal representation for the purposes of the investigation	up to 50% of actual legal fees
Other reasonable and necessary professional services engaged for the purposes of the investigation	100% of actual fees
Other reasonable and necessary disbursements incurred for the purposes of the investigation (including disbursements incurred by legal counsel)	100% of actual disbursements



## Schedule G – Tariff of Costs (Hearings of Discipline Committee)

For the purpose of assessing costs under this tariff, qualifying expenses incurred from the time the inquiry committee directs the registrar to issue a citation under section 33(6)(d) of the Act until the time

- (a) the inquiry committee accepts a written proposal for a consent order under section 37.1(2) or (5) of the Act,
  - (b) the discipline committee dismisses the matter under section 39(1) of the Act, or
  - (c) the discipline committee issues an order under section 39(2) of the Act,
- are deemed to be expenses incurred in the preparation for and conduct of the hearing.

Expense	Rate of Indemnity
Legal representation for the purposes of preparing for and conducting the hearing	up to 50% of actual legal fees
Reasonable and necessary expert witness fees for the purposes of preparing for and conducting the hearing	100% of actual fees
Other reasonable and necessary disbursements incurred for the purposes of preparing for and conducting the hearing (including disbursements incurred by legal counsel)	100% of actual disbursements



Certificate of Election

Certificate No:

The Board of the College of Registered Nurses of British Columbia hereby certifies that

of

in the Province of British Columbia has been elected as a member of the Board of the College

in accordance with the Health Professions Act.

The term of the office as a member of the Board of the College will commence on

in the year of

and terminate on in the year of .

GIVEN under the seal of the Board at Vancouver, British Columbia,

this day of .



REGISTRATION NO. \_\_\_\_\_

FOR OFFICE USE

Form 2

Amount Paid \$ \_\_\_\_\_

- Cheque   
  Money Order   
  Cash   
  Credit Card   
  Bank

Authorization No. \_\_\_\_\_

## Application for Registration (Initial)

Last name \_\_\_\_\_ First name and initial \_\_\_\_\_  
 Change if your name is different than what is printed on this form. If you have legally changed your name, attach a photocopy of a legal name change document (e.g., marriage or birth certificate).  
**Change if your address is different than the address printed on this form**

Apt./Box No. \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Province/Territory \_\_\_\_\_ Postal code \_\_\_\_\_

**Please update your phone numbers and e-mail address if these are new or have changed since you applied for registration with CRNBC**

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

E-mail \_\_\_\_\_

Registration No. \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

## Application for Registration (Initial)

Congratulations on meeting the requirements for nurse registration in British Columbia and welcome to the College of Registered Nurses of British Columbia. Please complete this form and submit it to CRNBC with your registration fee.

### Nursing Employment & Practice Hours

#### A. PRIMARY EMPLOYER (name and worksite address)

\_\_\_\_\_

Employment Status \_\_\_\_\_ Start Date \_\_\_\_\_ End Date (if applicable) \_\_\_\_\_  
 Regular Casual Month/Year Month/Year

\_\_\_\_\_

#### OTHER EMPLOYERS (names only)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### B. What was the total number of registered nursing hours you worked in the past year? If none, indicate N/A.

\_\_\_\_\_

#### C. If you are working as a registered nurse, what is your current status with your primary employer?

- 7  Full-time RN on a regular basis  
 8  Part-time RN on a regular basis  
 9  Full-time RN on a casual basis  
 1  Part-time RN on a casual basis

#### D. If you are *not working* as a registered nurse, what is your current status?

- 3  Employed other than as an RN and seeking employment as an RN  
 4  Employed other than as an RN and *not* seeking employment as an RN  
 5  Not employed, but seeking employment as an RN  
 6  Not employed and not seeking employment as an RN  
 2  On maternity, disability, education or other leave of absence  
 10  Retired

In what year were you last employed as a registered nurse? \_\_\_\_\_

#### E. For each employer listed in Section A above, select the code that represents your place of work, position and primary area of responsibility.

PLACE OF WORK: Primary Employer \_\_\_\_\_ Secondary Employer \_\_\_\_\_ Third Employer \_\_\_\_\_

- |  |   |  |  |
|--|---|--|--|
| 01 Hospital (gen, mat, peds, psych)    | 06 Home Care Agency                         | 12 Education Institution               | 03 Nursing Station/ Outpost Nursing Clinic |
| 04 Rehabilitation/ Convalescent Centre | 07 Community Health Agency/Health Centre    | 10 Self-employed/ Private Practice     | 17 Public Health Department/Unit           |
| 05 Long Term Care/Nursing Home         | 08 Business/Industry/ Occupational Health   | 09 Private Nursing Agency/Private Duty | 14 Other (specify) _____                   |
| 02 Mental Health Centre                | 11 Physician's Office/ Family Practice Unit | 13 Association/ Government             |  |

POSITION: Primary Employer \_\_\_\_\_ Secondary Employer \_\_\_\_\_ Third Employer \_\_\_\_\_

- |  |   |                                     |                          |
|--|---|-------------------------------------|--------------------------|
| 14 Clinical Nurse Specialist             | 03 Manager/Assistant Manager/Supervisor | 01 Chief Nursing/ Executive Officer | 09 Researcher            |
| 06 Staff Nurse/Home Care/Community Nurse | 02 Director/Assistant/ Associate        | 08 Instructor/Professor/ Educator   | 15 Nurse Midwife         |
|  |   | 10 Consultant                       | 16 Nurse Practitioner    |
|  |   |                                     | 11 Other (specify) _____ |

#### PRIMARY AREA OF RESPONSIBILITY:

Primary Employer \_\_\_\_\_ Secondary Employer \_\_\_\_\_ Third Employer \_\_\_\_\_

- |                                 |                              |                                    |                                |
|---------------------------------|------------------------------|------------------------------------|--------------------------------|
| DIRECT PATIENT CARE             | 03 Pediatrics                | ADMINISTRATION                     | 33 Teaching - Patients/Clients |
| 01 Medical/Surgical             | 15 Rehabilitation            | 22 Nursing Education               | 39 Other (specify) _____       |
| 06 Critical Care, e.g. ICU, CCU | 05 Geriatrics/Long Term Care | 21 Nursing Services Administration |                                |
| 14 Oncology                     | 10 Occupational Health       | 29 Other (specify) _____           | RESEARCH                       |
| 11 Operating Room/Recovery Room | 13 Several Clinical Areas    |                                    | 41 Nursing Research only       |
| 08 Ambulatory Care              | 07 Community Health          |                                    | 49 Other (specify) _____       |
| 12 Emergency Care               | 17 Public Health             | EDUCATION                          |                                |
| 04 Maternal/Newborn             | 18 Telehealth                | 31 Teaching - Students             |                                |
| 02 Psychiatric/Mental Health    | 09 Home Care                 | 32 Teaching - Employees            |                                |
|                                 | 19 Other (specify) _____     |                                    |                                |

## Method of Payment

- Cheque/Bank Draft/Money Order** — Enclosed, payable to CRNBC
- Credit Card**—You will receive an email once your application has been received with a link to the payment page.  
**DO NOT write your credit card number on this form.**

## F. Other Registration

Are you registered to practise nursing in a jurisdiction other than B.C.? Yes  No

If YES, please state location \_\_\_\_\_

If you hold practising registration in another Canadian jurisdiction (except CNO in Ontario and OIIQ in Quebec) please attach a copy of your current registration from that jurisdiction.

Check if you are or have been a: 1  Licensed Practical Nurse 2  Registered Psychiatric Nurse 3  Midwife 4  Nurse Practitioner

## G. Consent to Contact You

Please indicate which communications you wish to receive. CRNBC or the Canadian Nurses Association (CNA) arrange all communications and do not provide contact information to external parties. Practising registrants of CRNBC automatically become members of CNA. Contact information is provided to CNA by CRNBC.\*

- 1  CRNBC/CNA purposes only 2  External nursing- or health-related research and information about continuing education
- 3  All communications, including information about programs and services not necessarily nursing related, but of interest to you in accordance with CRNBC policies.

\* CRNBC submits registrant information to the Canadian Institute for Health Information for statistical purposes and provides basic registrant data to the B.C. Government Provider Registry.

## H. Post-basic Education

Since completing your basic nursing program (either diploma or baccalaureate), check if you have obtained any of the following:

- 2  Bachelor's Degree (Nursing) 3  Master's Degree (Nursing) 4  Doctorate (Nursing)

If you checked any of the boxes above and you completed your degree/doctorate in the previous five years, specify the date of graduation and name of school:

If applicable, check the highest non-nursing degree you have achieved: 2  Bachelor's 3  Master's 4  Doctorate

If you completed a post-basic non-degree nursing course/program of at least 300 hours in 2008, specify the name and date:

If you have completed a Canadian Nurses Association certification program, specify the name and date:

If you completed a nursing re-entry program in the previous five years, specify the date and name of school:

- Check if you are currently:
- |   |                          |                               |   |                          |                                   |
|---|--------------------------|-------------------------------|---|--------------------------|-----------------------------------|
| N | <input type="checkbox"/> | Enrolled in a nursing program | O | <input type="checkbox"/> | Enrolled in a non-nursing program |
| F | <input type="checkbox"/> | A full-time student           | P | <input type="checkbox"/> | A part-time student               |
- If enrolled, what type of program?
- |   |                          |                       |   |                          |            |   |                          |       |
|---|--------------------------|-----------------------|---|--------------------------|------------|---|--------------------------|-------|
| 1 | <input type="checkbox"/> | Post-basic non-degree | 2 | <input type="checkbox"/> | Bachelor's |   |                          |       |
| 3 | <input type="checkbox"/> | Master's              | 4 | <input type="checkbox"/> | Doctoral   | 5 | <input type="checkbox"/> | Other |

## Application for Practising Registration

- Fee enclosed. See letter or fee insert (if included) for amount.

**Since the time you applied for registration with CRNBC, have you been charged or convicted of a criminal offence or received a pardon?**

Yes  No

I hereby apply for practising registration in CRNBC and I certify that the information provided on this form is true and correct.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Application for Non-practising Registration

Non-practising registrants are not covered with liability insurance through the CRNBC Captive Insurance Corporation.

As a non-practising registrant, you must not engage in the practice of nursing in British Columbia.

- Fee enclosed. See letter or fee insert (if included) for amount.

- Optional CNA membership. See letter or fee insert (if included) for amount.

I hereby apply for non-practising registration in CRNBC and in doing so agree that prior to engaging in any activities that involve the practice of registered nursing, I will apply for practising registration. I certify that the information provided on this form is true and correct.

Signature \_\_\_\_\_

Date \_\_\_\_\_



### Form 3

# Temporary RN Registration Application Form

This form can only be used to apply for temporary registration for a declared emergency.

## A. PERSONAL INFORMATION

Applicant's full name		last	first	middle
Former name(s) (birth/former/secular)				
Address (apt./box no., number, street)				
City/town		Province/State/Country		Postal/Zip Code
Telephone (include area code)			Email	
Date of birth (day, month, year)			Personal Security Word (example: your mother's maiden name)	

## B. REGISTRATION HISTORY

- Do you currently hold practising RN registration in good standing?  No  Yes Where? \_\_\_\_\_
- Is your nursing conduct or practice currently under investigation?  No  Yes If yes, attach an explanation

## C. TEMPORARY REGISTRATION CATEGORY You will be registered for 90 days from the date your registration is granted.

- Are you a member of the Canadian Forces or the United States Military?  No  Yes If yes, skip to E

## D. PROFESSIONAL NURSING EXPERIENCE

Name of current or most recent employer and supervisor
Employer and supervisor telephone number or email

## E. DECLARATION, CONSENT AND ACKNOWLEDGEMENT

By signing below, I confirm that I am applying for temporary registration solely for the purpose of providing assistance during an emergency and provide consent to CRNBC to contact my current or previous employer if applicable. I understand to obtain full practising registration, I would need to meet all registration requirements.

Signature	Date
<b>X</b>	



## Application for Temporary Registered Nurse Registration - International

Applicant to complete Part A of this form, **your employer must complete Part B**. Do not submit this form to CRNBC unless you have a British Columbia employer and know your employment start date. The 250 hour Canadian reference requirements may be met either before or after you write the Canadian Registered Nurse Examination.

**APPLICANT TO COMPLETE** Part A of this form and forward the form to your employer to complete.

### Part A: PLEASE PRINT

Applicant's Name \_\_\_\_\_  
Last First Middle

Date of Birth \_\_\_\_\_ File Number \_\_\_\_\_  
Day Month Year

### TEMPORARY REGISTRATION CATEGORY

- Applied to write examination/250 hour requirements outstanding
- Other \_\_\_\_\_  
See reverse side of this form for other categories of temporary registration.

CRNBC must receive your application to write the Canadian Registered Nurse Examination before temporary registration will be issued to you. See other side of form.

### CRIMINAL RECORD - You must answer this question

Since first applying with CRNBC, have you been convicted of a criminal offence or received a pardon, or do you have outstanding charges against you?

No  Yes

**CONSENT FOR INFORMATION TO BE RELEASED TO CRNBC:** I (Name of Applicant) \_\_\_\_\_ hereby give consent for the employer named below to release a reference regarding my competency in nursing to the College of Registered Nurses of British Columbia. Such reference is to be used solely for the purpose of assessment of my application for registration as a nurse in British Columbia.

By signing below, I give consent for information to be released to CRNBC and attest that the information provided in Part A is true.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**EMPLOYER TO COMPLETE** Part B of this form and return it to CRNBC Registration, Inquiry and Discipline

### Part B: PLEASE PRINT

If the applicant's employment start date is not known, do not complete this section or return this form to CRNBC. The employer/facility named below agrees to provide supervision as defined on the reverse side of this form

Employer \_\_\_\_\_

Facility \_\_\_\_\_

Facility Representative \_\_\_\_\_ Position/Title \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Applicant's Employment Start Date \_\_\_\_\_

### FOR OFFICE USE

Issued on \_\_\_\_\_ Effective (start date) \_\_\_\_\_

Effective at: \_\_\_\_\_ Signature \_\_\_\_\_  
Name of agency or education program/institution Registration Assessor/Advisor - Initial

## OTHER CATEGORIES OF TEMPORARY REGISTRATION

**1. If you have applied to write the Canadian Registered Nurse Examination or if you have the 250-hour requirement outstanding, you must provide the following:**

- Form 4: Application for Temporary Registered Nurse Registration - International* signed by an employer who has agreed to provide supervision
  - If you have more than one employer, a separate application is required from each employer. An applicant from another country is limited to three employers while working as a temporary (supervised) registered nurse. No additional fees are required for adding an employer to your existing temporary registration.
  - If your employer is a nursing agency and you will be practising in one or more facilities, *Form 4: Application for Temporary Registered Nurse Registration - International* needs to be completed by a representative of each of the facilities at which you will be practising.
- Form 12: Consent to a Criminal Record Check*
- Form 18: Application to Write the Canadian Registered Nurse Examination* (if applicable)
- all applicable fees

**2. If you are requesting to renew temporary registration after one examination failure, contact CRNBC Registration, Inquiry and Discipline.**

**3. If you are from another country and completing the clinical portion of a post-basic degree program in B.C., contact CRNBC Registration, Inquiry and Discipline.**

### EMPLOYER INFORMATION

Subject to meeting all other requirements for temporary (supervised) registration, the internationally-educated applicant may be granted temporary (supervised) registration to work as a nurse while waiting to write or awaiting the results of the Canadian Registered Nurse Examination. Granting of temporary (supervised) registration to an internationally-educated applicant is subject to the condition that the employer agrees to provide supervision. If the employer is a nursing agency, the supervision form needs to be completed by a representative of each of the facilities at which the nurse will be practising.

According to CRNBC policies “Supervision” means that the registrant is monitored and evaluated by a registered nurse who provides direction and support to the registrant to provide safe, ethical, competent nursing practice.

Licensed Graduate Nurses Registered in a Canadian Jurisdiction

Application for Licensed Graduate Nurse Registration in British Columbia

**INSTRUCTIONS:** Complete all sections of this form and answer all questions. Print in ink (do not use whiteout). Failure to answer questions and complete the Declaration on page 3 of this form and and complete Form 11: Statutory Declaration and have it notarized by an appropriate authority will result in your application being returned to you. **Return completed Forms 4.1 and 11 to CRNBC Registration, Inquiry and Discipline.**

**A. PERSONAL INFORMATION**

Applicant's Full Name \_\_\_\_\_  
Last First Middle

Former Name(s) \_\_\_\_\_ Preferred Name \_\_\_\_\_  
Birth/Former/Secular If different than above

Address \_\_\_\_\_  
Apt./Box No. Number Street

\_\_\_\_\_ City/Town Province/State/Country Postal/Zip Code

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
Include Area Code

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Gender:  Female  Male  
Day Month Year

First Language \_\_\_\_\_ **Personal Security Word** \_\_\_\_\_  
Example: Your mother's maiden name

**B. CRIMINAL RECORD CHECK** Failure to answer these questions will result in this form being returned to you and will delay your registration.

Do you have a criminal charge or conviction for which you have not been pardoned?  No  Yes

Have you ever received a pardon?  No  Yes

If you answered yes to either question, see the instructions in the Registration Application Guidelines.

**C. EDUCATION**

Non-Nursing	Language of Instruction	Country	Date of Entry	Completion Date	Certificate
Secondary					
Post-secondary					

**Nursing** – Enter actual name of nursing school/program

Name and Address of each nursing program attended	Language of Instruction	Date Entered MO/YR	Date Completed MO/YR	Received/Will Receive (Specify e.g., RN)
				<input type="checkbox"/> Diploma/Certificate.....
				<input type="checkbox"/> Degree.....
				<input type="checkbox"/> Diploma/Certificate.....
				<input type="checkbox"/> Degree.....
				<input type="checkbox"/> Diploma/Certificate.....
				<input type="checkbox"/> Degree.....

**D. PERSONAL EXPERIENCE RECORD**

List previous nursing employers in chronological order. Attach additional pages if required.

Start Date (year)	End Date (year)	Position	Unit/Area	Status (FT/PT/Casual)	Name of Supervisor/Manager and Full Name and Location of Hospital/Facility
		Primary Language Spoken _____			Reference Requested? <input type="checkbox"/> Yes (Form 37) <input type="checkbox"/> No
		Primary Language Spoken _____			Reference Requested? <input type="checkbox"/> Yes (Form 37) <input type="checkbox"/> No
		Primary Language Spoken _____			Reference Requested? <input type="checkbox"/> Yes (Form 37) <input type="checkbox"/> No
		Primary Language Spoken _____			Reference Requested? <input type="checkbox"/> Yes (Form 37) <input type="checkbox"/> No

**E. REGISTRATION STATUS AND NURSING EXPERIENCE** – Complete all questions (if not applicable, write N/A)

- Where and when did you first obtain registration? \_\_\_\_\_ Date: \_\_\_\_\_  
State/Province/Country
- What is your legal nursing title in the province/state/country in which you first obtained registration? \_\_\_\_\_
- In what other provinces/states/countries have you registered? (List all places. Underline current place of registration) \_\_\_\_\_  
\_\_\_\_\_
- Have you ever written the Canadian Registered Nurse Examination?  No  Yes If yes, record dates and locations of all previous writings:  
\_\_\_\_\_
- Is there any reason that you may not be fit to engage in the practice of nursing?  No  Yes If yes, attach an explanation
- Is your nursing conduct or practice currently under investigation?  No  Yes If yes, attach an explanation
- Have you ever been denied registration?  No  Yes If yes, attach an explanation
- Have you been disciplined by a professional regulatory body?  No  Yes If yes, attach an explanation
- Has your registration ever been revoked or suspended or had conditions attached?  No  Yes If yes, attach an explanation

10. Have you been registered with any other profession (e.g., social work, RPN, LPN)?  No  Yes If yes, what profession? \_\_\_\_\_
11. Record the total number of hours for each year you actually worked in nursing (as a licensed graduate nurse) from **January to December** in the past five years. Do not include hours as a student nurse. Your application cannot be processed without this information. Indicate N/A if no hours worked.

Year	Hours worked as a Graduate or Licensed Graduate Nurse

**F. DECLARATION, CONSENT AND ACKNOWLEDGEMENT**

By signing below, I declare that the information provided on this form is true and correct and that I am in compliance with the Health Professions Act, Nurses (Registered) and Nurse Practitioners Regulation and CRNBC Bylaws. I understand that falsification of this application, or the submission of any falsified documents to CRNBC, or the submission of any falsified CRNBC documents to other agencies may be cause for CRNBC to withhold registration, to revoke registration or take other appropriate action.

By signing below, I hereby give consent to any previous or current employers to release information regarding my competency in nursing to CRNBC to be used solely for the purpose of assessing eligibility for registration in British Columbia.

By signing below, I acknowledge that my name, registration number and status (practising, non-practising) will be published on the CRNBC website, in accordance with Section 22 of the Health Professions Act, upon being granted registration. CRNBC's register, which includes information about each registrant as required in Section 21.2 of the Health Professions Act, is available to any person upon request. To ensure appropriate and timely access to information about its registrants, CRNBC provides this information on its website which is readily available to the public and other health care professionals.

Signature **X** \_\_\_\_\_ Date \_\_\_\_\_



## Application for Conversion or Reinstatement of RN/LGN Registration

Failure to answer all questions will result in this form being returned to you and will delay your registration.

### A. PERSONAL INFORMATION

If you have legally changed your name since you last held practising registration with CRNBC, please attach a photocopy of a legal name change document (e.g., marriage or birth certificate). Name changes will not be recorded unless documentation is provided.

Full Name \_\_\_\_\_  
Last First Middle

Former Name(s) \_\_\_\_\_ Preferred Name \_\_\_\_\_  
Birth/Former/Secular If different than above

CRNBC Registration Number \_\_\_\_\_

Address \_\_\_\_\_  
Apt./Box No. Number Street

City/Town Province/State/Country Postal/Zip Code

Telephone \_\_\_\_\_ Email \_\_\_\_\_  
Include Area Code

### B. CATEGORY OF REGISTRATION

I am applying for:

- Practising Registration  Non-practising Registration\*

I previously had a Certified Practice (CP) Designation and am applying for this status  Yes  No

Payment Form 60 and appropriate payment enclosed?  Yes  No

\*Optional CNA membership is available to non-practising registrants. See Form 60.  
\*Non-practising registrants are not covered by liability insurance through the CRNBC Captive Insurance Corporation.  
\*As a non-practising registrant, you must not engage in the practice of nursing in British Columbia.

### C. CRIMINAL RECORD REVIEW

1. Have you ever been charged or convicted of a criminal offence for which you have not been pardoned, and which you have not previously reported to CRNBC?  No  Yes
2. Have you received a pardon for a criminal offence?  No  Yes

### D. FITNESS TO PRACTISE

If you answer YES to any of the following questions, please provide an explanation in the space provided or attach a written explanation.

1. Do you have any physical or mental conditions or addictions to alcohol or drugs that may impair your ability to practise nursing?  No  Yes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Name \_\_\_\_\_

2. Have you ever been denied registration by a professional committee or regulatory body?  No  Yes

\_\_\_\_\_  
\_\_\_\_\_

3. Have you ever been disciplined by a professional committee or regulatory body?  No  Yes

\_\_\_\_\_  
\_\_\_\_\_

4. Has your registration ever been under investigation, revoked or suspended, or had conditions attached?  No  Yes

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**E. PERSONAL PRACTICE REVIEW**

If applying for practising registration, confirm that you have completed a personal practice review by completing either part 1 or 2. Part 3 is an additional requirement for Certified Practice applicants.

**1. If you DID NOT WORK as a registered nurse or licensed graduate nurse**

a. In the past year, did you complete a self-assessment of your practice using the CRNBC Standards of Practice?  No  Yes

b. In the past year, did you develop a professional development plan based on your self-assessment?  No  Yes

**2. If you WORKED as a registered nurse or licensed graduate nurse (including work outside of British Columbia)**

a. In the past year, did you complete a self-assessment of your practice using the CRNBC Standards of Practice?  No  Yes

b. In the past year, did you obtain peer feedback about your practice?  No  Yes

c. In the past year, did you evaluate the impact of the previous year's learning on your practice?  No  Yes

d. In the past year, did you develop a professional development plan based on your self-assessment and peer feedback.  No  Yes

**3. If you previously held Certified Practice designation and are applying for this status**

a. In the past year, did you practise in your certified practice area?  No  Yes

b. In the past year, did you complete at least one professional development activity related to your certified practice area?  No  Yes

**F. EMPLOYMENT AND PRACTICE HOURS**

1. Have you worked as a registered nurse or licensed graduate nurse (including work outside of British Columbia) **since you last held practising registration with CRNBC?**

No  Yes

2. In what year did you last practise as a registered nurse or a licensed graduate nurse? \_\_\_\_\_

If you answered No to question 1, skip to section H.

Applicant's Name \_\_\_\_\_

3. **If you practised in the past five years**, please record the total number of hours you worked in each year. Calculate a separate total for each calendar year, from January 1, to December 31

Year	Hours Worked as a Registered Nurse or Licensed Graduate Nurse
current year	

**G. PROFESSIONAL EXPERIENCE RECORD**

Provide a chronological list of employers for whom you worked as a registered nurse since you last held practising registration with CRNBC. Attach additional pages if required.

Start Date (year)	End Date (year)	Position	Unit/Area	Status (FT/PT/Casual)	Name of Supervisor/Manager and Full Name and Address of Hospital/Facility
					Reference Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No (Form 37)
					Reference Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No (Form 37)
					Reference Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No (Form 37)
					Reference Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No (Form 37)

Applicant's Name \_\_\_\_\_

**H. EDUCATION**

1. In the last five years, have you completed any of the following? If yes, please provide a copy of certificate or degree.

	Date Completed	Name and Location of Program
<input type="checkbox"/> Re-entry to Practice Program		
<input type="checkbox"/> Degree in Nursing		
<input type="checkbox"/> Other (specify)		

**I. CONSENT TO CONTACT YOU**

Please indicate which communications you wish to receive. Check only ONE:

- 1  CRNBC/Canadian Nurses Association (CNA) purposes only.
- 2  External nursing- or health-related research and information about continuing education.
- 3  All communications, including information about programs and services not necessarily nursing related, but of interest to you in accordance with CRNBC policies.

Neither CRNBC nor the CNA provide contact information to external parties. Practising registrants of CRNBC automatically become members of CNA.

**J. DECLARATION, CONSENT AND ACKNOWLEDGEMENT**

By signing below, I declare that the information provided on this form is true and correct and that I am in compliance with the Health Professions Act, Nurses (Registered) and Nurse Practitioners Regulation and CRNBC Bylaws. I understand that falsification of this application, or the submission of any falsified documents to CRNBC, or the submission of any falsified CRNBC documents to other agencies may be cause for CRNBC to withhold registration, revoke registration or take other appropriate action.

By signing below, I give consent to any previous or current employers to release information regarding my competency in nursing to CRNBC to be used solely for the purpose of assessing eligibility for registration in British Columbia.

By signing below, I acknowledge that my name, registration number and status (practising, non-practising) will be published on the CRNBC website, in accordance with Section 22 of the Health Professions Act, upon being granted registration. CRNBC's register, which includes information about each registrant as required in Section 21.2 of the Health Professions Act, is available to any person upon request. To ensure appropriate and timely access to information about its registrants, CRNBC provides this information on its website, which is readily available to the public and other health care professionals.

Signature **X** \_\_\_\_\_ Date \_\_\_\_\_



# Nurse Practitioner Registration in British Columbia Application Form

**Form 6**

## A. PERSONAL INFORMATION

Applicant's Name		
last	first	middle
Former Name(s) (Birth/Former/Secular)	Preferred Name (if different than above)	Address (Apt./Box No., Number, Street)
City/Town	Province/State/Country	Postal/Zip Code
Telephone (include Area Code)	Email	Date of Birth (Day/Month/Year)
Place of Birth	Gender (Female/Male)	First Language (English/Other (specify))
Personal Security Word (e.g. Your mother's maiden name)		

## B. NURSE PRACTITIONER APPLICATION

I am applying for (check one):

- Nurse Practitioner (Family)
  Nurse Practitioner (Adult)
  Nurse Practitioner (Pediatric)

## C. CURRENT REGISTRATION STATUS WITH CRNBC

- CRNBC practising registered nurse registrant (Reg. #)

## D. FITNESS TO PRACTISE

*If you answer yes to any of the following questions, please submit an explanation.*

1. Do you have any physical or mental conditions or addictions to alcohol or drugs that may impair your ability to practise nursing?  No  Yes (explain)

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2. Have you ever been denied registration by a professional committee or regulatory body?  No  Yes (explain)

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3. Have you ever been disciplined by a professional committee or regulatory body?  No  Yes (explain)

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4. Has your registration ever been under investigation, revoked or suspended, or had conditions attached?  No  Yes (explain)

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**E. NURSE PRACTITIONER INFORMATION**

Enter actual name of nursing school/program

Name and Address of each nurse practitioner and master's program attended	Was this an online/distance program? (Yes or No)	Language of instruction	Date Entered MO/YR	Date Completed/ Expected to Complete MO/YR	Credential Recieved (e.g., diploma, master's in nursing)

**F. NURSE PRACTITIONER REGISTRATION STATUS AND NURSE PRACTITIONER EXPERIENCE**

Complete all questions. If not applicable, write N/A)

1. Where did you first obtain registration as a nurse practitioner? \_\_\_\_\_ When? \_\_\_\_\_

2. List all locations where you have been registered/licensed as a nurse practitioner:

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3. List jurisdiction(s) in which you hold your current nurse practitioner registration:

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4. What is your current professional title or designation in the jurisdiction in which you are currently registered (e.g., specialty NP, primary care NP)?

5. List any current or past conditions, limitations, or restrictions placed on your nurse practitioner registration by a regulatory body or employer or both (e.g., restricted to practise in oncology or pediatrics).

Condition/Limitation/Restriction	Regulatory Body/Employer	Reason

6. Have you ever written a nurse practitioner licensing or credentialing examination?  No  Yes

If yes, complete the following:

Examination (e.g., ANCC)	Stream of Practice (Family, Adult or Pediatric)	Date	Location

7. Have you ever been certified by an agency that credentials nurse practitioners (e.g. ANCC, AANP, PNCB?)  No  Yes

If yes, identify credentials agency:

8. Have you been registered with any other profession?  No  Yes

If yes, what profession?

9. Record the total number of hours for each year you worked as a nurse practitioner from **January to December** in the past three years. **DO NOT** include hours as a registered nurse (not applicable for new graduates):

Year	Hours Worked as a Nurse Practitioner



## G. DECLARATION, CONSENT AND ACKNOWLEDGEMENT

By signing below, I declare that the information provided on this form is true and correct and that I am in compliance with the Health Professions Act, Nurses (Registered) and Nurse Practitioners Regulation and CRNBC Bylaws. I understand that falsification of this application, or the submission of any falsified documents to CRNBC, or the submission of any falsified CRNBC documents to other agencies may be cause for CRNBC to withhold registration, to revoke registration or take other appropriate action.

By signing below, I hereby give consent to any previous or current employers to release information regarding my competency in nursing to CRNBC to be used solely for the purpose of assessing eligibility for registration in British Columbia. By signing below, I hereby give consent to share my contact information with the British Columbia Nurse Practitioner Association (BCNPA) so I can receive their information and publications.

By signing below, I acknowledge that my name, registration number and status (practising, non-practising) will be published on the CRNBC website, in accordance with Section 22 of the Health Professions Act, upon being granted registration. CRNBC's register, which includes information about each registrant as required in Section 21.2 of the Health Professions Act, is available to any person upon request. To ensure appropriate and timely access to information about its registrants, CRNBC provides this information on its website which is readily available to the public and other health care professionals.

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Signature **X**

Date



# Conversion or Reinstatement of NP Registration Application Form

**Form 8**

## A. PERSONAL INFORMATION

If you have legally changed your name since you last held practising registration with CRNBC, please attach a notarized copy of a legal name change document (e.g., marriage or birth certificate). Name changes will not be recorded unless documentation is provided.

Applicant's Name		last	first	middle
Former Name(s) (Birth/Former/Secular)		Preferred Name (if different than above)		CRNBC Registration Number
Address (Apt./Box No., Number, Street)		City/Town		Province/State/Country
Postal/Zip Code		Telephone (include Area Code)		Email

## B. NURSE PRACTITIONER APPLICATION

I am applying for (check one):

- Nurse Practitioner (Family)
  Nurse Practitioner (Adult)
  Nurse Practitioner (Pediatric)

## C. CRIMINAL RECORD CHECK

Failure to answer these questions will result in this form being returned to you and will delay your registration.

Do you have a criminal charge or conviction for which you have not been pardoned?  No  Yes

Have you ever received a pardon?  No  Yes

## D. FITNESS TO PRACTISE

If you answer YES to any of the following questions, please submit an explanation.

Do you have any physical or mental conditions or addictions to alcohol or drugs that may impair your ability to practise nursing?  No  Yes (explain)



Have you ever been denied registration by a professional committee or regulatory body?  No  Yes (explain)

Have you ever been disciplined by a professional committee or regulatory body?  No  Yes (explain)

Has your registration ever been under investigation, revoked or suspended, or had conditions attached?  No  Yes (explain)

**E. PERSONAL PRACTICE REVIEW**

*You must attest to completing a personal practice review by completing either section 1 or 2.*

**1. DID NOT WORK as a nurse practitioner in the past year.**

a. In the past year, did you complete a self-assessment of your practice using the CRNBC Professional Standards of Practice and Scope of Practice Standards for your stream of nurse practitioner practice?  No  Yes

b. In the past year, did you develop a learning plan based on your self-assessment?  No  Yes

**2. WORKED in B.C. as a nurse practitioner in the past year.**

a. In the past year, did you complete a self-assessment of your practice using the CRNBC Professional Standards of Practice and Scope of Practice Standards for your stream of nurse practitioner practice?  No  Yes

b. In the past year, did you obtain peer feedback about your practice?  No  Yes

c. In the past year, did you evaluate the impact of the previous year’s learning on your practice?  No  Yes

d. In the past year, did you develop a learning plan in accordance with CRNBC’s nurse practitioner learning activity requirements to implement in the upcoming practice year?  No  Yes

What was the focus of your critical review of your client records?

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What three learning activities did you undertake in the past year?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**F. EMPLOYMENT AND PRACTICE HOURS**

Have you been employed as a nurse practitioner since you last held practising nurse practitioner registration with CRNBC?  No  Yes

**If yes:**  
Complete the Professional Experience Record (Form 23)  
Complete Employment Reference for Nurse Practitioner Registration (Form 22) and forward to employer.

Record the total number of hours for each year you worked as a nurse practitioner from **January to December** in the past three years (Jan 1 - Dec 31). **DO NOT** include hours worked as a registered nurse

Year	Hours Worked as a Nurse Practitioner

**G. NURSE PRACTITIONER REGISTRATION STATUS**

Have you been registered as a nurse practitioner in another province, state or country since you last held practising nurse practitioner registration with CRNBC?  No  Yes

If yes, complete a Verification of Nurse Practitioner Registration (Form 17) and send to all jurisdictions where you registered as a nurse practitioner since you last held practising registration with CRNBC.

Nurse Practitioner Registration Outside British Columbia (if applicable)

Province/State/Country	Date of Registration	Expiry Date	Title (eg., specialty NP, primary care NP)



List any current or past conditions, limitations or restrictions placed on your nurse practitioner registration by a regulatory body or employer or both (e.g., restricted to practise in oncology or pediatrics).

Condition/Limitation/Restriction	Regulatory Body/Employer	Reason

**H. DECLARATION, CONSENT AND ACKNOWLEDGEMENT**

By signing below, I declare that the information provided on this form is true and correct and that I am in compliance with the Health Professions Act, Nurses (Registered) and Nurse Practitioners Regulation and CRNBC Bylaws. I understand that falsification of this application, or the submission of any falsified documents to CRNBC, or the submission of any falsified CRNBC documents to other agencies may be cause for CRNBC to withhold registration, revoke registration or take other appropriate action.

By signing below, I give consent to any previous or current employers to release information regarding my competency in nursing to CRNBC to be used solely for the purpose of assessing eligibility for registration in British Columbia.

By signing below, I acknowledge that my name, registration number and status (practising, non-practising) will be published on the CRNBC website, in accordance with Section 22 of the Health Professions Act, upon being granted registration. CRNBC’s register, which includes information about each registrant as required in Section 21.2 of the Health Professions Act, is available to any person upon request. To ensure appropriate and timely access to information about its registrants, CRNBC provides this information on its website, which is readily available to the public and other health care professionals.

By signing below, I hereby give consent to share my contact information with the British Columbia Nurse Practitioner Association (BCNPA), so I can receive their information and publications.

Signature **X**

Date



## Application for Provisional Registration

**Applicant** must complete Parts A and B; **Employer** to complete Part C if required. If this form is incomplete, your registration will be delayed.

### Part A – Personal Information

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ CRNBC Identification No. \_\_\_\_\_

#### CRIMINAL RECORD REVIEW

Since first applying with CRNBC:

1. Have you ever been charged with or convicted of a criminal offence?  No  Yes
2. Have you received a pardon for a criminal offence?  No  Yes

If you answer "Yes" to any of these questions, complete **Form 75: Applicant Information on Criminal Offences** available at [www.crnbc.ca/Registration/Lists/RegistrationResources/form75infoonCriminaloffences.pdf](http://www.crnbc.ca/Registration/Lists/RegistrationResources/form75infoonCriminaloffences.pdf)

### Part B – Applicant Acknowledgement and Consent

- By signing below, I acknowledge my full and complete understanding of the specific conditions indicated in Part D of this application form, and that I will honestly and truthfully inform any prospective employer(s) about each of these conditions. I also acknowledge that, once provisional registration has been issued, I will abide by these conditions at all times and if I am found to have breached any of them, I may be referred to CRNBC Professional Conduct Review and may be required to suspend practice.
- By signing below, I give consent to any previous, current or future employers to release information regarding my competency in nursing to CRNBC to be used solely for the purpose of assessing my eligibility for registration in British Columbia.
- By signing below, I acknowledge that, upon being granted registration, my name, registration number, status and all applicable conditions will be published on the CRNBC website in accordance with Section 22 of the Health Professions Act. CRNBC's register, which includes information about each registrant as required in Section 21.2 of the Health Professions Act, is available to any person upon request. To ensure appropriate and timely access to information about its registrants, CRNBC provides this information on its website, which is readily available to the public and other health care professionals.

Signature **X** \_\_\_\_\_ Date \_\_\_\_\_

### Part C – Employer Monitoring Agreement (if required – see conditions in Part D)

- Prior to offering employment to this applicant, please ensure that you understand the specific conditions noted in Part D of this form. These conditions will apply once provisional registration is issued. If you have any questions, please email [register@crnbc.ca](mailto:register@crnbc.ca)
- If the applicant's employment start date is unknown, do not complete this section or return this form to CRNBC.

Employer \_\_\_\_\_

Facility (a specific facility name is required) \_\_\_\_\_

Applicant's Employment Start Date (CRNBC cannot guarantee this date) \_\_\_\_\_

Facility Representative \_\_\_\_\_ Position/Title \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

- By signing below, I agree to provide monitoring to the above named applicant for provisional registration. According to CRNBC policies, "monitoring" means that the registrant holding provisional registration is monitored and evaluated by the appropriate individual (i.e., a registered nurse or nurse practitioner). The monitoring individual should be on site or readily available so that the registrant can consult and/or collaborate as needed. Unless specified otherwise, monitored practice is in place for the duration of provisional registration. Please see [www.crnbc.ca](http://www.crnbc.ca) for more information.
- By signing below, I confirm my full and complete understanding of the conditions specified in Part D of this form, and that they will apply to this applicant's provisional registration once it has been issued. If any of the conditions specified in Part D are breached, I also understand that the provisional registrant may be subject to investigation by CRNBC Professional Conduct Review and may be suspended from practice.
- By signing below, I agree to provide an employment reference directly to CRNBC after the specified number of hours noted in Part D.

Signature of Facility Representative **X** \_\_\_\_\_ Date \_\_\_\_\_

## Part D – Conditions on Provisional Registration

The following conditions will apply to provisional registration once issued:



## Application for Provisional Registration

For use by eligible Canadian applicants only.

If this form is incomplete, your registration will be delayed.

### Part A – Personal Information

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ BC File/Reg No \_\_\_\_\_

Applicant's Employment Start Date (CRNBC cannot guarantee this date) \_\_\_\_\_

### Part B – Applicant Acknowledgement and Consent

- By signing below, I acknowledge my full and complete understanding of the specific conditions indicated in Part C of this application form, and that I will honestly and truthfully inform any prospective employer(s) about each of these conditions. I also acknowledge that, once provisional registration has been issued, I will abide by these conditions at all times and if I am found to have breached any of them, I may be referred to CRNBC Professional Conduct Review and may be required to suspend practice.
- By signing below, I give consent to any previous, current or future employers to release information regarding my competency in nursing to CRNBC to be used solely for the purpose of assessing my eligibility for registration in British Columbia.
- By signing below, I acknowledge that, upon being granted registration, my name, registration number, status and all applicable conditions will be published on the CRNBC website in accordance with Section 22 of the Health Professions Act. CRNBC's register, which includes information about each registrant as required in Section 21.2 of the Health Professions Act, is available to any person upon request. To ensure appropriate and timely access to information about its registrants, CRNBC provides this information on its website, which is readily available to the public and other health care professionals.

Signature **X** \_\_\_\_\_ Date \_\_\_\_\_

### Part C – Conditions on Provisional Registration

The following condition will apply to provisional registration once issued:

1. The applicant must write and pass the Canadian Registered Nurse Exam (CRNE).



# Application for Employed Student Registrant (ESR) Registration in British Columbia

**You only need to register with CRNBC if you choose to work as an employed student registrant. Once registered, you come under the regulatory oversight of CRNBC, which includes professional conduct review.**

**INSTRUCTIONS:** Complete all sections of Form 10 and answer all questions. Print in ink. **Failure to answer questions will result in your application being returned to you.** Return the completed Form 10 and Form 12: Consent to a Criminal Record Check and notarized Form 11: Statutory Declaration to CRNBC Registration, Inquiry and Discipline.

If you legally changed your name since you last registered with CRNBC, attach a photocopy of a marriage or birth certificate, passport, permanent residency or citizenship papers, or official change of name document that shows your new name.

## A. PERSONAL INFORMATION

Current Legal Name \_\_\_\_\_  
Last First Middle

Former Name(s) \_\_\_\_\_ Preferred Name \_\_\_\_\_  
Birth/Former/Secular if any, e.g., birth name as indicated on birth certificate If different than above

Mailing Address \_\_\_\_\_  
Apt./Box No. Number Street

\_\_\_\_\_ City/Town Province/State/Country Postal/Zip Code

Telephone \_\_\_\_\_ Email \_\_\_\_\_  
Include Area Code

Date of Birth \_\_\_\_\_ **Please attach an identification document with application.** Sex  Male  Female  
Day Month Year

Your Personal Security Word \_\_\_\_\_  
Example: Your mother's maiden name

## B. CRIMINAL RECORD REVIEW

1. Have you ever been charged or convicted of a criminal offence?  No  Yes

2. Have you received a pardon for a criminal offence?  No  Yes

If you answer "Yes" to any of these questions, complete **Form 75: Applicant Information on Criminal Offences** available at [www.crnbc.ca/Registration/Lists/RegistrationResources/form75infoonCriminaloffences.pdf](http://www.crnbc.ca/Registration/Lists/RegistrationResources/form75infoonCriminaloffences.pdf)

## C. FITNESS TO PRACTICE

1. Do you have any physical or mental conditions or addictions to alcohol or drugs that may impair your ability to work as a registered nurse? If yes, please attach an explanation.  No  Yes

2. Have you ever been denied registration by a professional committee or regulatory body? If yes, please attach an explanation.  No  Yes

3. Have you ever been disciplined by a professional committee or regulatory body? If yes, please attach an explanation.  No  Yes

## D. NURSING EDUCATION

Name and location of your nursing education program(s) \_\_\_\_\_  
If you are enrolled in a university degree program, but completed part of your nursing studies through a college, record the names of both programs.

Date of Admission \_\_\_\_\_ Expected Date of Completion \_\_\_\_\_  
Year/Month Year/Month

PLEASE HAVE A NURSING INSTRUCTOR FROM YOUR CURRENT NURSING PROGRAM COMPLETE THE FOLLOWING:

I hereby verify that the above named student is currently enrolled at \_\_\_\_\_  
in the Baccalaureate Registered Nurse Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Position \_\_\_\_\_

## E. DECLARATION AND ACKNOWLEDGEMENT

By signing below, I declare that the information provided on this form is true and correct. I understand that falsification of this application, or the submission of any falsified documents to CRNBC, or the submission of any falsified CRNBC documents to other agencies may be cause for CRNBC to withhold registration, revoke registration or take other appropriate action.

By signing below, I acknowledge that my name, registration number and status (student) will be published on the CRNBC website, in accordance with Section 22 of the Health Professions Act, upon being granted registration. CRNBC's register, which includes information about each registrant as required in Section 21.2 of the Health Professions Act, is available to any person upon request. To ensure appropriate and timely access to information about its registrants, CRNBC provides this information on its website, which is readily available to the public and other health care professionals.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Statutory Declaration

CANADA PROVINCE OF BRITISH COLUMBIA IN THE MATTER OF AN APPLICATION FOR REGISTRATION IN THE  
COLLEGE OF REGISTERED NURSES OF BRITISH COLUMBIA

I, \_\_\_\_\_, of \_\_\_\_\_  
city/country

do solemnly declare that:

1. I have not been convicted in Canada or elsewhere of any offence that, if committed by a person registered under the Health Professions Act, would constitute unprofessional conduct or conduct unbecoming a person registered under these bylaws except as follows:
2. My past conduct does not demonstrate any pattern of incompetency or untrustworthiness which would make registration contrary to the public interest.
3. I am a person of good character.
4. My entitlement to practise nursing has not been limited, restricted or subject to conditions in any jurisdiction at any time except as follows:
5. At the present time, no investigation, review or proceeding is taking place in any jurisdiction which could result in the suspension or cancellation of my authorization to practise nursing in that jurisdiction except as follows:
6. I am aware of the Health Professions Act of British Columbia and the Regulation and Bylaws of the College of Registered Nurses of British Columbia made pursuant to that Act.
7. I will practise at all times in compliance with the Health Professions Act of British Columbia and the Regulation and Bylaws of the College of Registered Nurses of British Columbia made pursuant to that Act.

AND I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Signature of Applicant \_\_\_\_\_

DECLARED before me at the city of \_\_\_\_\_ in \_\_\_\_\_  
country

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A Commissioner for taking Affidavits

## INFORMATION FOR APPLICANTS

### Health Professions Act, Nurses (Registered) and Nurse Practitioners Regulation, and CRNBC Bylaws

#### **HEALTH PROFESSIONS ACT**

On August 19, 2005, the Registered Nurses Association of British Columbia officially became the College of Registered Nurses of British Columbia (CRNBC). CRNBC is empowered under the Health Professions Act to regulate the practice of registered nurses and nurse practitioners in British Columbia. The Health Professions Act is umbrella legislation that provides for a common regulatory structure for British Columbia's health professions.

#### **CRNBC BYLAWS**

Under this Act, CRNBC has the duty to serve and protect the public, to exercise its powers and to fulfill its responsibilities in the public interest. To achieve these goals, the Act grants CRNBC the power to make bylaws to govern registrants. CRNBC is authorized to make bylaws that, among other things: establish procedures for the election of board members; create committees of the Board; establish standards of academic achievement and qualification for registration; develop, monitor and enforce standards of practice and professional ethics; and operate continuing competencies and quality assurance programs.

#### **NURSES (REGISTERED) AND NURSE PRACTITIONERS REGULATION**

The Nurses (Registered) and Nurse Practitioners Regulation under the Health Professions Act sets out reserved titles, a scope of practice statement and reserved actions for general and CRNBC-certified registered nurse practice as well as additional reserved actions for nurse practitioners. It also gives CRNBC the authority to set standards, limits and conditions on nurses' practice.

#### **Reserved Titles**

Only registrants of CRNBC can use the titles "registered nurse," "licensed graduate nurse" or "nurse." "Nurse practitioner" is also a reserved title under the Regulation (see the CRNBC Practice Standard *Appropriate Use of Titles by Nurses*, available from the CRNBC website [www.crnbc.ca](http://www.crnbc.ca)).

#### **Scope of Practice**

Scope of practice refers to activities that registered nurses are educated and authorized to perform. These activities are established through the legislated definition of registered nursing practice and are complemented by standards, limits and conditions set by CRNBC.

"Nursing" is defined as the health profession in which a person provides or performs the following services:

- health care for promoting, maintaining and restoring health
- prevention, treatment and palliation of illness and injury, primarily by assessing health status, planning and implementing interventions, and coordinating health services

#### **Restricted Activities**

The introduction of restricted activities under the Health Professions Act is new for registered nurses. Most activities that registered nurses carry out do not involve performing restricted activities.

Restricted activities are clinical activities that present a significant risk of harm and are therefore assigned by government to specified health professions only. The Regulation assigns specific restricted activities to registered nurses.

***The Health Professions Act, Nurses (Registered) and Nurse Practitioners Regulation, and CRNBC Bylaws are available from the About Us section of the CRNBC website [www.crnbc.ca](http://www.crnbc.ca)***





# Consent to a CRIMINAL RECORD CHECK

For working with children and/or vulnerable adults

## CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGEMENTS PURSUANT TO THE B.C. CRIMINAL RECORDS REVIEW ACT

- I hereby consent to a check for records of criminal charges and convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offence(s) under the Criminal Records Review Act.
  - I hereby consent to a check of all available law enforcement systems, including any local police records.
  - I hereby consent to a vulnerable sector search to check if I have been convicted of and been granted a pardon for any sexual offences of the Criminal Records Act.
  - I understand a criminal record check under the criminal records review act is required at least once every five years.
  - Go to the RCMP website for additional details on vulnerable sector checks: [www.rcmp-grc.gc.ca/cr-cj/vulner/index-eng.htm](http://www.rcmp-grc.gc.ca/cr-cj/vulner/index-eng.htm)
- I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the court and crown counsel relating to an outstanding charge or conviction of any relevant or specified offence(s) as defined under the Criminal Records Review Act or any police investigations deemed relevant by the Registrar.
- Where the results of this check indicate that a criminal record or outstanding charge for a relevant or specified offence(s) may exist, I agree to provide my fingerprints to verify any such criminal record.
- The Deputy Registrar will notify me and my organization that I have an outstanding charge or conviction for any relevant or specified offence(s) and the matter has been referred to the Deputy Registrar.
- The Deputy Registrar will determine whether or not I present a risk to physical or sexual abuse to children and / or physical, sexual or financial abuse to vulnerable adults as applicable.
- The Deputy Registrar's determination will be disclosed to my organization and it will include consideration of any relevant or specified offence(s) for which I have received a pardon.
- If I am charged with or convicted of a relevant or specified offence(s) at any time subsequent to the criminal record check authorized herein, I further agree to report the charge or conviction to my organization and provide my organization, in a timely manner, with a new signed Consent to a Criminal Record Check form.

The information requested on this form is collected under the authority of the Criminal Records Review Act section 4(1) and section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA). The information provided will be used to fulfil the requirements of the Criminal Records Review Act for the release of criminal records information and is in compliance with the FOIPPA.

If you have questions about the collection of your personal information, please contact the Policy Analyst, Criminal Records Review Program, PO Box 9217 Stn Prov Govt, Victoria, BC V8W 9J1 or by phone at (250) 387-2896.



REGISTRATION NO.

## Certificate of Registration



### *Certificate of Registration*

The Board of the College of Registered Nurses of British Columbia hereby certifies that \_\_\_\_\_  
has met the qualifications provided for in the bylaws of the College made pursuant to the Health Professions Act,  
and is duly qualified to practise nursing as a \_\_\_\_\_ registrant of the  
College of Registered Nurses of British Columbia.

Given under the seal of the board at Vancouver, British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_

REGISTRATION NO.



REGISTRAR



## Order to attend hearing of discipline committee

IN THE MATTER OF THE COLLEGE OF REGISTERED NURSES OF BRITISH COLUMBIA

and

IN THE MATTER OF A HEARING PURSUANT TO SECTION 38 OF THE HEALTH PROFESSIONS ACT  
INTO THE CONDUCT OF

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ORDER

TO:

TAKE NOTICE that you are required to attend to testify as a witness at the time, date and place set out below, pursuant to the provisions of section 38 and/or section 44 of the Health Professions Act, S.B.C., c.50. You are also required to bring with you all documents in your possession or power relating to the matters in question in this proceeding.

**Please note:** The provisions of the Health Professions Act and the Bylaws of the College of Registered Nurses of British Columbia reproduced on the back of this Order.

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

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Member, Panel of the Discipline Committee  
responsible for the conduct of the hearing