



## Registration Renewal – General Information

### Online Registration Renewal

Renew your practising or non-practising membership online between October 1 and November 30, 2018 at 4pm at [www.nanb.nb.ca](http://www.nanb.nb.ca).

**You cannot renew online if** you had a non-practising membership in 2018 and want an active practising registration in 2019.

### Practising without a valid registration is illegal and will result in the following:

- your practice hours will not be counted;
- you will not be covered by liability protection (CNPS);
- you could be brought to discipline;
- you will be charged an additional late fee of \$57.50 and an unauthorized practice **fee of \$287.50**

### Hours of Nursing Practice

To qualify for 2019 registration as an RN, you must have met one of the following requirements between 2014 and 2018:

- practised at least 1125 hours as an RN in an approved nursing practice;
- graduated from a basic nursing education program;
- completed a post-RN degree in nursing; or
- completed an approved nurse refresher program.

To qualify for 2019 registration as an NP, you must have met one of the following requirements between 2017 and 2018:

- practised at least 600 hours as an NP;
- graduated from a nurse practitioner education program; or
- completed an approved nurse practitioner refresher program.

Full-time employment (Dec 1, 2017 to Nov 30, 2018) is generally considered to be 1755 hours per year. **Do not include** sick leave, statutory holiday, vacation time, leave of absence, or on-call time (if not called). All hours reported must fall within the definition of nursing practice. For more information, contact registration services.

### Leave of Absence

If you are on an extended leave and do not expect to return to work after November 30, 2018, you may find some financial advantage in taking a non-practising membership, and later converting to a practising membership. If you are unsure about which membership type is best for you, please contact registration services.

### Resignation / Retirement

If you decide not to renew your registration you should resign or retire your membership. This keeps your record in good standing and eliminates paying a reinstatement fee should you later decide to renew membership.

**Refunds**

No refunds will be issued after November 30, 2018.

**Name Change**

Be sure to send a photocopy of documents supporting your name change. If at any time during the year you change your address, telephone number or e-mail address, please notify NANB immediately.

**Self Employed or Working in a Non-Traditional Area**

Your practice must be approved by NANB in order for your hours to count toward registration renewal and for you to be able to use the title RN or Nurse while practising. You may request to have your practice assessed by NANB by contacting us and filling out the appropriate documentation.

**Working in Another Province/Country**

If you are practising nursing in another province or country and wish to maintain registration with NANB you must have your regulatory body send a verification of registration directly to NANB and have your employer send a verification of your hours of practice directly to NANB, before being eligible for registration renewal. Hours not verified by the employer cannot be added to your file.

**Nursing Employment Data**

Your response in this section of the renewal form should reflect your current status at the actual site where you are currently working. When choosing the primary place of work, if you work in more than one site choose the one where you work the most hours or, where you've worked the longest.

**Criminal Charge / Conviction**

You are required to answer the question "Since you last applied for registration, have you been charged with or convicted of a criminal offence?" If you answered yes, you must contact the Registrar directly otherwise this will delay renewal of your registration. Please note that you will not be able to complete your registration renewal online.

**Continuing Competence Program (CCP)**

The NANB Continuing Competence Program is mandatory.

In order to renew registration for the practice year 2019 you must have:

- completed a self-assessment to determine your learning needs;
  - RNs assess their practice based on the *NANB Standards of Practice for Registered Nurses*; and
  - NPs assess their practice based on the *NANB Standards of Practice for Primary Health Care Nurse Practitioners*;
- developed and implemented a learning plan that outlines learning objectives and learning activities;
- evaluated the impact of your learning activities on your practice; and
- reported on the registration renewal form that you have completed the CCP requirements for the practice year 2018.

**Professional Liability Protection**

Please refer to the CNPS brochure for specific details on professional liability protection. An optional CNPS Plus is available to those nurses who wish to have additional coverage. Please contact CNPS Plus at 1-800-267-3390.

**Questions?** Should you have any questions, please contact registration services:

Email: [nanbregistration@nanb.nb.ca](mailto:nanbregistration@nanb.nb.ca)

Telephone: (506) 458-8731 or 1-800-442-4417 Fax: (506) 459-2838