



Application Instructions for BC Graduates

Congratulations on coming to the end of your nursing program! Please follow the instructions below, and if you have any questions contact Christy Kivari at 604-736-7331 ext. 225 or email kivari@crnbc.ca.

STEP 1. CREATING ACCOUNT

To submit a BC Grad application, you must first create an online profile with CRNBC if you have not done so previously. If you have already done this, please skip to Step 2.

You need to complete this step if

- you have never held any form of registration with CRNBC and therefore do not yet have a CRNBC Identification number; or
- you had/have ESN registration and therefore have a CRNBC Identification number, but you have not yet created an online profile. If you aren't sure whether you created an online profile, please contact Christy.

Go to: <https://public.crnbc.ca/account> and you will be asked if you have a CRNBC Identification number.

- If you have or had ESN registration, you will answer **YES**, and continue to the next page to enter your CRNBC Identification number (09#####) and birthdate, and then create a password for your online account.
- If you have never had registration with CRNBC, you will answer **NO** and continue on to create your account. You will have to enter all of your personal information to create your account and have an identification number assigned to you.

Once you complete this step, you can log out of your account and move to Step 2.

STEP 2. BC GRAD APPLICATION

Go to: <https://crnbc.ca/Registration/RNApplication/BCEN/Pages/Default.aspx>

and click on [Sign in to Your Online Account](#). Enter your email address and password from Step 1.

When asked what you are applying for, choose Registered Nurse Registration (Practising RN, Full Year, *See notes on next page*)

Complete and submit the application and pay the required application fee

STEP 3. NCLEX APPLICATION

As of January 2015, the National Council Licensure Exam for Registered Nurses (NCLEX-RN) has replaced the Canadian Registered Nurse Examination (CRNE) as the entry to practice exam required for registration in B.C. Please visit www.nclex.com for information about the examination.

Once your BC Grad application has been reviewed by CRNBC staff, you will need to register for the NCLEX at www.pearsonvue.com/nclex. Upon receipt of the verification of program completion from your school, CRNBC will declare you eligible for the NCLEX and you will receive an Authorization to Test email from Pearson Vue to register for your date/time/location. *See Important Notes on the next page.*

IMPORTANT NOTES ABOUT THE BC GRAD APPLICATION

- If you have submitted the Form 11 and identification documents previously with an ESN application, you do not need to resubmit them. You can just skip through those pages of the application and ignore the warnings that will appear.
- On your BC Grad application you will be asked whether you want Provisional Registration. If you plan to work upon graduation, you choose YES. Once we receive verification of program completion from your school, we will update our database to indicate you are eligible for provisional registration, and send you an email with a link to pay. You will indicate your desired start date, and will be invoiced the appropriate fee (see below). Once you pay the fee you will receive an email confirming that you are eligible to work in B.C. effective the date indicated as your start date.
 - The daily rate for 2016 registration is \$1.23/day. You will be invoiced for the number of days from your chosen start date to the end of the 2016 registration year – February 28, 2017. *See the CRNBC website for more information about fees.*
 - Registration expires annually on the last day of February. You must renew your registration before the expiration date or you will be required to pay a *status change fee* (\$100) and a *practicing without registration fee* if applicable (\$300).
 - Provisional Registration will be automatically converted to Practicing Registration upon passing the NCLEX.

IMPORTANT NOTES ABOUT THE NCLEX APPLICATION

- **Do not apply for the NCLEX too early.** Once you pay the examination fee (\$360) there are absolutely no refunds.
- Within one year of applying for the NCLEX, you must be declared eligible for the exam. If not, your application will be cancelled and you forfeit the fee.
- Once you are declared eligible by CRNBC, you will be sent an Authorization to Test (ATT) email that provides you with your exam validity dates. You must write the NCLEX within the 90 day validity period. If you do not, your application will be cancelled and you forfeit the exam fee. The ATT validity period cannot be extended for any reason.
- For applicants intending to register in another Canadian province, it is recommended that you first complete the registration process in B.C. Please contact Christy Kivari for more information about this process.

PROCESS OVERVIEW & SUGGESTED TIMELINES

- Submit B.C. Grad application (1 to 3 months prior to program completion)
- Information Letter sent by CRNBC approximately 4 to 6 weeks after submitting BC Grad application
- Apply for NCLEX after receiving Information Letter, and **no** earlier than one month prior to program completion
- Program Completion received from nursing program and processed by CRNBC. **IF** your application is complete, the following will occur within 7 to 10 business days:
 - Authorization to Test email sent by Pearson Vue so you can schedule your exam location and date
 - Provisional Registration Eligibility email sent by CRNBC with instructions to pay required fee
- Exam Results sent by email from CRNBC within one week of exam date:
 - PASS – notified of pass result and any next steps in the registration process
 - FAIL – notified of fail result only. Additional details (performance report, exam eligibility information, registration information) sent by email from CRNBC within one week of result notification.