

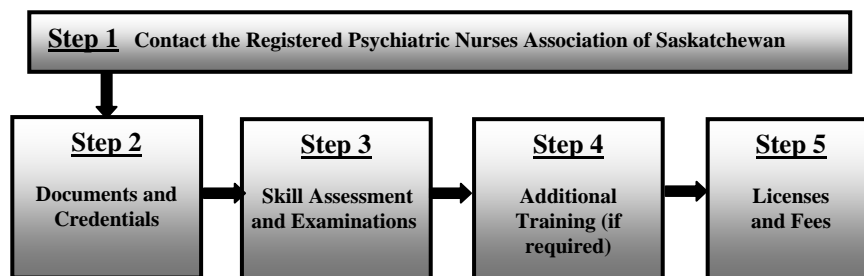
Internationally Educated Health Professionals

Steps to Licensing

Registered Psychiatric Nursing

This document provides a general overview of the steps to getting a license as a Registered Psychiatric Nurse in Saskatchewan. In Saskatchewan, the licensing body for Registered Psychiatric Nurses is the Registered Psychiatric Nurses' Association of Saskatchewan (RPNAS). Their website address is www.rpnas.com.

*Before you begin the licensing process, you should review this document and visit www.rpnas.com to collect the information you need about getting a license in Saskatchewan. We have designed a **Guide** to help you record the information you find. The Guide also contains a list of questions to answer from your website research or to ask RPNAS. Once you have completed your research, contact RPNAS to ensure that you understand the process and to clarify any additional questions you may have.*



The following is a summary of the steps required for a license to practice as a Registered Psychiatric Nurse in Saskatchewan.

Steps to Licensing

1. Contact the Registered Psychiatric Nurses Association of Saskatchewan (RPNAS)

Application forms and licensing information is available from the Registrar at rpnas@rpnas.com. You will need to submit an application package to the Registrar before you are allowed to write the national RPNAS Examination.

2. Documents and Credentials

The following are the documents and forms that you will need to submit to the RPNAS Registrar. After receiving your complete application package, the Registrar will review everything and notify you about what your next steps should be. Please inform the RPNAS Registrar if you are not able to send all the necessary documents in at the same time. There is a time limit of one year, during which RPNAS must receive everything listed below.

Initial Information Forms and Documents

- Complete registration form with affidavit completed by a Commissioner of Oaths or Notary Public

This is a general guide and does not cover every individual situation. For the official and most current information about the licensing process and fees, please contact the regulatory body.

- IQAS assessment results to RPNAS directly from IQAS
- Proof of English competency (results of TOEFL/TSE testing) to be sent to RPNAS directly from source
- Proof of identity (copy of birth certificate, and proof of name change if necessary)
- Recent photo identification
- Submit a Criminal Record Check/Vulnerable Sector Check
- Confirm registration/evidence of good standing in another jurisdiction directly to RPNAS
- Submit required fees. Contact the Registrar information on fees.

Documents for Evaluation of Academic and Practical Training

- Provide certified copy of transcripts outlining the theory and clinical content of the training program you completed (syllabus or curriculum of training program) with complete course descriptions and hours per course. This information must be sent directly from the training program to RPNAS. If these are in a language other than English, you must provide translations. The translations must be sent directly from the translator to RPNAS.
- Proof of successful completion of education program (photocopy of your graduation certificate)
- Provide proof of 1400 hours worked in the past 5 years directly to RPNAS
- Provide employers' references directly from employers to RPNAS

Translation of Documents

- Certified translation is required if documents are not in English.

Language Proficiency

- Contact RPNAS for a list of accepted English fluency tests and for additional information. Ensure results are sent directly from the source to RPNAS.

3. Skills Assessment & Examinations

After the Registrar has received your complete application package, your education, work experience, and skills will be reviewed. If the Registrar decides that you do not require further training, you can apply to write the national Registered Psychiatric Nursing Association of Saskatchewan (RPNAS) Examination.

Everyone wishing to be registered in Saskatchewan as a Psychiatric Nurse must pass this exam. Applications (including the exam fee) to write the exam must be received by the RPNAS office no less than calendar 21 days before the scheduled exam sitting. Contact the RPNAS office for information on exam scheduling.

If you pass this exam, you may apply for a Practicing License by submitting the required fees and application forms. You can find out more about fees and get an application form from the RPNAS website.

4. Additional Training (if required)

If, after the Registrar has reviewed your application package, you do not meet the requirements to write the RPNAS Examination, the RPNAS will provide recommendations for what additional training and/or upgrading you require.

You may be given a letter of recommendation to register in the SIAST Psychiatric Nursing Re-Entry Program (www.siastr.sk.ca/programs_courses_descriptions/PNRY.shtml). This is a two year program, offered through distance learning. It is designed for people who have previously worked as psychiatric nurses, but who want or need to upgrade or update their skills. If you successfully complete this program, you can then apply to write the national Registered Psychiatric Nursing Association of Saskatchewan (RPNAS) Examination.

5. Licenses & Fees

Here is some general information which may be useful to you when you are applying for registration with RPNAS. If you have specific questions about fees, appeal processes, or what type of license you should apply for, please contact RPNAS directly. The cost for your whole licensing process can be quite high. It is best to learn more about all of the fees involved before you begin the process.

Categories of Membership

- Practicing
- Graduate Psychiatric Nurse
- Non-Practicing
- Student
- Life
- Associate
- Honorary

Appeal process

- If you do not agree with the Registrar's decision on your licensing application, you may appeal to the Council of the RPNAS.

Fees

- Please go to the RPNAS website for an up-to-date list of fees for application, registration, and the different categories of licenses.

Timelines

- Once the RPNAS Registrar has received your complete application package, you will likely be notified in 1-2 weeks as to whether your application has been successful.
- The length of time that your entire licensing process takes depends upon how long it takes you to collect and complete the required documents and have them translated.

Registered Psychiatric Nurses Association of Saskatchewan

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For information on immigrating to Saskatchewan, view the Saskatchewan Immigration website at www.saskimmigrationcanada.ca.