College of Registered Nurses of Saskatchewan

Canadian RN Application Instructions

Please note:
Updates to your application will occur through the form so please keep checking your online account.
Make sure you have checked the Instructions before contacting the CRNS for clarification.
Timelines and requirements vary depending on the particular applicant.
Instructions are provided for information purpose only and the online form should be considered the most accurate and up to date.

APPLICATION TYPE

Select the type of application required.

PERSONAL INFORMATION

Complete this section with your full legal name.
If you prefer to go by a name other than your legal name, please add to the "preferred first name" box.
If you have ever had another legal name, please click the Add button, add the information, and upload a legal name change document such as marriage certificate.
Put in your current address. If you cannot find your city in the dropdown list, please select the checkbox next to "City not found?" and enter the information.
Add a primary phone number. Only add a secondary number if different from the first.

IDENTIFICATION

Upload a clear and readable piece of government issued photo identification such as a Driver's License or Passport. It cannot be expired. It must have a signature on it.
Upload a clear and readable birth certificate. We must be able to read the full name, birth date, sex at birth and any other relevant pieces of information. The name as it appears must match your other documents.
Upload a Canadian Criminal Record Check from within the last 6 months. You can get one from your City Police, RCMP or through CSI Background Screening.
Answer the question "Have you worked as a Registered Nurse outside of Canada within the last 10 years?"
- if you answered no, move on to the next section
- if you answered yes, click the button and upload an international criminal record check for any country where you have worked as a Registered Nurse in the last 10 years. You may use CSI Background Screening for this purpose as well.

EDUCATION

Enter your initial nursing education (the school who issued your credential).
If you cannot find your nursing program in the organization drop down, please enter the full name, physical address, and phone number in the box below.
If you wish to add other education you may do so by clicking the "Add" button, but only your initial education is used in licensing.

ENGLISH PROFICIENCY

Indicate if English is your primary language meaning the language you learned as a child and you use primarily to read, write, listen, or speak.
If English was not your primary language as a child, then please choose "secondary language" and provide one form of proof of English proficiency:
Successful completion of one of the following approved tests of English within the last two years: Canadian English Language Benchmark Assessment for Nurses (CELBAN) or International English Language System (IELTS) Academic Version or Occupational English Test (OET) or Pearson PTE Academic; or
If you have been employed in an English-speaking role (Care Aide, Practical Nurse, Registered Nurse) for at least one (1) year in Canada, USA, UK, New Zealand, or Australia, complete the Consent for Employer Attestation of English Language Proficiency form and upload it into your application The CRNS will process this form on your behalf; or
Provide evidence of successful completion of a Canadian RN re-entry program by submitting official transcripts.

PASSED EXAM

Please enter the nurse licensing exam that you wrote (Example: NCLEX-RN).
Enter the province or state that made you eligible for the exam and what date you passed it.

RN EMPLOYMENT

If you have never worked as a Registered Nurse anywhere, at any time, please select "no"
If you have ever worked as a Registered Nurse in any country including your country of origin, Canada, or other, please select yes to the question and download the RN Consent for Statement from Employer form. Make sure to fill it out completely and upload it. We require a work email address for your manager, personal emails will not be accepted.

RN EMPLOYMENT/EDUCATION HISTORY

Download and complete the RN Employment/Education History form.
Make sure to include all the information on the employment history. Check the box to indicate if the position was paid employment or if it was a volunteer position.
Ensure that the second page is also complete with nursing education that you have received a certificate, diploma, or degree for. You do not need to add individual courses or education unrelated to your licensure as a nurse.
Upload the form to the application when you are done.

RN PRACTICE HOURS

Our registration year runs from Dec. 1st of one year to Nov. 30th of the next so make sure to add hours correctly.
Only paid, RN employment can be entered as hours.
Overtime and on call hours cannot be counted.
CCA, LPN or other hours cannot be counted.
Volunteer hours cannot be counted.

OTHER REGISTRATIONS

Declare any and all jurisdictions where you have (or still hold) a Registered Nurse or Licensed Practical Nurse License. Enter the registration/license number, the province or state, county, your first licensed date (Initial registration date), and if there is an expiry date. We require verifications directly from the regulatory body for your current jurisdiction as well as the jurisdiction that made you eligible for your nursing exam.

Original/Initial registered nursing province, state, or country

Under this heading add the first place where you became licensed as a Registered Nurse.

Current/most recent registered nursing province, state, or country

Under this heading add the place(s) where you held a Registered Nurse license most recently.
If you are currently an LPN, you may add that in this section as well and we will require a verification to be sent from this regulatory body.

The province, state, or country that I held a past registered nursing license not already declared.

Under this heading add any additional jurisdictions where you have held a licence.

JUDICIAL DECLARATIONS

Read and answer the judicial declarations honestly. if you answer yes to any of the questions, a box will open where you can provide basic information about the situation.

DECLARATIONS

Read and answer all declarations.

ADDITIONAL REQUIREMENTS

If any requirements have been added you will see them here. In the comment box an explanation of what is required will be given. Please follow the instructions and upload the required document.