

## Application for Reinstatement following Dismissal of Previous Application(s) for Reinstatement

In circumstances where:

- a. an applicant has had their registration and/or licence revoked by a Professional Conduct Committee,
- b. the applicant has previously made unsuccessful application(s) for reinstatement to the Reinstatement Committee,
- c. there are no conditions imposed by the Reinstatement Committee that rejected the previous application(s) that preclude another application for reinstatement at the time intended by the applicant, and
- d. the timing of the application is the later of one year after the last rejection of a reinstatement application or such other time as determined by the Reinstatement Committee that rejected the most recent application for reinstatement,

the applicant may make an application in writing to the CEO for reinstatement of registration and/or licensure in accordance with the provisions of this Policy.

Unless otherwise waived by the CEO, a completed application includes:

1. An application fee of \$345.00;
2. A written request to apply to the CEO for reinstatement of registration and licensure following revocation of their registration or licensure;
3. Full name and former name(s), date of birth;
4. NSCN or Legacy College registration number(s);
5. A list of all jurisdictions where the applicant currently holds or has ever held a nursing or any other professional licence or registration which includes the applicant's registration numbers, dates licenced, and current licence status in each jurisdiction;
6. A reflective essay that includes:
  - a. a description of the conduct that led to the applicant's revocation of registration or licensure,
  - b. the applicant's perspective on the reasons for that conduct ,
  - c. how the applicant has addressed those matters since the last application for reinstatement,
  - d. a response to the reasons of the Reinstatement Committee(s) that previously dismissed the application for reinstatement, to demonstrate why those reasons no longer apply, and
  - e. such other information that will assist the Reinstatement Committee in determining whether the objects of NSCN will be met if reinstatement is granted.
7. Information concerning the applicant's character, conduct, activities, habits of life, particulars of employment, and means of livelihood since revocation;
8. A confirmation that there are no outstanding costs or fines due to NSCN or its legacy Colleges CLPNNS and/or CRNNS;



9. If requested by the College, evidence from qualified medical and other health care practitioner(s) respecting the probability of the conduct that was the subject of the revocation continuing in the future, and where applicable confirming that the applicant is not incapacitated and is fit to resume the practise of nursing;
10. Character references:
  - a. The applicant must provide character references from at least two persons who have known the applicant for a minimum of two years and currently have a relationship (professional or personal) with the applicant.
  - b. Before providing the character references, the applicant must provide the names and contact information for the referees. The College will then disclose to the referees the Professional Conduct Committee decision(s) resulting in the revocation together with the Reinstatement Committee decision(s) that previously denied reinstatement to ensure the referees provide their references with full knowledge of the conduct under consideration by the Reinstatement Committee.
  - c. Character references must be in writing and:
    - i. describe the nature and length of the referee's relationship with the applicant;
    - ii. express the referee's view of the applicant's character;
    - iii. provide the referee's opinion as to whether the applicant is a fit and proper person to engage in the practice of nursing, including the basis for that opinion;
    - iv. confirm the referee's willingness to appear before the Reinstatement Committee if required;
    - v. confirm that the referee reviewed the Professional Conduct Committee and Reinstatement Committee decisions.
  - d. It is the responsibility of the applicant to confirm that the character references are submitted to NSCN and comply in all respects with the above requirements.
11. A written acknowledgement from the applicant that, in addition to any decision that a Reinstatement Committee may make, Section 22 of the Nursing Regulations states:

*To be eligible for reinstatement, an applicant must meet the criteria for registration and licensing under the Act and these regulations in addition to any restrictions and conditions imposed by the Reinstatement Committee under subsection 21(3).*

An application is not considered complete unless all of the above requirements have been and the CEO has received any required additional information. The Reinstatement Committee may require further information in addition to the complete application.

