

	<b>PROLONGED APPLICATION PROCESS POLICY</b>
	Date Effective: June 10, 2021
	Revised: June 2024
	Next Review Due: June 2027

## *Background*

Applications expire one year from the date of submission for Canadian applicants and two years from the date of submission for International applicants. Most applications are processed within 1-2 weeks of receiving all required documents. Situations may arise where there is a delay, and applications may remain in process for a longer period.

## *Purpose*

The purpose of this policy is to identify which documents will require resubmission at the time that the applicant pursues registration, when an extended period has lapsed, and which documents will remain valid until the application expires.

### *1.0 Policy*

- 1.1 When an applicant has left an application untouched for several months, there may be documents which need to be resubmitted. Details for each document submission when an application is re-activated are found below.
- 1.2 A new Criminal Record Check (CRC) must be submitted, if the CRC is more than 6 months old.
- 1.3 A *Verification of Practice Hours* form must be submitted by any employers not included in the original application documents.
- 1.4 A *Verification of Registration* from any additional jurisdictions that an applicant has obtained registration in must be submitted.
- 1.5 *Verification of Registration* from all current jurisdictions must be submitted if the application is within two months of expiry. This means that any previously submitted verifications require resubmission and verification of any new registrations since the application was submitted.

- 1.6 If an applicant has legally changed their name at any point in the application process, documentation to support the name change must be provided.
- 1.7 If the applicant is a graduating nurse, proof of program completion is valid until the application expires.
- 1.8 Identity documents, where no name change has occurred, are valid until the application expires.
- 1.9 After an application has expired and the applicant wants to pursue registration with CRNMPEI, a new application must be completed, and the application fee paid. All documentation must be re-submitted as part of the new application.