Self-reporting Registered Nurse (RN) or Nurse Practitioner (NP) Practice Hours

The College has adopted a self-report model for nursing practice hours. Under the Registered Nurses Regulations, a person may be granted an RN or NP licence where they provide proof they have met the currency of practice requirements.

How many practice hours are required to maintain an RN and NP.

The currency of practice requirement has not changed. New graduates (RN & NP) are eligible for licensure for 36 months after their graduation date. After 36 months, an RN or NP must meet a minimum number of practice hours to maintain their licence. Self-reported hours of practice will now be accepted as proof of currency

> **RN licensure eligibility** requires that a person practice as an RN for at least 1125 hours within the last 5 years **OR** 450 hours within the last 2 years.

> **NP licensure eligibility** requires that a person practice as an NP for at least 900 hours within the last 3 years.

Note: Practice hours as a NP also count towards the legislative requirement for RN licensure. A NP holds an RN licence and an NP licence.

How do I report my practice hours?

During the licensure renewal period (mid-January to March 31) you must report your hours of practice for the current year on your renewal application. If returning to practice outside of the licensure renewal period (reinstatement) you must contact the College to report your practice hours.

Practice hours are linked to an employer that you have identified in your profile. The RN Regulations require that you identify all nursing employers to the College, this includes self-employment.

If you have no practice hours for the reporting year, you should enter zero (0) hours on the renewal application.

How do I revise my practice hours that were previously reported?

You may revise your hours for previously reported licensure years, by submitting a dated and signed letter, with your CRNNL#, licensure year, and corrected number of hours practiced. The letter can be sent to registration@crnnl.ca.

How do I calculate my practice hours?

You can count practice hours if:
- you held a practicing license during the period being reported,
- you practice in an RN or NP role and your role involves providing nursing services within the scope of RN or NP practice,
- you practised in accordance with the College's Standards of Practice & Code of Ethics.

Example – How to calculate practice hours (based on full time employment).
If you are employed on a part-time or casual basis you will need to count the number of shifts/days.

Number of hours worked per week:	Full time employment (7.5-hour workday)	Full time employment (11.25-hour workday)
Multiply by _____ weeks _____ Add overtime hours _____ Subtract vacation time _____ Subtract sick time _____ Subtract other leave _____ Subtract statutory holidays ___	37.5 hours week x 52 weeks = 1950 hours + 15 overtime hours - 112.5 (3 weeks vacation) - 37.5 (5 days sick days) - 22.5 (3 family leave days) - 75 (10 statutory holidays) Practice hours = 1717.5 or 1718 (rounded up)	37.5 hours week x 52 weeks = 1950 hours + 135 overtime hours - 150 (4 weeks vacation) - 56.25 (5 sick days) - 22.5 (2 family leave days) - 45 (4 statutory holidays) Practice hours = 1811

What is not eligible to be claimed as nursing practice hours?

When calculating your practice hours, you cannot claim time spent:
- on call
- travelling
- on vacation
- paid or unpaid leave (e.g., sick, paternity, disability, sabbatical, bereavement, family, etc.).
- caring for family members or friends/neighbours
- volunteer hours where the position does not require an RN licence

Note: overtime hours must be reported at straight time and not time and half (1.5) or double (2) time.

Can I count practice hours outside of Newfoundland and Labrador (NL)?

Nursing practice that occurs outside of NL may be counted if:
- You were registered/licensed in that province/territory/state or country

Note: verification of registration or licensure status may be requested by the College.

Is my role / what I do considered RN practice?

The College recognizes practice hours in all domains of nursing (clinical, education, administration, policy, and research) as RN practice hours. If you have question about a specific role/position and whether you can claim nursing practice hours, you must review the College's Scope of Practice Framework and resource documents available at https://crnnl.ca/practice/practice-resources/practice-topics/scope-of-practice/. The framework document includes the College's definition of practice an RN.

If you are currently practising or considering practising in a non-traditional role, you should review the Scope of Practice resources. You may be required to submit a Non-Traditional Role Attestation form. Contact the College's Practice Team for a copy of the attestation or if you have questions about non-traditional role(s). The attestation from should be submitted to practice@crnnl.ca.

Is my role / what I do considered NP practice?

NP practice is recognized in all domains of nursing (clinical, education, administration, policy, and research); however, for hours to be counted as NP hours, the role must include application of advanced clinical knowledge, competencies, and advanced decision making. If you have questions about a specific role/position and whether you can claim nursing NP practice hours, you must review the College's Scope of Practice Framework and resource documents available at https://crnnl.ca/practice/practice-resources/practice-topics/scope-of-practice/. The framework document includes the College's definition of practice an NP.

Some considerations for NPs:

- NPs in an educator role may claim NP hours when teaching in the NP program. If you also teach in the Bachelor of Nursing program these teaching hours can only be reported towards RN practice hours. You must be performing advanced competencies to be considered practice as an NP.
- NPs in an administrator/management role may claim NP hours if they are responsible for the management of other NPs.
- If an NP in an educator role or administrator role does not teach or manage NPs, they must maintain a separate practice to obtain NP hours in order to renew their NP licence.

Can I count hours from an educational program?

Under the RN Regulations, a person renewing an RN licence may be eligible for licensure based on being:

- Enrolled and participating in a Bachelor of Nursing (eg. RN to BN degree), or graduate or doctoral program in nursing or in a health-related discipline recognized by the council and at the date of admission to the program was eligible for a practicing licence.

If a registrant no longer meets the practice hours requirement for licensure renewal but is enrolled and participating in a program noted above, they will be required to submit official transcripts from the University to the College for review. Renewal of a licence under this criteria can be used for a maximum of five years.

Can I count my self-employment practice hours?

See the Colleges website for additional information on Self-Employment, including our self-employment document. https://crnnl.ca/site/uploads/2023/02/self-employment.pdf. Registrants engaged in self-employment are required to declare on their renewal application that they have reviewed this document and that their nursing practice is within the scope of nursing (i.e., practice as an RN or NP).

If a registrant engaged in self-employment is required to submit documentation of practice hours to the College, these hours must be verified by a 3rd party (e.g., accountant, tax specialist, or organization if doing consulting work).

What happens if I don't have sufficient hours to renew my RN or NP licence?

If you no longer meet the legislative requirement to renew an RN or an NP licence you may be eligible to participate in the College's Supervised Practice Experience Partnership Program (SPEPP) or may be required to complete the RN Re-entry program or NP Competency Validation Process.

For additional information on SPEPP visit the College's website:

RN SPEPP - https://crnnl.ca/registration-renewal/re-entry/rn-re-entry/
NP SPEPP - https://crnnl.ca/registration-renewal/re-entry/np-competency-validation-process/

Does the College audit practice hours?

The College is currently developing an audit process for self-reported practice hours. Once the process is finalized registrants will be notified. Ensure you keep your own documentation in the event you are audited.

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