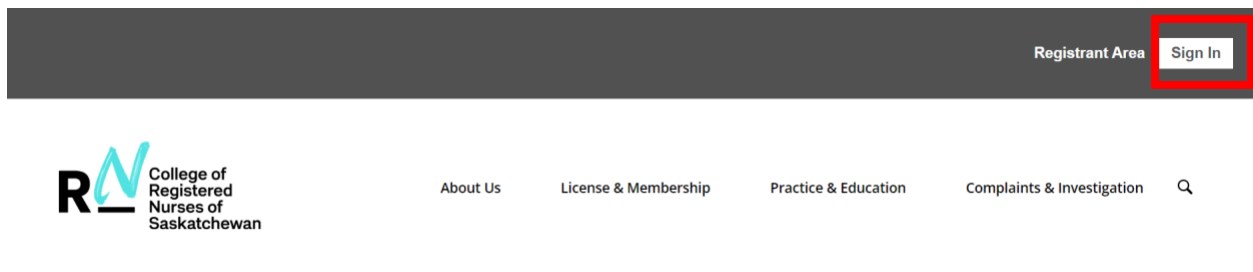


How to Renew Instructions

Sign In


1. Go to the CRNS website (crns.ca)
2. Click “Sign In”




3. Enter Your username which is the email address you used to sign up for your account.
4. Enter Your password (case sensitive).
5. As part of the two-factor authentication process, you will be prompted to submit a verification code when you log in. The code will be sent to your email address. Go to your inbox, copy the verification code and then input this code exactly as shown into the web browser. If you can't find it, check your junk mail. Click “Validate” and you will be logged in and able to access the portal.

Alinity Home Page

1. Select the category of membership that you are seeking.

You will see your options on your  Home dashboard based on your current membership.

Make sure to read and choose only one renewal by selecting the  button beside the membership.

If you have questions about which type of membership to choose, please see the information on our website at: https://www.crns.ca/license_membership/membership-options/

2. Complete Profile Update

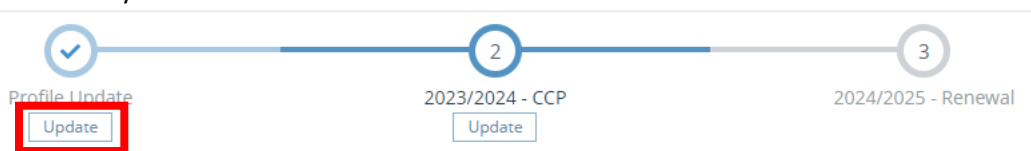
Review information carefully to ensure that it is correct:

- a. Name – Click [Add](#) to request a name change and upload the appropriate document such as marriage or divorce certificate. This change will need to be reviewed at the end of the renewal process by CRNS staff.
- b. Address – Click [Add](#) to change your address. Requests will be completed immediately when your renewal is finalized.
- c. Contact information – Add new information into the boxes.
- d. Spoken/Written Languages – Click [Add](#) to put these on your profile.
- e. Education – Click [Add](#) to create new educational designations.
- f. Other jurisdictions that you may be licensed in – Click [Add](#)
- g. Employment
 - i. If you are no longer working for the employer listed, enter a “leave or end date.”
 - ii. Confirmation of the information in the employment section and response to the new Canadian Institute of Health Information (CIHI) questions are **required** even if nothing has changed with respect to your actual employment. Please fill in all the boxes that have a red asterisk *
 - iii. Click if your employer is paying for your license. If you have multiple employers, you are allowed to select only one.
 - iv. If you have multiple employers, you can add them all using the same blue “add” button.
- h. Interest – answer “yes” to any committees that you would be interested in participating in. Staff may contact you in the future if an opening comes up. At that time, you would be able to join or decide not to.

When you have ensured that all your information is correct, you can click [Next](#) and the page will move forward to the CCP.

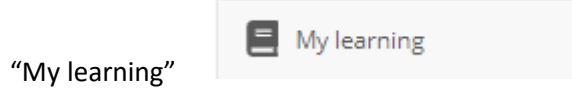
At any point, you can scroll to the bottom of the form and click [Save for later](#) and return to the form at another time.

Move to step 2 and complete your 2023/2024 CCP. To return to a form click on the update button on your [Home](#) tab:



3. 2023/2024 CCP

Through the year, the CCP module is located on the left menu bar of your profile page:



Note: You will need to document in the CCP module that you have completed at least one standard, one related learning goal, one activity that has been completed and has a completion date and mark the evaluation as complete. You will not be able to proceed to the final renewal step until the CCP section is complete.


If you started your CCP prior to renewal, you may notice:


- The current NP Practice Standards are different than those you submitted previously. As a result, not all related learning goals and activities may appear.
- Learning goals and activities that were recorded as ‘Other,’ ‘Completed’ or ‘In progress’ previously may not appear. You can update this information when you review and finalize your CCP.

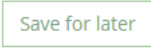
Otherwise, under the Designation section, choose your Primary Role from the drop-down list. Here is what it will look like if you have chosen RN:

DESIGNATION

* Select the designation [RN, RN(AAP), or NP] that reflects **your primary role**. Your learning plan will be built on learning goals and activities that relate to your primary role and where the learning will most positively impact your competence as an RN, RN (AAP), or NP.

RN 

Then under the learning plan section click  and choose a practice standard from the drop-down list.

Type your learning goal into the box and then click the  button at the bottom.

LEARNING PLAN

A minimum of one learning goal and one activity is required for each Practice Standard you select; however, it is recommended that you choose two or three.

Click on the "Add" button to choose additional Practice Standards.

Add

* Practice Standard

NP Standard 1 - Professional Responsibility and Accountability

* Based on the Practice Standard you have chosen, what will be the focus of your learning goal?

I will be responsible and professional.

Please click **Save for later** at the bottom once your learning goals are selected to allow for activities to be added. You will be redirected to your continuing education page. To return back to the form, click on the Home page.

Next **Save for later**

Once it saves, you will now see an "Activities" section with an **Add** button at the bottom of your page. Click the "Related Goal" drop down to choose which goal you will be adding activities for. Click the drop down "Activity Type" and choose what type of activity it was. Then add an "Activity description" by typing it in.

You can add a target date and supporting documentation if you want to.

You will need to mark at least one activity as completed and add a completion date.

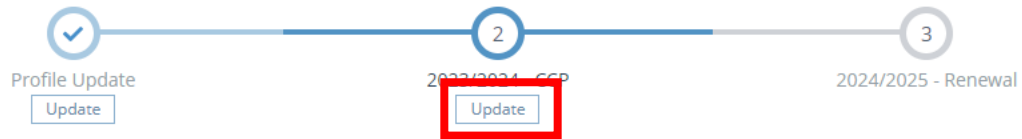
Save after entering each of your learning activities as the system may time out and you don't want to lose your information.

You may want to consider typing up your learning goals, activities and evaluation into a word document and then cut and paste into your online CCP.

Under the evaluation, you will need to choose "Evaluation Complete" under the Learning plan status. You may enter comments as required and add any supporting documentation.

Click **Save for later** at the bottom of the page.

Go back to your home page and choose the update button under the CCP:



And then at the bottom of the page click Next.

4. Complete Declaration/attestations

- Read the good standing declarations and answer yes or no to each of them. If you answer yes, please provide an explanation in the box provided.
- Read and check each declaration if you agree.
- Click at the bottom of the page.

5. Payment

- If you have selected employer pay you will not be able to pay the invoice – it will be sent to your employer.
- If you are paying yourself, please remit payment. If you do not have a credit card and would like to use another method of payment, contact the CRNS info@crns.ca.
- Once the invoice has been paid, you can download a receipt.
- If you do not see an invoice, please read the message that is displayed. If your profile updates, declarations or other matters require an administrative review, then your renewal will be processed at a later time. Keep checking the online portal for further steps and/or payment of renewal invoice.

Things to know:

- Fields with an asterisk are mandatory.
- If something is missing, please make corrections as indicated by the prompts.
- You will receive an email indicating further information is required or payment is received from the employer or you.
- The application will time-out after 30 minutes, you may want to click “save for later” to ensure that you don’t inadvertently lose any information entered.
- You can save for later and return to the form at any time during renewals.
- The CRNS recommends not waiting until the last minute to complete your renewal, in the event that you have any issues completing the online form.