

Nurse Renewal Check

REFERENCE GUIDE



Nurse Renewal Check is a College of Nurses of Ontario (CNO) service, which allows nursing employers and facility operators to quickly and efficiently check the membership status of nurses they employ on a full-time, part-time, casual or contractual basis.

It is designed to be an efficient alternative to manually reviewing each nurse's membership status by phone or using Find a Nurse, CNO's online Register. This makes it ideal for organizations that employ a large number of nurses.

What are the benefits of Nurse Renewal Check?

- **Increased efficiency.** You can confirm the registration status of nurses in one easy step.
- **Focused follow-up.** Managers follow up with only those nurses who have registration issues (e.g., suspensions, revocations, terms, or conditions or limitations on their certificates of registration).
- **Improved risk management.** Managers know instantly which nurses are registered to practise, and which nurse's registration has been suspended, revoked, has expired or has terms, conditions or limitations in effect, and can schedule staff appropriately.
- **Enhanced working relationships.** In some cases, managers can work with nurses to resolve identified membership issues.
- **Public protection.** Managers can quickly identify nurses whose memberships have been suspended, revoked, or has expired, or individuals who are illegal practitioners.

How does it work?

CNO provides a spreadsheet that you are required to complete with each nurse's information. CNO uses this information to confirm whether each nurse is eligible to practise in Ontario. CNO also informs you if any of the nurses' membership has been suspended, revoked, has expired, or if they have terms, conditions or limitations in effect.

This service is available year-round, but it is accessed most often during Annual Membership Renewal (in the fall) and shortly after suspension (in February).

How much does it cost?

During the COVID-19 pandemic, this service is being offered free by CNO.

How do I access this service?

1. Fill in the name, registration number and category (RN or RPN) of each nurse you are enquiring about in the Excel template on CNO's website.
2. Complete and sign the *Service Agreement and Site Contact form*.
3. Email your completed spreadsheet and form to nurserenewalcheck@cnomail.org.
4. CNO will return your report (along with an invoice) via email within five business days. There is no need to send payment until you have received your report. You are only required to include the *Service Agreement and Site Contact form* with your first Nurse Renewal Check run of the year; it is not required for additional runs.

Questions?

Contact CNO at nurserenewalcheck@cnomail.org or call 416 928-0900 ext. 7653 (toll-free in Ontario 1 800 387-5526).

Template instructions

The template is in Excel format. Please read these instructions before commencing data entry.

- Mandatory columns are highlighted in **red**.
- Status reports from CNO will be indicated by “Y” or “N,” except where a date is required.

An “*” in any report column indicates that no data are available for that registration number. This means the registration number provided is invalid. You must obtain the correct registration number from the nurse.

Column title	Column reference	Column content specifications
Registration Number	A	<p>Mandatory</p> <p>It is a TEXT field and will accommodate alpha-numerics.</p> <p>All registration numbers contain up to eight characters, including leading zeros.</p> <p>Do not use the following characters: + - _ / \ & " Examples of registration numbers:</p> <p>8279843 RN IH79231 RPN</p> <p>RN registration numbers consist of numbers only.</p> <p>RPN registration numbers consist of up to eight characters and start with two letters.</p> <p>Extended Class registration numbers should not have an E at the end.</p> <p>Temporary Class registration numbers should not have a T at the end.</p>
Category	B	<p>Text field</p> <p>Content: RN or RPN</p>
Surname	C	Text field Mandatory
First Name	D	Text field Mandatory
Initial	E	Text field
Filler	F	This column is a filler. Do not use.
Status Fields	G - L	These are the status fields. See the Glossary at the end of this document for explanations of the terms.
Site Defined Columns	M- O	These columns have been provided for the user's benefit. The columns can be used for Site, Floor and Program. The data can then be sorted and distributed accordingly.
CNO Last Name	P	The "last name" as recorded on CNO's Register for the registration number you provided.
CNO First Name	Q	The "first name" as recorded on CNO's Register for the registration number you provided.
Name Match	R	This column indicates whether the last and first names match the registration number and name you provided. If "N," please investigate.
TCL Descriptions	S	This column will be filled with terms, conditions and limitation (TCL) information if Column G (TCL) indicates a Yes. You must visit CNO's online Register (Find a Nurse) to obtain more information about the actual terms, conditions or limitations for this particular member (e.g., Registration TCL, Discipline TCL).

Column title	Column reference	Column content specifications
CNO Category	T	The category of registration as recorded on CNO's Register for the registration number you provided: Registered Nurse ("RN") or Registered Practical Nurse ("RPN").
CNO Class	U	The class of registration as recorded on CNO's Register for the registration number you provided (General, Extended [NP], Temporary, Special Assignment, Emergency Assignment, Non-Practising).

Glossary

TCL: (Column G) *Terms, Conditions or Limitations*. A "Y" in this column indicates the member's registration has certain TCLs placed on it. Column S indicates the type of TCL on the certificate (e.g., registration TCL, discipline TCL). Employers can visit CNO's online Register of its members (Find a Nurse) at www.cno.org for more details.

Entitled To Practise: (Column H) A "Y" in this column indicates the member is entitled to practise. A member is entitled to practise until suspended by CNO.

Renewed: (Column I) A "Y" in this column indicates the membership has been renewed by the date of the verification run. It is possible to have situations where there is a "Y" in column H, but an "N" in column I. This indicates that the membership was not renewed on the date of verification, but has not yet been suspended, which means the member is entitled to practise.

Temporary: (Column J) A "Y" in this column indicates the member is registered in the Temporary Class.

Temporary Expiry Date: (Column K) Registration in the Temporary Class is valid for six months. This column provides the expiry date if the member is in the Temporary Class. The date format is: YYYY/MON/DD.

Non-Practising Class: (Column L) A "Y" in this column means that the member is in the Non-Practising Class and is not entitled to practise.



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