



Canadian Council of Registered Nurse Regulators (CCRNRP)

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Nurse Practitioner Exam Development Volunteer Application Form

The Canadian Council of Registered Nurse Regulators (CCRNRP) invites Canadian nurse practitioners (NPs) who are interested in volunteering for exam-development activities to submit this application to their regulatory body. Available opportunities may include the following: item writers and reviewers, exam validation committee members, and subject matter experts.

NPs can volunteer for item writing and item review. If selected, you will attend sessions that are usually conducted over a five-day period, involving up to eight participants and a consultant to guide the process. You will develop the skills and expertise necessary to become proficient and efficient writer of test items. You will receive a review of the principal elements of item construction and the development of multiple-choice items using item-writing software.

NPs can also volunteer to participate on an exam validation committee that reviews and approves each examination item based on adherence to the exam blueprint and competencies, importance to practice, previous statistical performance and fidelity to current content. The examination validation committee also sets a pass mark under the guidance of a consultant.

To qualify for these opportunities, you:

- are licensed/registered as an NP (Family: All-Ages, Adult, and/or Pediatrics) in at least one Canadian province or territory
- have a minimum of five (5) years work experience in the clinical NP role
- currently practice in the clinical NP role at least 20 hours/week
- have a comprehensive understanding of NP competencies and practice
- are familiar with theoretical and clinical content measured by the exam
- are knowledgeable about the role of nursing regulators and the purpose of licensure/registration exams
- are able to work effectively in a group
- are able to travel, as required
- agree to, sign, and abide by the necessary security and confidentiality agreements

You are not eligible if you are involved in:

- Developing/teaching NP exam review/preparation courses
- Publishing/contributing to NP exam review/preparation courses
- Writing items for other NP exams

- Teaching¹, within the previous two (2) years, in an NP education program whose graduates may become eligible to write the exam
- Participating in administration of the exam

Additional Considerations:

- NPs who are proficient in English and French are encouraged to apply. Note: all committee work is conducted in English.
- In some cases, volunteers may be asked to represent a national perspective of NP practice.
- Individual regulatory bodies may have additional criteria.
- In addition to an initial review by your regulatory body, your application and résumé may be reviewed by employees and/or other agents (e.g., contractors) of CCRNR and its member organizations (i.e., RN regulatory bodies in Canada).
- Not everyone who volunteers will be selected to participate.

Thank you for your interest. If you meet the above criteria and are interested in volunteering, please complete this form and email it, along with a current résumé, to your regulatory body (contacts listed at the end of this application). The regulatory body will review all applications and confirm qualified individuals for the applicable exam vendor as opportunities for participation become available.

¹ For clarity, NPs who are adjunct or affiliated faculty are not excluded by this criterion and are eligible to serve as a committee member (applies to Blueprint Committee and Exam Validation Committee; does not apply to Item Writing and Item Review Group)

**PLEASE COMPLETE EACH SECTION
ATTACH YOUR CURRENT RÉSUMÉ TO YOUR EMAIL**

First Name: _____ **Last Name:** _____

Home Address: _____

Work Address: _____

Email Address: _____

Daytime Phone: _____ **Fax:** _____

Regulatory Body: _____

License/Registration #: _____ **Date:** _____

In which NP stream are you licensed/registered? _____

How many years of NP experience do you have? _____

How many hours per week do you practice in the clinical NP role? _____

Describe your past/current experience in NP education. Include whether you are/were: faculty member, adjunct/affiliated faculty, etc.

Year	University/Program	Description

Describe your past/current experience in exam development activities. Include regulatory exams, certification exams, etc.

Year	Description

Describe your past/current involvement in any NP exam review activities. Include: teaching NP exam review courses, publishing or contributing to NP exam review textbooks, etc.

Year	Description

Please check:

- I understand that the information I provide in this form, and any attachments that accompany it, may be reviewed by employees and/or other agents (e.g. contractors) of CCRNR and its member organizations (i.e., RN regulatory bodies in Canada) for the purpose of assessing my eligibility to volunteer for exam development activities.

THANK YOU FOR YOUR INTEREST

PLEASE EMAIL THIS FORM AND YOUR RÉSUMÉ TO YOUR REGULATORY BODY

British Columbia College of Nursing Professionals	sandra.regan@bccnp.ca
College and Association of Registered Nurses of Alberta	nursepractitioners@nurses.ab.ca
Saskatchewan Registered Nurses Association	exams@srna.org
College of Registered Nurses of Manitoba	info@crnm.mb.ca
College of Nurses of Ontario	educationvolunteers@cnomail.org
Nova Scotia College of Nursing	paula.prendergast@nscn.ca
College of Registered Nurses of Prince Edward Island	mpanton@crnpei.ca
Nurses Association of New Brunswick	nanbregistration@nanb.nb.ca or aiinbimmatriculation@aiinb.nb.ca
College of Registered Nurses of Newfoundland and Labrador	registration@crnnl.ca