GUIDE TO COMPLETING THE PRIMARY HEALTH CARE NURSE PRACTITIONER CERTIFICATE (PHCNP) PROGRAM APPLICATION

The First Consideration deadline date is **January 17, 2020**. For those Candidates wishing to have their application assessed for the **First Consideration Deadline**, the Yeates School of Graduate Studies Admissions Office must have received all of the Required and Supplementary Supporting Documentation no later than **January 17**. We will continue to accept applications until the program is full or formally closes Admissions.

PLEASE NOTE THAT AS A MINIMUM REQUIRMENT FOR ADMISSION CONSIDERATION YOU MUST HAVE A MASTER OF NURSING OR AN EQUIVALENT MASTER'S DEGREE.

Application Preparation & Submission

Submitting a complete application to the Post-Master's Primary Health Care Nurse Practitioner Certificate program is a two-part process:

It is highly recommended that you print and read this entire document before starting your PHCNP Certificate Application that you may better understand the process and requirements.

STEP I The Applicant will complete part-one by submitting their application through the Ontario University Application Center (OUAC). You will need approximately one hour and access to a printer to complete this online process. After setting up your Personal Account and choosing your program, you will follow the Prepare Your Application instructions.

To access the on-line application please visit http://www.ryerson.ca/graduate/admissions/

STEP II Upon completion of the OUAC portion of the application process, the second part of the application requires you to submit all of your documents electronically to Ryerson University. Please follow these guidelines to help you prepare your application materials:

- Save a copy of the OUAC application form (Submission Summary) in a pdf format. You will need to upload this along with your other required documents.
- Prepare to gather all of the required documents needed to support your application form.
- Within 2-3 business days of completion of the OUAC portion, your referees will be sent an official email from Ryerson University with instructions on how to electronically submit a Letter of Recommendation.
- Please add "noreply@ryerson.ca" to your address book to ensure that our email with further instructions is not lost in your junk/spam mail folder.

Below is a list of the required PHCNP Certificate Supporting Documentation:

- ✓ A copy of your OUAC Application Submission Summary form
- ✓ PHCNP Certificate Program Personal Essay
- ✓ Two PHCNP Certificate Program Letters of Recommendation
- ✓ One PHCNP Certificate Program Clinical Practice Letter of Recommendation
- ✓ PHCNP Certificate Program Verification of Employment Hours form
- ✓ Curriculum Vitae
- ✓ Unofficial Transcripts
- ✓ Proof of Current Registration with the College of Nurses of Ontario
- ✓ English Proficiency Test Score (if applicable)

Once you have gathered all of the required documents, please be prepared to submit them to the Graduate Admissions Office. Please be advised that you will be required to upload documents to the Master of Nursing program using a specific email address. Ryerson will email you within 3-5 business days of completion of the OUAC portion with the following information:

- ➢ Your 9 digit Ryerson ID number
- ➢ Information on how to activate your Ryerson online identity
- ➢ The specific email address you will need to upload your documents

Once all of your documents have been received by the PHCNP Certificate program, the review process will commence. An admission decision may take up to several months in order to give each applicant our full consideration.

Candidates wishing to have their application assessed for the **First Consideration Deadline** must have submitted electronically a complete application to the Yeates School of Graduate Studies Admissions Office containing **ALL** of the Required and Supporting Documentation – no later than – January 17.

 We will continue to accept applications until the program is full or formally closes Admissions.

IMPORTANT:

Submitted applications that do not include all Supplementary Supporting Documents will be deemed "Incomplete" and will not be processed for admission consideration.

It is essential that you continually monitor your Application Checklist via your Ryerson e-mail account to ensure that all of your supporting documents have been successfully uploaded. If an item appears on your checklist that means that it is still outstanding.

Completing the Application

Below you will find instructional information on how to complete the PHCNP Certificate Program Application as well as the required Supplementary Supporting Documents. Please ensure that you carefully review all instructions for each Supporting Document:

- ***OUAC APPLICATION SUBMISSION SUMMARY FORM***

  Please complete and include with your application in a pdf format, the OUAC Application Submission Summary form. You will need to upload this along with your other required documents.

- **PHCNP CERTIFICATE PROGRAM PERSONAL ESSAY**

  The PHCNP Certificate Personal Essay is an important part of the screening of applicants for admission to the PHCNP Certificate program. The scores will be based on your ability to address the essay questions in a comprehensive and personal manner. Answers that are too brief and/or very general will receive a low score. Your written submission contributes strongly toward determining whether you are selected for admission to the PHCNP Certificate program. Please include examples of situations to illustrate your written responses.

  A. Why do you want to become a Nurse Practitioner in Primary Health Care rather than another NP specialty?

  B. What professional and personal attributes do you bring to the Nurse Practitioner in Primary Health Care role?

  C. Given that each course requires at least 15 hours preparation time per week in addition to course and clinical placement hours, what specific strategies will you use to meet the time demands of the program?

  ## INSTRUCTIONS

  - ✓ Please answer the three (3) questions above.
  - ✓ Responses must be typed and are not to exceed 3 pages double-spaced in total, with 1" margins and Times New Roman 12 point font. Only the first 3 pages will be read. Responses to each question need not be of equal length.
  - ✓ Number your answers to correspond to the questions above.
  - ✓ Failure to follow instructions may result in a lower score and a lower overall ranking.

- **PHCNP CERTIFICATE PROGRAM REFEREE RECOMMENDATION FORM**

A total of three Letters of Recommendation are required for each application. Because the Letter of Recommendation is part of the on-line application process, a recommendation form must be completed and submitted electronically by each referee.

Within 2 to 3 business days of your on-line application submission, an official e-mail from Ryerson's Graduate Admissions office will be sent with further instructions to each referee listed on the Referee portion of your on-line application submission.

Prior to completing the Referee section of the online application process, it is very important that you have obtained each referee's consent to use them as a reference and that you have confirmed their correct e-mail address. As part of the electronic submission, referees are instructed to self-select the type of recommendation that they are submitting. Please note that we reserve the right to contact your referees for further information.

Applicants have the option of submitting either two Academic or one Professional and one Academic Letter of Recommendation.

In addition, **All** Applicants are required to include with their application one PHCNP Certificate Clinical Practice Letter of Recommendation - for an overall application submission total of <u>three</u> letters of reference.

Please note that we reserve the right to contact your referees for further information.

  ➢ **Academic Recommendation**. One of the two required references may be an Academic Letter of Recommendation (e.g., a professor/lecturer who taught you during your previous degree and who can speak to your academic abilities).

  ➢ **Professional Recommendation** One of the two required references may be submitted by a professional (non-academic) referee. This reference should come from a supervisor who is familiar with your professional accomplishments (e.g., leadership, contribution to nursing, involvement in professional organizations).

  ➢ **PHCNP Certificate Clinical Practice Letter of Recommendation** In addition to the 2 Letters of Recommendation, candidates must also submit the PHCNP Certificate Clinical Practice Letter of Recommendation. This reference should come from an individual that is well acquainted with your nursing practice abilities, and would <u>normally</u> be your workplace healthcare manager or someone in a position to speak to the reference requirements.

Letter of Recommendation Submission Exemptions/Substitutions

For those applicants that completed their master's education more than five years ago, the Academic Letter of Recommendation may be substituted by a Letter of Recommendation submitted by a second professional referee.

- **PHCNP CERTIFICATE PROGRAM VERIFICATION OF EMPLOYMENT HOURS FORM**

  Using the employer-completed Verification of Employment Hours form, candidates must provide evidence that they meet the nursing practice requirement of the equivalent of 2 years of full-time work (a minimum of 3,640 hours within the past 5 years) as a Registered Nurse.

  Note that a "Conditional" offer of admission may be considered for those applicants planning to meet this requirement by September 1, 2020. Proof of completion of hours is required prior to the start of classes in September.

- **CURRICULUM VITAE**

  We are interested in your non-academic as well as your academic experience. You are required to submit two copies of your typed, professionally prepared CV. Please use the categories listed below when you are developing your CV. If a particular heading does not apply, you may omit it.

  - CNO Registration Number
  - Academic education (post-secondary degrees, diplomas, certificates)
  - Continuing education (including workshops, professional development)
  - Awards and honours
  - Relevant presentations/publications/research
  - Professional employment
  - Current membership in professional organizations
  - Committees (e.g., work related, professional)
  - Relevant volunteer activities

- **TRANSCRIPTS**

  Transcripts are required from each post-secondary institution attended. All applicants are required to upload unofficial electronic copies of their transcripts at the time of application.

  Applicants from Ontario Universities and Colleges have the option of ordering their transcripts while completing the OUAC application form (only one order required). If you choose this option you are still required to upload unofficial transcripts at the time of application but are then exempt from submitting official versions. If you do not choose this option please note that once an Offer of Admission is received and confirmed by the Applicant, the Applicant will be required to submit **official** hardcopy transcripts that are properly sealed and signed (across the seal) by the issuing institution(s).

  Applicants not from Ontario Universities and Colleges please note that once an Offer of Admission is received and confirmed by the Applicant, the Applicant will be required

to submit **official** hardcopy transcripts that are properly sealed and signed (across the seal) by the issuing institution(s).

If your transcripts/documents are in a language other than English, you must also electronically submit notarized English translations. Please note that once an Offer of Admission is received and confirmed by the Applicant, the Applicant will be required to submit an official hardcopy translation that must be received in a sealed and signed envelope directly from an accredited translation service.

- **Proof of Current Registration with the College of Nurses of Ontario**

  Applicants are required to provide proof of current registration or proof of registration eligibility with the College of Nurses of Ontario. As proof, Applicants can use their CNO renewal payment receipt. Please ensure that your RN Licensure Number is clearly printed on the payment receipt.

  International applicants that do not possess proof of current registration or proof of registration eligibility with the College of Nurses of Ontario, must submit with their application a letter from the CNO indicating their eligibility to write the licensing examination. For international candidates, please be aware that the application will not be assessed for admission without the submission of this required documentation.

- **ENGLISH LANGUAGE PROFICIENCY REQUIREMENT**

  International applicants must submit a copy of their English proficiency test scores. If your primary language is not English and you graduated from a non-Canadian university where the language of instruction and examination was not English, then you must demonstrate your facility in English. If an English Proficiency Test is required, the application will not be assessed for admission without a test result that meets the program minimum. For exemption from this requirement, applicants may be required to provide an official statement from their institution confirming the use of English as the language of instruction and examination. English proficiency test scores are to be submitted electronically along with all other Supporting Documentation.

  Please note that once an Offer of Admission is received and confirmed by the Applicant, the Applicant will be required to submit an official hardcopy of their English proficiency test scores.

PHCNP CERTIFICATE PROGRAM APPLICATION CHECKLIST

All applicants must submit electronically a complete package that includes <u>ALL</u> application materials listed below:

- ❑ A copy of the Application Submission Summary Form
- ❑ PHCNP Certificate Program Personal Essay
- ❑ Two Letters of Recommendation
- ❑ One PHCNP Certificate Program Clinical Practice Letter of Recommendation
- ❑ PHCNP Certificate Program Verification of Employment Hours From
- ❑ Curriculum Vitae
- ❑ Unofficial Transcripts
- ❑ Proof of Current Registration with the College of Nurses of Ontario
- ❑ English Proficiency Test Score (if applicable)

<u>IMPORTANT</u>:

- ➢ Submitted applications that do not include all Supporting Documents will be deemed "Incomplete" and will not be processed for admission consideration.
- ➢ Applicants that submit a complete application by January 17, 2020 will be given first consideration for admission.
- ➢ Because the number of applicants greatly exceeds the number of positions available, meeting our minimum admission requirement is not a guarantee of admission.
- ➢ As part of the admission consideration process, the program may request to interview any candidate applying to the combined MN/PHCNP curriculum.

For further information about the PHCNP Certificate program or for further information about your application, please contact the Gerry Warner at: 416-979-5000 ext. 557852, gerry.warner@ryerson.ca or visit www.ryerson.ca/graduate/programs/nursing