



PRACTICAL NURSE LICENSING AND CREDENTIALLY FORMS

Learners who have graduated from the **Practical Nurse Diploma or Certificate program** can submit licensing and credentialing application forms (for example, NNAS, CGFNS, CNO, ERES) to the School of Health and Wellness (SHW) at pnprogram@bowvalleycollege.ca.

It is the responsibility of the learner to contact the licensing body regarding requirements and to ensure the form being submitted is the correct form.

Documents can take up to 6 weeks to process. The SHW will notify the learner by email when the final documents have been issued to the licensing body, and the school will reach out to the learner if additional information is required.

Learners who have not received the final confirmation email within 6 weeks can follow up on the status of the request by contacting the SHW at pnprogram@bowvalleycollege.ca. It can take up to 5 business days for an email response. Please do not send duplicate status request emails.

PLEASE READ THE BELOW INSTRUCTIONS CAREFULLY

STEP 1 - LICENSING APPLICATION FORM REQUIREMENTS

- The form must be clear and legible and emailed. Please do not mail or drop off hard copies of application forms.
- Please include your Learner (Student) ID number, legal name, and the licensing body in the subject line of the email (for example, **123456 - John Frank Doe - NNAS**).
- The entire form must be emailed in one PDF document only. Other formats will not be accepted and may not be compatible with our process (for example, jpeg or word) and could delay your application process.
- Learners who have previously submitted requests for another licensing or credentialing body to the SHW are to include in the body of the email the nature of the previous request (for example, CGFNS, ERES, CNO).

STEP 2 - TRANSCRIPT REQUEST (SEPARATE DOCUMENT)

The transcript to be issued with the documentation is a separate request. Transcripts are issued digitally through the MyCreds platform.

Learners are required to fill out a Request for Official Transcript form for transcript requests. To access the [FORM](#) and to obtain more information about the MyCreds visit [Transcripts](#). Transcript request forms are emailed to records@bowvalleycollege.ca. Transcript requests can take up to 5 business days to process.

Note: Learners who already have a MyCreds account and have transcripts can skip Step 2 and share the transcripts directly with the SHW as per Step 3.

STEP 3 - SHARING TRANSCRIPTS THROUGH MYCREDS WITH THE SHW

Log into your MyCreds account and click **SHARE** your transcript. *(You will need a share credit prior to using the share feature)*

Click **SHARE WITH EMAIL OPTION** then click **CONTINUE**.

- Click **Share Name** and type in the field what you want to use as your personal reference (this is not a mandatory field and is not visible to the recipient).
- Click **Purpose of Share** and type in the field what you want to use as your personal reference (this is not a mandatory field and is not visible to the recipient).
- Click **Personalized Email Message** (this is not a mandatory field). This field can be used to provide any information pertinent to the recipient.
- Click **Recipient Email** type in the field the email address for the SHW pnprogram@bowvalleycollege.ca *(please do not copy/paste the email and enter the email into the field)*.
- Click **Reference** and type in the field what you want to use as your reference (this field is visible to the recipient).
- Click on **I confirm to use 1 Share Credit** for this share.

Please **DO NOT create a PIN or expiry date for the document when sharing.

Once the information is entered into the fields, click **SHARE** and follow the prompts until you receive a pop-up notification window that your document has been successfully shared.