



# Canadian Nurses Association Certification Mentorship Program

**Thank you for your interest in becoming a mentor  
with the CNA Certification Program.**

The CNA Certification Program receives many requests from certified nurses wishing to join the list of mentors. The Certification Program selects mentors on the basis of mentoring requirements across specialties or areas of nursing practice and across regions, in addition to the qualities that the potential mentor brings to the program. Mentors are selected at the discretion of the CNA Certification Program.

If you are interested in becoming a CNA mentor, please read the following terms and conditions for CNA mentors and then complete the application form.

## **Terms and Conditions for CNA Mentors**

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### **Mandate**

Certification mentors function as resource people and act as advisers for nurses in all regions of Canada who are seeking support or assistance with achieving certification or certification renewal. They also act as ambassadors for CNA by promoting certification at their workplace and/or at professional development activities.

### **Mentor representation**

CNA strives, to the best of its ability, to have a mentor from every region of Canada (west, central and east) and one francophone or bilingual mentor for every specialty and area of nursing practice. The western region includes British Columbia, Alberta, Saskatchewan, Yukon, Northwest Territories and Nunavut, the central region Quebec, Ontario and Manitoba, and the eastern region New Brunswick, Nova Scotia, Prince Edward Island, and Newfoundland and Labrador. We are aiming for a maximum of five mentors per specialty or area of nursing practice.

### **Responsibilities**

Members of the CNA Certification Mentorship Program are responsible for the following activities:

1. Act as an adviser for nurses seeking support or assistance with achieving certification or certification renewal.
2. Promote the CNA Certification Program and assist with promotional activities and other functions deemed necessary by the CNA certification staff.
3. Complete and submit an annual report to CNA about mentoring activities.
4. Inform CNA of any information about financial resources available for nurses who require assistance with their certification and certification renewal fees in their region.
5. Inform the CNA Certification Program of any changes in your contact information.

### **Application prerequisites**

Mentors in the CNA Certification Mentorship Program have or are:

- a current registration/license in Canada as a registered nurse
- a current CNA certification credential
- at least three years' experience in the specialty or area of nursing practice in which you are certified, in any of the following domains: practice, education, administration, research or policy
- currently actively working in the specialty or area of nursing practice in which you are certified
- a current e-mail address
- current CNA membership (preferred)
- membership in a national specialty association (preferred)

**Note:** To prevent any conflict of interest, current members of the CNA Certification Examination Committee and the CNA Certification Translation Committee will be considered as mentors only when no other suitable certified nurse is available.

### **Duration of appointment**

Mentors serve for three years. Appointments may be renewed by mutual agreement.

### **Confidentiality**

Mentors are required to sign a confidentiality agreement that is valid for their term with the CNA Certification Program to ensure the integrity of the program.

### **Termination of appointment**

The CNA Certification Program reserves the right to terminate a mentor's appointment before the term is completed if these terms and conditions are not met.

Care to Be  
the Best