



PROCESS: 20% NATIONAL ASSOCIATION DISCOUNT VOUCHERS

CNA Certification Program

Starting in January 2019, the specialty associations with a certification exam will be able to provide their members with a voucher code for a 20% discount if they apply to write the certification exam or renew their certification. The voucher code will be valid for initial exam writers, renewal exam writers, and renewals by continuous learning. The voucher code is not valid for nurses applying to rewrite the exam or applying for inactive status. The discount will be applied to the CNA member rate or the non-member rate.

Each of the certified specialty associations will be provided with their voucher code and the number of times it can be issued. The CPAC representative will be responsible for ensuring that their association's membership director receives the voucher code, the voucher code tracker to record the nurses that were given the voucher code and CNA's instructions. The voucher code will only be valid for the year it is issued.

The CPAC representative will also be responsible for obtaining the updated voucher code tracker from their association's membership director when requested by CNA. CNA will compare their list of applicants with the tracker to ensure that only association members used the code in their application. CNA will follow with any applicant that is not an association member about the balance still owed.

CNA Member and Network Specialist Responsibilities

Steps

1. In early January of each year, the Member and Network Specialist will provide the CPAC representative and association president with their voucher code, the number of times it can be issued, a Voucher Code Tracker (Excel file) and instructions.
2. A request for the updated tracker will be sent to the CPAC representatives four times during certification cycle: March 2st, June 1st, September 11th and November 16th.
3. The Member & Network Specialist will compare the list of certification applicants to the updated voucher code trackers provided by CPAC representative.

Specialty Association Responsibilities

Steps

1. The CPAC representative and/or association president will give their membership director receives the voucher code, the voucher code tracker (excel file) and CNA's instructions.
2. With each request for the national association voucher code, the association membership director will verify if the nurse is a member of their association.
3. If the nurse is a member, input the nurse's name, telephone number and e-mail address and input in voucher code tracker.
4. Provide nurse with voucher code.
5. If the nurse is not a member, offer membership; once payment has been completed, follow steps 3 and 4.
6. If the nurse does not wish to join, do not provide them with the voucher code.
7. If the specialty association needs more voucher codes, they will submit a request to the Member & Network Specialist indicating the number of additional uses needed.

Any questions or clarifications, can be directed to Elizabeth Morin at 1-800-361-8404, x234 or by e-mail at emorin@cna-aiic.ca.