



The Canadian Association of Critical Care Nurses

Policy Statement

Membership/Registration Policies

The Canadian Association of Critical Care Nurses (CACCN) is a national not-for-profit specialty nursing association, with fourteen chapters across Canada.

The Canadian Nurses Association (CNA) Network of Nursing Specialties and the CNA Certification Branch recognizes CACCN as the recognized national specialty nursing association for critical care nurses and those interested in critical care.

REGISTRATION CATEGORIES

1. CACCN offers membership/registration for a fee.
2. Membership fees are established by the Board of Directors, with approval by the Membership.
3. CACCN membership is offered for a 1-year or 2-year period.
4. Memberships expire 12 months from date of processing.
5. Memberships are non-transferrable during the membership year.
6. Fees will not be refunded after 30 days receipt and only if the registrant has joined the wrong association.
7. Continual Renewal fees are not refunded after processing – refer to the continuous renewal FAQs.
8. NSF Fee for cheques \$25.00.

Active Membership:

1. Active members are individuals holding a registered nursing license working in critical care.
2. Active members may vote, hold office, may serve on committees, and hold a National Board position.

Affiliate Registration:

1. Affiliate registrations are individuals holding a registered nursing license not currently working in critical care; medical Suppliers and/or others with an interest in critical care.
2. Affiliate registration is a non-voting registration.
3. Affiliate registrants may hold office at the chapter executive level and may serve on national committees but may not hold a National Board position.

Student Registration:

1. Student registrations are student nurses in an accredited professional nursing program who are not currently licensed as a registered nurse.
2. Graduate nurses holding a registered nursing license do not qualify for student registration.
3. Applications for student registration must be accompanied by confirmation of registration in an accredited nursing program.
4. Student registration cannot be completed online and is not eligible for continuous renewal.
5. Student registration is a non-voting registration.
6. Student registrants may hold office at the chapter executive level and may serve on national committees but may not hold a National Board position.

Retired Registration:

1. Registered nurses who are retired and no longer hold an active license to practice nursing, have retired from nursing and are no longer employed in nursing and are not seeking employment in nursing.
2. Retired registration is a non-voting registration.
3. Retired registrants may hold office at the chapter executive level and may serve on national committees but may not hold a National Board position.
4. Retired registration cannot be completed online and is not currently eligible for continuous renewal.

Group Registration:

1. Group registration is open to Registered Nurses and/or Employees of hospitals, healthcare related institutions, medical suppliers and/or agencies interested in fostering the purposes and objectives of the CACCN.
2. All registrants must work at the same physical site OR report to the same Direct Supervisor. The name and email of the Unit/Nurse Manager or Direct Supervisor will be required for processing of the registrations.
3. All registrations must be received at one time with payment OR an invoice requested. Registrations will not be activated until the payment is received and processed.

4. Registration will stay with the individual for the remainder of the membership year and are non-transferrable.
5. Group registration cannot be completed online and is not eligible for continuous renewal.
6. Refer to criteria above for information on registration type.

Membership/Registration Fees

1. Membership/Registration Fees are available on the CACCN website.
2. Individuals shall be considered for eligibility of membership/registration upon receipt of online registration or the CACCN registration form with payment included.
3. CACCN registration via the registration form will not be processed until payment is received.
4. Final approval of the registration form and any renewal of membership are subject to the review by the Board of Directors.

Membership/Registration Processing

1. Registration Applications may be completed on the CACCN Website.
2. Via the CACCN Registration Form.
3. Registration forms may be emailed to caccn@caccn.ca, faxed to 519-649-1458 or mailed to CACCN, PO Box 25322, London, ON, N6C 6B1 with payment information, cheque, or money order.

Continuous Renewal

CACCN implemented **Continuous Renewal** of membership/registration as of June 2015:

1. Continuous renewal information is shared on the Membership/Registration Processing page, via the online registration program and on the CACCN Registration form.
2. Members are strongly encouraged to review the Continuous Renewal FAQs prior to processing membership/registration or renewal.
3. All members processing registration or renewal using a credit card via the online processing system, provide approval / confirmation they have read the Continuous renewal FAQs prior to moving to processing the payment.
4. Continuous Renewal will continue annually until the member provides cancellation to CACCN.
5. Renewals processed under the Continuous Renewal Program, will not be refunded, when the member has not contacted CACCN to cancel the renewal, a minimum of 15 days prior to the membership expiry date as per the CR FAQs.
6. Continuous renewal is not available for Student Registration or Group Registration.

Member Username and Password

1. The Member username and password are granted to the member upon membership registration.
2. The CACCN username and password are used to access the main CACCN website and the Canadian Journal of Critical Care Nursing (CJCCN) website.

3. Access to the Members Only and the CJCCN website are benefits of membership with CACCN.
4. Members may not share their username and/or password with non-CACCN members and may not download/save information from the member benefit area to share with non-CACCN Members.
5. Activities such as these noted above, are considered a breach of the CACCN Membership/Registration Policy.

Membership/Registration Refund / Transfer

1. CACCN Membership/Registration are non-refundable and non-transferable.

**Approved by the CACCN Board of Directors
Approved August 2021**