



UPDATE

Attestation of hours worked

Office of the Admissions and Registrar

INFORMATION ON THE MEMBER

Last name of the nurse: _____
First name of the nurse: _____

Date of birth: _____
Permit number: _____

INFORMATION ON THE EMPLOYER

Name of the employer: _____
Address: _____
City: _____

Postal code: _____
Province/Territory: _____
Country: _____

INFORMATION ON HOURS WORKED

As an employer, you must send us certain information about this member's professional activities **directly**. Please confirm the number of hours spent performing activities related to the nursing profession (excluding hours worked as a CPN and education, sick, maternity and vacation leave) for each of the **last four calendar years** (January 1 to December 31) and for the **current year**.

If the hours are worked **as a specialized nurse practitioner (SNP)**, please indicate this clearly in the "Job title" section.
If the person worked in a CIUSSS or a CISSS, please indicate the **name of the facility as the place of work**.

If the hours are worked under a **special COVID-19 health emergency authorization**, please attach a **(non-generic) DESCRIPTION OF PROFESSIONAL ACTIVITIES performed by the nurse** (excluding activities under the COVID-19 limitation: proceeding to vaccination, administering influenza, pneumococcus and SARS-CoV-2 vaccines, conducting COVID-19 screening tests and providing education and advice regarding COVID-19).

yyyy/mm/dd	yyyy/mm/dd	Number of hours	Job title	Place of work
From _____	To _____	_____	_____	_____
From _____	To _____	_____	_____	_____
From _____	To _____	_____	_____	_____
From _____	To _____	_____	_____	_____
From _____	To _____	_____	_____	_____

I affirm that all the information I have provided is true and accurate.

Signature: _____

Title: _____

Name of signatory: _____

Date: _____

The employer must return the duly completed form by email to actualisation-br@oiiq.org.
For more information, please contact the Office of the Admissions and Registrar at 514 935-2501, option 2, or at 1 800 363-6048, option 2.