

MEMORANDUM

To: BSN Students

Date: November 13, 2025

Subject: NEW UPDATED ESN Forms Process

In light of the Health Authority's interpretation and expectation that when schools sign the BCCNM Form 10.1, they are presuming that the student has been assessed and cleared for ESN. Given that the standing assessment occurs at the conclusion of the medical-surgical nursing course NURS 361, we acknowledge the impact this has on the processing times for BCCNM licenses. To facilitate the timely completion of BCCNM ESN registration and new hire orientations, we have revised our process for signing the ESN/HCA forms.

This update has a dual purpose:

- It addresses concerns about students potentially starting ESN roles before completing required courses, while facilitating a smoother license registration process.
- Allows students to receive signed BCCNM Form 10.1 before completing NURS 361, while still ensuring they meet the '*good standing*' requirement for ESN roles, before employment begins.

Please note the following steps and important caveat listed below:

ESN/HCA FORMS REQUEST PROCESS:

STEP 1:

Student creates BCCNM account, downloads Form 10.1 and completes **Part A**.

STEP 2:

Once a job offer has been made, the Health Authority hiring manager signs **Part C** of the form, and returns it to the student. **NB:** The "*employment/orientation start date*" on the BCCNM Form 10.1 must be listed as August 1, 2026 or later.

STEP 3:

Student shares the form with the SSO/CPPU as per current practice (i.e., uploads to Canvas Module to request LOGS and BCCNM Form 10.1 completion).

***SSO/CPPU Process:** If the date and signature on the form from the Health Authority hiring manager confirm that the student will not begin orientation/employment until after **July 29, 2025**, our school will sign **Part B** the form.

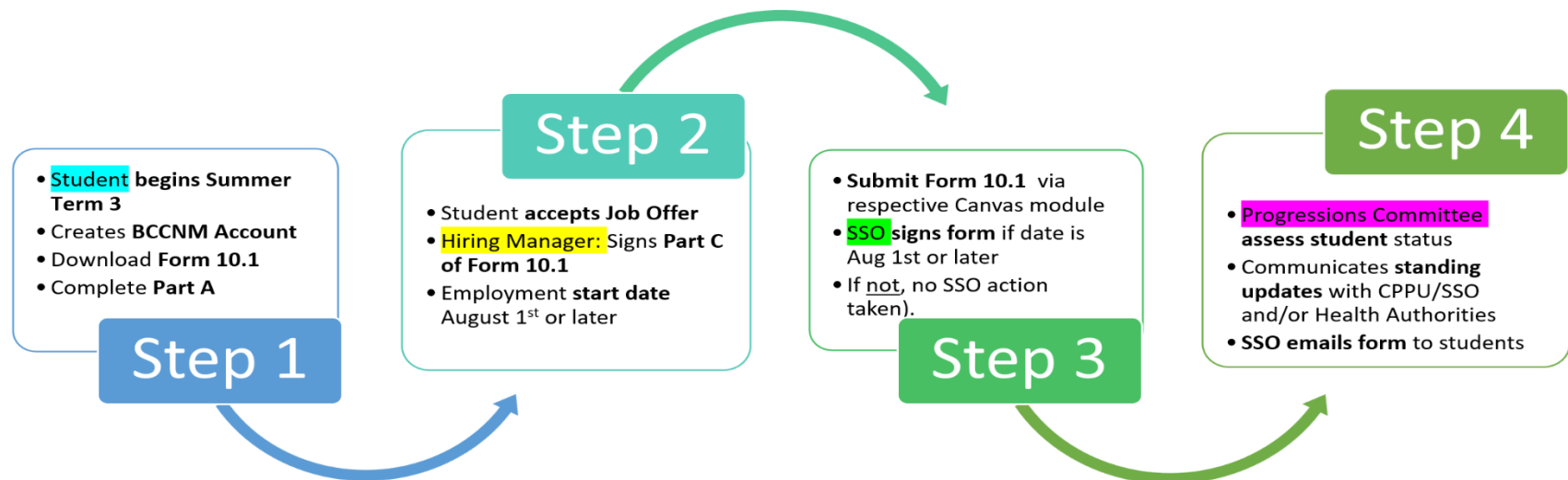
STEP 4:

Final progressions committee meetings for assessment of *standing* for ESN/HCA will happen at the end of NURS 361 in the last weeks of July. Letters of good standing/HCA student competency letters and remaining Form 10.1s are issued to students. If updates in standing are needed, the Progressions Committee communicates with CPPU/SSO, who subsequently update students, SON records, and health authorities as needed.

IMPORTANT CAVEATS:

1. Please note, in the unlikely event that a student fails a Term 3 course, they are no longer in “good standing” for ESN/HCA, and are bound by [BCCNM Practice Standards](#) and the BC CACHWR and School of Nursing policies to update both BCCNM/BC CACHWR and their employer. It therefore becomes the **student’s responsibility to update their licensing authority and employer ASAP**. The program will know student status before July 29, 2025 and update organizations accordingly.
2. Per BCCNM Practice standards, students on **leaves of absence** are not allowed to work as ESNs, so please connect with CPPU to verify timelines for out-of-sync students.
3. **“Good standing” definition:** Student must be identified as in good standing to progress from one academic term to the next, which means that the student’s cumulative grade average is 65% or higher. The student must also not have academic or practice misconduct.

ESN/HCA Forms Process and Timeline



*INTERNAL SSO/CPPU Process

- SSO consults with CPPU before signing forms to verify that students are not otherwise ineligible to receive ESN forms according to the standard procedure.
- Per BCCNM Practice standards, students on leaves of absence are not allowed to work as ESNs, so please connect with CPPU to verify timelines for out-of-sync students