

MN and PMNP Admissions Application Workshop Q&A

Application Process

Q: What does the timeline look like? E.g. when should I start applying, what is the deadline, when can applicants expect to receive results, and if accepted when do they have to accept the offer by?

January 15 is our early deadline for the Master of Nursing program and we advise you to inform your referees about this date because the email request sent to a referee will indicate April 30. If your Master of Nursing application is complete by January 15 (including references), you will be considered for awards and your application will be reviewed sooner. You will also hear back about the result sooner. If you apply by January 15, we aim to start sending out results in early March. If you are receiving an early offer, we generally don't ask you to respond until you hear back about awards. You have about a month to respond to the offer of admission. Please note that this award application timeline does not apply to the PMNP program.

We review applications on a rolling basis right through to May. Generally, every applicant will hear back by end of May but the guaranteed notification of your application result is the end of June.

Q: Does the early admission apply to PMNP?

No, PMNP does not have an early admission deadline. The final deadline to apply is April 30, 2025. We do encourage applicants to apply by the end of February because we send out offers on a rolling basis. This date is typically when we start reviewing PMNP applications so this date is a good time to aim for, but it is not a strict deadline. Last year, spots allocated to diploma students filled up quickly, but the year before they didn't, so it can vary.

Q: Would disclosing a disability improve or lessen my chances of admission?

Students aren't expected to disclose any personal information. As part of the offer letter, we include information about Accessibility Services and our Program Director's contact information. If you have a disability or require accommodations of any kind, we encourage

you to reach out early. If there is something you want to disclose in your application, there is an optional section where you can do that. For example, we've seen cases where someone received low grades in a particular year during their undergraduate studies and they wanted to explain this – part of this explanation may be disclosing a disability or challenges they have faced, or that it was the first year in university and they were in an adjustment period. It's important to outline supports that you are currently receiving early so the faculty can help you to find the most appropriate resources to be successful in the program. If there is an accommodation you need to help you to be successful, that may also be important to highlight.

Q: Is the application process different for out-of-province applicants?

No, the application process is the same for out-of-province applicants. Please note, however, that we can only secure practicum placements in Ontario, with most occurring in the Greater Toronto Area.

Q: I am currently an RN at the NICU, and was interested in becoming a nurse practitioner for this patient population - does UofT offer this NP specialization? If so, where can I find more information?

You may already be aware that the Canadian Council for Registered Nurse Regulators (CCRN) endorsed a new model for NP regulation and that implementation plans are in the works (<https://www.ccrnr.ca/npr-fipp.html>). Given these regulatory changes, all successful applicants to our Master of Nursing Nurse Practitioner (MN-NP) program and our Post-Master's Nurse Practitioner (PMNP) diploma will enter a **single emphasis Nurse Practitioner program**. The single emphasis program will prepare students to provide care to clients and patients of all ages in all settings. This change is planned in anticipation of the new NP entry-to-practice registration exam that is scheduled to take effect in 2026. The “all ages, all settings” model will be implemented across Canada except in the province of Quebec.

While our programs will prepare students to care for all ages across all settings, certain practicum experiences could potentially be specialized (i.e. being placed in a specific setting related to care of a client population). The student will have to discuss this option with the Clinical Education Office. Please note that out-of-province placements are not possible in the MN and PMNP programs.

Q: For the GPA admission component, do you look at the total average of both nursing major AND non-major courses, or only major courses when looking at GPA?

We will review your entire post-secondary academic history. For the MN program, we will calculate your qualifying average based on the most recent 5.0 credits in your BScN program (or equivalent program).

Eligibility

Q: Can international students apply?

Absolutely! We welcome international applications and we admit international applicants to all of our programs.

Q: Does having a previous master's degree (not MN/MScN) place me at a disadvantage for the selection process?

For our Master of Nursing program - not at all! You'll want to highlight the additional qualification and, if your previous graduate education has helped position you for success (e.g. you have demonstrated your ability to be successful in a graduate program; you have gained knowledge that will position you for success in the MN, etc.), highlight that as well! Please note that PMNP applicants must hold an MN degree or equivalent (MScN, MSN).

Q: What previous experience are you most looking for in MN student applications? Do you need a lot of leadership experience in order to apply to Masters of Nursing program?

You do need a lot of leadership experience but you have that already as a nurse! We often associate leadership with a formal role but it doesn't have to be a formal role. We also want people to highlight informal leadership (mentoring students, member of a council, part of QI project, etc.). What leadership have you demonstrated as a student? For example, were you a part of a student council or did you do volunteer work as a student leader? Perhaps in your job or volunteer activity, you may have taken on certain responsibilities above and beyond your job description so please include those informal leadership experiences as well. Here are some other examples that past applicants listed:

- Membership in relevant professional organizations
- Quality improvement projects
- Program evaluation activity
- Continuing education
- Research
- Working groups in clinical organizations
- Teaching/Mentoring/Preceptors

Q: Do we include the informal experiences in the CV or the Statement of Intent?

You can highlight it in both! Just a note: the CV does not need to be limited to 2 pages. We want you to provide a lot of detail in your CV and you can highlight your experiences in the relevant section(s) of your Letter of Intent.

Q: I work in a highly specialized area of nursing, and at least for now, my plan is to continue to do so after becoming an NP. Will the lack of diversification in my previous nursing experience or my desire to work in a specific area impact my application?

Strong preference is given to candidates with RN experience in a direct clinical practice setting with a strong clinical foundation. Some candidates will have varied experiences with clients of all ages, which would strengthen their application. However, clinicians from a specialized area of nursing will also be competitive. We are looking for strong clinicians who have the potential to be strong NPs when they graduate. In our program, you will be required to learn content for all settings and all ages but that doesn't mean you can't specialize after completing the program.

Q: Is undergraduate research experience an asset or necessary for the Master of Nursing program?

Research experience is not necessary for the MN program but it would be an asset (e.g. Capstone project, research experience as a Research Assistant, etc.). Within our MN program, we train our students to critically appraise, evaluate, and utilize, so research experience would be useful, but it is not required. Please note that MN students have the opportunity to get involved in research through the Rosenstadt Research Development Program (RRDP) as a paid research assistant. Note that the RRDP is not a program requirement and it is only open to registered Bloomberg Nursing students.

Q: Do I have better opportunities to get in if I have leadership and teaching experience? Or it should all be clinicals?

We don't favour one type of experience/a certain profile of experiences over other experiences and we advise you to highlight your individual experiences and accomplishments! There is a lot of diversity in our students' portfolios and since they learn from each other, that diversity is valuable.

Q: Is working as a clinical educator considered direct clinical experience? Are faculty hours in a PSW program at a college also considered?

For your 3,900 hours of clinical practice (NP and HSLA), we require RN experience only. For the NP program, the Admissions Committee gives strong preference to applicants who have hands-on, direct patient care experience. For HSLA, the experience may be more managerial,

supervisory, research or policy-based. For the NP or PMNP please only include roles where you have worked as a licensed RN on your clinical hours form – a CI role not be eligible for direct practice experience but rather would highlight leadership. For healthcare-related roles, like PSW experience, please highlight this in your CV but not your clinical hours form. Please also ensure that the 3,900hrs reflects the type of experience the specific program you're applying to is looking for.

Q: Do the 3,900 RN practice hours/hands-on clinical RN practice hours have to be from Canada?

No, they can be completed in any jurisdiction as long as you were working as a licensed RN.

Q: I hold a research coordinator RN position, would this count towards RN hours?

Yes, this would for application to the HSLA program! However, if you're applying to the NP field, this role is not going to add to your "hands-on, direct patient care" experience (and that's okay!). If you're applying to the MN-NP or PMNP program, you'll want to ensure you also have hands-on, direct patient care experience (minimum of 3,900) in addition to research experience.

Q: What qualities are you most looking for when considering MN student applicants?

As previously mentioned, we're looking for leadership experiences (informal or formal). We're also looking for applicants who are passionate about nursing, committed to the discipline, and who ultimately want to improve client care and care of nurses through graduate work.

Q: How is work experience, continued education, and personal statement weighed when you are reviewing an application?

We don't weight components of the application and the application is reviewed holistically. Ideally we'd like to see a balance of strong grades, thoughtful answers to the application questions, professional development, leadership, and RN experiences!

The Admissions Committee will also be looking at each applicant's suitability as a graduate student. In short, it's not a matter of weighing components when reviewing applications but rather getting an overall sense of the application and the applicant's qualities. Our advice to applicants is to pay attention to all aspects of the application and make sure that they authentically represent who they are as a candidate.

Q: I am a permanent resident of Canada in process of getting citizenship. I graduated from a BScN program from abroad and have been working in a hospital and LTC in

Canada for past 3 years as an RN. Am I eligible to apply for this program? Do I need to complete a language proficiency test even if I have CNO registration?

As English is the primary language of instruction and communication at the University of Toronto, applicants must demonstrate an adequate level of proficiency in English, regardless of their citizenship status or country of origin. At Bloomberg Nursing, we follow the School of Graduate Studies' admission guidelines for English Language Proficiency requirements: <https://www.sgs.utoronto.ca/future-students/admission-application-requirements/english-language-proficiency-testing/>.

As per SGS' requirements, applicants from universities outside Canada where English is not the primary language of instruction must provide results of an English language proficiency examination as part of their application. Tests must have been taken within the last 24 months at the time of submission of their application.

In this case, if the qualifying degree for the Master of Nursing program (i.e. your bachelor's degree) was completed at a university where English is not the primary language of instruction, you would be required to provide results of an English language proficiency examination. SGS provides a list of accepted tests on their website.

Q: I completed my BScN over 10 years ago, and graduated with grades that are less than the admission requirements. How heavily weighted are university grades versus experience? What can I do to make my application more appealing?

Applicants MUST meet the minimum admission requirements to be eligible to apply. If your grades fall below the requirement, you will need to do a year of upgrading in order to be eligible. This means take a full courseload of upper year courses that make sense for the program you're applying to (e.g. research, health assessment, stats, etc.). You will want to demonstrate that you can manage a full-time courseload and be successful academically as this is what you'll be facing when enrolled in our MN programs – a full-time, rigorous graduate-level program. We want to ensure those who are admitted will be successful.

Q: I will complete the required clinical hours for the program by August 2025. Does not having completed 3,900 hours by the time by application place me at a disadvantage?

If you do not meet the requirement of having 3,900 hours of clinical practice as an RN at the time you apply and you are offered admission, the offer will be conditional on completing the outstanding hours by August 15th. If you are not able to do this then the admission offer would be rescinded.

PMNP-specific questions

Q: What type of direct patient care experience is preferred for the PMNP program?

For all our NP programs, having direct care experience with clients of all ages and in a primary care setting where you would perform head-to-toe exams and health assessments would be a solid clinical foundation for the program. Strong preference is given to candidates with RN experience in a direct clinical practice setting with a strong clinical foundation. Some candidates will have varied experiences with clients of all ages, which would strengthen their application. However, clinicians from a specialized area of nursing (i.e. pediatrics) will also be competitive. We are looking for strong clinicians who have the potential to be strong NPs when they graduate. In our program, you will be required to learn content for all settings and all ages but that doesn't mean you can't specialize after the completion of the program.

Q: Can you apply before you complete MN program (if anticipated to finish shortly, e.g. waiting to defend thesis)?

Yes, as long as you have completed all your coursework and have defended your thesis prior to the start of the PMNP program, you can certainly apply. Please note that for the PMNP program, we require applicants to have worked a minimum of 3,900 clinical hours as an RN and placements as part of your BScN and MN degrees do not count as clinical hours.

Q: Can someone with public health or primary care experience and not acute care experience get into the PMNP program?

Strong preference is given to candidates with RN experience in a direct clinical practice setting with a strong clinical foundation. Some candidates will have varied experiences with clients of all ages, which would strengthen their application. However, clinicians from a specialized area of nursing will also be competitive. We are looking for strong clinicians who have the potential to be strong NPs when they graduate. In our program, you will be required to learn content for all settings and all ages but that doesn't mean you can't specialize after the program.

Letter of Intent and CV

Q: Is it relevant to include jobs held during our undergraduate program such as PSW/health care aid positions? Or should we keep it focused on RN jobs?

Absolutely include those PWS and health care aid jobs! These are great experiences to highlight. What you do not need to include are clinical placements completed as part of your BScN program.

Q: Given the word limit for each essay question, what advice can you provide regarding answering the questions effectively?

Please be very specific in answering the statement/essay questions and demonstrate that you've done your research on advanced practice nursing and graduate prepared roles (i.e. leadership positions, CNS, nurse educators, etc.). If you're applying to the NP program, for instance, are you able to outline the scope of the NP role and explain why this role interests you?

If you are applying to the HSLA or Clinical field, what is your career goal and how will completing the specific MN field of study help you to reach your goal?

Here are some other general tips:

- Individualize the Letter of Intent to you!
- Don't use ChatGPT since it typically generates generic answers – think about writing sections that are high impact and focus on telling the authentic narrative of who you are
- Ask a colleague to review your letter of intent or someone who already has a graduate degree to review it
- Give yourself lots of time to write – write a draft, give yourself some time, then review it again

If you are looking for resources on how to write a Letter of Intent for graduate school applications, you are welcome to explore the resources posted on [U of T's Career Exploration and Education](#)

Q: As an early career nurse who has less than 5 years working experience, how can I make my application and CV competitive versus someone who has 10+ years experience?

You are not disadvantaged if you have less than 5 years of work experience. Graduate school is an extension of your academic career and can build on the excellent foundation you have as a nurse. Here are some questions to consider for graduate school: even if you're novice, are you able to demonstrate leadership (or leadership potential)? Do you have strong clinical, and scholarly skills?

Focus on what you have achieved so far (research, continuing education, teaching, quality improvement projects, membership in relevant organizations, program evaluation activity, and relevant volunteer activities, research, community activism, etc.). Highlight your accomplishments, the trajectory of your career, and tell the story of who you are!

Q: What is a good template to follow for the Letter of Intent? Do I need to address the Admission Committee? Are there any previous examples that can be shared?

We don't ask for one long letter of intent and we ask applicants to answer specific questions in a text box. Don't use up your word count on formal addresses! Just jump directly in to answering each question. Be sure you address all components of the questions! E.g. if a question asks you to provide examples, please include them for that question.

Q: How detailed does the CV need to be? What's the format? Should it include clinical experience and professional experience?

There is no page limit for the CV! This is a component of the application where including more detail is helpful. Please do not include clinical placements details from your schooling but do include details about your professional roles and clinical experiences.

Please use the categories listed below to help develop your CV. If a particular heading does not apply, you may leave it out.

- Academic education (post-secondary degrees, diplomas, certificates)
- Continuing education (including workshops, professional development)
- Awards and honours (e.g., practice awards from employing organization, bursaries, scholarships)
- Professional employment (Please note whether roles were full-time, part-time, or casual)
- Relevant presentations / publications / research
- Current membership in professional organizations
- Committees (e.g., work-related, professional)
- Clinical / administrative / practice innovations (please provide brief descriptions or examples)
- Membership in research-oriented organizations (please specify role)
- Relevant volunteer activities

Note: you are welcome to organize your CV as you see fit!. The headings we suggest are to help folks remember all the roles and details we're looking for. The formatting of the CV is entirely up to you.

Q: Are patient education presentations relevant for the CV?

If this is part of your role, please include it under work experience as part of your role. It's a good detail to highlight in your CV.

References

Q: What is the best way to obtain an academic reference if you have been out of school for 5 years?

You are applying to an academic program. You need one reference to be able to comment on your academic abilities (writing, reading, research, academic writing, presentations, etc.). Ideally you will be able to get a reference from someone who taught you during your previous degree. If not, think about someone you know from the nursing community - work or committee involvement, etc. – who can comment on your ability to do reading, research, academic writing, oral presentations, etc. You might ask an instructor from a continuing education course, a senior figure in the nursing community whom you know through research work or committee work, etc. Please provide a one-sentence explanation for your choice of reference if you are not able to get a traditional academic reference.

When you request a reference, be sure to provide the referee with information they can use to provide a strong recommendation. We suggest that you provide the following to the person you are asking when you request a reference:

- your CV
- your statement of interest/essay question responses
- unofficial transcripts
- a copy of the work you have done for this person (academic reference) e.g. graded essay

Q: Does the employer reference have to be current or can it be from a previous employer?

Ideally your professional reference will come from your current manager or direct supervisor. If you're in a situation where that is not possible (e.g. you just started a new job; your manager doesn't yet know you and isn't familiar with your clinical work), then asking a previous manager or supervisor would make sense. Be sure the person is a superior (not a colleague) and be sure they can speak to your capacity as a *clinician* (e.g. not work as a CI or preceptor) for the NP/PMNP program and/or *leader* for the HSLA/Clinical program.

Q: What does the referee process look like once we enter their names and contact information in the application system? This is to help explain the process to our clinical/academic references.

An automated email will be sent to your referees and it will include a link to the reference submission. The referee will be required to rank the applicant's strengths and specific skills in the first section. The next section will require them to type in their reference letter or they can upload a PDF of the reference letter.

The applicant will be able to see the status of the reference as either “pending” or “received”.

If you or the referee are encountering any issues with the application system, please do not hesitate to contact us at connect.nursing@utoronto.ca.

Transcripts

Q: What is the difference between an electronic and official email transcript?

They are the same thing if they are digital copies of your transcripts coming directly from your institutions (e.g. Registrar’s Office) or through a third-party such as MyCreds or Parchment to Bloomberg Nursing at U of T. We can consider electronic transcripts official.

Q: Can I submit unofficial transcripts during application process and provide official transcripts when/if I am accepted to the program?

Yes! Please be sure to include the transcript legend with your submission as these are not always included with unofficial transcripts.

Q: How do we submit transcripts from universities who don't utilize the MyCreds or Parchments website?

Please have the institution mail the official transcripts to us:

Admissions – Bloomberg Nursing
University of Toronto
155 College St., Suite 130
Toronto, ON M5T 1P8

Q: Is it necessary to submit official transcripts from post-secondary institutions abroad?

Yes. The School of Graduate Studies requires applicants to submit ALL post-secondary transcripts. Please note that at the time of application, these do not need to be official. Unofficial transcripts will suffice. We do require official transcripts if you are admitted, however.

Q: I am a previous UofT student, do I still need to submit transcripts.

UofT applicants should still upload their unofficial UofT grades. They do not need to submit official UofT transcripts. They do need to submit all non-UofT post-secondary transcripts, even if they have previously submitted those for other applications/programs.

Admission Statistics

Q: How many international students are accepted per year?

We do not have a set quota. We get very few applications from international students. Last year we received ~10 applications and admitted 2.

Q: What is your acceptance rate?

Last year we received around 462 applications for 151 seats.

Q: What was the average cut-off from last year?

Applicants must have a minimum B/75%/3.0 average to apply to the program. The majority of applicants who were successful had averages in the B+/A- range or higher.

Other questions

Q: I've applied once already and was declined. Can I re-apply again? Would you have any guidance on how to strengthen my application?

Yes, you are welcome to re-apply. To provide some context, each year we receive many more applications than we can accommodate. Meeting admission requirements, while essential, is not in itself sufficient to gain admission to the program. The outline below reflects what a successful candidate looks like. Please review this profile and look critically at your own profile. If there are areas for improvement, work on these prior to reapplying:

- A strong academic record throughout academic history with an **A-range average in the BScN if applying to the MN or in the MN if applying to the PMNP.**
- A focused, clear, well written statement of interest outlining why this program interests the applicant. The letter is concise and clearly outlines the applicant's goals: what the applicant hopes to gain from the program, the clinical placements, and the direction for future career.
- A strong CV demonstrating some of the following: **leadership, membership in relevant professional organizations, quality improvement projects, program evaluation activity, committee involvement, research work, continuing education, volunteer work, teaching, precepting.**
- A strong, relevant **academic** reference (someone who has taught you and can speak to your academic abilities).
- A strong, relevant **professional** reference from a manager or supervisor (not a colleague or friend).
- Clinical experience for NP applicants: Within the single emphasis program, strong preference is given to applicants with RN experience in a direct clinical practice setting with a strong clinical foundation. Ideally, candidates will have varied experiences with

clients of all ages. This may include settings such as community health centres, family health teams, nurse practitioner led clinics, and hospitals. Please note that experience in settings such as COVID vaccination clinics or cosmetic clinics would not apply. We are looking for strong clinicians who work with complex clients!

Q: How do I get proof of RN registration (what is acceptable as proof)

At the time of application, you only need to let us know where you are registered. Admitted students will receive instructions from our Clinical Education Office on submitting a copy of your College of Nurses of Ontario registration number (or equivalent in other jurisdictions).

Q: I completed 1 year of the Master of Nursing elsewhere. If I am accepted into the MN program at U of T, can I transfer my courses?

Applicants must first apply for and be admitted to a program prior to requesting transfer credits or credit exemptions. The School of Graduate Studies outlines the rules around these requests: https://www.sgs.utoronto.ca/current-students/registration-enrolment/#section_8.

Please note that we charge tuition by program (not by course). So, even if credit transfer or course exemptions are granted, students will be charged the same tuition fees.