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Saskatchewan Association of
Licensed Practical Nurses
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SASKATCHEWAN PRACTICAL NURSE STUDENTS GLPN LICENSURE & CPNRE REGISTRATION

APPLICATION INSTRUCTIONS EFFECTIVE JANUARY 1, 2017

This instruction guide is to be used for general information to assist applicants through the application process. Information contained within the guide may change without notice.

Saskatchewan Practical Nurse Students

APPLICATION INSTRUCTIONS

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Graduate Licensed Practical Nurse Licensure

A new graduate of a SALPN Council approved Saskatchewan practical nursing program is eligible to apply for Graduate Licensed Practical Nurse (GLPN) licensure. This licensure allows a member to work as a GLPN under the supervision of a LPN, RN, or RPN until they have successfully completed the Canadian Practical Nurse Registration Examination (CPNRE).

GLPN licensure can be held up until the time a member has been successful on their third and final attempt at the CPNRE or for approximately 9 months.

Scope of Practice

The GLPN licensure is recognized as a Licensed Practical Nurse and may carry out the competencies of an entry-level practitioner. Please view the following Legislative Interpretation regarding practice as a graduate;

<http://www.salpn.com/images/Member/Leg. Documents/Practice as a Grad Revised Legislative Interpretation.pdf>.

Practical Nurse Programs Approved by the SALPN Council

Saskatchewan Polytechnic

- Regina Campus
- Saskatoon Campus
- Prince Albert Campus

Saskatchewan Polytechnic Brokered Sites:

- Carlton Trail College – Watrous
- Cumberland College – Melfort
- Dumont Technical Institute – Prince Albert
- Dumont Technical Institute – Regina
- Dumont Technical Institute – Saskatoon
- Great Plains College – Biggar
- Great Plains College – Swift Current
- North West Regional College – La Ronge
- North West Regional College – Meadow Lake
- North West Regional College – North Battleford
- Parkland College – Yorkton
- Southeast College – Weyburn

If you graduated from a school outside of Saskatchewan, you will need to apply as an out of province applicant.

Applying for Graduate Licensed Practical Nurse Licensure

- Complete the attached GLPN & CPNRE application forms
- Provide a copy of 2 pieces of valid identification
 - Mandatory pieces of ID include (at least one of the following must be provided):
 - Birth certificate
 - Passport
 - Permanent Resident Card
 - Citizenship Card
 - If your current name differs from that of birth, please provide at least one of the following pieces of ID:
 - Driver's License
 - Marriage certificate
 - Processing delays may occur if an applicant does not provide 2 pieces of acceptable ID.
- Criminal Record Check
 - Obtained from either:
 - Local Police Department
 - Local RCMP Detachment
 - Processing delays may occur if an applicant requires additional fingerprinting
- GLPN Licensure & CPNRE Fee \$905.00
 - Acceptable Payment Methods:
 - VISA or MasterCard
 - Cash or Debit (available only at the SALPN office)
 - Certified Cheque or Money Order
- Canadian Council of Practical Nurse Regulators (CCPNR) Online Code of Ethics Course
 - Prior to approval for licensure in Saskatchewan, applicants must complete the CCPNR Online Code of Ethics Course. The course can be accessed at the following link and is free of charge;
<https://www.learninglpn.ca/index.php/courses>.
 - Once completed, the course confirmation must be printed and mailed or emailed to the SALPN office.

Submit applications in person at the SALPN Office, by mail, courier, or scan & email to nodegard@salpn.com.

****faxed copies will not be accepted***

Your GLPN licensure will not be issued until all the required documentation has been received and processed.

English Language Proficiency Testing

If the English language was not the first learned language and the language used in the home as a child for reading, writing, listening, and speaking then applicants must submit English Language Proficiency in one of the following manners;

OPTION A:

1. IELTS (International English Language Testing System)

Accepted Scores:

Speaking: 7.5

Writing: 7.5

Listening: 8.0

Reading: 7.0

Overall Score: 7.5

2. CELBAN (Canadian English Language Benchmark for Nurses)

Accepted Scores:

Speaking: 8

Writing: 7

Listening: 10

Reading: 8

OR

OPTION B:

Evidence of completing four (4) years of full-time study in English in Canada. Full time study is defined as a minimum of three (3) classes per semester. Only original transcripts are accepted.

OR

OPTION C:

- Evidence of completing a Canadian Practical Nursing program in English
- Evidence of completing two (2) years of full-time study in English in Canada. Full time study is defined as a minimum of three (3) classes per semester.

Only original transcripts are accepted.

Declarations

With the exception of #9, if you answered “yes” to any of the questions on the declarations page, you will be required to provide a written description on the subject(s). If you have an unsatisfactory criminal record you must provide further documentation and your application will be reviewed by the SALPN

Registrar, please see the following link for complete details;

<http://www.salpn.com/images/Member/Leg. Documents/Criminal Record Checks Legislative Interpretation.pdf>.

GLPN Licensure and Official Receipts

You will receive notification by email once your GLPN licensure has been issued. At that time you will be given a username and password where you can login at <https://www.salpn.com> and print your GLPN receipt via the Member Profile and under the Receipts tab.

Conditions

Your GLPN license will be issued with the condition of successful completion of the “CPNRE” as well as “*Must work under the direct supervision of a LPN, RN, or RPN*”.

Canadian Practical Nurse Registration Examination (CPNRE)

The CPNRE is delivered online and is administered in testing centers across Saskatchewan by Pearson VUE. Based on your date of practical nursing program completion, you will be assigned to a testing window and all Saskatchewan graduates must appear at the first available writing of the CPNRE.

PN Completion Dates	Testing Window
May 4, 2018	June 11, 2018 – July 1, 2018
December 14, 2018	January 28, 2019 – February 17, 2019

You will receive an email with a unique identifier and instructions no earlier than 120 days before the testing window opens informing applicants to book their examination online through Pearson VUE. Eligible applicants will book their own date, time, and location for the CPNRE in predetermined testing centers offered by Pearson VUE. At the time of booking, Pearson VUE will charge a fee of \$105.00 + GST. Bookings are first-come, first-served. Any changes to bookings must be managed by the applicant through Pearson VUE.

CPNRE candidates will have access to an Exam Demo approximately 4 weeks before the testing window opens and the demo can be accessed up to 20 times. Additionally, the exam testing agency, ASI, has developed tools to assist candidates with CPNRE preparation. These tools can be accessed and are available for purchase online at www.cpnre.ca.

CPNRE Special Accommodations

Requests for Special Accommodations must be submitted in writing to the SALPN. Requests need to indicate the nature of the accommodation(s) an applicant requires. In most cases, the SALPN will require the following:

- As stated above, a written request must be sent in by the candidate indicating what kind of accommodation is required for the CPNRE.
- A formal diagnosis from a regulated health or educational professional on the specific disability including documentation completed and signed by a professional familiar with the candidate's disability. This disability must have been documented and/or diagnosed during the candidate's time in the practical nursing program and the accommodation must have been provided throughout the program.
- Forms required are:
 - Candidate Application Form
 - Documentation of Disability Related Needs Form (completed by an approved regulated health or educational professional)
- Requests can be mailed or emailed to SALPN.

Compassionate Leave or Failing to Show for the CPNRE

If for any reason, you are unable to write the CPNRE during the assigned testing window it may be considered a failure. The SALPN's Regulatory Bylaws state that a person applying for registration as a GLPN or LPN is required to write the CPNRE at the first available writing of the examination after they become eligible. Compassionate leave requests must be made in writing prior to the examination date and are considered on a case-by-case basis.

CPNRE Results

CPNRE results will be made available to the candidates three weeks after the mid-point of the writing window and again three weeks after the closing of the writing window. Results will be posted on your SALPN profile and you will receive a notification via email.

If you are unsuccessful on the first or second CPNRE attempt you will be given the opportunity to re-write during the next writing window. If you are unsuccessful on your third attempt you

are required to repeat a practical nursing program in its entirety should you wish to pursue a career as a practical nurse in Saskatchewan.

Licensure Renewal

Once you have successfully passed the CPNRE your GLPN licensure will be converted to a Practicing license. Practicing LPNs are required to renew their license annually. The licensure renewal season opens each year on October 1st and closes on December 31st. Late fees are collected past the renewal deadline of December 1st.

Expect your licensure renewal information letter to arrive by email. If you do not receive it, contact the SALPN at 306-525-1436 or 1-888-257-2576. Remember to update your contact information with the SALPN when it changes.

SALPN

www.salpn.com

Toll free within Saskatchewan 1-888-257-2576

306-525-1436

306-347-7784 (fax)

nodegard@salpn.com

Checklist for Application

- Application for Registration/CPNRE Form is complete, signed, and dated accurately
- Application Fee of \$100.00
- Licensure Fee of \$400.00
- CPNRE Fee of \$405.00
- IELTS or CELBAN test scores have been sent to the SALPN office from the source, and/or evidence of completing four (4) years of full-time study in English in Canada.
- Original copy of a Criminal Record Check obtained within the last 6 months
- Copy of birth certificate, and or valid passport
- Copy of marriage certificate if your name differs from birth
- CCPNR Online Code of Ethics Course Completion