

1.306.525.1436
1.888.257.2576
1.306.347.7784

INTERNATIONALLY EDUCATED NURSE

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.

Table of Contents

<u>Internationally Educated Nurse Application</u>	page 3
<u>Application Requirements</u>	page 3
<u>English Language Proficiency Testing</u>	page 3, 4
<u>Hours of Work Requirement</u>	page 4
<u>Declarations</u>	page 4
<u>IEN Application & Official Receipts</u>	page 4
<u>Successful Applicants</u>	page 4
<u>Canadian Practical Nurse Registration Examination (CPNRE)</u>	page 4, 5
<u>Compassionate Leave or Failing to Show for the CPNRE</u>	page 5
<u>CPNRE Results</u>	page 5
<u>Licensure</u>	page 6
<u>Checklist for Application</u>	page 6

Internationally Educated Nurse Application

A graduate of an international nursing program recognized by the SALPN Council is eligible to apply for assessment as an internationally educated nurse (IEN). IENs who wish to apply must have already completed an assessment via the National Nursing Assessment Service (NNAS) and had their Advisory Report issued.

Application Requirements

- Complete and submit the IEN application form
- Complete and submit the Authorization to Share Information form
- Complete and submit the Competency Checklist
- Recent Criminal Record Check (must have been obtained within 6 months of application)
 - Obtained from either:
 - Local Police Department
 - Local RCMP Detachment
 - Processing delays may occur if an applicant requires additional fingerprinting
- Application Fee \$250.00
 - Acceptable Payment Methods:
 - VISA or MasterCard
 - Cash or Debit (available only at the SALPN office)
 - Certified Cheque or Money Order

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

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

Your IEN application will not be assessed until all the required documentation has been received and processed.

English Language Proficiency Testing

All applicants who's first learned language is not English and the language used in the home as a child for reading, writing, listening, and speaking must submit evidence of English Language Proficiency. In most all cases, proof of English language proficiency would have been collected as part of an applicant's NNAS assessment. In the cases where English language proficiency was not initiated during the NNAS assessment, the SALPN reserves the right to enforce the requirement for the purposes of this application.

Applicants may submit either of the following accepted methods:

- Canadian English Language Benchmark Assessment for Nurses (CELBAN)
- International English Language Testing System (IELTS) results (academic version).

Acceptable test scores can be found at the following link;

http://www.salpn.com/images/Applicant/IEN/ACCEPTABLE_ENGLISH_TESTS_2012.pdf

Hours of Work Requirement

Applicants to the SALPN must have worked a minimum of 1250 licensed or registered hours or have completed a recognized practical nurse educational program within the previous four years. Applicants who have not completed either of the above may not be considered for licensure.

Declarations

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>.

IEN Application and Official Receipts

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

Successful Applicants

IEN applicants that have met the SALPN’s minimum standards and requirements, will become eligible to proceed in the assessment process. In most cases, applicants will be recommended for remedial education based on the observed educational gaps determined by the NNAS Advisory Report. The SALPN utilizes both the NNAS Advisory Report and the SALPN’s minimum standards and requirements when prescribing any remedial education.

Once all prescribed remedial education has been successfully completed and the SALPN has been notified of same by the educational institution, an applicant will become eligible to write the Canadian Practical Nurse Registration Examination (CPNRE).

Canadian Practical Nurse Registration Examination (CPNRE)

The CPNRE is delivered online and is administered in testing centers across Saskatchewan by Pearson VUE. Based on the date in which the prescribed remedial education is completed, applicants will be assigned to a testing window. All applicants who are deemed eligible, must appear at the first available writing of the CPNRE.

Testing Window - 2018
January 29, 2018 – February 18, 2018
June 11, 2018 – July 1, 2018
September 17, 2018 – October 7, 2018
November 19, 2018 – December 9, 2018

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.

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 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

Once you have successfully passed the CPNRE, IEN applicants will be eligible for LPN licensure. 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)

cbrewster@salpn.com

Checklist for Application

- Application for IEN Assessment
- Application Fee of \$250.00
- IELTS or CELBAN test scores have been sent to the SALPN office from the source.
Disregard if the IELTS or CELBAN was part of your NNAS Assessment.
- Original copy of a Criminal Record Check obtained within the last 6 months
- Authorization to Share Records Form
- Competency Checklist