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Saskatchewan Association of  
Licensed Practical Nurses   
700A - 4400 4th Ave - Regina, SK S4T 0H8

# **OUT OF PROVINCE GLPN PRACTICAL NURSE**

## **APPLICATION INSTRUCTIONS EFFECTIVE JANUARY 1, 2017**

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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.

## Out of Province Graduate Licensed Practical Nurse

## APPLICATION INSTRUCTIONS

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## **Graduate Licensed Practical Nurse Licensure**

A new graduate of an approved or recognized 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 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**

GLPNs are 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>.

## **Applying for Graduate Licensed Practical Nurse Licensure**

- Complete the 4-page form and submit it directly to the SALPN along with the additional information required.
- Complete personal information carefully and clearly, please print.
  - Provide a valid email address as communications from the SALPN will be sent in this manner.
- 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
  - 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 Application & Licensure Fee \$550.00
  - 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 [nodegard@salpn.com](mailto: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.

#### Online Profile

Once the Application for Licensure form and \$150 fee is received, an online profile will be created and your login instructions and information will be emailed. This profile will enable you to check on the status of your application and determine which documents are outstanding. It is the applicants' responsibility to check the status and follow-up on any outstanding documents.

### **Verification of Registration/Licensure**

The purpose of this form is to verify initial and current nursing registration/licensure.

- Current nursing registration/licensure in any province
- If you are a Canadian practical nurse new graduate and have successfully completed the CPNRE, request the regulator in your home jurisdiction to complete this form and send it the SALPN. Home jurisdiction is defined as the province where you completed your practical nursing education.
- These documents can be issued by the other regulator by mail or email.

- You may need to make additional copies of the Verification of Registration/Licensure form depending on how many boards you have current registration/licensure as a nurse.

### **Section 1**

Complete this section to authorize the board(s) to provide the necessary registration/licensure to the SALPN. Send the completed form to the appropriate nursing board(s) to complete Section 2.

### **Section 2**

The board(s) will complete Section 2 and mail or email the form directly to the SALPN office.

### **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
- AND**
- 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**

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*”.

**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. The results will be sent to you from the regulatory body in which you registered with for the CPNRE. Please contact your regulatory body to have them forward your results to the SALPN office. Results will be posted on your SALPN profile once results are received from the regulatory body and you will receive a notification via email.

## **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 1<sup>st</sup> and closes on December 31<sup>st</sup>. Late fees are collected past the renewal deadline of December 1<sup>st</sup>.

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](http://www.salpn.com)  
Toll free within Saskatchewan 1-888-257-2576  
306-525-1436  
306-347-7784 (fax)  
[nodegard@salpn.com](mailto:nodegard@salpn.com)

## **Additional Information**

### ***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.

### **How does the SALPN assess applications for licensure?**

When all required forms have been submitted to the SALPN, your application will be assessed to determine eligibility for licensure as a Licensed Practical Nurse in Saskatchewan.

- Assessment may take up to 15 business days.
- The assessment decision will be provided to applicants in writing via email.

### **Checklist for Application**

- Application for Registration Form is complete, signed, and dated accurately
- Application Fee of \$150.00
- Licensure Fee of \$400.00
- IELTS or CELBAN test scores have been sent to the SALPN office from the source.
- 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
- Sent the Verification of Registration/Licensure Form to your board(s).
- CCPNR Online Code of Ethics Course Completion