

1,306.525.1436  
: 1,888.257.2576  
1,306.347.7784

Saskatchewan Association of  
Licensed Practical Nurses   
2208 E Victoria Avenue ~ Regina, SK S4N 7B9

# **RETURN TO PROVINCE 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 is subject to change without notice.

**Return to Province  
Licensed Practical Nurse**

**APPLICATION INSTRUCTIONS**

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This guide provides information on how to apply to become licensed as a Licensed Practical Nurse (LPN) in Saskatchewan. For additional information, please contact our office at [nodegard@salpn.com](mailto:nodegard@salpn.com).

These instructions will explain how to complete and submit the forms in the Return to Province Licensed Practical Nurse Application Package. Please read these instructions carefully to avoid unnecessary delays.

Key points to consider before starting the application process are:

- You are required to have current licensure in another Canadian jurisdiction.
- Completion and submission of all required forms within this package is required.
- If necessary, all documentation must be translated to English prior to submission to the SALPN. Translations are at the expense of the applicant.
- Print legibly
- You have a period of 6 months, from the date the initial application is opened, to complete the application process.

## **1. Application for Licensure**

Complete the 4-page form and submit it directly to the SALPN along with the additional information required.

### **Personal/Declaration**

Complete personal information carefully and clearly, please print.

- Provide a valid email address as communications from the SALPN will be sent in this manner.

Read the questions carefully.

- If you have answered "Yes" to any questions, write a brief explanation on the space provided.
- The SALPN will notify applicants if further information is required.
- 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>.

## **Nursing Education**

Provide all the information requested regarding your original nursing education.

- If you have successfully completed additional nursing education, such as courses not originally included in your nursing program, you must provide the information required under the “Additional Nursing Education” section of the form. This will assist the SALPN in the assessment of your nursing education and experience. You do not need to send any additional documents for post-basic nursing education unless directed to do so by the SALPN.

## **Initial Nursing Registration/Licensure**

Provide all information requested regarding your initial (original) place of nursing registration/licensure.

- Indicate the province/state/country where you obtained your initial registration/licensure.

## **Current/Past Nursing Registration/Licensure**

Provide all information requested regarding your current nursing registration/licensure.

- If you are currently registered/licensed with the same nursing board as your initial registration/licensure, you must provide the information required.
- If you are currently registered/licensed with more than one nursing board, provide the information for each of the nursing boards.
- If you are not currently registered/licensed anywhere, provide the information of the last nursing board you were registered with.

## **Nursing Employment History**

Provide information for all nursing employment in the last 5 years.

## **Additional Application Requirements**

Use the checklist provided on page 7 of the *Checklist for Application* to verify what you need to submit.

## **Registration/Licensure Declaration**

Read carefully, sign and date your *Application for Licensure* prior to submitting to the SALPN.

## **2. OUT OF PROVINCE LICENSED PRACTICAL NURSE APPLICATION PROCESSING FEE**

Submit payment of \$100.00 to the SALPN. Payment options are as follows:

- Complete the Credit Card Authorization form included with the application package.
- Cheque, money order, or bank draft, made out to SALPN.
- Cash or Debit, if paying in person at the SALPN office.
- Application fees are non-refundable.
- Canadian funds only.

### **Online Profile**

Once the Application for Licensure form and \$100 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.

## **3. Verification of Registration/Licensure**

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

- Current and past nursing registration/licensure in any province
- 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 or past 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.

#### **4. Declaration of Employment Hours**

The purpose of this form is to verify nursing practice hours that an applicant has acquired in the previous 5 years.

##### ***Section 1***

Complete this section to disclose the employers, dates worked, position title, and the hours accumulated in the last 5 years.

##### ***Section 2***

Declaration of hours – this must be signed and dated to proceed with the application. Applicants must attest that the information provided is true and accurate to the best of your knowledge. **The SALPN reserves the right to verify practice hours with current and past employers.**

#### **5. Specialized Area of Practice Declaration**

In Saskatchewan, certain areas of practice are considered specialized nursing competencies. For an individual to work in a specialized area of practice, authorization must be granted by the SALPN. If you do not have a specialized area of practice as indicated below, applicants are not required to complete this form.

**SALPN Specialized Nursing Practice Authorization is required for LPN nursing practice in the following areas:**

Advanced Orthopedics  
Perioperative  
Hemodialysis  
Advanced Footcare

- Read the Specialized Areas of LPN Practice Information form carefully to determine if authorization is required.
- Submit the appropriate documentation to prove the required education has been completed.
- For more information about the SALPN's Specialized Areas of LPN Practice, please view Practice Guidelines at; <http://salpn.com/standards-guidelines/documentation/practice-guidelines>.

## **6. Advanced Area of Practice Declaration**

In Saskatchewan, Advanced Footcare is considered an advanced nursing competency. For an individual to work in Advanced Footcare, authorization must be granted by the SALPN. If you do not have the Advanced Footcare competency, applicants are not required to complete this form.

- Submit the appropriate documentation to prove the required Advanced Footcare education has been completed.
- For more information about Advanced Footcare as a LPN in Saskatchewan, please view the following Practice Guideline at;  
[http://salpn.com/images/Member/Practice\\_Guidelines/PG\\_Foot\\_Care\\_0213.pdf](http://salpn.com/images/Member/Practice_Guidelines/PG_Foot_Care_0213.pdf)

## **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.
- If determined eligible for a Practicing license, applicants will be advised to complete an "Initial Inventory Form" and pay a licensure fee of \$400.00.

### **Checklist for Application**

- Application for Registration Form is complete, signed, and dated accurately
- Application fee of \$100.00
- Licensure fee of \$400.00
- Sent the Verification of Registration/Licensure Form to your board(s).
- Declaration of Employment Hours Form
- Specialized Area of Practice Declaration Form
- Original copy of a Criminal Record Check obtained within the last 6 months
- CCPNR Online Code of Ethics Course Completion