

2018 LICENSURE RENEWAL



To renew, please visit the SALPN website, click the 'online renewal' tab and renew your license on or before December 1, 2017 to avoid late fees! The experience our Members' have during renewal is important to the SALPN, please connect with us during this time if you have any questions or if you are experiencing difficulties.

Tips for a successful renewal...

- Have your CEP hours completed and handy at the time of renewal
 - The CEP Chart and Education Placement Tool may assist in the renewal process;
http://salpn.com/images/Education/Continuing_Education/CEP_Descriptive_Chart.pdf
<http://salpn.com/education-events/cep-placement-tool>
 - Enter each completed CEP separately, using the 'add' button
 - Reported CEP must be completed between December 2, 2016, but not later than December 1, 2017
 - Report your LPN hours from January 1, 2017 to December 31, 2017. The hours reported from the time you renew to the end of the year will be an estimate.
 - Only report your actual hours worked, including Overtime. Do not include vacation, LOAs, Education Leave hours
 - 2018 licensure fee is \$400.00
 - Late fees are collected on renewals received between:
 - o December 2nd to 15th (\$100.00)
 - o December 16th to 31st (\$200.00)
- *late fees are in addition to the \$400.00 licensure fee**
- **Members renewing late are still required to have completed CEP on or before the deadline of December 1, 2017.**

