

Continuing Education Portfolio Program

What is the continuing education portfolio program?

Continuing Education is a mandatory requirement for annual licensure as per the SALPN Regulatory Bylaw 10(1)(b). Continuing Education Portfolio (CEP) hours are accumulated annually by licensed members of the SALPN in order to improve and/or maintain their knowledge skills and practice competencies through continuing education. LPNs will utilize the program to self-reflect upon their individual practice and to seek additional education to ensure safe, competent practice.

How many hours of continuing education are required for licensure?

The number of hours required for continuing education is based upon how long you maintained a practicing license for the licensure year. A LPN returning to practicing status (ex. Non-Practicing status to Practicing) or the initiation of a license midyear (ex. out of province applicant) will need to obtain CEP hours according to the prorated schedule below:

- 7-12 months licensed = 24 hours of continuing education
- 3-6 months licensed = 12 hours of continuing education
- Less than 3 months licensed= 6 hours of continuing education

Members who have completed the basic practical nurse or practical nurse re-entry programs within the year have met the requirement and do not have to begin accumulating CEP hours until the following licensure year.

****Members will be expected to complete a portion of mandatory hours. See Mandatory Learning.*

How can I obtain continuing education portfolio hours?

The CEP program will separate learning into two sections:

- Section 1- Individual Learning
- Section 2 – Group Learning & Professional Growth

Section 1- Individual Learning

Individual Learning is comprised of three educational categories:

1. **Formalized Education**

Courses related to health care or nursing practice offered by an educational institution/organization recognized by council. This includes courses through a University, College or Technical Institute.

Claimable Hours are based upon length of course:

- Saskatchewan Polytechnic courses are specifically assigned hours to each course
- Completion of a standard 3 credit university course is assigned 39 CEP hours

The following information is required for “Formalized Education” courses:

- Course title
- Educational Institution/ Organization Name
- Presenter/Instructor
- Date(s)
- Length
- Certification or Transcript

2. **Self-directed Learning**

Less formalized education offered outside of institutional learning, including online learning modules, acceptable to council.

Examples can include:

- a) SALPN endorsed online learning modules
- b) Lippencott’s online learning modules
- c) NCSBN online learning modules

Claimable Hours are based upon length of module:

- Each module will be specifically assigned hours

The following information is required for “Self-directed Learning” modules:

- Course title
- Website or Provider Name
- Date(s)
- Length
- Certificate of Completion

3. **Other Learning Resources**

Credible articles, audio-visual or internet sources from a nursing or health related source acceptable to council

Examples can include:

- a) Webinars
- b) Nursing Journal/Health Related Articles
- c) Telehealth

Claimable Hours:

- Journal Articles are one claimable hour
- Webinars and Telehealth are based on the length of the session

The following information is required for “Other Learning Resources”:

- Article/Webinar Title
- Website or Provider Name
- Date(s)
- Length

Section 2- Group Learning & Professional Growth

Section 2 is comprised of five educational categories:

1. Nursing Practice Education: Sponsored Activities

Learning events such as courses, in-services, workshops, conferences/AGM, and seminars sponsored or accredited by a professional organization or association acceptable to council (SALPN, Alzheimer’s Society, etc), which may or may not lead to an official certification.

Examples can include:

- a) SALPN Events (Annual General Meeting & Education Conference, Professional Development Day)
- b) Applied Suicide Intervention Skills Training (ASIST) workshop
- c) Saskatchewan Institute of Health Leadership (SIHL) workshop

Claimable hours are based upon length of workshop/in-service/course.

The following information is required for “Nursing Practice Education: Sponsored Activities” courses:

- Course Title
- Agency Providing the Education
- Presenter/Instructor
- Date(s)
- Length
- Certification/Proof of Attendance

2. Nursing Practice Education: Un-sponsored Activities

Un-sponsored educational events, group-based activities such as lunch and learn sessions, employer led education days, unofficial certifications that are acceptable to council.

Examples can include:

- a) Annual recertifications
- b) Grand rounds

Claimable hours are based upon length of the unsponsored activity.

The following information is required for “Nursing Practice Education: Unsponsored Activities” courses:

- Title of Event
- Agency Providing the Education
- Presenter/Instructor
- Date(s)
- Length
- Certification/Proof of Attendance

3. Professional Nursing Participation

Participation in quality improvement, professional committees, LEAN committee, SALPN Council/Committees, Special interest groups, official mentorship program.

Examples can include:

- a) SALPN Chapters
- b) OH&S Committee
- c) Policy Development Committee

Claimable hours are based upon the number of hours served on the committee.

The following information is required for “Professional Nursing Participation” courses:

- Activity Title
- Description of Committee
- Meeting Dates & Times (Length)
- Member’s Role
- Contact Person

4. Preceptorship

Providing preceptorship training for a student.

Claimable hours are based upon the number of weeks preceptoring a student.

- One week of preceptoring = 8 Claimable Hours

The following information is required:

- Student name
- Length of preceptorship
- Name of program
- Timeframe for preceptoring activities
- Educator contact information

5. Professional Growth Plan

Develop professional growth plan that includes:

- Self-assessment
- Goals related to LPN Standards of Practice and practice competencies
- Performance appraisal completed by a nursing colleague, manager or employer

Completing the Professional Growth Plan with the supplied templates is worth 8 claimable hours

- Hours for Professional Growth Plans can only be claimed by LPNs that hold a practicing license for 7-12 months.

The following information is required:

- Completed self-assessment template
- Completed performance appraisal template
- Completed “Professional Growth Plan” template

Mandatory Learning

The CEP program recognizes the value of focusing continuing education as it relates to a LPN's individual practice. The new system would require a portion of hours to be “Mandatory”.

“Mandatory” learning must come from either “Formalized Education” or “Self-directed Learning” found in Section 1: Individual Learning.

Minimum Requirements:

- 7-12 months licensed = 8 mandatory education hours
- 3-6 months licensed = 4 mandatory education hours
- Less than 3 months licensed= 2 mandatory education hours

Carry-over Hours

LPNs are allowed to “carry-over” hours into the next licensure year only.

Carry-over Hour Limit:

- 7-12 months licensed = 8 carry-over hours into the next licensure year
- 3-6 months licensed = 4 carry-over hours into the next licensure year
- Less than 3 months licensed= 2 carry-over hours into the next licensure year

When audited, LPNs that claim carry-over hours must submit **all CEP hours** from the previous year, alongside the hours being claimed in the current year. This is needed to prove that the hours being claimed in the current year are in fact carry-over hours.

Example:

- A Member collects:
 - 32 hours in 2016 (8 more than required) = 8 carry-over hours
 - 16 hours in 2017 = 16 hours
 - A total of 24 claimable CEP hours
- The Member would be required to submit all **32 hours of CEP collected in 2016** and all **16 hours of CEP collected in 2017**

How do carry-over hours affect mandatory learning?

LPNs that carry-over hours are still required to maintain the minimum hours of mandatory learning each year. Even if the hours being “carried-over” from the previous year were from mandatory learning categories, LPNs are still expected to complete the minimum amount of mandatory education hours for every licensure year.

During what time period are CEP hours obtained?

CEP hours are obtained by LPNs from December 2nd to December 1st annually. Because CEP hours are due at the time of licensure renewal, all LPNS must ensure they have the necessary hours in place by the December 1st deadline to guarantee eligibility.

How long should I keep my CEP hour documentation?

LPNs should keep careful record of all of their own CEP hours and should be kept for a minimum of 5 years. This record is best kept outside of the workplace and somewhere where it can be accessed easily. The SALPN Annual Licensure Audit will randomly select members to provide the details about the CEP hours that they obtained in the previous two licensure years so it is important to always know where to locate the required information.

I am a new practical nurse graduate. Do I need to accumulate CEP hours?

New practical nursing graduates do not have to obtain CEP hours for their 1st renewal with the SALPN. The only exception to this would be for those students who completed their program in the month of November. November graduates would not have to obtain CEP hours during their full year of licensure.

For Example:

April Graduates of 2017 will have to begin collecting CEP hours in 2018 for 2019 renewal

November Graduates of 2016 will have to begin collecting CEP hours in 2018 for 2019 renewal

I am an internationally educated nurse who just became licensed with the SALPN. Do I need to accumulate CEP hours?

Yes, as a licensed member of the SALPN you will need to collect CEP hours in order to be eligible for renewal of your annual license. For your 1st renewal the mandatory Saskatchewan Polytechnic nursing

courses that you completed during the SALPN IEN assessment for licensure will count as the required CEP.

References

Saskatchewan Association of Licensed Practical Nurses. (2013) Administrative Bylaws. Regina
Saskatchewan Association of Licensed Practical Nurses. (2013) Regulatory Bylaws. Regina
The Statutes of Saskatchewan. (2000) The Licensed Practical Nurses Act, 2000. Regina.

Section	Mandatory or Optional	Category	Examples/Description	License Renewal Period		
				< 3 months Minimum Hours Required= 6	3 but < 7 months Minimum Hours Required= 12	7 or more months Minimum Hours Required= 24
Section 1: Individual Learning	Mandatory	1. Formalized Education	<ul style="list-style-type: none"> Courses related to health care or nursing practice offered by an educational institution/organization recognized by council 	<ul style="list-style-type: none"> At Least 2 Hours 	<ul style="list-style-type: none"> At Least 4 Hours 	<ul style="list-style-type: none"> At Least 8 Hours
		2. Self-Directed Learning	<ul style="list-style-type: none"> Less formalized education offered outside of institutional learning, including online learning modules, acceptable to council 	<ul style="list-style-type: none"> At Least 2 Hours 	<ul style="list-style-type: none"> At Least 4 Hours 	<ul style="list-style-type: none"> At Least 8 Hours
	Optional	3. Other Learning Resources	<ul style="list-style-type: none"> Credible articles, audio-visual or internet sources from a nursing or health related source acceptable to council 	<ul style="list-style-type: none"> 2 Maximum Claimable Hours 	<ul style="list-style-type: none"> 4 Maximum Claimable Hours 	<ul style="list-style-type: none"> 8 Maximum Claimable Hours
Section 2: Group Learning & Professional Growth	Optional	1. Nursing Practice Education: Sponsored Activities	<ul style="list-style-type: none"> Learning event such as courses, in-services, workshops, conferences/AGM, and seminars sponsored or accredited by a professional organization or association acceptable to council (SALPN, Alzheimers Society, etc), which may or may not lead to an official certification 	<ul style="list-style-type: none"> 4 Maximum Claimable Hours 	<ul style="list-style-type: none"> 8 Maximum Claimable Hours 	<ul style="list-style-type: none"> 16 Maximum Claimable Hours
		2. Nursing Practice Education: Un-sponsored Activities	<ul style="list-style-type: none"> Un-sponsored educational events, group-based activities such as lunch and learn sessions, employer lead education days, unofficial certifications that are acceptable to council 	<ul style="list-style-type: none"> 4 Maximum Claimable Hours 	<ul style="list-style-type: none"> 8 Maximum Claimable Hours 	<ul style="list-style-type: none"> 16 Maximum Claimable Hours
		3. Professional Nursing Participation	<ul style="list-style-type: none"> Participation in quality improvement, professional committees, LEAN committee, SALPN Council/Committees, Special interest groups, official mentorship programs 	<ul style="list-style-type: none"> 4 Maximum Claimable Hours 	<ul style="list-style-type: none"> 8 Maximum Claimable Hours 	<ul style="list-style-type: none"> 16 Maximum Claimable Hours
		4. Preceptorship	<ul style="list-style-type: none"> Providing preceptorship training for a student 	<ul style="list-style-type: none"> 16 Maximum Claimable Hours(8 hours per week) 	<ul style="list-style-type: none"> 16 Maximum Claimable Hours (8 Hours per week) 	<ul style="list-style-type: none"> 16 Maximum Claimable Hours (8 hours per week)
		5. Professional Growth Plan	<ul style="list-style-type: none"> Develop professional growth plan that includes: <ul style="list-style-type: none"> a) self-assessment b) goals related to LPN Standards of Practice and practice competencies c) performance appraisal completed by a nursing colleague, manager or employer 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> 8 Hours