

Pre-Authorized Payment Plan Subscribers

All SALPN Pre-Authorized Payment Plan (PPP) subscribers must renew annual licensure. During renewal, enter all pertinent annual licensure and personal information and once submitted, the online renewal system will recognize you as a PPP subscriber. **Once you have submitted your online renewal application and your final PPP payment has been processed by the SALPN, the renewal will be complete.**

Any renewals submitted after December 1st are subject to late fees as per the schedule below:

LATE PAYMENT SCHEDULE:

Renewal received between December 2 – 15, 2018: \$100.00
Renewal received between December 16 – 31, 2018: \$200.00

Online renewal will NOT be available after 11:59 p.m. on December 31, 2018

Database Update

The SALPN has been hard at work over the summer and fall to implement an updated portal for our members. Our goal is to create an enhanced portal that is easier to use and introduces more self-service options. The new platform means it is easier than ever for us to add new features in the future.

Some of the improvements include:

- **Simplified Access**
Use the easy to remember web address, <http://portal.salpn.com>.
- **Online CEP Records**
You are already familiar with reporting your CEP in 2017. Our new section called “My CEP” allows you to enter new and retrieve your historical CEP records at any time (from 2017 on!). You are now able to upload supporting documentation (certificates, course outlines, transcripts, etc) which is accessible to you at any time! Keep on top of your CEP and upload it throughout the year to save time during renewal.
- **Profile Updates**
No need to contact the SALPN for simple profile updates like contact information changes, name changes, employers or specializations. Just log into the portal and click on “Update Profile” to make the changes and submit the required documentation. If approval is required, you’ll receive a confirmation e-mail once reviewed by SALPN staff.
- **My Documents**
Access historical receipts and confidential documents, available to only you.
- **Online Invoicing**
Do you have a request that requires a fee? This could be a verification fee, registration change or anything else to be paid to SALPN. No more filling out paper credit card forms and submitting by fax or email. Simply sign in to your portal and pay the outstanding fee by Visa, Visa Debit or Mastercard.
- **Online Applications**
Coming in late 2018, online applications mean no more printing, filling out and mailing paper forms. We will collect all the relevant information from you and new applicants online, and it will be submitted to the SALPN instantly for approval. Once approved, you simply pay the outstanding invoice to complete the process.

We’re excited about these changes and hope they will make things easier for you. We are continually looking to improve and value your feedback – if you have difficulty at any point while using the portal, please reach out to us at 306-525-8022 to connect directly to member portal support.