

PRACTICING TO NON-PRACTICING STATUS CHANGE

Practicing SALPN members can apply for a non-practicing certificate anytime throughout the year to accommodate a leave of absence such as Maternity, Paternity, Educational, Disability or Illness. Members holding a non-practicing certificate are exempt from continuing education requirements but are required to obtain the CEP hours required for the time frame a practicing license was held. Please see required hours below:

Licensed for less than 3 months	6 CEP Hours (Minimum 2 Individual Hours)
Licensed for more than 3 but less than 7 months	12 CEP Hours (Minimum 4 Individual Hours)
Licensed for more than 7 months	24 CEP Hours (Minimum 8 Individual Hours)

LPNs on leave who do not initiate a change in status from practicing to non-practicing are accountable to obtain the required continuing education hours as required for practicing licensure.

LPNs wishing to apply for this change in status are required to complete the form “Status Change: Practicing to Non-Practicing” found on the website at: <http://www.salpn.com/member/documentation/change-status-forms> and submit to the SALPN office for processing. The non-practicing certificate fee of \$50.00 will apply and there will be no reimbursement of practicing licensure fees at the time of the change. **LPNs with a non-practicing certificate are not able to practice as a LPN under any circumstances.** LPNs wishing to return to practice will be required to contact the SALPN to initiate a change in licensure status.

