

STATEMENT of POLICY and PROCEDURE			
Chapter:	Regulatory Administration	Policy#	2.11.01
Section:	Canadian Practical Nurse Registration Examination	Issued:	December 6, 2013
Subject:	Canadian Practical Nurse Registration Examination Procedure	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	Sept. 2015
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Dated:	September 27, 2017

1. POLICY

- 1.1 All practical nurse graduates or internationally educated nurse applicants who meet the SALPN's CPNRE eligibility requirements must complete and/or submit the following documents:
 - a. CPNRE application form
 - b. \$405.00 exam fee
 - c. Copy of birth certificate (disregard if already submitted as part of the IEN application)
 - d. Copy of marriage certificate if current name differs from birth certificate (disregard if already submitted as part of the IEN application)
- 1.2 All CPNRE candidates will provide the above-mentioned documents and payment no later than 4 weeks prior to the closing date of the exam window.
- 1.3 All CPNRE candidates who require special accommodations for writing the exam must provide the above-mentioned documents and payment no later than 6 weeks prior to the closing date of the exam window.. Accommodations will only be considered for those who have previously been accommodated by their educational institution.

2. PROCEDURE

- 2.1 Upon successful completion of all the required steps, the SALPN will determine eligibility, process the application and forward all information to the exam provider; Assessment Strategies Inc. (ASI).
- 2.2 Approximately 2 days after names are submitted to ASI, CPNRE candidates will receive electronic notification inviting them to go online and book their exam date, time and location. A fee of \$105.00 +gst is charged to CPNRE candidates at the time of booking.
- 2.3 The SALPN will receive the CPNRE test results three weeks after the mid-way point of the writing window and three weeks after the closing date of the writing window.
- 2.4 The SALPN will deliver the CPNRE test results electronically to all candidates.

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- 2.3 All CPNRE candidates are expected to sit at the first available writing of the examination once they are deemed eligible unless special permission has been granted by the SALPN Registrar.
- 2.4 Candidates who notify the SALPN of their inability to sit at their schedule writing and have had their application submitted to ASI will have a portion of their CPNRE fee refunded and it will not be considered a failure. This consideration is will be determined on an individualized basis and only on the approval of the SALPN Registrar.
- 2.5 If a candidate does not appear at their scheduled writing of the CPNRE with no previous approval from the SALPN Registrar, it will be considered a failure and there will be no portion of the fee returned.
- 2.6 Each candidate has three attempts to write the CPNRE. All three attempts must occur in succession.