

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Regulatory Administration	Policy #	<b>2.12.01</b>
Section:	SALPN Extensions	Issued:	December 6, 2013
Subject:	<b>Application for Hour Requirement Extension</b>	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 1
		Replaces:	Revised
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Dated:	September 29, 2016
		Revised:	August 28, 2018 December 2019

## 1. POLICY

According to the SALPN regulatory bylaw 10(1)(a), *“In order to be eligible to obtain a renewal of a licence to practice, a member who is a licensed practical nurse must; have worked in LPN activities approved by the council for at least 1250 registered working hours during the previous five years, or such longer period that the registrar may approve in writing.”*

Periodically, there are circumstances where members have been unable to obtain the minimum amount of registered working hours and have requested an extension of time for hours to be accrued. The reasons why LPNs may request an extension is most frequently due to extended or multiple leaves from practice or due to periods of illness or injury where the LPN was unable to work and/or practice safely.

## 2. PROCEDURE

### Initial extension requests

- 2.1 For the SALPN to properly assess an extension request, the member must:
- a) Complete an application in writing, outlining the request and reason(s) why the minimum hour requirement wasn't met;
  - b) Pay the \$100.00 application fee;
  - c) Submit documentation from a physician or other health professional, manager, employer verifying the Member's leave from work for the extended period;
  - d) Submit documentation from an employer, Human Resource (HR) department, or manager verifying the employment the member will be returning to, if applicable;
  - e) Submit documentation from the employer, HR department, or manager verifying the hours the LPN has worked, including overtime and statutory holidays, in the previous 5-year period, if applicable;
  - f) Submit a plan explaining how the LPN intends to accumulate the required hours, including the anticipated date of completion; and
  - g) Submit any other pertinent information as determined by the SALPN Registrar.

## 3.

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Regulatory Administration	Policy #	<b>2.12.01</b>
Section:	SALPN Extensions	Issued:	December 6, 2013
Subject:	<b>Application for Hour Requirement Extension</b>	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 1
		Replaces:	Revised
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Dated:	September 29, 2016
		Revised:	August 28, 2018 December 2019

- 4.1 The SALPN Registrar, or designate, will review the extension application, and make a decision based on the following considerations:
- a. Whether granting an extension would be a risk to public safety;
  - b. Whether there is a reasonable expectation that the Member would be able to meet the hour requirement at the next renewal period;
  - c. Length of extension period granted; and
  - d. Any other information as requested by the SALPN Registrar or designate.

**TO REQUEST AN EXTENSION TO THE INITIAL APPLICATION  
(CONSECUTIVE YEAR FROM THE ORIGINAL APPLICATION)**

- 4.2 For additional extension requests in consecutive years, the member must;
- a. Provide an application in writing, outlining the request and reason(s) why the minimum hour requirement wasn't met during the previous extension period;
  - b. Pay the \$100.00 application fee;
  - c. Provide proof of employment;
  - d. Submit documentation from the employer, HR department, or manager verifying the hours the LPN has worked, including overtime and statutory holidays, since the last granted extension;
  - e. Provide documentation from the employer or manager, supporting the member's employment as an LPN;
  - f. Submit a plan explaining how the LPN intends to accumulate the required hours, including the anticipated date of completion; and
  - g. Submit any other information as requested by the SALPN Registrar or designate.
- 4.3 The SALPN Registrar, or designate, will review the extension application, and make a decision based on the considerations outlined in 2.2 and:

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Regulatory Administration	Policy #	<b>2.12.01</b>
Section:	SALPN Extensions	Issued:	December 6, 2013
Subject:	<b>Application for Hour Requirement Extension</b>	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 1
		Replaces:	Revised
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Dated:	September 29, 2016
		Revised:	August 28, 2018 December 2019

- a. Employment history;
- b. Current employment status;
- c. Reason(s) the member was not able to meet the requirements of the initial extension;
- d. Whether the member worked at least 75% of the minimum hour requirement in the last 5-year period; and
- e. Any other information as requested by the SALPN Registrar or designate.