

STATEMENT of POLICY and PROCEDURE			
Chapter:	Regulatory Administration	Policy #	2.3.02
Section:	Student Applications	Issued:	December 6, 2013
Subject:	Expiration of Documents	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 1
		Replaces:	September 2015
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Dated:	June 7, 2017

1. POLICY

- 1.1 The following table identifies the expiry dates of documents that are required when Saskatchewan Practical Nursing graduates apply for registration/licensure with the SALPN as a Graduate Licensed Practical Nurse:

Application Documentation	Expiry Date
GLPN Application Form and payment	Six months upon receipt
GLPN Initial Inventory Form	Six months upon receipt
English Language Proficiency Testing, if applicable <ul style="list-style-type: none"> • Canadian Language Benchmark Assessment for Nurses (CELBAN) • International English Language Testing System (IELTS) • Evidence of four (4) years of full-time study in Canada in English (may include the 2 year Practical Nursing program) 	Two years from the date in which test was taken for both CELBAN and IELTS
Copy of Birth and Marriage Certificate	Six months upon receipt
Original Copy of Criminal Record Check (CRC)	CRC accepted within 6 months of acquisition
Authorization to Discuss Records	Six months upon receipt
CCPNR Code of Ethics Online Course Proof of Completion	Six months upon receipt

- 1.2 Applicants must submit all required up-to-date documents (ex; not expired) prior to licensure with the SALPN.
- 1.3 When the application has been opened for review for more than 6 months it will be considered expired, the file is closed and retention protocols will be initiated. The file can be closed at any time during the application process at the request of the applicant.
- 1.4 If the applicant whose file has expired wishes to apply at a later date they are required to reapply as a new applicant. Materials from the previous file cannot be considered in the new application. Applicants will be required to meet the regulatory requirements applicable at the time reapplication, including payment of the application fee.