

STATEMENT of POLICY and PROCEDURE			
Chapter:	Regulatory Administration	Policy #.	2.5.02
Section:	Return to Province Applicants	Issued:	December 6, 2013
Subject:	Expiration of Required Documents	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 2
		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 applicants apply for registration/licensure with the SALPN as a Returning to Province Applicant:

Application Document	Expiry Date
Part I: Out of Province Application and Fee	Six months upon receipt
Part II: Verification of current and/or previous registration/licensure	Six months upon receipt
Part III: Declaration of Employment Hours	Six months upon receipt
Part V: Original Copy of Criminal Record Check (CRC) and Vulnerable Sector Query	Six months upon receipt

- 1.2 When the Return to Province application and fees expire, 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.
- 1.3 If the applicant whose file has expired wishes to apply at a later date they are required to reapply as a new Return to Province applicant. Materials from the previous cannot be considered in the new application. Applicants will be required to meet the regulatory requirements applicable at the time of reapplication, including payment of the application fee.

2. PROCEDURE

- 2.1 Once the Return to Province application and fee has been received and processed, the applicant's information will be entered into the SALPN database. The applicant will be provided login credentials to access their personal *Member Profile* via the SALPN website.
- 2.2 The dates in which documents were received by the SALPN will be entered into the database. Applicants will be able to view the "real time" status of their application and the dates in which documents were received via the *Member Profile*. In addition, applicants will be able to view requirements that remain outstanding for their assessment. The SALPN will also post comments or concerns as necessary that the applicant may view on their profile.

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- 2.3 Applicants are informed to check their *Member Profile* for up-to-date information regarding their application.
- 2.4 Applicants are responsible to ensure their documentation remains up-to-date.
- 2.5 Upon successful completion of all requirements, the SALPN will determine eligibility and provide licensure if applicable.