

STATEMENT of POLICY and PROCEDURE			
Chapter:	Regulatory Administration	Policy #.	2.7.01
Section:	Out of Province Licensed Practical Nurse Applicants	Issued:	December 6, 2013
Subject:	Out of Province Licensed Practical Nurse Application Requirements	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
		Revised:	August 28, 2019

1. POLICY

Out of Province Licensed Practical Nurse (LPN) applicants must complete and/or submit the following documents and/or requirements for assessment:

- a) Out of province online application form;
- b) \$150.00 online application fee;
- c) Verification of Registration/Licensure from the jurisdiction(s) in which the applicant is currently or previously registered/licensed;
- d) Upload a copy of applicant birth certificate;
- e) Upload a copy of applicant marriage certificate, if applicable;
- f) Upload a copy of a criminal record check and vulnerable sector query, which is no older than 6 months;
- g) Upload proof of English language proficiency (IELTS, CELBAN, or Canadian transcripts), if applicable; and
- h) Upload the CCPNR Code of Ethics online course proof of completion certificate.

2. PROCEDURE

- 2.1 The SALPN will review the application once the requirements are submitted and the application payment is completed by the applicant via their online Member Profile.
- 2.2 The Verification of Registration required, will arrive directly from the jurisdiction(s) in which the applicant is currently licensed. Timelines of when the SALPN may receive the verification may differ and are out of the SALPN's control.
- 2.3 If there are concerns with the application, or the SALPN requires clarification about the submission, the applicant will be notified either through their Member Profile or via email. Updates will be made online by the applicant, if applicable.
- 2.4 Upon successful completion of all requirements, the SALPN will determine eligibility and issue licensure.