

STATEMENT of POLICY and PROCEDURE			
Chapter:	Regulatory Administration	Policy #.	2.7.02
Section:	Out of Province Applicants	Issued:	December 6, 2013
Subject:	Expiration of Required 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 applicants apply for registration/licensure with the SALPN as an Out of Province Applicant:

Application Document	Expiry Date
Out of Province Application and Fee	Six months upon receipt
Verification of current and/or previous registration/licensure	Six months upon receipt
Copy of Birth Certificate	Six months upon receipt
Copy of Marriage Certificate (if applicable)	Six months upon receipt
Original Copy of Criminal Record Check (CRC)	Six months after date issued
English Language Proficiency Test <ul style="list-style-type: none"> • Canadian Language Benchmark Assessment for Nurses (CELBAN) • International English Language Testing System (IELTS) 	Two years from the date in which test was taken for both CELBAN and IELTS
Proof of completion of four (4) years of fulltime study in English in Canada	Six months upon receipt
Competency Self Checklist	Six months upon receipt
CCPNR Online Code of Ethics Completion Certificate	Six months upon receipt

- 1.2 When the Out of Province application and application fee expires, the file will close and retention protocols will be initiated. Files 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 Out of Province 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.