

STATEMENT of POLICY and PROCEDURE			
Chapter:	Regulatory Administration	Policy #	2.8.01
Section:	Canadian Educated Degree Nurse Applicants	Issued:	December 6, 2013
Subject:	Canadian Educated Degree Nurse Application Requirements	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 All Canadian Educated Degree Nurse applicants must complete and/or submit the following documents and/or requirements for assessment:
- a. Application Form
 - b. \$200.00 Application Fee
 - c. Copy of birth certificate
 - d. Copy of marriage certificate (if applicable)
 - e. Original copy of a criminal record check which is no older than 6 months
 - f. Authorization to Discuss Records
 - g. Competency Self Checklist
 - h. Transcripts (if necessary)
 - i. CCPNR Online Code of Ethics Proof of Completion
- 1.2 All Canadian Educated Degree Nurse applicants must arrange for the following documents to be sent to the SALPN directly from their original source:
- a. Verification of Registration/Licensure from the jurisdiction(s) currently or last registered/licensed with;
 - b. Employer Verification(s) from all nursing employment held within the last 5 years;
 - c. English Language proficiency testing (CELBAN or IELTS) if applicable.
- 1.3 Once all of the paper based requirements above have been met successfully, applicants will be referred by the SALPN Registrar, to the Saskatchewan Polytechnic for additional education courses or training, as applicable.
- 1.4 The SALPN reserves the right to recommend any additional nursing education to applicants as a result of the outcome of the paper based assessment.

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2 PROCEDURE

- 2.1 Once the application form and the fee has been received and processed, the applicant's information will be entered into the SALPN database. The applicant will be provided an email containing login credentials to access their personal *Member Profile* via the SALPN website.
- 2.2 The dates in which the SALPN receives documents 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 anytime.
- 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 offer a recommendation to Saskatchewan Polytechnic as applicable.
- 2.6 Eligibility to write the Canadian Practical Nurse Registration Examination (CPNRE) is determined upon successful completion of any recommended education.