

STATEMENT of POLICY and PROCEDURE			
Chapter:	Regulatory Administration	Policy #	2.8.02
Section:	Canadian Educated Degree Nurse Applicants	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 applicants apply for registration/licensure with the SALPN as an IEN:

Application Document	Expiry Date
Application for Initial Registration/Licensure Assessment for Degree Nurses who have been registered/licensed in Canada; <i>Verification of current and/or previous registration/licensure</i>	Six months upon receipt
Application for Initial Registration/Licensure Assessment for Degree Nurses who have been registered/licensed in Canada; <i>Employer verification from all employment held within last 5 years</i>	Six months upon receipt
English Language Proficiency Test, if applicable <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
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 Online Code of Ethics Completion Certificate	Six months upon receipt

- 1.2 Applicants must have all required documents up-to-date (ex; not expired) prior to the Canadian Practical Nurse Registration Examination (CPNRE) deadline date.
- 1.3 When the application has been opened for review for 6 months it will be considered expired, 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.
- 1.4 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.