

Admission and Re-Admission Applications Policy

SK Grads / Out of Province / IEN Re-Licensure / Return to Province

1. Purpose

The objective of this policy is to outline admission requirements for new applicants, excluding students, and re-admission requirements for former members.

2. Policy

In alignment with the SALPN's mandate of public protection, admission and re-admission requirements aim to ensure that all potential LPNs licensed in Saskatchewan meet the obligations associated with entrance to the profession. Entrance to the profession requirements are outlined in the SALPN's legislation and regulations.

3. Authority

The Licensed Practical Nurses Act, 2000
SALPN Regulatory Bylaws
SALPN Fee Bylaws

4. Procedure

To be considered for initial licensure or re-licensure, a new applicant or former member must make a formal application to the SALPN. Some application processes are online, others are paper based. All applications for initial licensure or re-licensure must include the following:

1. 2-pieces of government-issued identification
2. Criminal Record Check and Vulnerable Sector Query (no older than 6 months)
3. CCPNR Code of Ethics course completion certificate
4. Payment of appropriate application fee

Each application pathway has its own requirements in addition to those listed above.

Saskatchewan Educated Practical Nursing Education Program Graduate Applicants

- Online submission of:
 - i. Proof of English language proficiency, if applicable
 - ii. Copy of official program transcripts

- iii. Payment of \$150 application fee

Out-of-Province Applicants

- Online Submission of:
 - i. Proof of English language proficiency, if applicable
 - ii. Proof of completion of SALPN mandatory education upgrades (Medication Administration, Health Assessment, IV Initiation), if applicable
 - iii. Payment of \$200 application fee
- Out-of-province applicants must also:
 - i. Have equivalent registration and licensure in another Canadian jurisdiction.
 - ii. Request that their current regulatory body issues a Verification of Registration directly to the SALPN.

Internationally Educated Nurse Applicants

Before applying to the SALPN, internationally educated nurse (IEN) applicants must have an issued Advisory Report from the National Nursing Assessment Service (NNAS). Once an IEN's Advisory Report is issued, they can begin their SALPN application.

- Online Submission of:
 - i. Proof of English language proficiency, if not part of the NNAS Advisory Report
 - ii. Payment of \$300 application fee

Re-Licensure Applicants (Former LPNs previously registered and licensed with the SALPN)

- Online Submission of:
 - i. Proof of completion of SALPN mandatory education upgrades (Medication Administration, Health Assessment, IV Initiation), if applicable
 - ii. Payment of \$400 re-licensure fee

Return to Province Applicants (former SALPN members currently registered as an LPN in another province in Canada)

- Online Submission of:
 - i. Proof of completion of SALPN mandatory education upgrades (Medication Administration, Health Assessment, IV Initiation), if applicable
 - ii. Payment of \$200 application fee
- Return to province applicants must also:
 - i. Request that their current regulatory body issues a Verification of Registration directly to the SALPN.

Other Canadian Nursing Applicants

Other Canadian nursing graduates educated with a Bachelor of Science in Nursing, Bachelor's degree in Psychiatric Nursing, or a diploma in Psychiatric Nursing may apply to the SALPN. These applicants will apply through a paper-based process, initiated after making a direct inquiry to the SALPN. The paper-based application consists of:

- Submission of:
 - i. Proof of English language proficiency, if applicable
 - ii. Proof of completion of SALPN mandatory education upgrades (Medication Administration, Health Assessment, IV Initiation), if applicable
 - iii. Payment of \$200 application fee
- Other Canadian nursing applicants must also:
 - i. Request that their current regulatory body issues a Verification of Registration directly to the SALPN.
 - ii. Request that their current and former employer(s) issues a Verification of Practice Hours form directly to the SALPN.

5. Review

The SALPN will review the application once the requirements are submitted, and the applicant completes the application payment via their online Member Profile. If the SALPN has a question or concern about a submission, the applicant will be contacted by email or via the Member Portal.

Upon review of all requirements, the SALPN may:

1. Determine eligibility and issue licensure
2. Recommend additional education and training
3. Deny registration and licensure.

Applications expire 6 months after submission, except for IEN applications, which expire after 2 years. The SALPN will withdraw an expired application and notify the applicant by email.

First Issued: September 8, 2014

Previous Revisions: September 27, 2017

Current Revision: June 2021

Approved by: SALPN Council

Department responsible for review: Registration

The SALPN is mandated through the Licensed Practical Nurses Act 2000 to regulate the profession of Practical Nursing according to its Bylaws, Standards of Practice, and Policies in a manner that protects the public from risk and reduce harm to those a profession serves.