

CEP Audit Instruction Guide

PLEASE READ THE INSTRUCTION GUIDE COMPLETELY BEFORE STARTING YOUR AUDIT



Why does SALPN conduct audits?

The SALPN has the legislated mandate of public protection through the regulation of licensed practical nurses. One area of this regulation is setting the standards and requirements for licensure and renewal. Some of the requirements, included in the SALPN Regulatory Bylaws require that the LPN declare any criminal conviction(s), report the number of hours of practice per year, obtain Continuing Education Portfolio program hours, and provide information related to the Independent Practice registry.

The annual licensure audit is a tool to verify that LPNs met the renewal requirements at the time of renewal and were truthful in their declarations. The SALPN randomly audits approximately 15% of the membership across the four areas mentioned above. In addition to the random selection, the SALPN also audits LPNs who may have had previous reporting errors, those who have an audit as part of a disciplinary order, or if new regulatory requirements need verification.



What makes an approved CEP audit?

The SALPN is looking for:

- Did you meet the CEP requirements for Formal Activity hours and Total hours?
- Did you submit acceptable, verifiable documentation?
- Were you truthful in your renewal declarations?



What if I don't submit my CEP audit to the SALPN?

Your CEP record will still be reviewed and assessed to determine if you meet the renewal requirements.

- Following the SALPN's review, you may be subject to disciplinary action if your CEP audit is not approved.



What happens if I have an unapproved CEP audit?

- An unapproved audit may find you in violation of the SALPN Regulatory Bylaws, and you may be subject to disciplinary action



What do I need?

- A computer, laptop, tablet, or Smartphone
- Internet access to login to your SALPN Member Portal
- Documentation of your previously reported CEP activities, verifying completion

ACCEPTABLE DOCUMENTATION:

■ Formal Activities require at least one of the following:

- Course transcript
- Signed letter from your employer
- Certificate of completion
- Signed agenda from an education day
- Picture of an online training system database that lists completed education
- Photos/screenshots are generally acceptable
- with the SALPN's discretion, any other completion verification

■ Informal Activities require at least one of the following:

- Pictures/screenshots of a webinar, video, or article, including the link
- For precepting a Practical Nursing student: a letter from the school with the weeks of preceptorship clearly identified
- Verification of attendance at committee meetings
- with the SALPN's discretion, any other completion verification

UNACCEPTABLE DOCUMENTATION:

- Payment receipt of registration
- Poster advertising the activity
- Unsigned documents from your employer, instructor, etc.
- Pictures or screenshots of text messages
- **Documentation sent by postal mail, email or fax will not be accepted**



How do I complete the CEP audit?

1. [Login to your member portal](#)

SALPN Licensure Audit Validation

2. Access your audit and click update



3. Review each activity you reported last year, including any carryover hours you used

- Click "yes" to review/upload your supporting documents.

* Do you wish to update the activity information listed above including uploading additional documentation?

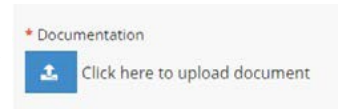
Yes No

Have you already upload your documentation?

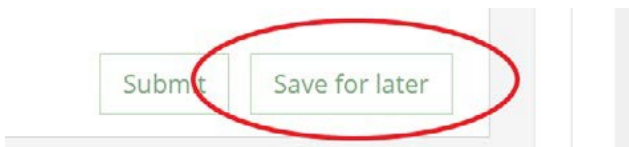


*Check the documentation requirements listed above to ensure your documents are acceptable.

Haven't uploaded any documentation? If not, you must do so for each reported activity. Don't forget about carry-over hours, they need documentation too!



Important: Click the "Save for Later" button at the bottom of the screen often to save your progress. Failure to do this may cause you to lose your work or "time-out."



4. Forgot to add some activities at renewal?

Adding more is easy...just click on the "Add" button to enter more!

Please enter these new CEP hours just as you did previously (category, completion date, etc.) and upload corresponding documentation.

ADDITIONAL CEP ACTIVITIES (OPTIONAL)

Do you have any additional CEPs that you didn't declare on your 2021 renewal? If so, they can be added below by clicking the 'add' button.

Add Please enter your completed CEP activities by clicking the 'add' button.

Final steps!



5. Review your form

Once you click “submit,” you will not be able to make corrections and the SALPN will review your audit as is.

It is your responsibility to ensure the accuracy of the information you provide.

If you have clicked “submit” and sent your form to the SALPN in error, email practice@salpn.com to request that your audit is reopened for you to finish.



6. Ready to Submit?

Once confident you have completed and reviewed all required steps, you may submit your audit by clicking the **SUBMIT** button at the bottom of the screen. The SALPN will review your submitted audit.



7. OK, I submitted my audit, now what?

Please allow the SALPN 5 business days to review your audit submission...**do not call/email to check on the status of your audit.**

You will receive an email stating your audit was received. If you do not receive this email, please log back into your member portal and ensure that you clicked “submit.” The SALPN will contact you by email once your audit is assessed.