



LEGISLATIVE
INTERPRETATION

CONTINUING
EDUCATION
PORTFOLIO (CEP)
PROGRAM

March 2021

Saskatchewan Association of
Licensed Practical Nurses



Mission: Protect the public through regulation of the Licensed Practical Nurse profession in Saskatchewan.

Vision: Excellence in the regulation of Licensed Practical Nurses

Values: Integrity, Quality, Professionalism, Respect.

This document was approved by the Council of the Saskatchewan Association of Licensed Practical Nurses in 2016.

Revised in 2018 and March 2021.

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The legislated mandate of the Saskatchewan Association of Licensed Practice Nurses is to protect the public through the regulation of Licensed Practical Nurses.

Legislative Interpretation documents explain legislation that affects licensed practical nurses and how to practice in compliance with the law. These explanatory documents are meant to clarify an LPN's understanding of obligations and issues arising from various pieces of legislation. (CLPNA, 2020)

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Using this document

Legislative Interpretation documents explain legislation that affects licensed practical nurses and how to practice in compliance with the law. These explanatory documents are meant to clarify an LPN's understanding of obligations and issues arising from various pieces of legislation. (CLPNA, 2020)

All SALPN documents are available from the SALPN website at www.salpn.com.

Introduction

Continuing education is a mandatory requirement for annual licensure as written in the [SALPN Regulatory Bylaws](#). Continuing Education Portfolio (CEP) hours are accumulated annually by LPNs to improve or maintain their knowledge, skills, and practice competencies through continuing education. LPNs are expected to utilize the CEP program to self-reflect upon their individual practice. LPNs are encouraged to seek continuing education to support their knowledge, skill, and ability in their individual practice.

The [Standards of Practice](#) and the [Code of Ethics](#) are contained in the SALPN bylaws, and every LPN is accountable to them. Within both the Standards and the Code, there are requirements for an LPN to engage in continuous learning:

- Standard 1 - Licensed Practical Nurses are accountable for their practice and responsible for ensuring that their practice and conduct meet both the standards of the profession and legislative requirements as shown by:
 - Engage in ongoing self-assessment of their professional practice and competence and seek opportunities for continuous learning.
- Standard 2 - Licensed Practical Nurses possess knowledge obtained through practical nurse preparation and continuous learning relevant to their professional LPN practice as shown by:
 - Possessing current knowledge to support critical thinking and professional judgment.
 - Accessing and using relevant and credible information technology and other resources
 - Reviewing and integrating relevant nursing research findings into LPN practice.
 - Maintaining awareness of current trends and issues in health care and society that impact client and nursing outcomes.
 - Evolving their own LPN practice in response to changes and new developments affecting the profession
- Code Principle 2 - Licensed Practical Nurses provide safe and competent care for their clients as shown by:
 - applying new knowledge, technology, and scientific advances to promote safety, client satisfaction, and well-being.

- Code Principle 5 - Licensed Practical Nurses recognize and function within their personal and professional competence and value systems as shown by:
 - engaging in opportunities for career-long learning to continuously develop the competencies required to meet the ethical and regulatory requirements of the profession.

How many hours of continuing education are required for licensure?

The number of CEP hours required is determined by how long a practicing license was held during the most recent licensure year, not to be confused with how many months an LPN was employed or worked during the year. An LPN returning to practicing status (ex. non-practicing to practicing) or the initiation of a license mid-year (ex. out of province applicant or a new graduate) is required to obtain CEP hours according to the prorated schedule below:

Education Hour Requirements for Renewal of Practicing License Adapted from the SALPN Regulatory Bylaws Table 1			
Length of time practicing license was held this year	Total hours required for renewal (minimum)	Formal hours required for renewal (minimum)	Informal hours required for renewal: no minimum requirement
More than 3 months	6	2	All CEP hours may come from the Formal activity section.
More than 3 months but less than 7 months	12	4	All CEP hours may come from the Formal activity section.
More than 7 months	24	8	All CEP hours may come from the Formal activity section.

How are continuing education portfolio hours obtained?

It is the responsibility of every LPN to meet the requirements of renewal by obtaining continuing education.

The CEP program separates learning into two sections, Section A: Formal Activities and Section B: Informal Activities.

The CEP program places a high level of value and importance on the types of education classified within Section A: Formal Activities. The CEP program has a minimum number of hours that must be obtained in this section, as per the table on the previous page.

Claimable hours are typically based upon the length of time required to complete the education, except for courses completed at a formal educational institution such as the University of Saskatchewan or Saskatchewan Polytechnic.

- Completion of standard university or college course credits are assigned 15 hours per course credit.
- Saskatchewan Polytechnic courses generally have assigned hours to each course when a course credit is not assigned.

The SALPN recognizes that individuals may learn at different speeds and as such, LPNs are expected to claim the actual hours spent learning. LPNs should exercise their best judgment and claim a reasonable number of hours for their CEP. For example:

- Pressure Ulcers Treatment Online Course: average completion time is 8 hours, but LPNs have stated it may take upward of 20 hours to complete. This would be an acceptable difference in claimed hours.
- Saskatchewan Polytechnic IV Therapy Course: 15-course hours as per course outline. It would be unreasonable to claim 100 hours.

The Formal Activities section is comprised of:

1. Educational activities related to nursing/healthcare including two or more of the following criteria:
 - ends with an exam or quiz,
 - includes assignment(s), presentation(s), learning package(s), or project(s)
 - demonstration of competence/competency
 - interactive group work
 - results in a credential

There are some exclusions to these criteria. CPR, TLR, WHMIS, PART, GPA, WAVE recertifications are not Formal Activities under the CEP program. They are eligible to be reported as Informal Activities (see below for further information on Informal Activities).

2. Completion of a SALPN Professional Growth Plan is eligible for 16 reportable hours. The SALPN has created templates that are to be used for this activity and are accessible from the SALPN website by clicking [here](#).

The Informal Activities section is comprised of:

1. CPR, TLR, WHMIS, PART, GPA, WAVE recertifications
2. Preceptorship (8 reportable hours per each week of preceptorship)
3. Participation in nursing/healthcare committees
4. Any other educational activity related to nursing/healthcare not meeting the criteria for Section A: Formal Activity

When are CEP hours collected?

LPNs collect CEP hours beginning December 2nd to December 1st annually. Because CEP hours are due at the time of licensure renewal, all LPNs must ensure that CEP education is completed by the December 1st deadline to meet renewal eligibility and avoid late fees.

If an LPN has not obtained and reported the required CEP hours, they will not be allowed to renew their practicing license.

Storing CEP hour records

Access to your CEP hour records is done through the Member Portal on the SALPN website. LPNs are encouraged to enter their CEP hours information as soon as it is completed. The CEP portal is open year-round; you do not have to wait until renewal time to enter your information.

Recording Completed Activities

An LPN is not required to provide documentation of completed CEP activities to meet renewal eligibility. Providing this documentation becomes mandatory when requested, generally through the annual licensure audit. The one exception to this is that it is compulsory to provide documentation of a Professional Growth Plan at renewal time.

LPNs can upload their documentation for CEP activities directly in their member portal. All documentation uploaded will remain in the SALPN database, whether done during the renewal process or through the licensure audit.

LPNs should keep a careful record of their CEP hours. If an LPN chooses not to upload their completion documentation, it is up to the individual Member to decide how to best store their CEP records. Keeping CEP records in the home and someplace easily accessible is a preferred option. The SALPN recommends that documentation be kept for three years.

Each year, the SALPN randomly selects LPNs for the Annual Licensure Audit. If audited, LPNs are required to upload all information regarding the CEP hours they obtained and declared on their renewal form for the SALPN to review. Since the audit is completed online, it is helpful for members to get in the habit of uploading their CEP documents on an ongoing basis or completed.

Documentation Requirements

When requested, documentation of your CEP hour activities must verify that you completed or attended the CEP activity you reported.

<p>Section A: Formal Activities the documentation must be at least one of the following:</p>	<p>Section B: Informal Activities the documentation must be at least one of the following:</p>	<p>Examples of unacceptable documentation include the following:</p>
<ul style="list-style-type: none"> • Course transcript (picture of unofficial transcripts are generally accepted) • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Payment receipt of registration • Poster advertising the activity • Unsigned documents from your employer, instructor, etc. • Pictures or screenshots of text messages

Carry-over Hours

LPNs accumulating more than the required number of CEP hours are entitled to “carry-over” a maximum of eight (8) hours of education into the next licensure year. As per the chart below, carry-over hours are not dependent on the amount of time licensure was held, so anyone completing more CEP than required may carry-over hours.

Carry-over hours are applied to the CEP section in which they were originally obtained; for example, eight carry-over hours completed in Section A: Formal Activities transfer to the same section A: Formal Activities for the following year.

During renewal, LPNs are encouraged to declare all CEP hours, ensuring an accurate record of potential carry-over hours to be applied in the future. Carry-over hours will need to be verified in the cases of a CEP licensure audit.

Carry-over example:

- A LPN collects 32 CEP hours in 2020 (8 more than the minimum).
- The LPN would then only need to obtain 16 CEP hours in 2021 to meet the minimum requirement.
- The LPN would be required to report all 32 hours of CEP collected in 2020 to be eligible to access the carry-over hours in 2021.
- The LPN would report at least 16 hours for the 2021 CEP year.
(8 hours from 2020 added to 16 hours in 2021) = a total of 24 hours for 2021.

SALPN Regulatory Bylaws, Table 1

TABLE 1

SALPN CEP Program Education Classification	
Section A: Formal Activities	Section B: Informal Activities
1. Educational activities related to nursing/healthcare including <u>two or more</u> of the following: <ul style="list-style-type: none"> a) ends with an exam or quiz b) includes assignment(s), presentation(s), learning package(s), or project(s) c) demonstration of competence/competency d) interactive group work e) results in a credential f) can be passed or failed 2. Completion of a Professional Growth Plan (16 Reportable hours)	Informal activities include the following: <ul style="list-style-type: none"> a) CPR, TLR, WHMIS, PART, GPA, WAVE recertification(s) b) preceptorship (8 reportable hours per each week of preceptorship) c) nursing/healthcare committees d) any other educational activity related to nursing/healthcare not meeting the criteria for formal activities in Section A

SALPN CEP Program: Hour Requirements

Length of time Practicing Licence was held in previous licensure period	Minimum Number of Total Hours required for renewal	Minimum Number of Hours required from Section A: Formal Activities	Carry Over Hours Allowed
<3 months	6	2	Up to 8 (if an excess of the required 6 hours is obtained- applied in the category earned)
>3 Months <7 Months	12	4	Up to 8 (if an excess of the required 12 hour is obtained- applied in the category earned)
>7 Months	24	8	Up to 8 (if an excess of the required 24 hours is obtained- applied in the category earned)

Additional Resources

Additional information is available on the [SALPN website](#) under the CEP tab of the Members section, including:

[CEP Placement Chart](#) to help you categorize your CEP activities.

[CEP How-To: Uploading, Hours, Categorizing, and More!](#), a 30-minute video that provides a detailed review of the CEP program.

References

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