

Criminal Record Check 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 Criminal Record Check (CRC) audit?

The SALPN is looking for:

- Did you upload an acceptable CRC?
- Does your CRC reflect what was declared on your last renewal?
- Were you truthful in your renewal declaration?



What happens if I have an unapproved CRC audit?

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



What if my CRC is “not satisfactory”?

- If the SALPN considers your CRC unsatisfactory because of a new or previously unreported criminal charge or conviction, the SALPN will reach out to you directly with further instruction.
 - Each situation is evaluated individually, and in some cases, a member may be subject to disciplinary action.



What happens if I choose not to participate with the CRC audit or I don't submit it as requested?

- Failure to participate or failure to submit an audit may be considered a 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
- CRC documentation

ACCEPTABLE DOCUMENTATION:

- Criminal Record Check document(s) from your local police department or RCMP detachment
 - Document must be dated within the last month
- Charged a fee for your CRC? Save the receipt for reimbursement

UNACCEPTABLE DOCUMENTATION:

- Document(s) from an unapproved source
- Expired CRC document(s)
- **Documentation sent by postal mail, email or fax will not be accepted**

Documentation must include your name, date of birth, and the date the CRC was completed by the police department or RCMP detachment.

Your audit will not be approved without acceptable documentation verifying your information.

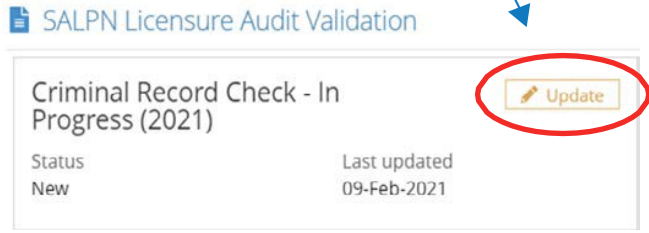


How do I complete the Criminal Record audit?

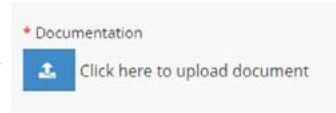
1. Save your CRC document(s) to your device

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

3. Access your audit and click update



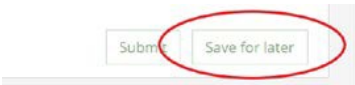
4. Click the upload icon and add your document(s)



5. Do you have a receipt?

* Do you have a receipt? The SALPN will provide reimbursement for the cost associated with a satisfactory criminal record search.
 Yes No
Receipt(s)
* If there was a cost associated with the criminal record check search, click the 'upload' icon below and choose the photo of the receipt you have already saved on your device and the SALPN will provide reimbursement as applicable.

Important: Click the "Save for Later" button at the bottom of the screen often to save your progress.



Final steps!



6. Review the declarations and agreement.



7. Ready to Submit?

Are you confident you completed and reviewed all required steps? If so, submit your audit by clicking the SUBMIT button at the bottom of the screen for the SALPN's review.

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

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

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 form 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. If you submit a receipt, allow up to 14 days for electronic reimbursement.

