

# Council Review of Registrar's Registration and Licensure Decisions

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## 1. Purpose

The SALPN Council has the authority to delegate member registration and licensure to the Registrar. The purpose of this policy is to outline the process of reviewing registration and licensure decisions made by the Registrar.

## 2. Scope

This policy applies to applicants requesting a review of a delegated decision made by the Registrar related to their registration and licensure.

## 3. Policy

1. The Council can review the registration and licensure application decisions of the SALPN Registrar. This includes new registration and licensure applications as well as renewal or re-licensure decisions.
2. The applicant must request a review by Council in writing. The request must arrive at the SALPN office within 30 days of a written copy of the decision being served to the applicant.
3. The request must outline the grounds or reasons the applicant alleges the Registrar's decision is in error and provide any documentation necessary to support the allegation.
4. The Council shall provide the applicant with an opportunity to make a verbal presentation to the Council at the next scheduled Council meeting or another date/time in consultation with the applicant who requested the review.
5. The Council is authorized to respond to the review by either:
  - a) Directing the Registrar to exercise decision-making power in a manner that the Council considers appropriate
  - b) Confirming the Registrar's decision.
6. The Council shall inform the applicant in writing of its decision and the reasons for it.

## 4. Authority

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

## 5. The Review Process

### **An applicant shall:**

- Provide the SALPN Council with a written request for review through regular mail or email
- Outline the grounds or reasons why they believe the Registrar has made an error
- Provide any documentation supporting their allegation
- Submit their request for review within 30 days of the Registrar delivering the decision
- Have the opportunity to make a verbal presentation to the Council.

### **An applicant may:**

- Hire legal counsel at their own cost.

### **The SALPN Council shall:**

- Conduct a procedurally fair process
- Make every effort to address the requested review as soon as possible
- Inform the applicant in writing of the date Council will review the application
- Allow the applicant to appear in person or virtually for the review and to make verbal representations
- Consider the individual circumstances of the case
- Act in good faith, and in a fair and reasonable manner
- Consider relevant information in a logical manner
- Hear the review and do one of the following:
  - Direct the Registrar to exercise a new application decision
  - Uphold the Registrar's decision
- Issue the applicant and the SALPN their written decision, with reasons, using plain language and deliver it to the applicant by mail or email.

### **The SALPN Council may:**

- Retain legal counsel
- Seek legal counsel's assistance in writing the review decision.

**Issued:** September 2021

**Previous Revised Date:** N/A

**Revised Date:** N/A

**Approved by:** SALPN Council

**Department responsible for review:** Registration

**Policy:** 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 reduces harm to those a profession serves.