

## Continuing Education Portfolio Program

### What is the continuing education portfolio program?

Continuing education is a mandatory requirement for annual licensure as per the SALPN Regulatory Bylaw 10(1)(b). Continuing Education Portfolio (CEP) hours are accumulated annually by licensed members of the SALPN to improve and/or maintain their knowledge, skills, and practice competencies through continuing education. LPNs will utilize the program to self-reflect upon their individual practice and are encouraged to seek annual education assisting them to ensure safe, competent practice.

### How many hours of continuing education are required for licensure?

The number of hours required for continuing education is based upon how long you held a practicing license during the previous licensure year. An LPN returning to practicing status (ex. Non-Practicing status to Practicing) or the initiation of a license mid-year (ex. out of province applicant) will be required to obtain CEP hours according to the prorated schedule below:

- 24 CEP hours = 7 - 12 months licensed
- 12 CEP hours = 3 – 6 months licensed
- 6 CEP hours = less than 3 months licensed

Members who have completed a basic practical nurse or practical nurse re-entry program within the current licensure year are considered to have met the requirement and do not have to begin collecting CEP hours until the next licensure year.

### How can I obtain continuing education portfolio hours?

The CEP program separates learning into two sections:

- Section A: Formal Activities
- Section B: Informal Activities

#### **Section A: Formal Activities**

The Formal Activities section is comprised of:

1. Educational activities related to nursing/healthcare including two or more of the following criteria;
  - 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

Claimable hours are typically based upon length of time required to complete or attend, except for courses completed, for example, at a University or Saskatchewan Polytechnic.

- Saskatchewan Polytechnic courses have assigned hours to each course
- Completion of a standard 3 credit university course is assigned 40 CEP hours

## 2. Completion of a Professional Growth Plan (16 reportable hours)

When submitting CEP information for "Formal Activity" education, the following is required:

- a. Course title
- b. Educational Institution/Organization Name, if applicable
- c. Presenter/Instructor/Educator Name, if applicable
- d. Date completed
- e. Length of education/course
- f. Certification or Transcript, if applicable

## Section B: Informal Activities

The Informal Activities section is comprised of:

- a. CPR, TLR, WHMIS, PART, GPA, WAVE recertifications
- 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

## Section A: Formal Activities – Minimally Required CEP Hours

The CEP hours program places a high level of value and importance on the types of education found in Section A: Formalized Activities. To reinforce the level of value and importance, the CEP program has a minimum standard for the amount of CEP hours that must be obtained in this section.

### Minimum Number of Hours Needed Annually in Section A

- 8 CEP hours = 7 - 12 months licensed
- 4 CEP hours = 3 - 6 months licensed
- 2 CEP hours = less than 3 months licensed

\*please note: all 24 CEP hours may be obtained in Section A, if desired.

## Carry-over Hours

LPNs accumulating more than the required number of CEP hours are entitled to “carry-over” an additional 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.

| 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: | 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 hours 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) |

Carry-over hours are applied to the CEP section in which they were originally obtained, example; 8 carry-over hours completed in Section A transfer to the same section the following renewal cycle.

During renewal, LPNs are encouraged to declare **all CEP hours**, ensuring an accurate record of potential carry-over hours.

Carry-over example:

A Member collects 32 hours in 2018 (8 more than required) = 8 carry-over hours.

- This means the member only needs to collect 16 CEP hours in 2019 (8 hours from 2018 added to 16 hours in 2018) = a total of 24 hours for 2019.

The Member would be required to submit all **32 hours of CEP collected in 2018** and all **16 hours of CEP collected in 2019**.

## When are CEP hours collected?

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

## Storing CEP hour records

LPNs can store their completed CEP records on their SALPN Member Portal, if desired. As CEP education is completed, LPNs can log in to their member portal, add CEP information, and upload the corresponding completion certificate, transcript, etc. Alternatively, LPNs may choose to wait until they renew their license to add their CEP information. Either way, once entered, the information will be stored in the SALPN database indefinitely.

LPNs should keep careful record of their CEP hours. If an LPN chooses not to upload their completion certificates, transcripts, etc. 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.

Each year, the SALPN randomly selects LPNs for the Annual Licensure Audit. If audited, LPNs are asked to upload all information regarding the CEP hours they obtained in the previous licensure year for SALPN to review. Since the audit is completed online, it is helpful for members to get in the early habit of uploading their CEP documents as they are completed or at the time of renewal. This way, members will always be able to locate their important CEP information.

## References

*Saskatchewan Association of Licensed Practical Nurses. (2013) Administrative Bylaws. Regina*

*Saskatchewan Association of Licensed Practical Nurses. (2013) Regulatory Bylaws. Regina*

*The Statutes of Saskatchewan. (2000) The Licensed Practical Nurses Act, 2000. Regina.*

TABLE 1

SALPN CEP Program Education Classification

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

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  |
|---|--|--|---|
| <b>&lt;3 months</b>   | 6  | 2  | Up to 8 (if an excess of the required 6 hours is obtained- applied in the category earned)  |
| <b>&gt;3 Months &lt;7 Months</b>  | 12   | 4  | Up to 8 (if an excess of the required 12 hour is obtained- applied in the category earned)  |
| <b>&gt;7 Months</b>   | 24   | 8  | Up to 8 (if an excess of the required 24 hours is obtained- applied in the category earned) |