

Non-Practising Certification Policy

1. Purpose

The objective of this policy is to outline the requirements for Non-Practising certification and under what circumstances an SALPN member might choose it.

2. Introduction

Members choose a Non-Practising certification as a short-term option if they will not be practicing as an LPN for a period of time. Most commonly, it is selected because, for example, a member is on maternity, paternity, illness, or disability leave, or they have moved out of Saskatchewan.

Section 12 of the SALPN Regulatory Bylaws states:

A licensed practical nurse who is eligible for licensure but is not currently employed or practicing as a licensed practical nurse in Saskatchewan or working in licensed or practical nurse activities described in clause 10(1)(a), may obtain a Non-Practising certification on payment of the prescribed fee.

3. Authority

[The Licensed Practical Nurses Act, 2000](#)
[SALPN Regulatory Bylaws](#)

4. Policy

Section 4 of the Regulatory Bylaws outlines licensure eligibility requirements. Applicants seeking Non-Practising certification must meet all licensure eligibility requirements, and if they do not, they either cease to be licensed, or their application is denied.

Members are not required to report Continuing Education Portfolio (CEP) hours while they hold Non-Practising certification. However, the completion of CEP hours is encouraged, especially if the member's leave may be of considerable length.

The application for Non-Practising certification is submitted online at time of licensure renewal or during the registration year and is accessible through the SALPN Member Portal. Members with Non-Practising certification are not exempt from participating in the SALPN Annual Licensure Audit if requested to do so.

5. Procedure

Non-Practising Renewal

This can be selected if a member is currently Practising or Non-Practising.

Members will:

- Update their personal information, including employment, on their Profile Update
- Add any Continuing Education Portfolio (CEP) hours completed in the current CEP collection period and assign any carry-over hours if desired
- Truthfully answer all SALPN renewal declarations before submission
- Pay a \$60 fee.

Registration status change to Non-Practising outside of the renewal period

Members will:

- a. Choose the “Change my Registration” option on the Member Portal
- b. Update their personal information, including employment, on their Profile Update
- c. Provide the reason for the registration change and the effective date
- d. Truthfully answer all SALPN renewal declarations before submission
- e. Pay a \$60 fee.

6. Review

The SALPN may review submitted Non-Practising certification applications for eligibility. If the SALPN has a question or concern about a submission, they will connect with the applicant by email or through the Member Portal. Submissions may take up to 10 business days to be reviewed.

First Issued: December 2013

Previous Revisions: September 2015, June 2017, August 2018

Current Revision: June 2021

Approved by: SALPN Council

Department responsible for review: Registration

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 reduce harm to those a profession serves.