

# Practice Hours 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 Practice Hours audit?

The SALPN is looking for:

- Do you meet the minimum hour requirement (1250 in the last 5 years)?
- Did you submit acceptable, verifiable documentation?
- Were your hours reasonably estimated on your last renewal?



### What happens if my audit isn't approved or I choose not to participate/submit my audit?

- An unapproved audit may find you in 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
- Employer Verification of Hours of Work

#### ACCEPTABLE DOCUMENTATION:

- [Practice Hours Licensure Audit Form](#)
  - Complete the first section of the Practice Hours Audit Form, and your employer completes the second section.
- Signed Employer Letter (must be on company letterhead)

#### UNACCEPTABLE DOCUMENTATION:

- Paystubs
- Pictures or screenshots of text messages or emails
- **Documentation sent by postal mail, email or fax will not be accepted**

If you have more than one employer, the SALPN requires you to obtain and submit an Employer Verification for each. For a successful audit, the documentation must meet the above criteria.

Your audit will not be approved without acceptable documentation verifying your actual hours of work.

# How do I complete the Practice Hours audit?



1. Provide the Practice Hours Licensure Audit form to your employer(s)

2. Once your employer provides you with the completed [Practice Hours Licensure Audit Form](#), save it to your device

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

4. Access your audit and click update

5. View your employment records

Click the upload icon and add your document(s)

Do you need to add another employer? Adding an additional record is easy!

Simply click “yes” and a new upload icon will appear

Add the missing employment and the numbers of hours you worked the previous year.

If your place of employment doesn't appear as an option, type the name in the large text box and the SALPN will add it for you!

**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](mailto:registration@salpn.com) to request that your audit is reopened for you to finish.



## 8. 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.