

Practice Hours Extension Policy

1. Purpose

The objective of this policy is to outline the application and approval process for practice hour extensions.

2. Policy

In alignment with the SALPN's mandate of public protection, LPNs must work a minimum number of nursing hours to meet and maintain their annual licensure requirements. Meeting the hours requirement offers the belief that because an LPN is practicing regularly, their practice is safe and competent. SALPN Regulatory Bylaw 10(1)(a) states:
"In order to be eligible to obtain a renewal of a licence to practice, a member who is a licensed practical nurse must; have worked in LPN activities approved by the council for at least 1250 registered working hours during the previous five years, or such longer period that the registrar may approve in writing."

At times, circumstances arise, and members cannot meet the minimum amount of practice hours required for licensure. In these cases, LPNs may apply to the SALPN Registrar to request their 5-year period be extended.

3. Authority

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

4. Procedure

For the SALPN to consider a time extension, LPNs must make a formal online application.

Initial Extension Application

- a) Complete the online application, outlining the request and reason(s) why an extension is required
- b) Pay the \$100.00 application fee
- c) Provide current or former employer with an Employer Verification Form to verify LPN hours for the last 5-year period
- d) Submit documentation from a physician, another health professional, or employer that verifies the member's extended leave from LPN practice, if applicable
- e) Submit documentation from an employer verifying the employment the member will return to, if applicable
- f) Submit a personal action plan on how the member intends to accumulate the required hours. Plan must include an expected or anticipated date of completion
- g) Submit any other pertinent information, as requested by the SALPN Registrar.

Review

The SALPN Registrar, or designate, will review the extension application and make a decision based on the following:

- Whether granting an extension may pose a risk to public safety
- The likelihood of meeting the minimum requirement before the next renewal period.

Additional Extension Requests in Consecutive Years

- a) Complete the online application, outlining the request and reason(s) why the initial extension agreement was not met
- b) Pay the \$100.00 application fee
- c) Provide proof of employment
- d) Provide current or former employer with an Employer Verification Form to verify LPN hours worked since the date of the last extension
- e) Provide documentation from the employer that supports the member's LPN employment
- f) Submit a personal action plan on how the LPN intends to accumulate the required hours. The plan must include an expected or anticipated date of completion,
- g) Submit any other pertinent information, as requested by the SALPN Registrar.

Review

The SALPN Registrar, or designate, will review the extension application and make a decision based on:

- Whether granting another extension may pose a risk to public safety
- The likelihood of meeting the minimum requirement before the next renewal period
- Reason(s) the member was not able to meet the requirements of the initial extension
- Employment history and current employment status
- Whether the member worked at least 75% of the minimum hour requirement in the last 5-year period.

First Issued: December 2013

Previous Revisions: September 2016, August 2018, December 2019

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.