

Practising Unlicensed Policy

1. Purpose

The objective of this policy is to outline the process of what occurs if an SALPN Member is alleged to have practised without a valid license.

2. Policy

Section 21 of the *Licensed Practical Nurses Act, 2000* states:

No person other than a member shall use the title “Licensed Practical Nurse”, the abbreviation “L.P.N.” or any word, title or designation, abbreviated or otherwise, to imply that the person is a member.

Section 22(1) of the *Licensed Practical Nurses Act, 2000* states:

No person shall practise as a Licensed Practical Nurse unless that person is a practising member.

Section 9(1) of the SALPN Regulatory Bylaws states:

Every license to practise provided to a Licensed Practical Nurse or a graduate Licensed Practical Nurse expires on December 31 of the year in respect of which it is issued.

Section 9(2) of the SALPN Regulatory Bylaws states:

Every Licensed Practical Nurse and every graduate Licensed Practical Nurse must obtain a licence in each year in order to practise by submitting the required application form, provided by SALPN, together with the prescribed fee for the licence and any other fees or charges owing to SALPN for any reason, on or before December 1 in each year.

Section 9(3) of the SALPN Regulatory Bylaws states:

A Licensed Practical Nurse or graduate Licensed Practical Nurse who does not obtain or renew a licence ceases to be licensed, and is not entitled to practise or work as a licensed practical nurse or graduate licensed practical nurse, as the case may be, as at January 1 of the year for which the licence is required, and will be noted as an inactive member in the register.

3. Authority

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

4. Procedure

If a member is engaged in LPN practise without a valid practising licence, the SALPN will:

- Validate the member's current registration and licensure status
- Contact the member to determine the validity of the information
- Contact the member's employer(s) or the appropriate Human Resource Department to determine the following:
 - If the member engaged in LPN practise within the current licensure year
 - The total number of shifts or the length of time the member engaged in unlicensed LPN practise
 - Any other pertinent information relating to employment as deemed necessary,
- If the employer(s) confirm(s) the member has engaged in LPN practise while unlicensed, provide the following instruction:
 - Have the member vacate the premises immediately, if applicable
 - Cancel all upcoming scheduled shifts
 - Instruct the member to contact the SALPN for information about re-licensure,
- If the member has been engaged in LPN practise without a practising licence, the SALPN Registrar or designate will submit a formal online complaint. The SALPN Counselling & Investigation Committee will investigate the complaint according to their procedures.

First Issued: September 8, 2014

Previous Revisions: September 27, 2017, April 25, 2020

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.