

Policy 2.1.03

Working Without A Valid Practicing License

April 25, 2020

1. Policy

Clause 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.

Clause 22 (1) of the Licensed Practical Nurses Act, 2000 states;

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

Clause 9(1) of the SALPN Regulatory Bylaws states;

Every license to practice 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.

Clause 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 practice 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.

Clause 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 practice or work as 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 is noted as an inactive member in the register.

If a member is engaged in LPN practice without a valid practicing licence, the following actions will be taken.

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

2. Procedure

2.1 Validate the member's current registration and licensure status.

2.2. If the member is not currently registered in the Practicing category of licensure, contact the member to determine the validity of the information.

2.3. If the member is not currently registered in the Practicing category of licensure, contact the member's employer(s) or the appropriate Human Resource Department to determine the following:

2.3.1. If the member has engaged in LPN practice within the current licensure year

2.3.2. If applicable, how many total shifts or the length of time the member has engaged in unlicensed LPN practice

2.3.3. Any other pertinent information relating to employment as deemed necessary

2.4. If the employer(s) confirms the member has engaged in LPN practice while unlicensed, provide the following instruction:

2.4.1. Have the member vacate the premises immediately, if applicable

2.4.2. Cancel all upcoming scheduled shifts

2.4.3. Instruct the member to contact the SALPN for information about reinstating their registration and licensure.

2.5. If the member engaged in LPN practice without a practicing licence, the SALPN Registrar or designate will submit a formal complaint to the SALPN's online complaint submission process.

The Counselling & Investigation Committee will review and render a decision on the respective complaint.

2.6 The Counselling & Investigation Committee upon review of the respective complaint case and with confirmation of Term 2.4, shall request the SALPN Registrar or her assigned delegate assign a ticket as per the schedule below. The ticket assignment may occur in conjunction with other assigned deliverables as determined appropriate by and at the discretion of the Counselling & Investigation Committee.

2.7 Engaging in LPN Practice Without a Practicing License Ticket Offence Fees	
Number of Shifts Worked Unlicensed	Ticket Fee Schedule
1-3 shifts	\$500.00
4-6 shifts	\$750.00
6-9 shifts	\$1000.00
10-14 shifts	\$1500.00
15 shifts +	To be determined by the Counselling & Investigation Committee

Issued: September 8, 2014

Previous Revised Date: September 27, 2017

Revised Date: April 25, 2020

Approved by: SALPN Council

Department responsible for review: Registration

***Policy:** 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.*