



PRACTICE POLICY

REGISTRATION REQUIREMENTS:  
ACTIVELY ENGAGED

The legislative mandate of the College of Licensed Practical Nurses of Alberta (CLPNA) is to serve and protect the public by ensuring its members deliver safe, competent and ethical nursing care. Practice policies outline expectations of behaviour that are established, monitored and enforced by the CLPNA. Practice policies may link with Standards of Practice, Code of Ethics, legislation, regulation or by-laws relevant to nursing practice. They can also link to supportive documents that help members meet these policy expectations.

This document is linked to legislation:	<a href="#">Health Professions Act</a>	<a href="#">Licensed Practical Nurses Profession Regulation</a>	
This document is linked to other documents that direct expectations of professional behavior and requirements for practice:	<a href="#">Standards of Practice</a>	<a href="#">Code of Ethics</a>	<a href="#">Competency Profile</a>

**KEY WORDS:** *actively engaged, criteria, registration, reinstatement*

**INTRODUCTION** The College of Licensed Practical Nurses (CLPNA) is mandated to regulate the profession in the public interest. In order to register as a Licensed Practical Nurse (LPN) in Alberta, a protected title under the *Health Professions Act*, applicants have to meet certain requirements.<sup>1</sup> The *Licensed Practical Nurses Profession Regulation* (LPN Regulation) sets these requirements in accordance with the category of registration.<sup>2</sup>

**PURPOSE** The purpose of this practice policy is to establish and clarify the CLPNA’s interpretation of the criteria on “actively engaged”. This policy intends to help applicable applicants (see below) meet the actively engaged requirement under s. 3(2)(c) of the LPN Regulation for general registration.

**POLICY** Section 3 of the LPN Regulation sets out the requirements for registration on the general register. Section 9 allows applicants who have not been educated in Alberta to register by showing that their qualifications are substantially equivalent to the competence requirements in s. 3.

Section 3(2)(c) sets out a requirement for applicants for registration to “have been **actively engaged** in the practice of practical nursing in accordance with criteria

approved by the Council.” The criteria approved by the Council are considered in the following situations:

- the assessment of applicants previously registered with the CLPNA whose permit has lapsed or expired;
- as criteria in assessing the substantial equivalence of an internationally educated nurse (IEN); and
- as criteria in assessing the substantial equivalence of an applicant who is educated as a nurse in Canada but does not hold current registration as a practical nurse in another recognized Canadian jurisdiction.

**Criteria for Actively Engaged**

To be ‘actively engaged’ in the practice of practical nursing means the regular provision of practical nursing services to non-family members. Practical nursing services are outlined in Schedule 10 of the *Health Professions Act* (HPA).

- 3 In their practice, licensed practical nurses do one or more of the following:
- (a) apply nursing knowledge, skills and judgment to assess patient needs,
  - (b) provide nursing care for patients and families,



- (b.1) teach, manage and conduct research in the science, techniques and practice of nursing, and
- (c) provide restricted activities authorized by the regulations.

Nursing services encompass both direct nursing practice and/or roles that are linked to administration, management, education, and research.

Council has approved the following criteria for consideration by the Registrar when determining whether an applicant has been actively engaged:

- provided one or more of the nursing services as described under Schedule 10 s. 3 of the HPA in accordance with their competence to non-family members;<sup>3</sup> and
- provided nursing services for a minimum of 1000 practice hours in the last 4 years\*, whether paid or voluntary;

Satisfying the criteria stated above means that the applicant has been actively engaged; however, these criteria are only a portion of the assessment for registration or reinstatement. The Registrar maintains discretion of a registration or reinstatement decision based on other requirements in the LPN regulation (e.g. good character, English proficiency) for a submitted application. If an applicant has applied for and/or is being considered for a registration category other than general registration, they are also required to meet the requirements under that registration category.

Applicants who have been denied registration or reinstatement for not being actively engaged can satisfy this requirement by completing an educational refresher program through one of the approved programs within Alberta. Please note that applicants who have not been practicing for more than 10 years will have to complete a full program. It is the responsibility of the applicant to meet the educational institution's admission requirements.

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\* The 4 years is calculated from the date the completed application is received by the Registrar.

Alternatively, applicants can make a request to review the decision to the Registrar within 30 days of receiving the denial letter under s. 31 of the HPA. There is a \$750 fee for a review of the decision.

### COMMON SCENARIOS

***I am currently a practicing nurse in another country. Will my qualifications transfer for me to register as an LPN in Alberta?***

Under s. 9 of the LPN Regulations, an IEN needs to demonstrate substantial equivalence with the competence requirements described in s. 3. As such, you will have to submit proof of your competence by demonstrating substantially equivalent active engagement in nursing practice as described in this policy. Further, because the scope of nursing differs internationally, it is possible that competence cannot be determined as substantially equivalent.

***I am currently a practicing LPN/RPN in another province in Canada. Will my qualifications transfer and allow me to register as an LPN in Alberta?***

A practicing LPN/RPN from another province in Canada would meet s. 8 of the LPN Regulation. You will not need to demonstrate substantially equivalent active engagement in nursing services as described in this policy. However, if your registration or practice permit has expired at the time of application, then you will have to demonstrate your competency in nursing as described in this policy via active engagement.

***I used to be an LPN in Alberta. Can I renew?***

If you do not hold a current active practice permit with the CLPNA, you cannot renew. You will have to reinstate as an LPN. Reinstatement procedure requires that an applicant demonstrate that s/he has been actively engaged in nursing practice as described in this policy.

If your registration and practice permit have been cancelled due to a conduct procedure, your reinstatement will need to comply with provisions in the LPN Regulation. Section 29 states you cannot apply for reinstatement until 5 years after the cancellation. Please note that you will have to complete a refresher course to meet the actively engaged requirement if you plan to re-enter the LPN profession. The CLPNA will



follow provisions under s. 30 of LPN Regulation when making a reinstatement decision. That is, in addition to the actively engaged criteria, other factors will be considered. This includes the record of the hearing and evidence presented at the hearing.

***I am an LPN registered with CLPNA. However, I cannot find the renewal option for this year. Why is this happening? Can I not renew anymore?***

Registration renewal begins in October for the following calendar year. If you went online before October 1, then the renewal option would not be available. You will have to wait until the renewal option is open in October. You will not have to demonstrate active engagement.

If it is after December 31, then your practice permit has lapsed or expired. In this situation, you cannot use the title “LPN” anymore as that title is protected under the HPA for current CLPNA members. Accordingly, you cannot simply renew and will have to reinstate. You will have to demonstrate that you have been actively engaged in nursing practice as described in this policy.

### ***Special Note***

In cases where an LPN has dual roles as a registered nurse (RN) or is employed as a health care aide (HCA) and is applying for registration or reinstatement, the following clarifications are needed when demonstrating active engagement.

- The scope of nursing services as an RN differs from an LPN. Only the provision of services that fall under Schedule 10 s. 3 of the HPA will be considered active engagement in LPN nursing.
- The scope of services provided by an LPN and HCA also differs. While an LPN working as an HCA is held to the same standards and ethics as any other LPN, the services that they provide will not count towards as being actively engaged in the LPN profession.<sup>4</sup>

Where there is a lack of clarity in the role and/or services provided by the applicant, the Registrar may deem that the actively engaged criteria has not been met.

## **REFERENCES**

<sup>1</sup> *Health Professions Act*, RSA 2000, c H-7, s 128 and Schedule 10, s 2.

<sup>2</sup> *Licensed Practical Nurses Profession Regulation*, Alta Reg 81/2003.

<sup>3</sup> College of Licensed Practical Nurses of Alberta (CLPNA), *Competency Profile for Licensed Practical Nurses* (April, 2015), [http://www.clpna.com/wp-content/uploads/2013/02/doc\\_Competency\\_Profile\\_for\\_LPNS\\_3rd\\_Ed\\_2015\\_COMPLETE.pdf](http://www.clpna.com/wp-content/uploads/2013/02/doc_Competency_Profile_for_LPNS_3rd_Ed_2015_COMPLETE.pdf).

<sup>4</sup> Canadian Council for Practical Nurse Regulators, *Standards of Practice for Licensed Practical Nurses in Canada* (2013), [http://www.clpna.com/wp-content/uploads/2013/02/doc\\_CCPNR\\_CLPNA\\_Standards\\_of\\_Practice.pdf](http://www.clpna.com/wp-content/uploads/2013/02/doc_CCPNR_CLPNA_Standards_of_Practice.pdf); Canadian Council for Practical Nurse Regulators, *Code of Ethics* (2013), [http://www.clpna.com/wp-content/uploads/2013/02/doc\\_CCPNR\\_CLPNA\\_Code\\_of\\_Ethics.pdf](http://www.clpna.com/wp-content/uploads/2013/02/doc_CCPNR_CLPNA_Code_of_Ethics.pdf)

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