



COLLEGE OF
LICENSED PRACTICAL NURSES
OF ALBERTA

Policy

Declarations and Registration Requirements

Revised: March 25, 2020



This document is linked to legislation:

[Health Professions Act](#)
[Licensed Practical Nurses Profession Regulation](#)
[Fair Registration Practices Act](#)

This document is linked to other documents that direct expectations of professional behaviour or requirements for practice:

[Provisional Registration](#)
[Professional Responsibility and Accountability](#)
[Practice Hours](#)
[English Language Proficiency Standards](#)

This document is linked to related supportive documents:

N/A

REVISIONS and UPDATES

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. A CLPNA Policy outlines requirements and expected behaviours that will be monitored and enforced.

Approval Date March 1, 2020
Approver Registrar

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INTRODUCTION The CLPNA is committed to having transparent, objective, impartial, and procedurally fair registration practices.

PURPOSE The purpose of this policy is to detail the requirements for registration. Information about general, provisional, and courtesy registration for applicants is included below.

POLICY Requirements for registration are outlined in the *Licensed Practical Nurses Profession Regulation* (LPN Regulation).

Registration for All Applicants

To be considered for all types of registration the applicant must:

1. Submit the appropriate registration form and fee for the register in which they are making application.
2. Submit two forms of valid identification which may include:
 - Birth Certificate
 - Passport
 - Driver's License
 - Citizenship card
 - Alberta Identification Card
 - Permanent Resident Card
 - Treaty Card
3. Provide evidence of having good character and reputation by submitting a criminal record check through [myBackCheck](#) and by declaring good character on the application form.
 - In certain circumstances having a criminal record does not preclude an applicant from meeting the good character requirement.
4. Provide evidence of being fit to practice as an LPN by submitting a declaration on the application form.
 - If the applicant cannot provide such a declaration the application will be referred to the Registrar or designate.
5. Meet any additional requirements for the specific register in which they are applying (detailed below).

Applicants must make complete the application truthfully. Untrue statements are reasons for the Registrar or designate to deny registration. If false statements are found after registration, disciplinary action may be taken.

Declaring Good Character

Part of declaring good character requires the applicant to disclose:

- any investigation, proceeding, or discipline by another regulatory body
- any current charges for a criminal offence
- any pleading of guilty or of being found guilty of a criminal offence for which a pardon has not been granted

Applicants disclosing the above will be asked to provide additional information at the request of the Registrar or designate. The information required may include:

- record of the hearing or decision at which the applicant's registration and practice permit were cancelled, revoked, suspended, or denied
- evidence that any conditions imposed at the time of cancellation have, or have not, been met
- evidence that the applicant is not a threat to public safety

It is the applicant's responsibility to ensure information from the regulatory body comes directly to the Registrar or designate. In reviewing the application for registration, the Registrar or designate will consider the facts and findings and assess whether the application for registration is approved or denied.

Declaring Fitness to Practice

The privilege of self-regulation includes the professional responsibility to declare and maintain fitness to practice. Being fit to practice requires having the physical, mental, and emotional health to provide safe, competent, and ethical nursing care.



The CLPNA requires all applicants to declare any physical or mental condition or disorder that may impair their ability to provide safe, competent and ethical care. These conditions can include mental illness, physical illness, substance abuse, and addictions. The CLPNA requires that applicants declare if they are under the care of physician or healthcare team and if they are following medical advice.

For more information about fitness to practice please refer to the *Professional Responsibility and Accountability* policy.

General Registration for Out of Province Applicants

The CLPNA provides General Registration to an applicant who has met the requirements set out in Section 3(1) of the LPN Regulation. To be considered for registration on the General Register an out of province graduate must, in addition to the requirements for all applicants:

1. Submit Verification of Registration from the Canadian regulatory body for which the applicant is currently registered.
 - If the applicant was previously registered and does not hold current registration with a Canadian regulatory body the applicant must submit Verification of Registration from the most recent regulatory body.
 - In the case where the applicant is a Canadian graduate and has not been registered in the province of graduation, they may be eligible for registration if they submit the results of the CPNRE to CLPNA.
2. Submit a Verification of Education if their education occurred prior to 2009.
3. Provide evidence of current practice within 4 years through self-declaration or by proof of graduation from an educational program within the past 4 years.

General Registration by Reinstatement

The CLPNA provides General Registration to an applicant who has met the requirements set out in Section 3(1) of the LPN Regulation. To be considered for registration on the General Register an applicant

seeking reinstatement must, in addition to the requirements for all applicants:

1. Submit Verification of Registration from the Canadian regulatory body for which the applicant is currently registered (if applicable).
 - If the applicant was previously registered and does not hold current registration with a Canadian regulatory body the applicant must submit Verification of Registration for the most recent regulatory body; if that regulatory body is the CLPNA no Verification of Registration is necessary.
2. Provide evidence of current practice within 4 years through self-declaration of practice hours which meets the criteria established by Council of being Actively Engaged in Practice or through graduation from an educational program within the past 4 years. For more information please see the Actively Engaged policy.
3. Submit a Declaration of Employment of Information form.
 - If it is found that the LPN was practicing without a valid practice permit, a referral will be made to the Complaints Director or designate.
 - If it is suspected that the LPN is practicing without a valid practice permit and the Registrar or designate cannot confirm the suspicion further investigation is required and a referral may be made to the Complaints Director or designate.

Provisional Registration for Alberta Graduates

The CLPNA provides Provisional Registration to an applicant who has met the requirements set out in Section 6 of the LPN Regulation. To be considered for registration on the Provisional Register the applicant must, in addition to the requirements for all applicants:

1. Have a diploma or certificate in practical nursing from a program approved by the Council, supported by official transcripts from one of the following educational facilities:
 - NorQuest College, Edmonton



- Keyano College, Fort McMurray
- Northern Lakes College, Grande Prairie
- Bow Valley College, Calgary
- Lethbridge College, Lethbridge
- Red Deer College, Red Deer
- Columbia College, Calgary
- Medicine Hat College, Brooks
- Portage College, Lac La Biche

2. Have completed the practical nursing program within four years of the time of application.

The CLPNA recommends that applicants complete the Canadian Practical Nurses Registration Examination (CPNRE) at the first opportunity post-graduation.

Provisional registrants will have their practice permit revoked should they be unsuccessful on the CPNRE after three attempts or their permit has expired (a one-year time frame from the date of issue); whichever comes first.

Provisional Registration for Internationally Educated Nurses

The CLPNA provides Provisional Registration to an applicant who has met the requirements set out in Sections 6 and 9 of the LPN Regulation. To be considered for registration on the Provisional Register the internally educated applicant must, in addition to the requirements for all applicants:

1. Provide a Self-Assessment of Nursing Practice
2. Provide a current resume
3. Provide a job description for all nursing employment within the past 4 years
4. Have completed their application and received an assessment report from the National Nursing Assessment Service (NNAS).
5. Meet the requirements of the CLPNA English Language Policy.

Provisional Registration for Graduates of a Canadian Bachelor of Science in Nursing program (BScN)

The CLPNA provides Provisional Registration to an applicant who has met the requirements set out in Sections 6 and 9 of the LPN Regulation. To be considered for registration on the Provisional Register the applicant must, in addition to the requirements for all applicants:

1. Submit Verification of Registration from the Canadian regulatory body for which the applicant is currently registered.
 - If the applicant was previously registered and does not hold current registration with a Canadian regulatory body the applicant must submit Verification of Registration from the most recent regulatory body.
 - In the case where the applicant is a Canadian graduate and has not been registered in the province of graduation, they may be eligible for registration if they submit the results of the CPNRE to CLPNA.
2. Submit a Verification of Education if their education occurred prior to 2009.
3. Submit curriculum objectives from their BScN program.
4. Provide evidence of current practice within 4 years through self-declaration or by proof of graduation from an educational program within the past 4 years.

The CLPNA recommends that applicants complete the Canadian Practical Nurses Registration Examination (CPNRE) at the first opportunity post-registration.

Provisional registrants will have their practice permit revoked should they be unsuccessful on the CPNRE after three attempts or their permit has expired (a one-year time frame from the date of issue); whichever comes first.



Courtesy Registration for Alberta Graduates

The CLPNA provides Courtesy Registration to an applicant who has met the requirements set out in Section 7(1) of the LPN Regulation. To be considered for registration on the Courtesy Register the applicant must, in addition to the requirements for all applicants:

1. Submit a letter of support from their current employer identifying the purpose of the Courtesy Registration request, location of employment, and expected dates of employment in Alberta.
2. Provide a Verification of Registration from their current regulatory board.
 - If the registration is required urgently the Registrar may make a temporary exception to this requirement.
3. Be limited to practicing in Alberta for one month at a time with a maximum duration of three months.

CONCLUSION This policy outlines the declarations and registration requirements for all registration categories. Applicants must ensure that they fulfill all necessary requirements for the appropriate registration category in their application.

For up to date information about registration please refer to the CLPNA website. If after reading this document an applicant has any questions, they can contact the Registration Department at info@clpna.com or by phone at 780.484.8886 or Toll Free 1.800.661.5877 (Alberta only).