



COLLEGE OF  
**LICENSED PRACTICAL NURSES**  
OF ALBERTA

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# Membership Policy

## Refresher Program

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Approved: June 18, 2021



**This document is linked to legislation:**

[Health Professions Act](#)

[Licensed Practical Nurses Profession Regulation](#)

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

[Actively Engaged Requirements for Registration and the Continuing Competence Program](#)

[Declarations and Registration Requirements](#)

**This document is linked to related supportive documents:**

**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 Membership Policy is a clear and concise statement outlining requirements and expected behaviours of regulated members and applicants to become regulated members.*

Approval Date    June 18, 2021  
Approver        Council

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**INTRODUCTION** The College of Licensed Practical Nurses of Alberta (CLPNA) is mandated to protect the public. Part of the CLPNA's dedication to protecting the public includes ensuring all Licensed Practical Nurses (LPNs) meet registration requirements under the *Health Professions Act (HPA)* and the *Licensed Practical Nurses Profession Regulation (LPN Regulation)*.

Additionally, LPNs are responsible for adhering to the CLPNA's policy documents including the *Standards of Practice for Licensed Practical Nurses in Canada*, *Standards of Practice on Restricted Activities and Advanced Practice*, and the *Code of Ethics for Licensed Practical Nurses in Canada*. These documents establish the foundation of LPN professionalism in the provision of practical nursing services.

This policy aligns with registration requirements set out in section 3(2)(b) of the LPN Regulation related to completion of a CLPNA Council approved refresher program.

**PURPOSE** This document outlines the requirements and process of applying to a refresher program to obtain registration as an LPN in Alberta under section 3(2)(b) of the LPN Regulation.

**POLICY** Section 3 of the LPN Regulation outlines the different ways an applicant may meet the requirements for registration. An applicant may be registered after successfully completing a refresher program approved by the Council under section 3(2)(b) of the LPN Regulation.

This policy is separated into eligibility requirements for a refresher program, the process of applying for a refresher program, and registering with the CLPNA after completion of a refresher program.

### Eligibility Requirements for a Refresher Program

Applicants will be eligible for a refresher program if they meet the following requirements:

1. Practiced as an LPN within the previous 10 years from date of application.
  - Previous registration must include registration with the CLPNA but could also

include other Canadian jurisdictions in the previous 10 years.

2. Must not have any outstanding conduct conditions from previous registration with the CLPNA or another jurisdiction that would affect their admittance into the refresher program.
3. Declare good character and reputation
  - See the Policy on Declarations and Registration Requirements for more detailed information about declaring good character and reputation.
4. Declare fitness to practice
  - See the Policy on Declarations and Registration Requirements for more detailed information about declaring fitness to practice.

Applicants have a minimum of six months to a maximum of two years to complete a refresher program.

The CLPNA will make one referral to a refresher program for an applicant within a twelve-month period. If a referral is made but the applicant does not enroll in the refresher program, they will have to repeat the application process for future referral to a refresher program.

### Applying for a Refresher Program

Applicants interested in completing a refresher program must contact the CLPNA's Registration Team to start the application process as follows:

1. Applicants will receive an email from the CLPNA which includes a letter from the refresher program and an application form.
2. Applicants complete the application form, which includes declarations of good character, reputation, and fitness to practice.
3. Once complete, applicants email the application form back to the CLPNA.
4. The CLPNA will verify the information and eligibility using the application form.
  - Applicants may be required to provide additional information to the Registrar or designate.



5. If the applicant meets the eligibility requirements the CLPNA forwards the completed application to the refresher program.

At this point, the remainder of the process for enrolling in and completing a refresher program is handled by the post-secondary institution.

If an applicant has never been registered with the CLPNA, but was educated as an LPN in Canada, and needs to take a refresher program to meet registration requirements for practice in Alberta they must contact the post-secondary institution directly to complete the refresher program application process.

#### **Requirements for Registration After Completing a Refresher Program**

Once an applicant has completed a refresher program, they must apply for registration or reinstatement with the CLPNA within four years of completion. Please see the Policy on *Declarations and Registration Requirements* for more detailed information about applying for reinstatement.

Upon reinstatement and becoming a current regulated member, an LPN must meet the actively engaged requirements laid out in the CLPNA's policy on *Actively Engaged Requirements for Registration and the Continuing Competence Program* within four years of completing the refresher program.

**CONCLUSION** This policy outlines the requirements and process of applying to a refresher program to obtain registration as an LPN in Alberta under section 3(2)(b) of the LPN Regulation.

If after reading this document you have questions about being actively engaged in the practice of practical nursing, please contact the CLPNA's Registration Team using [Ask CLPNA](#), or by phone at 780-484-8886 or 1-800-661-5877 (toll free in Alberta).