

Declarations and Registration Requirements

INTRODUCTION

The College of Licensed Practical Nurses of Alberta (CLPNA) has the authority under the *Health Professions Act*¹ (HPA) to carry out its activities and govern registrants¹ in a manner that protects and serves the public interest.

There are three register categories that entitle an individual to practice the profession of licensed practical nursing in Alberta:

- general register
- provisional register
- courtesy register

This policy describes the application requirements for registration in the *Licensed Practical Nurses Profession Regulation*² (LPN Regulation).

PURPOSE

The purpose of this policy is to detail the requirements for registration, including information about general, provisional, and courtesy registration for applicants.

POLICY

Requirements for registration are outlined in the LPN Regulation. Below, applicants can find the information they need to demonstrate they meet the requirements for registration in the LPN Regulation.

Registration Requirements 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 an application.

ⁱ In this document, “registrant(s)” has the same meaning as “regulated member(s)” in the *Health Professions Act*.

2. Submit two forms of valid, non-expired identification with the applicant's legal name, which may include:
 - birth certificate,
 - passport,
 - driver's license,
 - citizenship card or certificate,
 - provincial identification card,
 - permanent resident card, and/or
 - treaty card.
3. Submit Verification of Registration from all Canadian regulatory bodies for which the applicant is currently or formerly registered as a healthcare provider.
 - If that regulatory body is the CLPNA, no verification of registration is necessary.
4. Provide proof of professional liability insurance that meets the requirements outlined in the CLPNA Bylaws:
 - The insurance must specifically identify the profession (Licensed Practical Nurse) of the registrant to which the policy applies.
 - The insurance must include coverage for:
 - errors and omissions (general malpractice), with a liability limit of at least \$2,000,000 per occurrence and \$5,000,000 annual aggregate; and
 - disciplinary expenses with a liability limit of at least \$50,000 per occurrence and annual aggregate.
 - The policy must insure the registrant personally (and not through an employer).
 - The policy must insure the registrant until at least the end of the registration period that the registrant has most recently applied for.
5. 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.
 - Please note that a criminal record does not automatically prevent an applicant from being found to have good character.
 - If you are not yet residing in Canada, you may get a criminal record check from the location you are living.
6. 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.
7. Meet any additional requirements for the specific register in which they are applying (detailed below).

A link to insurance through Lloyd Sadd that meets these requirements is available on the application form. NOTE: An applicant is not required to purchase insurance through the link but may provide insurance from any provider as long as the requirements for coverage have been evaluated and deemed satisfactory by the CLPNA under the Bylaw requirements.

Applicants must 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.

Applications and corresponding documents stay active for six months. If documents provided are older than six months, (with the exception of identification), you may be required to provide updated documents.

All documents must be submitted in English. If documents require translation, this is at the cost of the applicant.

The CLPNA may request additional documents if there is insufficient information to make a registration decision (e.g., resume, verification of employment form, curriculum, etc.). If you are unable to obtain specific documents required for registration, please contact the CLPNA to discuss your individual circumstances.

Declaring Good Character

Part of declaring good character requires the applicant to disclose:

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

Applicants disclosing the above must provide any additional information requested by 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 been met; and
- 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, deferred, 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 may include mental illness, physical illness, substance abuse, and addictions. The CLPNA requires that applicants declare if they are under the care of a physician or healthcare team and if they are following medical advice.

For more information about fitness to practice, please refer to the policy on *Professional Responsibility and Accountability*.³

General Registration

The CLPNA provides general registration to an applicant who has met the requirements set out in sections 3(1), 8, or 9 of the LPN Regulation.

Labour Mobility Applicants

An applicant is considered a labour mobility applicant if they are currently registered in another Canadian jurisdiction as a practical nurse.

To be considered for registration on the general register, in addition to the requirements for all applicants, labour mobility applicants must:

1. Meet the language proficiency requirements, as described in the CLPNA's policy, *English Language Proficiency*.⁴
2. Successfully complete the CLPNA jurisprudence requirement.

If registered in the Yukon, NWT, Nunavut, or Quebec, evidence of competence in the areas of health assessment and infusion therapy as an exception to labour mobility may be required.

Out of Province Applicants Without Current Registration in a Canadian Jurisdiction

An applicant is considered an out of province applicant if they formerly held registration in a Canadian jurisdiction as an LPN.

To be considered for registration on the general register, in addition to the requirements for all applicants, an out of province graduate must:

1. Provide evidence of current practice of at least 1,000 hours within four years through self-declaration of practice hours or by proof of graduation from a nursing education program within

the past four years. For more information, please see the policy, *Actively Engaged Requirements for Registration*.⁵

2. Meet the language proficiency requirements, as described in the CLPNA policy, *English Language Proficiency*.
3. Successfully complete the CLPNA jurisprudence requirement.

If registered in the Yukon, NWT, Nunavut, or Quebec, evidence of competence in the areas of health assessment and infusion therapy as an exception to labour mobility may be required.

Reinstatement Applicants

To be considered for registration on the general register, in addition to the requirements for all applicants, an applicant seeking reinstatement must:

1. Provide evidence of current practice of at least 1,000 hours within four years through self-declaration of practice hours or by proof of graduation from a nursing education program within the past four years. For more information, please see the policy, *Actively Engaged Requirements for Registration*.
 - If an individual has been out of LPN practice for less than 10 years, they may be referred to a refresher program.
2. Successfully complete the CLPNA jurisprudence requirement.

Provisional Registration

The CLPNA provides provisional registration to an applicant who has met the requirements set out in sections 6 or 9 of the LPN Regulation. For more information about provisional registration, please see the policy on *Provisional Registration*.⁶

Alberta New Graduate Applicants

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 (may include transcripts sent through MyCreds).
2. Have completed the practical nursing program within four years of the time of application.
3. Submit verification of registration from all regulatory bodies for which the applicant is currently or formerly registered.
4. Meet the language proficiency requirements as described in the CLPNA policy, *English Language Proficiency*.
5. Successfully complete the CLPNA jurisprudence requirement.

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.

Canadian Graduate (Outside of Alberta) Applicants

To be considered for registration on the provisional register the applicant must, in addition to the requirements for all applicants:

1. Have a diploma from a practical nursing program approved by the provincial regulatory college where the education was taken, supported by official transcripts.
 - If educated in the Yukon, NWT, Nunavut, or Quebec, evidence of competence in the areas of health assessment and infusion therapy as an exception to labour mobility may be required.
2. Have completed the practical nursing program within four years of the time of application.
3. Submit verification of registration from all regulatory bodies for which the applicant is currently or formerly registered.
4. Meet the language proficiency requirements, as described in the CLPNA policy, *English Language Proficiency*.
5. Successfully complete the CLPNA jurisprudence requirement.

If you have attempted the CPNRE or another registration exam in Canada, you may be asked to provide your exam results.

The CLPNA recommends that applicants complete the CPNRE at the first opportunity post-registration.

If registered in the Yukon, NWT, Nunavut, or Quebec, evidence of competence in the areas of health assessment and infusion therapy as an exception to labour mobility may be required.

Internationally Educated Nurse Applicants

There are currently two pathways to apply with the CLPNA as an internationally educated nurse:

- Option A: applying directly to the CLPNA
- Option B: applying to the National Nursing Assessment Service (NNAS) first and then applying to the CLPNA.

Option A: Applying Directly to the CLPNA

To be considered for registration on the provisional register, the internationally educated applicant must, in addition to the requirements for all applicants:

1. Provide the CLPNA with an education credential assessment report.
 - There are multiple options for obtaining an education credential assessment. The CLPNA will accept basic education credential assessments from the organizations designated by Immigration, Refugees, and Citizenship Canada found here:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/education-assessed/how.html>.

- An enhanced report from the education credential assessment service used to provide the basic report may be required if determined during the assessment.
2. Submit verification of registration from all regulatory bodies for which the applicant is currently or formerly registered as a healthcare provider.
 3. Provide evidence of current practice of at least 1,000 hours within four years through self-declaration of practice hours or by proof of graduation from a nursing education program within the past four years. For more information, please see the *Actively Engaged Requirements for Registration* policy.
 4. Meet the language proficiency requirements, as described in the CLPNA policy, *English Language Proficiency*.
 5. Successfully complete the CLPNA Jurisprudence requirement.

Option B: Applying to NNAS

To be considered for registration on the provisional register, the internationally educated applicant must, in addition to the requirements for all applicants:

1. Have completed their application and received an assessment report from [NNAS](#).
 - Applicants must provide the CLPNA with their NNAS ID and their NNAS Application ID specific to the CLPNA.
2. Submit verification of registration from all regulatory bodies for which the applicant is currently or formerly registered as a healthcare provider.
3. Provide evidence of current practice of at least 1,000 hours within four years through self-declaration of practice hours or by proof of graduation from a nursing education program within the past four years. For more information, please see the *Actively Engaged Requirements for Registration* policy.
4. Meet the language proficiency requirements, as described in the CLPNA *English Language Proficiency* policy.
5. Successfully complete the CLPNA jurisprudence requirement.

The CLPNA recommends that applicants complete the 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.

Graduate of a Canadian Bachelor of Science in Nursing (BScN) Program Applicants

To be considered for registration on the provisional register the applicant must, in addition to the requirements for all applicants:

1. Have completed a BScN program, supported by official transcripts.
2. Submit a verification of education.
3. Submit curriculum objectives from their BScN program.
4. Provide evidence of current practice of at least 1,000 hours within four years through self-declaration of practice hours or by proof of graduation from a nursing education program within the past four years. For more information, please see the *Actively Engaged Requirements for Registration* policy.
5. Meet the language proficiency requirements, as described in the CLPNA policy, *English Language Proficiency*.
6. Successfully complete the CLPNA jurisprudence requirement.

The CLPNA recommends that applicants complete the 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 Applicants

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 employer/post-secondary institution identifying the purpose of the courtesy registration request, location of employment or studies, and expected dates of employment or study in Alberta.
2. Provide a verification of registration from their current regulatory board.
 - If the registration is required urgently, the Registrar or designate may make a temporary exception to this requirement.
3. Declare that they maintain current registration in their home jurisdiction.
4. Be limited to practicing in Alberta for a maximum duration of three months at a time.
5. Meet the language proficiency requirements, as described in the CLPNA policy, *English Language Proficiency*.

Please note that registrants on the courtesy register are not required to do the Continuing Competence Program or the Jurisprudence Examination. In emergency circumstances, as determined by the Registrar, the Registrar may allow an applicant to meet certain requirements by alternative means for courtesy registration.

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).

¹ College of Licensed Practical Nurses of Alberta. Health Professions Act HPA.

<https://www.clpna.com/governance/legislation/>.

² College of Licensed Practical Nurses of Alberta. Licensed Practical Nurses Profession Regulation.

<https://www.clpna.com/governance/legislation/>.

³ College of Licensed Practical Nurses of Alberta. Professional Responsibility and Accountability policy. [Standards, Codes, Policies - CLPNA](#)

⁴ College of Licensed Practical Nurses of Alberta. English Language Proficiency policy. [Standards, Codes, Policies - CLPNA](#).

⁵ College of Licensed Practical Nurses of Alberta. Actively Engaged Requirements for Registration policy. [Standards, Codes, Policies - CLPNA](#).

⁶ College of Licensed Practical Nurses of Alberta. Provisional Registration policy. [Standards, Codes, Policies - CLPNA](#).