



**PRE-REGISTRATION: Due to limited seating, please pre-register by contacting the Hearings Director at 780-638-6713 or [hearings@clpna.com](mailto:hearings@clpna.com).**

A Disciplinary Hearing is a formal legal process used to resolve complaints received by the College of Licensed Practical Nurses of Alberta against Investigated Members.

Generally, a Disciplinary Hearing is open to the public. There are times when a Hearing Tribunal may order all or part of the Hearing be held in private. This decision may be made at the last minute and you will be asked to leave.

You may be asked to complete a Confidentiality Agreement prior to attending a Hearing.

**GUIDELINES FOR VISITORS:**

- ☐ Please arrive at least 15 minutes before the start time of the Hearing.
- ☐ Check in with the CLPNA's Receptionist/Hearings Director when you arrive.
- ☐ Food is not allowed in the boardroom.
- ☐ No cameras or recording devices are allowed in the boardroom.
- ☐ The Chairperson will direct you where to sit in the boardroom.
- ☐ Questions can be directed to the Hearings Director during a break in the proceedings. Do not approach any other participants during the Hearing, or on breaks.
- ☐ Ensure your cell phone is turned off.
- ☐ Please do not conduct separate conversations while the Hearing is in progress.

Note: You will be asked to leave the room when the Hearing Tribunal calls a recess, if a portion of the Hearing is to be held in private, or there is a break for deliberations.

Hearings are normally held at the CLPNA office; however, there may be times when the Hearing is held at a different venue. Please confirm the location when you pre-register to attend the Hearing.

**THANK YOU FOR YOUR COOPERATION.**