

# Renewing Your Practice Permit: 2023 Guide for Registrants

NEW in 2023: Renewal opens October 10.  
Renew by December 1 to pay the lowest fee.

1

## Login to your account at [myCLPNA.com](https://myCLPNA.com)

NEW in 2023: Two-factor authentication is now required when logging in. Click “Renew” on your dashboard. Update your demographic information.



2

## Select Insurance Provider

LPNs are required to obtain their own insurance separate from registration fees.

OPTION ONE: Use the direct link provided at this point.

If you use this link, you will not have to upload proof of insurance.

Please refresh browser after purchase to update your application.

OPTION TWO: Select your own provider.

If you select your own provider, you must upload proof of insurance.



3

## Practice Hours & Employment Info

Use your paystub(s) from all employers to determine the number of practice hours you have worked in the current year, including the hours you expect to work until December 31.



4

## Report on Your 2023 Learning Plan

You must submit at least two learning objectives using the Competency Profile for LPNs.

You can change your 2023 Learning Plan at this point.



5

## Develop Your 2024 Learning Plan

NEW in 2023: Your Learning Plan will be based on the 2020 Standards of Practice for Licensed Practical Nurses in Canada instead of the LPN Competency Profile.

Select at least two learning activities to complete in 2024.



6

## Complete Declarations, Submit, & Pay

11-month Permit: Your 2024 permit will expire November 30, 2024. This renewal is for an 11-month permit, and the fee has been adjusted accordingly.

