

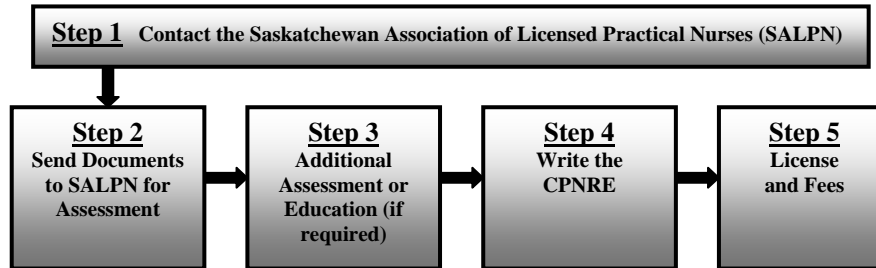
Internationally Educated Health Professionals

Steps to Licensing

Licensed Practical Nurses

This document provides a general overview of the steps to getting a license as a Licensed Practical Nurse in Saskatchewan. In Saskatchewan, the licensing body for Licensed Practical Nurses is the Saskatchewan Association of Licensed Practical Nurses (SALPN). Their website address is www.salpn.com.

*Before you begin the licensing process, you should review this document and visit www.salpn.com to collect the information you need about getting a license in Saskatchewan. We have designed a **Guide** to help you record the information you find. The Guide also contains a list of questions to answer from your website research or to ask SALPN. Once you have completed your research, contact SALPN to ensure that you understand the process and to clarify any additional questions you may have.*



The following is a summary of the steps required for a license to practice as a Licensed Practical Nurse in Saskatchewan.

Steps to Licensing

1. Contact the Saskatchewan Association of Licensed Practical Nurses (SALPN)

Your first step in becoming a licensed practical nurse in Saskatchewan is to contact the Saskatchewan Association of Licensed Practical Nurses (SALPN). The SALPN website address is www.salpn.com. You can learn more about practical nursing in Saskatchewan in general by searching this website.

You can find instructions on how to apply for registrations, including all the forms you will need by clicking the “Out of Country Applicant” option under “Registration”. If you have any questions about registration or any of the forms, you can contact SALPN’s Registrar at registrar@salpn.com

In order to complete Step 2 of the licensing process, you will need to have a Basic Assessment of your practical nursing education done by International Qualifications Assessment Service (IQAS). You can download the necessary forms and learn more about the assessment fees from the IQAS website (www.employment.alberta.ca/Immigration/4512.html). You must arrange to have your assessment results sent directly to SALPN from IQAS. Since having your education assessed can take 2-3 months, it is important to begin this process as soon as possible.

2. Send Documents to SALPN for Assessment

This is a general guide and does not cover every individual situation. For the official and most current information about the licensing process and fees, please contact the regulatory body.

Please make sure that you read the information for internationally educated practical nurses on the SALPN website carefully so that you understand exactly what you need to do. Contact SALPN if you have any questions. You can find copies of the forms and information on fees on the SALPN website clicking “Registration” and choosing the “Out of Country Applicant” option.

You must submit the following documents to SALPN yourself:

- Completed Application for Registration form, which includes information on your education and past employment. One of the requirements for licensing is that during the past five years, you must have completed 1250 hours of licensed nursing. For more information on what type of work is approved, please contact SALPN.
- Certified copies of your birth certificate and any change of name documentation, including marriage certificate(s).
- Completed “Authorization to Share Records” form.
- Original criminal record check and vulnerable record check from your local police service.
- Any Nursing Certificates you have obtained since your graduation from your practical nursing education program.
- Notarized translations of any documents not originally written in English.
- Assessment fees.

You must send the following forms to other organizations:

- Send the “Verification of Registration/Licensure” form and any required fees to the regulatory body where you got your basic nursing education and first registration. The regulatory body must fill in its section and return the form directly to the SALPN office.
- If, in the last five years, you were registered with another regulatory body (besides the first regulatory with which you were registered), you must send the “Verification of Registration/Licensure” form and any required fees to that regulatory body as well.
- Send the “Request for Nursing Program Verification” form and the “Request for Transcripts” form to your school of nursing. If you received nursing education from more than one school, you must send this form to each school. The school(s) must send all documentation directly to the SALPN office.
- Send the “Employer Verification Form” to your current employer; fill out the top portion of your form. The employer must complete the form and return it to the SALPN office along with a detailed job description.
- As mentioned in Step 1, you must arrange for International Qualifications Assessment Service (IQAS) to perform a Basic Assessment on your nursing education and send the results directly to SALPN.
- If your first language is not English, you must complete an English proficiency test and have the results sent directly to SALPN from the testing agency. You can find a list of tests that SALPN will accept on their website (www.salpn.com/images/stories/registration/acceptableEnglishTests_2008.pdf). SALPN will accept test results that are no more than two years old.

Once SALPN has received your initial application form and fees, SALPN will open a file in your name and add documents as they receive them. As your documents arrive at the SALPN office, they will assess each document and check them all for authenticity. SALPN will contact you if they need more information or have questions about each document.

After SALPN has received and assessed all of your documents, they will send you a letter notifying you of the results. If your application has been approved, SALPN will send you a letter containing forms to apply to write the CPNRE (see Step 4).

If SALPN does not approve your application, they will advise you on your next steps.

3. Additional Assessment or Education (if required)

If SALPN does not approve your application, they may ask you to take additional education or upgrading. If your application is not approved because you have not worked 1250 hours in the past five years, contact the SALPN Registrar for advice.

SALPN may recommend that you enroll in the Practical Nursing Re-Entry program, offered through SIAST. You can learn more about the program at www.siastr.sk.ca/programs_courses_descriptions/PNRE.shtml.

4. Write the Canadian Practical Nurse Registration Examination (CPNRE)

Once SALPN has approved your application, you can apply to write the Canadian Practical Nurse Registration Examination (CPNRE). This exam is offered three times per year at a number of different locations throughout Canada. The CPNRE consists of approximately 250 multiple choice questions that test your skills and knowledge as a nurse. You can learn more about the CPNRE by visiting the website of the exam's developer at www.asitest.ca/PN/where_to_learn_more.htm. You can also purchase a preparation guide and a sample test from this website. SIAST now has a CPNRE Preparation Workshop available. You can find out more about the preparation workshop by contacting the Nursing Division Continuing Education program at SIAST (www2.siastr.sk.ca/nursingdivision/nursingextension).

You are expected to write the first available CPNRE after SALPN informs you that you are eligible to write. SALPN will also inform you about how to apply to write the CPNRE and the required fees and deadlines.

After you write the CPNRE, SALPN will receive your exam results 4-6 weeks after the test. SALPN will notify you in writing of the results. If you were not successful, you must re-write the exam at the next exam sitting. If you are not successful on your third attempt, you will no longer be eligible for licensing.

If you have passed the CPNRE, you are now eligible for a Practicing License. After you submit the practicing license fees to SALPN, you are considered a Licensed Practical Nurse.

5. Licenses and Fees

Here is some information that may be helpful to you as you apply for registration with SALPN. If you have specific questions, please contact SALPN directly. The cost for your whole licensing process can be quite high. It is best to learn more about all of the fees involved before you begin the process.

Categories of Membership

- Practicing
- Non-Practicing
- Graduate Licensed Practical Nurse

This is a general guide and does not cover every individual situation. For the official and most current information about the licensing process and fees, please contact the regulatory body.

Appeal process

- If you do not agree with SALPN's decisions on your application for licensing, you may appeal to the SALPN Provincial Council.

Fees

- For up-to-date information on fees for assessment, application, exams, and the different types of licenses, please contact SALPN directly.

Timelines

- Once SALPN receives all of the necessary documents, you should receive a reply from SALPN as to whether your initial application was approved within a short time.
- The timeline for the entire licensing process, from your initial assessment to receiving your practicing license, can take up to two years, depending upon how quickly SALPN receives your documentation and if you are required to complete any upgrading.

Saskatchewan Association of Licensed Practical Nurses

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For information on immigrating to Saskatchewan, view the Saskatchewan Immigration website at www.saskimmigrationcanada.ca.