

REGISTRATION SERVICES

Frequently Asked Questions

ANNUAL RENEWAL QUESTIONS

1. Is my personal information shared outside of CLPNNS?

Your personal contact information is never released. Under PIPEDA, statistical information may be released by CLPNNS to third parties for research or statistical informational purposes only.

2. When do I renew my license?

All LPNs must renew their license annually. The licensure year is from November 1st to October 31st. The annual renewal online portal opens on August 1st and closes on October 31st at 1pm.

3. How do I renew my license?

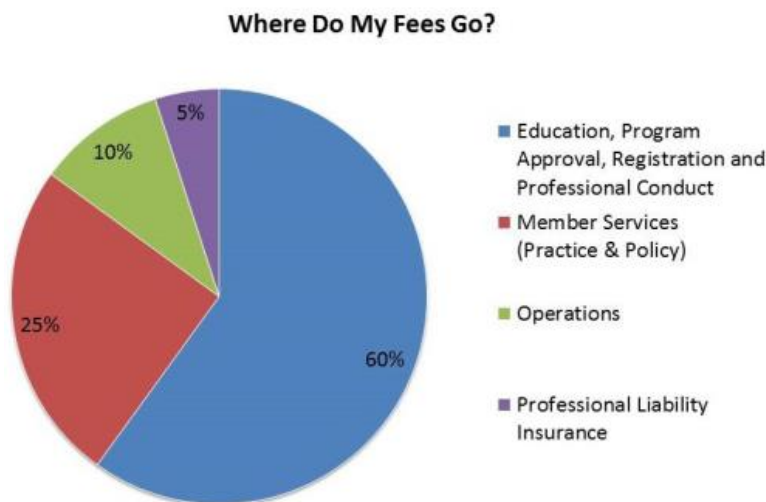
Since August 2014, CLPNNS has an **Online Registration Portal** <https://clpnns.alinityapp.com/webclient/>. The online portal provides all LPNs with access to the Application for License Renewal/Reinstatement. Each year all LPNs must complete the Application for License Renewal/Reinstatement ensuring that all sections of the application have been read, understood and completed. All questions must be answered and the application submitted. By submitting the online application you are signing the application and accepting the terms and conditions outlined on the application form. The online portal opens each year on August 1st and closes on October 31st at 1 PM ADT. The online portal reopens on November 1st. The following is a link to a printable form: <http://clpnns.ca/wp-content/uploads/2015/07/2016-Renewal-Form.pdf>

Please Note: Effective with the 2017 renewal period, LPNs renewing after October 15th will be subject to a \$50.00 late fee in addition to the annual fee of \$325.00.

4. How much is the licensing fee?

For the **2016 licensing year** the fees are as follows:
License Fee is **\$325.00** (November 1st to October 31st);
Prorated Licensure Fee is \$165.00 (May 1st to October 31st).
For the **2017 licensing year** the fees are as follows:
License Fee is **\$325.00** (November 1st to October 31st);
Prorated Licensure Fee is \$165.00 (May 1st to October 31st).

5. What is my license fee used for?



6. Do I have to notify CLPNNS when I want to retire or resign?

Yes, when you are ready to retire or resign from CLPNNS you are required to notify CLPNNS by completing the current online renewal application and indicate your intentions. By completing the renewal and notifying CLPNNS will maintain your “good standing” and will prevent a reinstatement fee if you ever wish to renew your license. CLPNNS only moves LPNs to an inactive status at the end of the licensing year or unless it is a professional conduct decision.

7. Can I get a partial refund for my license because I am retiring or off on sick leave for part of the licensing year?

No, license fees are non-refundable after October 31st in each licensing year.

8. I have a positive criminal record. Can I get a license in Nova Scotia?

Under the LPN Act 2006 and Regulations (2009) Section 12, you are required to notify CLPNNS that you have a Criminal Record. CLPNNS requires further documentation related to the reason for the criminal record. After a review of the information, CLPNNS will make a decision related to licensure.

“The member has provided any information the Executive Director- Registrar requires to establish that the applicant has the capacity, competence, capability and character to safely and ethically practice practical nursing”.

9. Can I get a copy of my licensure renewal receipt for income tax purposes?

Paper proof of licensure and income tax receipt can be self-printed by logging into the online portal, and clicking on **‘Licenses & Receipts’**.

If you are requesting the license/income tax receipt from 2015 forward they are available on the website: www.clpnns.ca. If you are looking for an income tax receipt from before 2015, please contact CLPNNS and one can be issued to you for a fee of \$10.00.

10. How long will CLPNNS take to process my annual renewal application for licensure in Nova Scotia?

CLPNNS strives to process applications within 3 – 5 business days; however, during renewal (August 1st – October 31st) it can take up to 5 – 7 business days. You are responsible to ensure that CLPNNS has processed your application before you work as a LPN. You can check you licensure status on the website:

<https://clpnns.alinityapp.com/webclient/registratorndirectory.aspx>.

11. If I work as a LPN in Nova Scotia, how should I calculate my practice hours?

When calculating your practice hours only include actual hours worked as a LPN, do not include vacation, sick or leave of absence time. Below are some tips for calculating your practice hours:

- **If you work full-time hours** throughout the entire year (75 hours every two weeks) then the total hours practised should be 1950 hours. If you have four weeks’ vacation (150 hours) then you would claim 1800 hours, and if you were sick for 7 sick days (52.5 hours) then you would claim 1748 hours. If you worked additional hours of overtime only claim hours worked not hours paid. So if you worked 5 additional 7.5 hours shifts (37.5hours) then you would have worked 1785 hours for the year.
- **If you work part-time/casual hours** count only those hours practiced, and estimate your hours to October 31st.
- **If you are in a temporary casual** position, estimate your hours to October 31st.
- **If there is a miscalculation of your hours**, you can call the CLPNNS office with the corrected hours after November 30th.
- If you are requesting to adjust your practice hours for a year other than the previous licensing year, have your employer submit a verification of hours worked letter directly to CLPNNS.

12. Should I keep track of my hours worked?

Yes, all LPNs in Nova Scotia are responsible to track their hours worked. You must work at least 1000 LPN practice hours within the previous five licensing years. Annually CLPNNS randomly audits a select number of LPNs practice hours.

13. I work as a LPN and I am off on long term sickness/injury/maternity leave. Do these hours count towards my practice hours?

No, when calculating your practice hours you are only to count actual hours worked as a LPN, and not the hours you are paid while off on long term sickness/injury/maternity leave.

14. Can I claim all the hours on my pay stub even if I have vacation and sick time hours?

No, when calculating your practice hours you are only to count the actual hours worked as a LPN, and not the hours you are paid while on vacation and sick time hours.

15. I work a lot of overtime as a LPN. Do I claim these hours as time and a half, double time or straight time?

No, when calculating your practice hours you are only to count the actual hours worked as a LPN, and not the hours you are paid when you work overtime. Any overtime hours worked are claimed as actual hours worked. Example: 1 hour of overtime is equal to 1 practice hour.

16. Can I count hours worked as a RN, CCA, PSW/PCW or other health care provider?

No, LPN practice hours are the only hours that count towards your practice hour requirement.

INITIAL REGISTRATION/LICENSURE QUESTIONS

17. How long will CLPNNS take to process my initial application for registration/licensure in Nova Scotia?

CLPNNS strives to process applications within 3 – 5 business days.

However, during renewal (August 1st – October 31st) it can take up to 5 – 7 business days.

If you are an internationally educated nurse the application processes can take 5 to 7 business days once CLPNNS has received all of the required documents.

You are responsible to ensure that CLPNNS has processed your application before you work as a LPN. You can check you licensure status on the website:

<https://clpnns.alinityapp.com/webclient/registantdirectory.aspx>.

18. What are the fees associated with registration and licensure in Nova Scotia?

The following are a list of fees associated with registration and licensure at CLPNNS:

- Annual Renewal Fee for Registration/Licensure – \$325.00
- Initial Application for Registration/Licensure in Nova Scotia Fee– \$50.00
- Application for Re -Licensure in Nova Scotia Fee – \$50.00
- Application for Registration/Licensure for Internationally Educated Nurses Fee- \$100.00
- Verification of Registration/Licensure Fee - \$10.00
- Re Printing of Confirmation of Licensing for Lost Receipts Fee- \$10.00
- Photocopying of Documents: Under 10 pages - \$10.00 or Over 10 pages- \$25.00

If you require further information please contact Registration Services.

19. What documents do I need for registration/licensure?

If this is the first time that you have applied to CLPNNS for registration/licensure the following documents are required:

- *Application for Initial Registration/Licensure in Nova Scotia* and pay the appropriate fee;
- An Original and Current (within four weeks) Criminal Record Check;
- Legible copy of Birth Certificate;
- Legible copy of Government issued Identification;
- Legible copy of Marriage License or Proof of Name Change Documents;
- *Verification of Employment*;
- *Verification of Original and/or Current Registration/Licensure* in another jurisdiction.

Please refer to the website for further information.

GRADUATE PRACTICAL NURSE LICENSE QUESTIONS

20. Is a Graduate Practical Nurses (GPN) license the same as a LPN license?

No a GPN license is offered to Nova Scotia Graduate Practical Nurses who are eligible to write the next Canadian Practical Nurse Registration Examination (CPNRE). The license is only valid for a maximum of 90-days and can only be issued once to a new graduate. CLPNNS has developed a Scope of Practice Policy for GPNs that is available on the website at <http://clpnns.ca/graduate-practical-nurse-gpn-scope-of-practice-policy/>.

21. Can I attend employment orientation if I don't have a license?

No, you must hold an Active Practicing; Active-Practising with Conditions/Restrictions; Temporary License; or Graduate Practical Nurse license to attend orientation shifts. Please contact CLPNNS if you require further information.

22. Do I have to register with CLPNNS if I am moving to another province after I graduate?

Yes, if you will be moving to another province and plan on licensing as a LPN, you are required to first obtain initial registration with CLPNNS. Steps to complete initial registration can be found here <http://clpnns.ca/nova-scotia-practical-nursing-graduates/>.

GENERAL REGISTRATION QUESTIONS

23. Will I be charged a fee to get a photocopy of my transcripts from CLPNNS?

Yes, there is a \$10.00 fee for photocopying documents. The fee is subject to change depending on the size of the document. For a full list of Registration Fees please visit the website www.clpnns.ca.

24. Will CLPNNS provide a copy of my transcripts from my educational program?

Your education program will provide a copy of your transcript. The exceptions to this are the Practical Nursing/Certified Nursing Assistant Programs that have closed (Halifax Infirmery & New Waterford).

25. Does my LPN license in Nova Scotia allow me to practice in another province?

No, you are required to license in each province you wish to work as a LPN.

26. If I am moving to another province/territory and I have just paid for my Nova Scotia license, do I have to pay again for the license in that province?

Yes, you are required to pay any fees associated with making application and obtaining licensure in that province or territory.

27. How do I license in another province?

You will need to contact the regulatory body for LPNs in the province you wish to license, and they will direct you in relation to their application requirements/process. Your future regulatory body will require that you complete a Verification of Registration/Licensure from Nova Scotia, there is a \$10.00 fee for the Verification form to be completed by CLPNNS. There is list of other provincial regulatory bodies that can be found at <http://clpnns.ca/out-province-links/>. CLPNNS requires 3 – 5 business days to process the Verification form after the fee has been received. CLPNNS is not responsible for mail delivery timeframes.

28. I was licensed in Nova Scotia as a LPN and moved to another province, and now I want to return to Nova Scotia. What do I need to do?

If you have been licensed with CLPNNS in the past, and are currently licensed in another province you are required to complete the *Application for Re-Licensing in Nova Scotia* and pay the fee as well as submit an original/current (within four weeks) criminal record check, legible copy of birth certificate, government issued identification and marriage license or proof of name change document. You are also required to complete a *Verification of Employment, Verification of Original and Current Registration/Licensure* in the jurisdiction where you have worked or are working. Please refer to the website for further information <http://clpnns.ca/re-licensing-nova-scotia/>.

29. I work in another province as a LPN and want to move to Nova Scotia. What do I do?

If you hold a current LPN license in another province/territory within Canada, you are eligible to apply to Nova Scotia as an out of province applicant. If this is the first time that you have applied to CLPNNS for registration/licensure the following documents are required:

- *Application for Initial Registration/Licensure in Nova Scotia with the \$50.00 application fee;*
- Original and Current (within four weeks) Criminal Record Check;
- Legible copy of your Birth Certificate;
- Legible copy of your Government issued Photo Identification;
- Legible copy of your Marriage License or Proof of Name Change Documents;
- *Verification of Employment;*
- *Verification of Original and/or Current Registration/Licensure* in another jurisdiction.

Please refer to the website for further information:

<http://clpnns.ca/new-registrants-application-ns-licensing-canada/>

30. Can I be licensed in more than one province or territory in Canada?

Yes, you are able to be licensed in more than one province/territory in Canada as long as you complete the application process and pay the applicable fees associated with registration and licensure.

31. Can I be licensed in another country and Canada at the same time?

Yes, you are able to be licensed in Canada as well as the United States as long as you complete the application process and pay the applicable fees associated with registration and licensure.

32. Do I need to notify CLPNNS when I am off on family leave, long term disability, or a leave of absence?

Yes, when you are not working as a LPN it is important that you notify CLPNNS to maintain an accurate file related to your practice. If you do not purchase a LPN license you are required to notify CLPNNS by completing the upcoming online renewal application and indicate your intentions of not renewing. Doing so will keep you in good standing with CLPNNS, and will prevent you from paying a reinstatement fee when you renew your license.

33. Do I need to purchase a licence if I am off on family leave, long term disability, or a leave of absence?

In some situation your employer requires that you maintain your license while you are off on leave (example: long term disability, WCB), it is best to check with your employer or case worker before you decide not to purchase a license because you are off on family leave, long term disability, or a leave of absence.

34. How do I update my information with CLPNNS?

You can update your information with CLPNNS by logging into the member login/online portal, and editing your profile under the 'View Profile' section. You can also contact CLPNNS to have your information updated.

35. Am I responsible to notify CLPNNS if I have moved, changed my name, phone number, email address or employer?

Yes, you are responsible to ensure that CLPNNS has your most up-to-date information.

- If you have a change of name, please send CLPNNS a legible scanned copy or photocopy of the appropriate supporting document (e.g. marriage or change of name certificate).
- If you are returning to your maiden name a scanned copy or photocopy of your birth certificate is required.

Please note: With the supporting documents, please include your registration number, current name, and what you want your new name to be.

36. Do I have to use my given name on my license and documents with CLPNNS?

Yes, the name that appears on your government issued identification must be used on your license.

37. What is a license with a condition or restriction?

A license with a condition or restriction is a license that is issued when the member doesn't meet all of the requirements for an active practicing license. Each condition or restriction is different and may or may not put limitations on the members practice. If you have a specific question please contact CLPNNS.

38. How long is information kept at CLPNNS?

CLPNNS keeps registration information for a life time.

39. How long will my application stay on file?

Your application will be kept on file with CLPNNS for one year. After that time your application will be moved to INACTIVE and you will be required to complete the application process again.

Once your application has been "approved" you have three months to pay for your license or you may be required to resubmit parts of the application process which will delay your ability to practice as a LPN in Nova Scotia.

40. How often do I need to renew my license?

The LPN license must be renewed each year by October 1st. The LPN Act states that to use the designation of LPN/Licensed Practical Nurse and to practice practical nursing in Nova Scotia, a person's name must be entered in the roster of active practicing registrants and must hold a current license to practice practical nursing. Every LPN practicing in Nova Scotia must have one of the following licenses:

- Active Practicing License;
- Active Practising License with Conditions/Restrictions; or
- Temporary License.

An Administrative Fee of \$20.00 will be charged on all payments returned for any reasons by a financial institution (NSF).

41. How can I pay for my license through the online portal?

You can pay for your license online by using our secure online portal. The methods of payment accepted online are: Visa; MasterCard; Interac Online; and Visa Debit. If you would like to pay with cash, cheque or money order, you will complete/submit the online application for license renewal/reinstatement and at the payment section you will select 'Cheque/Money Order' as your method of payment. Once selected you will print the confirmation notice and send it and your payment to the CLPNNS office. Please note that cash is only accepted in-person. Cheques and money orders are to be made payable to CLPNNS.

42. Is there a late fee if my license is not renewed on time?

Yes, if the license fee is paid after October 15th a \$50.00 late fee is added to the \$325.00.

43. Why do I need to complete the Judicial or Disciplinary Decision questions and the Continuing Competence Program question on the Application for License Renewal/Reinstatement?

This is a mandatory requirement of CLPNNS to ensure that every LPN is safe to practice. These questions must be completed truthfully, if CLPNNS is made aware that you have falsified the application you may be subject to discipline.

44. Why is annual renewal/reinstatement of registration/licensing important to the public?

Successful registration with the College means that the individual LPN has been deemed to have the necessary knowledge, skill and judgment to provide safe, competent and ethical nursing services. Mandatory licensure protects the public as well as the role of the practical nurse. Through the annual renewal/reinstatement processes your liability insurance is renewed/reinstated. Individuals without a license (even due to a temporary lapse) do not have liability insurance. As well, the renewal/reinstatement process provides the public with update information related to currency of licensure (i.e. verification of licensure on the CLPNNS website).

45. What are the mandatory annual registration requirements in Nova Scotia?

Currently LPNs in Nova Scotia are required to accumulate 1000 LPN practice hours in the 5-year period immediately preceding the licensing year they want to license for, *and* to participate in the Continuing Competence Program (also known as CCP) to be eligible to renew their license. As well, all LPNs must complete the Judicial and Disciplinary questions during the renewal process.

46. What happens if I forget to renew my license and practice without one?

If you practice as a LPN without a license, you must notify the College immediately. Practicing without a valid license, even temporarily, may be considered professional misconduct and result in disciplinary action, a fine, or both. Professional liability insurance is provided with annual registration and members who allow their registration to lapse, even temporarily, are without liability insurance. Once CLPNNS has been notified a decision will be made in relation to reinstatement of your license.

47. What is the Jurisprudence Exam, and do I need to complete it?

Please visit the [Jurisprudence FAQ](#) for more information.