

A Guide to Completing your Application for License Renewal/Reinstatement

Annual Renewal of your license is your professional responsibility. CLPNNS has created a guide to ensure that the application is completed in a timely and accurate manner. If you are re licensing in Nova Scotia (NS) for the upcoming year, the information from your previous online renewal application is provided on your online profile. Carefully review your profile to ensure it is correct and up to date. Please complete all sections of the online renewal application.

Personal Information

You can edit your contact information and mailing address by selecting the edit button and inputting your current information, and clicking save. If you have a change of name request, please send CLPNNS a 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 the documentation is not required. With the supporting documents, please include your registration number, current name, and what you want your new name to be. The LPN Act states that all active practicing LPNs are required to provide current and correct contact information to CLPNNS, including email addresses. CLPNNS requires an active email address for all members; you are responsible to update your online profile throughout the licensing year. If you don't have an active email address, please notify CLPNNS.

Section 1: Present Employment Status

Ensure that all information is accurate and reflects your current primary employment status. If the information is no longer correct, please correct the information.

- **Employed in Nursing**
 - Regular Employment* – employed on a permanent basis whether FT or PT
 - Temporary/Casual Employment* - employed in a temporary or casual (term) position
 - Full-time/part-time* – select whether position has full-time or part-time hours
- **Employed in Other Than Nursing** - Select whether you are currently seeking employment as a LPN or not seeking employment as a LPN.
- **Not Employed** - Select whether you are not employed in nursing.
- **Currently on Leave of Absence** - ONLY, select if on Leave of Absence. Please Note that you must notify CLPNNS if you will be off on a LOA during the licensing year. This may avoid paying a reinstatement fee. Complete the online application and submit. There is no fee to convert to an inactive status.

Section 2: Education

If you have completed additional nursing or non-nursing education, example diploma or degree, please contact CLPNNS to have that information added to your profile.

Section 3: Languages(s)

Identify any language in which you currently have the ability to safely provide nursing services.

Section 4: Record of Nursing Employment

Please provide the name of your **primary employer and/or any second or third employer** you may have, your employer would be the actual site/building that you report to work every day. If you do not have an employer on record, please select 'Add' and input your employment information. If you no longer work at the employer on file, please click on 'Enter End Date' and add the end date for that employer. An Example of entering your building site is if you work for the Nova Scotia Health Authority (NSHA) put the building you work at i.e. Victoria General Hospital, Centennial Building. If you work for Shannex, put the facility you work at i.e. Maplestone Enhanced Care.

How to calculate the hours you have practiced this year.

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 1,800 hours worked. If you worked additional hours, please add them to your total.
- **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 letter verifying your hours directly to CLPNNS.

Calculation of Hours Formula

Number of hours week (multiplied by) Number of weeks you worked
(Subtract) Number of hours taken for vacation and sick time
(Equals) Total number of hours work

Calculation Example

37.5 hours/week (multiplied by) 52 weeks = 1950 hours
Subtract vacation hours
37.5 hours/week (multiplied by) 4 weeks' vacation = 150 hours
1950 – 150 = 1800 hours

Important: - You are responsible to maintain and retain an accurate record of practice hours (worked) as per LPN Regulations Section 27 (1) (2). Yearly CLPNNS randomly audit members for verification of hours worked. The audit must be completed by your employer and submitted directly to CLPNNS.

Section 5: Employment Data

Please indicate if you have more than one employer.

Section 6/7/8: Place of Work/Position and Primary Area of Work

Primary/Second/Third Place(s) of Work/Position/Primary Area of Responsibility

Verify that your primary/second/third Place of Work/Position/Primary Area of Responsibilities are accurate. If the information is incorrect, please correct from the dropdown list provided.

Section 9: Judicial or Disciplinary Declaration:

Responses to the questions related to judicial or a disciplinary decision are mandatory. You will not be able to submit your application until the questions have been answered. It is mandatory to complete the questions on the application truthfully. If CLPNNS is made aware that you have falsified the application you may be subject to discipline.

Section 10: Continuing Competence Program (CCP)

Participation in Continuing Competence Program (CCP) is mandatory (LPN Regulations Section 28) for all LPNs who hold a license to practice practical nursing. A "YES" response indicates you have completed the annual requirements of a self-assessment, development of a learning plan and reflective practice evaluation for the previous licensing year **and** begun the process for this licensing year.

A "NO" response indicates that you have not completed the annual CCP requirements. As a result, you will issued a **90-day conditional license and be required complete the CCP requirements before a full (365 day) Active Practicing license will be issued.**

Forms (Self-assessment and Learning plan) can be downloaded from website www.clpnns.ca.

Yearly, CLPNNS verifies members' compliance with CCP through a random audit. If selected for audit, you will be required to submit a copy of your learning plan to the CCP committee for review.

Release of Information: Under the Personal Information Protection and Electronic Documents Act (PIPEDA), statistical information may be released by the College to Third Parties for research and statistical purposes http://novascotia.ca/dhw/phia/documents/PHIA_PIPEDA_Factsheet.pdf.

Section 11: Late Renewal Application

LPNs renewing after October 15th will be subject to a \$50.00 late fee in addition to the annual fee of \$325.00. If you have not renewed by October 31st, effective November 1st your license will be moved to Inactive Status, and you must not work as a LPN.

Section 12: Signature

Each year all LPNs must complete the Application for License to 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.

Printing your license and income tax receipt:

Note: CLPNNS will not be issuing a paper based license. Once your license is processed you will be able to print paper proof of licensure and an income tax receipt from the online portal. To print the information, log into the online portal, click on 'Licenses & Receipts', and select the desired years license, then download and print the pdf. From 2015 forward, each license/income tax receipt will be available historically for five years. If you are looking for an income tax receipt from before 2015, please contact CLPNNS and one can be sent to you for a fee of \$10.00.

NOTE: YOUR APPLICATION FORM WILL NOT BE PROCESSED UNTIL YOUR APPLICATION HAS BEEN SUBMITTED AND ALL FEES HAVE BEEN PAID.