

## **Steps to Complete the Online Renewal Process**

Once logged into the online portal please follow the below steps to complete the renewal/reinstatement.

### **Step #1 – Welcome**

Read the Welcome page information and click the blue 'Next' button located in the bottom left-hand corner of the page.

### **Step #2 – Profile**

Review the Profile page and confirm that your personal, education, employment, language, and practice hour information is correct. If the information is incorrect, each section has an edit option to change the information. You will also find a 'Help' button in each section of the Profile page. If you are unable to make the required changes please contact CLPNNS. Note: Your current practice hours will be submitted in Step #4.

### **Step #3 – Confirmation**

Read the information on the Confirmation page. If you are renewing your license to an Active Practicing status please click the blue 'Next' button located in the bottom left-hand corner of the page. If you will not be working during the upcoming licensing year and would like to change your status to Inactive (i.e. family leave) or Retired/Resigned, please click on the link '*Click here to change this Pending Registration*' and select the appropriate reason for your leave of absence. By reporting your leave of absence you will avoid paying a late/reinstatement fee upon your return.

### **Step #4 – Declarations**

In this section you will report your practice hours, answer the judicial or disciplinary questions, make your continuing compliance declaration, select if you are paying via payroll deduction (payroll deduction is only available until September 11, 2017), and then electronically submit your renewal/reinstatement directly to CLPNNS by clicking the blue 'Submit' button in the bottom left hand corner. Note: Please click the 'Help' button for the formula to calculate your practice hours.

### **Step #5 – Payment**

There are three different options for the Payment page:

- 1) If you are paying via payroll deduction; there will be a printable confirmation notice, which once printed, you will submit to your employer to accompany your payment.
- 2) This option allows you to make an online payment. Select the online payment option, select to pay with Credit Card (Visa or MasterCard) or Interac Online and then proceed to pay online. Please note that not all banks are available for Interac Online; please refer to the list provided on the payment page.
- 3) This option provides an ability to pay by cheque or money order. Select the Cheque/Money Order payment option, print the confirmation notice and mail it to CLPNNS along with your payment.

**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.**

Now that you have submitted and paid for your renewal/reinstate, once it is processed, you will not receive a hard copy of your license/income tax receipt. You can print proof of licensure and your income tax receipt from the Licenses & Receipts tab of the Online Registration Portal.

Your license application cannot be processed until payment has been received. It is the LPN's responsibility to verify their registration status by using the License Verification section of our website prior to going to work on November 1<sup>st</sup>.