

## A Guide to Completing your 2019 Application for Registration Renewal

Annual Renewal of your registration is your professional responsibility. CLPNPEI has created a guide to ensure that the application is completed in a timely and accurate manner. The deadline to complete your application for Registration Renewal is March 1, 2019. Carefully review your profile to ensure it is correct and up to date. Please complete all sections of the online renewal application. The new CLPNPEI Member Portal is accessible by smart phones, tablets and computers.

### Profile Update: Personal Information

If you have a change of name request, please send CLPNPEI a scanned copy or a clear photocopy of the appropriate supporting documents (e.g. marriage certificate, birth certificate if returning to maiden name and photo id). Please include your registration number, current name, and the name you are requesting it be changed to.

You can edit your contact information and mailing address by selecting the edit button and inputting your current information and clicking save. You have access through your member account to update your profile throughout the registration year.

### Languages(s)

Identify any spoken or written languages other than English, in which you currently have the ability to safely provide nursing services.

### Employment

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

#### Present Employment Status:

- Employed in Nursing- Select either:
  - Regular Employment* – employed on a permanent basis whether FT or PT
  - Temporary/Casual Employment* - employed in a temp or casual (term) position FT/PT – select whether position has full-time or part-time hours
- Employed in Other Than Nursing - Select whether you are currently seeking employment as an LPN or not seeking employment as an LPN.
- Not Employed - Select whether you are not employed in nursing.
- Currently on Leave of Absence - Select if you were on a Leave of Absence, Maternity/Paternity Leave, Injury/Illness Leave



## Practice Hours

Calculate the hours you have practiced from January 1 – December 31, 2018. Only include actual hours worked as an LPN, do not include vacation, sick or leave of absence time or any other time that was paid but not worked. There is a difference between hours practiced and hours paid. Practice hours are reported by employer.

### Calculation of Hours Formula

Number of hours week (multiplied by) Number of weeks you worked  
(Subtract) Number of hours taken for vacation, sick time, time in lieu, etc.  
(Equals) Total number of hours work

If you are unsure of the number of hours you have worked, please contact your employer for accurate account of your practice hours. A percentage of Practice hours are audited annually by CLPNPEI. As per the Regulated Health Professions Act Licensed Practical Nurse Regulations, LPNs are required to demonstrate currency of professional knowledge and skills by maintaining active practice of practical nursing without any restrictions for at least 1,000 hours over a period of five years.

## Current 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/facility that you report to work every day. Site location refers to the facility or building name you work in, e.g. If Health PEI is your employer and you are employed at Beach Grove, enter Beach Grove as the Site Location. Please avoid using abbreviations. If Health PEI is displayed as the site location, click yes for the question “Do you need to make a change to this Employer” and add in the correct site location. If you do not have an employer on record, please select ‘Add’ and input your employment information.

## Education

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

## Committees

There are two questions on the renewal form:

- **Are you interested in becoming a Continuing Competence Audit Committee Member?**

Continuing Competence Program (CCP) auditors are active practising LPNs who will review and assess the CCP learning plans and activities of their peers during the annual CCP Audit. The Audit is scheduled to occur in June 2020. Orientation will be provided. CCP auditors carry out their role at the CLPNPEI office in Charlottetown.

This role may be a good fit for you if you are:

- able to carry out the role in a manner that serves and protects the public interest above all else
- flexible with your schedule and able to attend the occasional daytime meeting,
- able to arrange for your own transportation, and
- prepared to serve for at least two years.



- **Are you interested in becoming a Council member?**

The Council governs, controls, and administers the affairs of the College in accordance with *The Regulated Health Professions Act*. The Council deals with College business through the appointment of the Executive Director. The CLPNPEI Council is made up of 9 individuals. The composition of the Council is defined in the Act and By-Laws. The Council includes six LPN members, and three public members. The Terms of Office are defined in the By-laws. More information on the characteristics of an ideal Council Member can be found on the website: <https://clpnpei.ca/wp-content/uploads/2019/01/CLPNPEI-Ideal-Council-Member-Characteristics.pdf>

### **Continuing Competence Declaration**

Participation in CCP is mandatory

I declare that I have read the Continuing Competence Program (CCP) information provided by CLPNPEI, which includes information about completing a self-assessment of my competence, developing a learning plan for the upcoming registration year, and completing a reflective evaluation of my learning.

A Yes response indicates you have read and understand the information provided by CLPNPEI  
<https://clpnpei.ca/continuing-competence/>

A No response indicates you have not read the information. All No responses will be followed up by CLPNPEI.

### **Judicial or Disciplinary Decision**

There are five questions on the renewal form. Please answer by selecting Yes or No.

If you have answer yes to any of the Judicial or Disciplinary questions, the Registrar may request additional information, including a current criminal record check and / or official documentation with regards to any decisions made by another licensing authority.

### **Registration Declaration**

Please answer by selecting Yes or No.

### **Submit**

Once you click on submit you will receive a successful submit message in a green box on the upper right-hand corner of your screen. If you have made any errors on the form, they will be highlighted in Pink/Red.

Once you successfully submit, you will be directed back to the main page of your Member Account where you can pay your registration fee invoice.

### **Payment**

Members have the option to pay online using a Visa, MasterCard, Visa Debit or MasterCard Debit card. The Split Payment option allows you to make multiple payments towards the \$350 total. The amount paid will subtract from the total owed and will display on the invoice. The full amount of the registration fee must be paid on or before March 1, 2019 to avoid the \$100 late fee.





LICENSED PRACTICAL NURSES  
OF PRINCE EDWARD ISLAND

Members in the Pre-Authorized Payment Plan (PAPP) will not be directed to make a payment; however, you will receive a message indicating that your Certificate of Registration and Tax Receipt will be available once all your PAPP payments are received and reconciled.

