ALBERTA PRACTICAL NURSE STUDENTS
TEMPORARY & CPNRE REGISTRATION

APPLICATION INSTRUCTIONS
Effective Date: July 30, 2016

This instruction guide provides general information to assist you in the application process. Information in this guide is subject to change without notice.

If you still have questions or concerns, please visit www.clpna.com or contact Student Services by email studentservices@clpna.com or phone toll free within Alberta 1-800-661-5877
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A new graduate from an Alberta program that has been approved by the CLPNA Council is eligible to apply for a Temporary Practice Permit. Temporary Practice Permit allows a registrant to work as a Licensed Practical Nurse (LPN) under supervision while waiting to successfully complete the Jurisprudence Examination and the Canadian Practical Nurse Registration Examination (CPNRE). A Temporary Practice Permit is valid for a period of one year and cannot be renewed.

If you are looking to only write the CPNRE and are not planning on practicing as an LPN, please contact studentservices@clpna.com and request a CPNRE only package.

Scope of Practice

The Temporary Registrant is recognized as a Licensed Practical Nurse and may carry out the competencies of an entry level practitioner. The Temporary Practice Statement is included in this package and is available on the CLPNA website of www.clpna.com. Please contact CLPNA if you have any questions regarding this Practice Statement.

Practical Nurse Programs that have been approved by CLPNA Council in 2016

Bow Valley College - Calgary, Three Hills, Airdrie, Okotoks
Columbia College - Calgary
Keyano College - Fort McMurray
Lethbridge College - Lethbridge
Medicine Hat College - Brooks
Nor Quest College - Edmonton, Wetaskiwin, Camrose
Northern Lakes College - Grande Prairie, Grouard, Athabasca, Slave Lake, Peace River, Ft. Vermillion
Portage College - Lac LaBiche
Prairie College of Applied Arts and Technology - Three Hills
Red Deer College - Red Deer

If your school is in Alberta but not listed above please contact the CLPNA for more information. If you graduated from a school outside of Alberta you will be applying through the out-of-province application process.

Applying for Temporary Registration

Your Temporary Practice Permit will not be issued until all of the required documentation has been received.

<table>
<thead>
<tr>
<th>Submit to the CLPNA Directly</th>
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<tbody>
<tr>
<td><em>Your application can be brought in person at the CLPNA office, by mail, courier, or scan and email to <a href="mailto:studentservices@clpna.com">studentservices@clpna.com</a>. Faxes are not accepted.</em></td>
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☐ Complete the Temporary & CPNRE Registration Application

☐ Copy 2 pieces of **valid** identification – 1 must be photo ID.

Acceptable pieces of ID include:
- Birth Certificate
- Passport (photo ID)
- Driver’s License (photo ID)
- Citizenship Card (photo ID)
- Alberta Identification Card (photo ID)
- Permanent Resident Card

*If you do not have two pieces of ID or your ID is expired - delays in processing your application may result.*

☐ Temporary Registration/CPNRE Fee $700.00  **It is the CLPNA policy that registration fees are non-refundable.**

Methods of Payment:
- Visa or MasterCard (form is available at the end of this document)
- Certified Cheque or Money Order
- Cash and Debit Cards available at the CLPNA office
Submit to your Educational Facility

These can take anywhere from 2-6 weeks after your program completion date. Your educational facility is responsible for issuing the transcript. CPNA is unable to contact them on your behalf due to privacy legislation.

☐ Request for Official Nursing Educational Transcript Form

Declarations

If you answered ‘yes’ to any of the questions on the declarations page, you are required to provide a brief description on the subject. If you have a criminal record you must send a Criminal Record Check obtained by the RCMP with your application. You may be required to submit further documentation and your application will need to be reviewed by the Registrar. Please contact CLPNA if you have any questions regarding the declarations.

Practice Permit and Tax Receipts

You will receive notification by email once your Temporary Practice Permit has been issued. At that time you will be given a username and password where you can login at https://www.myclpna.com and print your practice permit through the ‘Permits & Receipts’ tab. Your official tax receipt will be attached to this permit. The tax deductible portion of the registration fees are $350.00. You will also find a tax receipt for the CPNRE. The tax deductible portion of the exam fee is $200.00.

myCLPNA Login

Remember to keep your username (also your Registration number) and password in a safe place. You will need it to access your exam results. In accordance with the Health Professions Act, members are responsible to notify CLPNA of any changes to their contact information such as address, phone number and email address. Please login to update this information at any time.

Conditions

Your practice permit is issued with the conditions of CPNRE and Jurisprudence. You must successfully complete both of these Registration Examinations to be eligible for an Active Practice Permit.

Jurisprudence Examination

The Jurisprudence Exam information is included at in this package as separate instructions.

Canadian Practical Nurse Registration Examination (CPNRE)

The CPNRE is online and is administered in testing centres operated by Pearson VUE. Based on the date your application is received you will be assigned to a testing window. The testing windows for the next exam writes are as follows:

<table>
<thead>
<tr>
<th>Completed Application Deadline Date</th>
<th>Testing Window</th>
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<tbody>
<tr>
<td>September 10 - December 30, 2016</td>
<td>January 16 – February 12, 2017</td>
</tr>
<tr>
<td>December 31 - May 5, 2017</td>
<td>May 22 – June 18, 2017</td>
</tr>
<tr>
<td>May 6 - September 8, 2017</td>
<td>September 25 – October 22, 2017</td>
</tr>
</tbody>
</table>

No earlier than 90 days before the testing window opens you will receive an email with a unique identifier and instructions with how to go online and register for an exam through Pearson VUE. Pearson VUE does have a booking fee, you can also download their booking scheduling guide. You will be able to book your own date, time and location for the CPNRE within the choices offered by Pearson VUE. Any changes to the date and time of your exam within your testing window will be managed online through Pearson VUE.

The exam testing agency, ASI, has developed tools to assist candidates with preparing for the CPNRE. They are available to purchase online at www.cpnre.ca. Please visit that website for more information; CLPNA does not have these items on hand to purchase. In addition you are encouraged to familiarize yourself with the exam blueprint.
Are there materials available to assist with studying for the CPNRE?
The exam testing agency, ASI, has developed two tools to assist candidates with preparing for the CPNRE. CPNRE Predictor Test & CPNRE Prep Guide, please visit the website for more information. CLPNA does not have these items on hand to purchase. You can also check your College’s book store or Chapters for the Prep Guide. The CLPNA has some information on preparing for the exam, go to the New Grad section of the website for more information.

Exam Prep Advice - For those students who are nervous or experiencing test anxiety, here are some helpful hints!

Preparation Can Help
Preparation is the best way to minimize irrational anxiety. Consider the following:
• Avoid “cramming” for a test. Trying to master a semester’s worth of material the day before the test is a poor way to learn and can easily produce anxiety. This is not the time to try to learn a great deal of material.
• Combine all the information you have been presented throughout the program and work on mastering the main concepts of the course.
• When studying for the test, ask yourself what questions may be asked and try to answer them by integrating ideas from lectures, notes, texts and supplementary readings.
• If you are unable to cover all the material given throughout the program, select important portions that you can cover well. Set a goal of presenting your knowledge of this information on the test.

Changing Your Attitude
Improving your perspective of the test taking experience can actually help you enjoy studying and may improve your performance. Try the following:
• Remember that the most reasonable expectation is to try to show as much of what you know as best as you can.
• Avoid thinking of yourself in irrational, all or nothing terms.
• Reward yourself after the test – take in a movie, go out to eat or visit with friends.

Don’t Forget the Basics
Students preparing for tests often neglect basic biological, emotional and social needs. To do your best, you must attend these needs. Think of yourself as a total person – not just a test taker. Remember to:
• Continue the habits of good nutrition and exercise. Continue your recreational pursuits and social activities – all contribute to your emotional and physical well-being.
• Follow a moderate pace when studying, vary your work when possible and take breaks when needed. Get plenty of sleep the night before the test – when you are overly tired you will not function at your absolute best.
• Once you feel you are adequately prepared for the test, do something relaxing.

The Day of the Test
Eat well - Studies show that you need good nutrition to concentrate and perform your best. If you are sick, bring any medications, cough candies, Kleenex you may need. Read and listen to the directions - never assume that you know what the directions say. Identify key words - This will help you focus on the main idea of challenging questions.

Special Accommodations Requests for the CPNRE
Requests for Special Accommodations must be submitted along with your temporary registration application forms in writing to the CLPNA. Your written request should indicate the nature of the accommodations you require. Upon receipt of your application and request, CLPNA will send out a letter indicating what further information is required to assess your application. In most cases, we require the following information:
• As stated above, a written request must be sent in by the candidate indicating the nature of the accommodations requested for the CPNRE. Also, it must identify role expectations of a Licensed Practical Nurse, and if the candidate is mentally and physically capable to meet those demands. This request is normally one to two pages in length.
• A formal diagnosis from a regulated health professional on the specific disability including a documentation completed and signed by a professional familiar with the candidate’s disability and how it relates to the need for special accommodations in a test situation and the how the disability would impact nursing practice. (Please provide an Educational Psychological Report within the last 3 years.)
• Evidence from the Practical Nurse Program Chair that Special Accommodations were provided throughout the education program.
• Documentation must indicate whether the clinical instructors are confident the student can provide safe and competent care in any health care setting.
• This request can be mailed or emailed to CLPNA with your application forms.

Unable to Write
If for any reason you are unable to write the CPNRE on the date you have booked through Pearson VUE and are unable to rebook to a suitable date within your assigned testing window contact Student Service at studentservices@clpna.com to discuss options. Note that once you receive your temporary practice permit the fee is non-refundable.

Compassionate Leave or Missing your Testing Window
Compassionate leave requests can only be considered before you write the exam. Once you write the exam it is considered an exam attempt and the exam mark will be considered valid.

Exam Results
Exam results will be made available to the candidate within 4-6 weeks from the date you write. They will be posted on your online profile and you can access them through your MyCLPNA login. There is no paper copies of results provided. CLPNA makes every effort to get exam results out in a timely manner.

I was Unsuccessful on the Exam
If you are unsuccessful on the exam in your first or second attempt you will be given the opportunity to re-write the CPNRE during the next testing window. In the results package that is sent to candidates, there will be a re-write application form that needs to be filled out and submitted with payment to the CLPNA by the deadline date indicated. If you are unsuccessful on your third attempt you are required to repeat a practical nurse program in order to pursue a career as a practical nurse in Alberta.

Expired Practice Permit
Should your practice permit expire prior to having written the CPNRE three times you will be allowed to continue to attempt the CPNRE. You will be unable to practice as an LPN. Upon receipt of the successful CPNRE results, CLPNA will send you a reinstatement package to apply for reinstatement of your Practice Permit. You will be required to complete the package and pay the required fee to apply for reinstatement.

Practice Permit Renewal
Once you have successfully completed the CPNRE and Jurisprudence Exam your Temporary Practice Permit will be converted to an Active Practice Permit. You are required to renew your practice permit on an annual basis. If you are writing the exam in the fall writing window you are still required to renew.

Expect your renewal information letter to arrive just before October 1st annually. If you do not receive an email, please contact the CLPNA at 1-800-661-5877 or email info@clpna.com. Renewal opens October 1 each year and closes December 31 for the upcoming calendar year. Practice permits are effective January 1 to December 31.
Jurisprudence Exam
Instructions & Information

This instruction guide provides general information to assist you in the application process. Information in this guide is subject to change without notice.
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1. Purpose of Jurisprudence Exam, Goals and Objectives

The Jurisprudence exam was designed to ensure licensed practical nurses in Alberta have the necessary knowledge to practice nursing safely within the legislative framework that exists in Alberta and Canada and understand their professional role and responsibilities within the profession.

1.1 Learning Objectives

- To facilitate an understanding of the basic frameworks of Provincial (Federal) Health Care Systems
- To increase awareness of current practice issues
- To increase personal and professional confidence while adapting and integrating into new health care setting

1.2 Topics

- Patient-centered care
- Collaboration among healthcare providers
- The role of the federal and provincial governments in the Canadian health care system
- Understanding key legislation needed to inform nursing practice in Alberta
- Patient safety issues and the LPN role
- Planning for success in the healthcare workplace
- E-ethical dilemmas
- Communicating effectively in the healthcare workplace
- Expectations surrounding professionalism and lifelong learning

1.3 CLPNA Blueprint Competency Statements – June 2013

The exam was created from the blueprint (Appendix A). Questions were written as “Knowledge” and “Application” questions, the exam will be scored using 70 questions, but maybe up to 80 questions. This variable amount of questions are field test questions and will not count towards your examination grade. The passing grade varies from 65-70% and there is multiple exam forms.

Three competency domains were created.
- Self-Regulation
- Scope of Practice
- Professional Accountability & Responsibility

2. Is it a Requirement for Registration

The jurisprudence examination is a registration requirement as of January 1, 2013 for Internationally Educated Nurses. These nurses were identified with the most significant need, as many of these nurses do not understand the legislative framework that exists in Alberta within the practical nursing profession.

Internationally Educated Nurses must pass the jurisprudence examination as a condition of registration.

The jurisprudence examination will be a registration requirement for graduates from a practical nurse program in Alberta and practical nurse applicants from another jurisdiction in Canada in 2015. The Jurisprudence Exam will provide additional support to understanding their professional role and responsibilities as a practical nurse in Alberta.

Current members of the College are not required to complete the exam, but it will be available to take as Continuing Competency learning in September 2013 by completing an application to take the Jurisprudence Exam.
3. Exam Resource Guides

3.1 Online CLPNA Jurisprudence Exam Study Guide
The online CLPNA Jurisprudence Exam Study Guide is a tool individuals can utilize to study in preparation of jurisprudence exam by reviewing a tutorial, listening to narrative and reviewing contents in detail. There is no cost associated with the tool.

3.2 Tool for LPNs on the USB Key
The 'LPN Key to Self-Regulation' is a portable way to carry and consult documents that were only available in the CLPNA’s 400-page Continuing Competency Program (CCP) Binder or in various locations on the CLPNA’s website. New CLPNA applicants receive the LPN Key as part of the initial registration process. The key contains document that the College recommends as study materials. (Please note that documents on the USB key list may be revised or changed, it is each nurse’s responsibility to monitor the list for any updates and ensure they review only the most recent versions of the documents. If you do not have a key and would like to purchase one, they are $30 each for members by filling out an order form with payment information.

It is highly likely that applicants will be able to successfully complete the jurisprudence examination within the allotted time as long as they review all the materials in advance.

4. How Do I Write the Exam
Applicants assessed to write the Jurisprudence Exam will be provided with details about how to access the exam as part of their registration process.
An email with a unique link will be provided to the applicant from the CLPNA, where they can pay for the $50.00 examination fee. Once payment has been made the exam will start right away. You will not be able to stop or pause the system and return. It must be written in one sitting and you are given four hours to complete the exam.

5. Is there a fee for the jurisprudence examination?
Yes. The fee for the jurisprudence examination is $50.00 (CDN) including applicable taxes. The fee is required each time an applicant attempts to write the examination. Payment is made online by credit card through the secure examination website.

6. When can applicants write the examination?
Once applicants have received instructions about how to access the jurisprudence exam, the individual can choose to take the online exam at any time.

Once an applicant begins writing the exam, they cannot stop or pause the system and return. It must be written in one sitting.

7. How long does it take to complete the examination?
Applicants have a maximum of 4 hours or 240 minutes to complete the examination. If you run out of time and do not answer all of the questions, they will be marked on the responses that were provided up to that point.

8. How is the jurisprudence examination scored?
Results of the examination are provided by Overall Performance and then by Competency Domains. The Overall Performance includes the actual percentage and provides you with the exam result of Successful or Not Yet Successful. The Competency Domains will also include actual scores but will also provide recommendations of additional study, as shown below.
Recommendations for Additional Study

Low – Little, if any additional study recommended.
Medium – Some additional study may be helpful.
High – Additional study recommended.

9. When do I receive my exam results?
Applicants receive their exam result immediately after they submit their test answers. It is recommended you keep a copy of the email with your examination results for your own records.

10. What are the minimum computer requirements to take the examination?
The jurisprudence examination site supports the latest versions of Safari, Firefox and Chrome, as well as Internet Explorer 7, 8 and 9. If one of these browser versions is not installed on your computer, there will be a message inviting you to upgrade when you attempt to access the testing site.

11. How do I apply for special accommodation to complete the jurisprudence examination?
You can apply for special accommodation to complete the jurisprudence examination by notifying the College in writing of your specific circumstances with a request for alternate arrangements. You may be required to provide supporting documentation with your request.

12. If I fail the jurisprudence examination, can I take it again?
Yes. If you receive a Fail score for the jurisprudence examination, you can rewrite the examination. There is no limit on the number of times you can write the examination or a restriction on how much time is taken between each attempt.

Applicants with Conditional Registration must be mindful that registration will lapse after one year from the date of issue and are required to complete the Jurisprudence condition within the one-year timeframe. CLPNA may require individuals to complete additional education and undergo a new application for registration to determine eligibility for licensure if their practice permit expires and the condition has not been met.

13. Do I have to notify the College about my results?
No. Your jurisprudence examination results will automatically be submitted to the College. You will be able to go online and see the Condition on your registration has been received, if you are successful in passing the jurisprudence exam.

14. Any Further Questions?
If you have read through all of these Frequently Asked Questions (FAQs) and your questions have not been answered, please email jurisprudence@clpna.com and submit your questions.
### 15. Appendix A – Blue Print Competency Statements

**AREA 1 SELF-REGULATION**

| 1.1.1 | Self Regulation - Explain the purpose of self-regulation. |
| 1.2.1 | Function of the College - Identify how CLPNA Regulates. |
| 1.2.2 | Function of the College - Identify the role of CLPNA Council. |
| 1.2.3 | Mission of the College - Identify the mission of CLPNA. |
| 1.2.4 | Bylaw of the College - Identify the purpose of CLPNA Bylaws. |
| 1.2.5 | Vision of the College - Identify the vision of CLPNA. |
| 1.3.1 | Legislation - Choose the primary legislation which governs the CLPNA. |
| 1.3.2 | Legislation - Identify the key features of the HPA. |
| 1.3.3 | Legislation - Identify responsibility to provide updated contact information to the CLPNA. |
| 1.4.1 | Code of Ethics - Identification of the Code of Ethics for LPNs in Canada and purpose. |
| 1.5.1 | Protection of Title - Identify the title and or abbreviations, which can be used by regulated members of the profession. |
| 1.6.1 | Continuing Competence - Identify the purpose of the Continuing Competence Program. |
| 1.6.2 | Continuing Competence - Choose the process used by CLPNA to review, evaluate a members continuing competence program. |

**AREA 2 SCOPE OF PRACTICE**

| 2.1.1 | Standards of Practice - Understand the purpose and application of standards of practice for LPNs in Canada. |
| 2.1.2 | Standard of Practice - Identification of the Four Standards, Six Principles and purpose. |
| 2.2.1 | Scope of Practice - Identify what document reflects scope of practice. |
| 2.2.2 | Scope of Practice - Understand LPN scope of practice. |
| 2.3.1 | Restricted Activities - Identify under what circumstances the competency profile is used. |
| 2.3.2 | Restricted Activities - Identify the purpose and types of Restricted Activities. |
| 2.3.3 | Restricted Activities - Identify a circumstance, which would allow or deny use of a restricted activity. |
| 2.4.2 | Occupational Health and Safety standards - Identify reference source for Blood Borne Virus Infection. |
| 2.5.1 | Supervision & Delegation - Identify the reference source to understanding supervision and delegation of unregulated. |
| 2.5.2 | Supervision & Delegation - Under what conditions supervision and delegation of unregulated can occur. |
| 2.6.1 | Collaboration - Identify how an LPN collaborates in the delivery of health care services. |
| 2.7.1 | Leadership - Identify how a LPN would demonstrate effective leadership knowledge and skill. |
| 2.8.1 | Role of LPN - Identify the role and scope of LPNs in Alberta. |
| 2.9.1 | Critical Thinking - Identify and understanding of the application of critical thinking and decision-making concepts. |
| 2.10.1 | Research - Identify the relevance of utilizing and participating in nursing and clinical research. |
| 2.11.1 | Code of Ethics - Understand the purpose of code of ethics. |
| 2.12.1 | Informed Consent - Understanding the purpose of informed consent. |

**AREA 3 PROF ACCOUNTABILITY & RESPONSIBILITY**

| 3.1.1 | Confidentiality - Identifies the need to maintain confidentiality. |
| 3.2.1 | Nurse Client – Relationship - Identify the importance of trust and respect in the nurse/client relationship. |
| 3.3.1 | Professional Boundaries - Understand the need to recognize acceptable nurse-client behaviors. |
| 3.3.2 | Professional Accountability and Responsibility - Understand the importance of assuming responsibility for the quality and effectiveness of their own practice and are legally accountable for their own nursing practice. |
| 3.5.1 | Team Work - Understand the importance of functioning as an effective team member. |
| 3.6.1 | Fitness to Practice - Awareness of own physical and mental fitness to practice. |
| 3.7.1 | Life-long learning - Understand the importance of maintaining competence through life-long learning. |
| 3.8.1 | Policy and Procedures - Identify the purpose of adhering to policy, procedures, and job descriptions. |
| 3.9.1 | Documentation - Identify importance of adhering to documentation requirements in the provision of care. |
| 3.10.1 | Nursing and Clinical Research - Identify the importance of evidence-based research. |
| 3.11.1 | Health Information Act - Demonstrate knowledge of the relevance of this Act to the practitioner. |
| 3.12.1 | Protection for Persons in Care Act - Demonstrate knowledge of the relevance of this Act to the practitioner. |
| 3.12.2 | Protection for Persons in Care Act - Identify need to report matters of abuse of adults receiving care or support services from publicly funded service providers, such as: hospitals, seniors' lodges, nursing homes, mental health facilities, shelters and other supportive living settings. |
| 3.12.3 | Protection for Persons in Care Act - Demonstrate knowledge of the relevance of this Act to the practitioner. |
| 3.14.1 | Freedom of Information Act - Identify the importance of knowing what this Act is and how it relates to individuals and organizations. |
| 3.15.1 | Child, Youth & Family Enhancement Act - Demonstrate knowledge of the relevance of this Act to the practitioner. |
| 3.16.1 | Adult Guardianship & Trusteehip Act - Demonstrate knowledge of the relevance of this Act to the practitioner. |
| 3.16.2 | Personal Information Protection Act (PIPA) - Demonstrate knowledge of the relevance of this Act to the practitioner. |
| 3.18.1 | Personal Directives Act - Demonstrate knowledge of the relevance of this Act to the practitioner. |
| 3.19.1 | Canadian Controlled Drugs and Substances Act - Demonstrate knowledge of the relevance of this Act to the practitioner. |
| 3.11.10 | Canadian Charter of Rights and Freedom - Demonstrate knowledge of the relevance of this Act to the practitioner. |

*These blueprint competency statements are subject to revision.*
From the Home page **www.clpna.com** go to myCLPNA LOGIN

Log on with your user ID and Password provided when you received your Temporary Practice Permit information.
You can either click on either one of these places to get to the exam link.

Once here click on the link pay for the exam and it will start immediately.
The College of Licensed Practical Nurses of Alberta (CLPNA) is mandated by government to regulate the profession of Practical Nurses in a manner that serves and protects the public. Accordingly, the College develops specific practice statements relevant to the Practical Nursing Profession. The purpose of a Position Statement is: to provide LPNs, employers and the public with information and clarity regarding the practice for LPNs; to help eliminate misconceptions regarding the scope of practice for LPNs; and to assist employers with utilizing LPNs more effectively in the health care system.

Temporary Registration

PRACTICE STATEMENT 2
Approved by Council – September 15, 2011

The Temporary Registration Practice Permit is the practice permit issued to new graduates of an approved practical nursing program in Alberta. The Temporary Practice Permit is issued short term, not to exceed one year, and provides the authority for a new graduate to start practicing as a novice, while studying to write and await results from the Canadian Practical Nurse Registration Examination (CPNRE). Upon completion of the CPNRE, successful candidates are eligible to receive an Active Practice Permit. Candidates are allowed three opportunities to successfully complete the CPNRE. If a candidate is unsuccessful three times, the Temporary Practice Permit is immediately suspended and the candidate has the option to seek remedial learning.

Under the Health Professions Act, Temporary Registrants are autonomous and assume responsibility for their own nursing practice. The Temporary Registrant is accountable to their clients to provide safe, competent, ethical care; their employer to work within job descriptions and policies and procedures; and their regulatory College to comply with the LPN Regulation, Standards of Practice and Code of Ethics of the profession.

Temporary Registrants:

- Are recognized as a Licensed Practical Nurse, and may legally sign LPN after their name
- Assume accountability and responsibility for their practice
- Practice within the policies of the employer and may complete applicable education in the employment setting
- Must identify and seek guidance and direction when they find situations that are beyond their competence level

Must practice under the following parameters:

- With indirect remote consultation from another regulated provider in a home care environment
- With direct/indirect supervision available and staffed on the unit in areas such as acute care, long term care, or assisted living
Temporary Registrants are novices who require support and mentoring to successfully transition into clinical practice. Collaborative practice environments that support new graduates are vital to ensure patient safety, quality outcomes, and sustainability of human health resources. Mentoring and support from active practice nurses is a vital component to ensure a timely and supportive transition for the novice nurse.

**Definitions**

**Direct supervision:** a regulated nurse with full practice permit (regulated member) is present in the practice setting at the point of care. The regulated member is providing supervision “at the side of” the new graduate.

**Indirect supervision:** the regulated nurse with full practice permit (regulated member) is available for guidance and consultation but is not directly at the side of the new graduate. The regulated member is staffed on the unit and readily available where care is being provided.

**Indirect remote:** a regulated nurse with full practice permit (regulated member) is available for consultation and guidance but is not physically present in the location where care is being provided and can be easily contacted through the use of technology. The regulated member can be reached by telephone, pager or other electronic device when the temporary registrant needs verbal assistance or guidance in providing client care. This is appropriate supervision in home care/community care when most client care is on a one-to-one basis.

**REFERENCES:**

Alberta Nursing Education Administrators & Clinical, Nursing Practice Leaders Network. (2008). *Successful Transition of the Entry Level Nurse to the Workplace.* Edmonton, AB: Authors.


TEMPORARY & CPNRE APPLICATION
AB PRACTICAL NURSE STUDENTS

APPLICATION FOR REGISTRATION

PERSONAL (Please Print)

<table>
<thead>
<tr>
<th>Current Legal Surname (Last Name)</th>
<th>Given Name (First Name)</th>
<th>Middle Name(s)</th>
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<td>Maiden Name</td>
<td>Date of Birth (dd/mm/yy)</td>
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<tr>
<th>Province/State</th>
<th>Country</th>
<th>Postal Code / Zip Code</th>
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<tr>
<th>Telephone No.</th>
<th>Cell No.</th>
<th>Primary Language</th>
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<tbody>
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</table>

E-mail Address (MANDATORY)

PERSONAL DECLARATION (check applicable answer)

For more information on the CLPNA’s authority to request an applying member to self-declare, visit www.clpna.com; Practice Policy - Personal Declaration for Registration Requirements which is linked to three supportive documents to enhance the LPN’s understanding of Interpretive Document-Duty to Report, Interpretive Document-Fitness to Practice and Incapacity, and Practice Guideline-Preventing Nurse-to-Client Transmission of Blood-Borne Virus and Other Communicable Diseases. If any circumstances change throughout the year, you are required to contact CLPNA.

1. Have you ever applied for registration in Alberta before?  
   - Yes  
   - No

2. Have you applied for registration in any Canadian province or territory?  
   - Yes  
   - No

3. Have you ever been denied registration/licensure by a registration/licensing authority for nursing in Alberta or any other any other health profession in Alberta or any other province, territory, state or country?  
   - Yes  
   - No

4. Have you ever been subject to any investigative proceedings with respect to unprofessional conduct, incompetence, or incapacity in nursing by any regulatory or legislative body, in Alberta or any other province, territory, state or country?  
   - Yes  
   - No

5. Are you currently under investigation, or involved in any proceedings, which could or has resulted in the encumbrance of your nursing registration by  
   a. A registration/licensing authority for nursing LPN/RPN/RN in any province, territory, state or country?  
      - Yes  
      - No  
   b. Another health profession (other than nursing) in any province, territory, state or country?  
      - Yes  
      - No  
   c. Any other profession in any province, territory, state or country?  
      - Yes  
      - No

6. Are you currently charged with a criminal offense?  
   - Yes  
   - No

7. Have you pleaded guilty or been found guilty of a criminal offence for which a pardon has not been granted?  
   - Yes  
   - No

8. Do you have any physical or mental condition or disorder that may impair your ability to provide safe, competent and ethical care?  
   - Yes  
   - No

If you have answered yes to question 8, answer the questions below otherwise leave questions (a) and (b) blank.

   a. If “Yes”, are you under the care of a physician or healthcare team?  
      - Yes  
      - No  
   b. If “Yes”, are you following medical advice?  
      - Yes  
      - No
(Please Print: If you answered ‘YES’ to any question on the Personal Declaration, provide a brief explanation.)


NURSING EDUCATION (Please Print: Provide all nursing programs taken, including both basic and refresher programs.)

<table>
<thead>
<tr>
<th>Name of Nursing Program</th>
<th>Language of Instruction</th>
<th>Start Date (dd/mm/yy)</th>
<th>Completion Date (dd/mm/yy)</th>
<th>Credential Received (example; Degree, Diploma, Certificate)</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Name of Educational Institution</th>
<th>Address (Street No./City/Province/Country)</th>
<th>Phone (including area code)</th>
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</table>

ADDITIONAL NURSING EDUCATION (Please Print: Provide all post basic programs and/or courses completed, including any International Nursing Education.)

<table>
<thead>
<tr>
<th>Name of Credential Received</th>
<th>Institution Name and Country</th>
<th>Graduation/Completion Date</th>
</tr>
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<tbody>
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</table>

<table>
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CPNRE EXAMINATION TESTING WINDOW – INFORMATION ONLY

<table>
<thead>
<tr>
<th>Application Received Between</th>
<th>Testing Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10 - December 30, 2016</td>
<td>January 16 – February 12, 2017</td>
</tr>
<tr>
<td>December 31 - May 5, 2017</td>
<td>May 22 – June 18, 2017</td>
</tr>
<tr>
<td>May 6 - September 8, 2017</td>
<td>September 25 – October 22, 2017</td>
</tr>
</tbody>
</table>

ADDITIONAL APPLICATION REQUIREMENTS (You must also submit the following with your application form or it may be considered incomplete, please verify.)

- [ ] I have included a clear copy of my birth certificate and/or passport. (Mail or Email info@clpna.com; Do Not Fax)
- [ ] I have included a clear copy of my driver’s license, citizenship card, and/or permanent residence card. (Mail or Email; Do Not Fax)
- [ ] I have included the $700.00 non-refundable application fee. Credit card authorization form is the last page of application.
TEMPORARY & CPNRE REGISTRATION FEES (CANADIAN FUNDS)

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPNRE</td>
<td>$295.00</td>
</tr>
<tr>
<td>TEMPORARY PERMIT</td>
<td>$350.00</td>
</tr>
<tr>
<td>CPNRE PIN &amp; INITIAL FEES</td>
<td>$55.00</td>
</tr>
<tr>
<td><strong>TOTAL COST</strong></td>
<td><strong>$700.00</strong></td>
</tr>
</tbody>
</table>

*Prices are subject to change. It is CLPNA policy that registration fees are non-refundable.

PAYMENT OPTIONS (PERSONAL CHEQUES ARE NOT ACCEPTED)

Check off applicable options for payment (debit and cash are only accepted in person at the CLPNA office):

- [ ] Certified Cheque # ______________
- [ ] Money Order #_________________
- [ ] Credit Card (last page, please fill out form)

PRIVACY STATEMENT

- [ ] I acknowledge that the information contained in this form is being collected and will be used for the purpose of assessing my application for registration. This information will be maintained on my file and may also be used to assess my application for renewal of my practice permit in the future or for the purpose of a discipline proceeding under Part 4 of the Health Professions Act. The information contained in this form will only be disclosed pursuant to the provisions in the Health Professions Act, the Personal Information Protection Act, as otherwise required by law, unless your consent to disclose the information has been obtained.

CONSENT TO REVOCATION/SUSPENSION OF REGISTRATION

- [ ] I acknowledge and agree that the College may, at its option, immediately revoke, suspend or refuse to renew my registration if any information contained in this application is inaccurate or incomplete until such that the College has had the opportunity to reconsider my application. I agree to provide any additional information that may be required by the College to consider my application for registration. I agree to return my registration and licensure to the College as requested in the event that my registration is revoked or suspended. I also acknowledge and agree that I may be subject to disciplinary action, irrespective of whether my registration is revoked or suspended with the College, if I fail to provide current, correct and complete information to the College in respect to my application for registration.

REGISTRATION DECLARATION

- [ ] I declare that all of the information on this form is current, correct and complete. I declare that all documents submitted with this application to the College are authentic true originals or true copies of original documents. I declare that I am of good character and am fit to practice, consistent with the responsibilities, ethics and standards expected of a Licensed Practical Nurse. I hereby certify that I am the person making application for registration as a Licensed Practical Nurse in Alberta and that all statements are true and complete in every respect. I understand that omission, inaccuracy, and falsification of information on this application may result in the cancellation of my application for registration or cancellation of any registration, which may be issued. I understand that my application for assessment of eligibility and/or registration is considered lapsed if required documentation is not received in the CLPNA office and I have not obtained registration within two (2) years from my application date. I understand that after the two (2) years have lapsed I am required to reapply.

RELEASE OF CPNRE RESULTS

- [ ] I acknowledge and agree that the College may release my CPNRE marks to my educational facility for statistical purposes.

Applicant Signature (do not print) __________________________ Date (dd/mm/yy) __________________________
This page is intentionally left blank.
Credit Card Authorization

**PAYMENT INFORMATION (please print)**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Amount:</th>
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<tr>
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<td><strong>$700.00</strong></td>
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Payment Description: TEMPORARY & CPNRE APPLICATION FOR REGISTRATION FEES

**PERSONAL INFORMATION (please print)**

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<tr>
<td>Phone:</td>
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<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

For privacy and security reasons, once payment is processed the below section will be destroyed.

**CREDIT CARD INFORMATION (please print)**

<table>
<thead>
<tr>
<th>Cardholder Name:</th>
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<tbody>
<tr>
<td>Credit Card #:</td>
</tr>
<tr>
<td>Expiry Date:</td>
</tr>
<tr>
<td>Credit Card Type:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
</tbody>
</table>

This page is intentionally left blank.
Complete Section 1 and forward to your nursing school(s) to complete Section 2. Once completed the original transcripts must be mailed or couriered directly from the nursing school(s) to CLPNA.

**SECTION 1 (completed by applicant)**

<table>
<thead>
<tr>
<th><strong>PERSONAL (Please Print)</strong></th>
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<tr>
<td>E-mail Address</td>
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**CONSENT TO RELEASE INFORMATION**

I am seeking registration as a Licensed Practical Nurse in Alberta. I authorize ___________________ (name of Nursing School) to complete Section 2 of this form and mail the required documentation directly to the College of Licensed Practical Nurses of Alberta (CLPNA).

<table>
<thead>
<tr>
<th>Applicant Signature (do not print)</th>
<th>Date (dd/mm/yy)</th>
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<tr>
<td>____________________________</td>
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**SECTION 2**

Please send Official Nursing Transcripts (with Diploma Granted date indicated) directly to CLPNA. 

*It is not necessary to attach this form to the Transcripts.* 

CLPNA  
St. Albert Trail Place  
13163 146 ST  
Edmonton AB T5L 4S8