



FACT SHEET - Verifying Licensure Status of your LPN Employees

Do you employ Licensed Practical Nurses (LPNs)? If so, the following information is for you.

In the interest of public safety, employers must confirm licensure status for (LPNs). *Licensed Practical Nurse* is a protected title under the Licensed Practical Nurses Act, 2005. Persons found using the title without licensure with CLPNNL are in breach of the Act, and this is reportable to the authorities (e.g., CLPNNL Registrar, Royal Canadian Mounted Police, Royal Newfoundland Constabulary).

Employers are advised to be diligent in their processes to validate the licensure status of current and/or future LPN employees. It is recommended that employers verify identity and licensure status on hiring by:

1. Validating the individual appears on the “Find a Nurse” public register.
2. Requiring the individual to provide:
 - a. their government issued photo identification, and
 - b. a copy of their CLPNNL issued receipt/certification.

CLPNNL only issues licenses in the applicant’s name as it appears on Government issued ID. Employers should verify the LPN’s license status on annual renewal by checking the CLPNNL “Find a Nurse” public register by April 1 of each year.

If employers are unable to verify licensure status (e.g., a discrepancy between provided identification and CLPNNL issued documents, &/or exact name absent on CLPNNL’s “Find a Nurse”) employers should contact CLPNNL directly at 709-579-3843.

Here are some important things to know regarding what CLPNNL provides to registrants:

1. The CLPNNL issues a license in the first and last name of the applicant exactly as the name(s) appears on the applicant’s government issued identification (e.g., drivers license, passport).
2. LPNs receive an e-mail with a PDF containing a receipt/certification of licensure for the individual indicated. The names appear exactly as identified on the licensure application and government issued identification. Registrants with a temporary license will have the word “Temporary” watermarked on their document.
3. The CLPNNL “*Find a Nurse*” public register (on www.clpnnl.ca) is immediately updated when a license or renewal is successfully processed. The name on “*Find a Nurse*” appears the same as on the issued receipt/certification, and the government issued ID.
4. LPNs are required to notify CLPNNL of any name change. When CLPNNL makes changes to the name of a license holder, the LPN receives an updated receipt/certification containing the updated name(s) and “*Find a Nurse*” public register is automatically updated with the new name(s).

The College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNNL) is the regulatory (licensing) body for Licensed Practical Nurses (LPNs) in Newfoundland and Labrador.