

# College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNNL)

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## STEP 1:

How to apply for a **TEMPORARY** License

## STEP 2:

How to convert a Temporary License to an **INITIAL** License

## STEP 3:

How to **RENEW** a License annually

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**STEP 1: A Temporary PN License is required for nursing employment prior to receipt of the CPNRE results. To obtain a Temporary license, submit the documents outlined below.**

**IMPORTANT NOTE:** If you want a temporary license by December 22, 2020, the following documents must be received at CLPNNL office by December 4, 2020. Applications submitted after December 4, 2020 will be processed in January 2021.

Completed 2020/21 Application for Licensure:

- Complete personal information section and answer the Judicial or Disciplinary questions, sign and date.
- The **ORIGINAL** completed application must be submitted; **photocopied applications are not accepted.**

Certificate of Conduct with Vulnerable Sector Check:

- When applying for a certificate of conduct, ensure to request the vulnerable sector check; this may be a separate application.
- The certificate of conduct with vulnerable sector check must be obtained within 8 weeks of the date of your application.
- The **ORIGINAL** certificate of conduct, including the vulnerable sector check, must be submitted; **photocopied certificates of conduct are not accepted.**
- We suggest students make a photocopy of their certificate of conduct with vulnerable sector check for employment purposes prior to submitting it to CLPNNL.

Photocopy of Picture Identification:

- Driver's License or Passport are the only identifications accepted.
- It must be a **clear** black and white photocopy, though a colored copy is preferred.

Photocopy of Birth Certificate:

- Black and white photocopy is acceptable.

Photocopy of Marriage Certificate:

- Black and white photocopy is acceptable.

Temporary Licensure Fee:

- Submit the temporary licensure fee \$227.00 plus \$34.05 HST = \$261.05. Payment options: cheque/money order made payable to CLPNNL (by post); debit or credit card (by phone).
- The temporary license will be valid until March 31, 2021; or will be revoked upon receipt of notification that the candidate was unsuccessful in writing the Canadian Practical Nurses Registration Exam (CPNRE).

**STEP 2: Information/ Documentation required to convert a TEMPORARY License to an INITIAL License. An Initial License is the license you receive after you have passed the CPNRE.**

**Submit the following documents by January 22, 2021**

Original Transcript of Marks for Semesters 1, 2, 3 and 4:

- Semester 1, 2, 3 and 4 **ORIGINAL** transcripts with a college signature and seal are required. **Photocopied transcripts are not accepted.**

Photocopy of LPN College Diploma:

- Black and white photocopy is acceptable.

If you are successful in the CPNRE writing and have submitted the final documents, your temporary LPN license will automatically be converted to an Initial License.

**There is NO Fee to convert from temporary to Initial License**

All documents should be at the CLPNNL office no later than January 22, 2021, to prevent your license from lapsing.

If you are successful in the CPNRE writing and HAVE NOT submitted the final documents, your temporary license will lapse and you will not be licensed to work as a Licensed Practical Nurse.

If you require a photocopying of your documents, please copy them before submitting to CLPNNL.

**Your license will expire March 31, 2021. You must apply for your 2021-2022 license through the CLPNNL online registration link and pay the licensure fee by Monday, March 22, 2021 at 430pm (see step 3).**

**FOR GRADUATES WHO DO NOT OBTAIN TEMPORARY LICENSURE, A LETTER OUTLINING YOUR LICENSURE OPTIONS WILL BE INCLUDED WITH YOUR EXAM RESULTS.**

**STEP 3: Annual Renewal of LPN License**

Licensure renewal for 2021-2022 will be an online process. Instructions for licensure renewal will be included with your CPNRE results. For new graduates, the administrative deadline date to renew for the 2021-2022 licensure year is Monday, March 22, 2021. In subsequent years, the administrative deadline is the end of March 1.