



# REGISTRATION SERVICES

# POLICY MANUAL

2003

College of Licensed Practical Nurses of Nova Scotia  
Suite 1212, Cogswell Tower  
2000 Barrington Street, Halifax, Nova Scotia B3J 3K1 Canada  
Telephone (902) 423-8517 Facsimile (902) 425-6811 E-mail: [info@clpnns.ca](mailto:info@clpnns.ca)

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**Policy No. 1**

<b>SECTION</b>	<b>REGISTRATION</b>			
<b>SUBSECTION</b>	<b>CLPNNS Register</b>			
<b>APPLICABLE LEGISLATION</b>	<b>LPN Act Section 2 (v), 5, 3 (d), 23 (3c), 28, 29, 30</b>			
<b>Consented to by Board</b> 27 May 2003	<b>Effective</b> 27 May 2003	<b>Reviewed</b>	<b>Revised</b>	<b>Page</b> 1-1

**POLICY STATEMENT**

CLPNNS maintains a Register in which the name of those persons who qualify for registration under the *LPN Act* and *Regulations* are entered. The Register may also contain information resulting from the professional conduct process as directed by the Discipline Committee.

**PROCEDURE**

1. When the criteria for registration have been met, the applicant's name is entered in the Register together with the following information: registration number, school and year of graduation, location of school of nursing, method of registration (examination or endorsement), date of entry, fee paid and method of payment.
2. Changes in a registrant's name are entered in the Register following receipt of appropriate documentation; e.g., birth, marriage/change of name certificates.
3. Notification from the Discipline Committee of the revocation of a registrant's registration, the date and year of such revocation are entered next to the registrant's entry in the Register.
4. On notification of the death of a registrant, "Deceased" and the date of death are entered next to the registrant's entry in the Register.
5. All information entered in the Register is done so under the direction of the Executive Director/Registrar.

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**Policy No. 2**

<b>SECTION</b>	<b>REGISTRATION</b>			
<b>SUBSECTION</b>	<b>Initial Registration - Nova Scotia Graduates</b>			
<b>APPLICABLE LEGISLATION</b>	<b>LPN Act Section 5 (3d) 28-42 Regulations 9, 10, 11</b>			
<b>Consented to by Board</b> 27 May 2003	<b>Effective</b> 27 May 2003	<b>Reviewed</b> 12 Feb 2004	<b>Revised</b> 12 Feb 2004	<b>Page</b> 1-4

**POLICY STATEMENT**

In order to ensure protection of the public, nurses must have their name entered in the CLPNNS Register subject to specific exemptions set out in the *LPN Act* (2001).

**PROCEDURE**

**A. Graduates of Nova Scotia Practical Nursing Education Programs**

1. Graduates from a Nova Scotia practical nursing education program, approved by the Board, seeking initial registration with CLPNNS submit:
  - completed *Application to Write the Canadian Practical Nurses Registration Examination for Initial Registration in Nova Scotia*.
  - proof of legal name (copy of birth/marriage certificates or passport).
  - confirmation of graduation from the practical nursing education program.
2. When the Executive Director/Registrar determines that the applicant meets the criteria in accordance with Regulations 9-11, a guide to completing the application is sent.
3. Applicants who meet the criteria for registration and pay the applicable fee are:
  - entered in the register
  - assigned an individual registration number
4. Applicants who meet the criteria for registration and licensing, as outlined in Regulations 9-11 and pay the applicable fee are:
  - entered in the register
  - assigned an individual registration number
  - issued a license to practise nursing, if entered in the active-practising class
  - entered into the appropriate class for the current year
  - provided an information package \*
5. Applicants denied registration active practicing class shall be advised that they may appeal the decision to the CLPNNS Board, in accordance with Section 31-34 *LPN Act* (2001).
6. Registrants convicted of an offence as listed under Section 35 of the Act are required to advise the Executive Director/Registrar in writing of any such conviction within thirty days of the conviction being entered.

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Policy No. 2 (continued)

**B. Graduates from Out of Province/Out of Country Nursing Education Programs**

1. Applicants residing in Canada or the United States seeking initial registration with CLPNNS are sent the following information: introductory letter, *Application for Initial Registration in Nova Scotia*, general guidelines and instructions for completing the application, general registration information. Applicants who have access to the Internet may download this information and the *Application for Initial Registration in Nova Scotia* from the CLPNNS web site. ([www.clpnns.ca](http://www.clpnns.ca))
2. Due to mailing costs, applicants residing outside of Canada and the United States seeking initial registration with CLPNNS, are sent a letter setting out the registration requirements. If the applicant has access to the Internet the *Application for Initial Registration in Nova Scotia*, the general guidelines, instructions for completing the application, general registration information, may be secured from the CLPNNS website.
3. Once the application is complete and the processing fee has been received, the Executive Director/Registrar determines if the applicant meets the criteria set out in Regulations 11 (1) and (2) by:
  - (a) ensuring that the applicant graduated from a nursing program which qualified the applicant to be a licensed practical nurse or equivalent in that jurisdiction and that has been approved by the Board as “substantially equivalent to programs that were accredited or approved in Nova Scotia at the time of the applicant's graduation” [Regulation 11 (2)], or the Agreement on Internal Trade mandates registration for the applicant in Nova Scotia.

Where the applicant is a graduate of an approved out-of-country nursing program and has never registered in a Canadian jurisdiction, the applicant must supply nursing program transcripts. If the Board determines that an out-of-province/out-of-country nursing program is not "substantially equivalent to programs accredited or approved in Nova Scotia at the time of the applicant's graduation" [Regulation 11 (1) and (2)], the Board may establish conditions to be met by the applicant in order to grant approved status to the nursing program.

- b) obtaining the following information from the registration jurisdiction where the program was taken, or in which the applicant last practised:
  - name of original/current registering jurisdiction, authority
  - name of the school of nursing/program
  - date of graduation
  - date of registration in original and current jurisdiction
  - original registration number
  - method by which registered in the original and current jurisdictions
  - results from any writings of any Practical Nurse Registration/Licensure Examinations
  - date(s) of writing
  - current status, i.e. whether the applicant is in good standing
  - any disciplinary action
  - seal of the original and current registering authorities.

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**Policy No. 2 (continued)**

- (c) confirming language proficiency for those applicants whose first language is not English by:
- establishing that the applicants have been educated in English and/or that the nursing education program was conducted in English; or
  - requiring the applicant to successfully complete the language tests approved by the Board; or
  - assessing the written and verbal fluency if the applicant has been residing in Canada for 1 or more years through personal interviews and written/verbal statements from employer(s).
- (d) ensuring the applicant:
- i. has successfully completed such registration exams as approved by the Board;
  - ii. provides proof of legal name (copy of birth/marriage certificates or passport);
  - iii. meets the requirements of Regulation 11 (1 and 2) through securing of an employment reference from an employer, preceptor or similar persons;
  - iv. meets all other registration requirements.
4. When the Executive Director/Registrar determines that the applicant meets the criteria in accordance with Regulation 11, the *Application for Licensing in NS*, and a guide to completing the application are sent.
5. If the applicant is denied registration and/or a license by the Executive Director/Registrar, the applicant will be advised that the decision may be appealed to the CLPNNS Board in accordance with Section 32, *LPN Act* (2001).
6. Applicants who meet the criteria for registration outlined in Regulation 11 (1)(2), on application are:
- entered in the register
  - assigned an individual registration number
  - entered in the appropriate class for the current year
  - issued a license to practise nursing, if entered in the active-practising class
  - provided an information package \*
7. Incomplete applications are retained for six months from date of last contact. Applicants seeking to resume the registration process after this time period are required to re-apply.
8. Completed applications are retained for one year from the date the applicant is informed of eligibility for initial registration in Nova Scotia. Applicants seeking to register after this time period are required to re-apply.
9. Registrants convicted of an offence as listed under Section 35 of the Act are required to advise the Executive Director/Registrar in writing of any such conviction within thirty days of the conviction being entered.

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**Policy No. 2 (continued)**

- \* The Information Package contains:
- letter from the CLPNNS Executive Director/Registrar and/or delegate
  - copy of the current *LPN Act, Regulations and By-Laws*
  - statement of CLPNNS Vision and Mission
  - Standards of Practice/Code of Ethics
  - other information deemed appropriate at the time.

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**Policy No. 3**

<b>SECTION</b>	<b>REGISTRATION</b>			
<b>SUBSECTION</b>	<b>Active-Practising Class and Issuance of Active-Practising License</b>			
<b>APPLICABLE LEGISLATION</b>	<b>LPN Act Sections 28, 29, 30 Regulations 9, 10, 11, 12, 13, 14, By-Law 38</b>			
<b>Consented to by Board 27 May 2003</b>	<b>Effective 27 May 2003</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1-4</b>

**POLICY STATEMENT**

To ensure protection of the public, only registrants entered in the Register, the class of active-practising registrants and holding a current license are eligible to use the designation “LPN/Licensed Practical Nurse” and to practise practical nursing in Nova Scotia. Registrants entered in the Register are eligible for entry in the active-practising class if the requirements set out in Regulations 9-14 and By-Law 38 are met.

**PROCEDURE**

**A. Initial Entry to the Active-Practising Class and Issuance of License**

1. Application for entry in the active-practising class and receipt of a current active-practising license is made by completing the *Application for Licensing in NS* and paying the active-practising license fee.
2. An active-practising license shall be issued to applicants if the following criteria are met:
  - a. CLPNNS receives the completed *Application for Licensing in NS* and current active-practising license fee [Regulations 9-14].
  - b. The responses to the Judicial or Disciplinary Decision questions on the *Application for Licensing in NS* and/or verification of status form have been answered and verified that the applicant is not subject to any disciplinary finding which would prohibit the practise of nursing [Regulation 9(a)(e)].
  - c. A satisfactory reference has been received from the most recent/current employer for applicants:
    1. seeking initial registration in Nova Scotia;
    2. registrants reinstating their license, if they practised outside of Nova Scotia since last holding entry in the active-practising class [Regulation 9(a)(e)].
  - d. Confirmation of the year graduation from a practical nursing education program has been received [Regulation 9].

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**Policy No. 3 (continued)**

- e. If the registrant has not graduated from an approved practical nursing education program in the one-year period immediately preceding application:
  - i. the number of hours of practise in practical nursing\* is reviewed to confirm the applicant meets the requirements of 1000 hours in the practise of practical nursing in the five year period immediately preceding application for entry in the active-practising class [Regulation 10 (a) (b)]; or
  - ii. the number of hours of practise in practical nursing\* is reviewed to confirm the applicant meets the requirements of 500 hours in the one year period immediately preceding application for entry in the active-practising class [Regulation 10 (b)]; or
  - iii. confirmation of successful completion of a refresher program in the five year period immediately preceding application for entry in the active-practising class is secured [Regulation 10 (b)]; or
  - iv. confirmation that the registrant is/has been enrolled in and attending a program approved by the Board and at the time of initial enrollment was eligible for entry in the active-practising class in the five year period immediately preceding application for entry in the active-practising class is secured [Regulation 9].
3. If notice of a disciplinary action from another jurisdiction is received for a registrant holding a current license, a summary outlining the nature of the complaint shall be obtained from the other jurisdiction. On receipt, the summary will be reviewed by the Executive Director/Registrar to determine if the complaint impedes the registration process.
4. When the requirements of Regulation 9 and (10, 11) are met, the registrant's name is entered in the active-practising class and a current active-practising license is issued. The entitlements of registrants entered in the active-practising class are identified under Regulation 9.

**\*Practise of Practical Nursing**

1. Activities constituting the practice of practical nursing are assessed as per the definition of practical nursing in the *LPN Act* Sections 2 (r) (2001) and must involve a process of assessment, implementation and evaluation in the application of practical nursing knowledge and competencies.
2. Activities are more than a single task, procedure or function and are a component of practice rather than the only focus of practise.
3. Activities are taught in basic, post-basic or continuing practical nursing education programs.
4. Practical nursing professionals generally carry out the activities.
5. Previous education and experience in practical nursing are relevant to current activities.
6. The position identifies the need for a nursing background or the position influences the health system and

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**Policy No. 3 (continued)**

had an education requirement equivalent to nursing educational levels.

7. To claim hours of practise in practical nursing the registrant is required to have held a current practical nursing license or temporary license at the time the hours were accumulated.
8. Registrants claiming hours of practise in practical nursing, completed in a volunteer capacity, are required to submit a statement from a third party detailing the practical nursing hours worked and a description of the practical nursing functions performed, to support their claim.
9. Registrants enrolled part-time in an approved post-LPN nursing program may claim up to sixty hours of nursing practise per course.

**Annual Entry to the Active-Practising Class and Issuance of Active-Practising License**

1. Approximately three months prior to the end of the current license year (October 31), an *Application for Licensing in NS* printed with the data on file at CLPNNS, a guide for completing the application and a pre-addressed return envelope are mailed to registrants in the current active-practising class.
2. Registrants eligible for annual renewal, who do not receive the preprinted *Application for Licensing in NS*, are issued at their request a blank renewal form that they personally complete.
3. *Applications for Licensing in NS* received for annual renewal of an active-practising license are reviewed to ensure that Regulation 10 has been met. The CLPNNS reserves the right to verify any information provided by the registrant.
4. The annual active-practising license fee is determined by the Board and voted upon at an annual general meeting of the CLPNNS prior to the fee coming into effect. [By-Law 37(1)]
5. The annual active-practising license fee is non-refundable when the license year for which it was paid has commenced. If a refund is requested prior to the start of the current license year, that is, prior to November 1, the fee is refunded on receipt of the annual license from the registrant.
6. Data printed on the registrant's license are: name, address, effective dates and fee(s) paid; on the license receipt section: name, address and fee(s) paid, and date fee paid.
7. Data preprinted and/or personally entered by the registrant on the *Application for Licensing in NS* are entered on the CLPNNS database.
8. When the requirements of Regulation 9, 10, 11 are met, the registrant's name is entered in the active-practising class of licensing and an annual license is issued. The entitlements for registrants entered in the active-practising class are identified under Regulation 9, 10, 11.
9. When the requirements of Regulation 9, 10, 11 are not met:
  - the Deputy Registrar, Registration and Exams sends a letter to the applicant outlining why Regulation 9, 10, 11 have not been met.
  - the Deputy Registrar attempts to resolve any outstanding issues.

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**Policy No. 3 (continued)**

- if such attempts are unsuccessful, the Deputy Registrar advises the applicant of the Registration Appeal Process. (LPN Act Section 32-34)
10. Registrants in the active-practising class, who do not remit the License fee and application for an annual license prior to the start of the next license year, are removed from the active-practising class effective November 1 of that year.
  11. Registrants convicted of an offence as listed under the LPN Act Section 35 (1)(2)(3) are required to advise the Executive Director Registrar in writing of any such conviction within thirty days of the conviction being entered.
  12. The paper copies of the *Applications for Licensing in NS* are retained for two years - the current license year and the previous year.

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**Policy No. 4**

<b>SECTION</b>	<b>REGISTRATION</b>			
<b>SUBSECTION</b>	<b>Reinstatement of Active-Practising License After Date of Expiry</b>			
<b>APPLICABLE LEGISLATION</b>	<b>LPN Act Sections 41 Regulation 14 (1) (2)</b>			
<b>Consented to by Board 27 May 2003</b>	<b>Effective 27 May 2003</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1-2</b>

**POLICY STATEMENT**

Registrants, previously entered in the active-practising class whose license has expired, may be restored to this class and issued a current license to practise practical nursing if the requirements of Regulation 14 (2) are met.

**Procedure:**

**Section A**

1. When a registrant has held an active-practising license in the previous registration year and requests entry to the active-practising class after November 1 of the current licensing year, the registrant is required to pay the active-practising and reinstatement fee.

**Section B**

1. When a registrant applies for reinstatement to the active-practising class following license expiry, a letter is sent outlining the requirements for a current license along with an *Application for Licensing in NS*, a guide for completing the application and a return envelope.
2. If the jurisdiction where the registrant last practiced practical nursing is different from Nova Scotia, the following shall be submitted:
  - verification of the registrant’s registration/licensure status with that jurisdiction and all jurisdictions where the registrant held an active-practising License.
  - documentation from the registrant’s employer confirming, where applicable, that the requirements of Regulation 11 (1) have been met.
  - documentation (marriage/change of name certificate) confirming any change in name from that currently on the class.
3. The *Application for Licensing in NS* must be accompanied by the active-practising fee.

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**Policy No. 4 (continued)**

4. When the requirements of Regulation 14 (2) (a) (b) are met registrants are entered in the active-practising class and issued a current license.
5. Data printed on the registrant's license are: name, address, effective dates and fee(s) paid; on the License receipt section: name, address and fee(s) paid, date fee paid.
6. Data preprinted and/or personally entered by the registrant on the *Application for Licensing in NS* are entered on the active-practising database.
7. The *Applications for Licensing in NS* (paper copies) are retained for two years: the current license year and the previous year.
8. Applicants denied entry in a particular class shall be advised that they may appeal the decision to the CLPNNS (Board), in accordance with Section 32, *LPN Act* (2001).
9. Registrants convicted of an offence as listed under the LPN Act, Section 35 (1)(2)(3) are required to advise the Executive Director/Registrar in writing of any such conviction within thirty days of the conviction being entered.

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**Policy No. 5**

<b>SECTION</b>	<b>REGISTRATION</b>			
<b>SUBSECTION</b>	<b>Graduate Licenses</b>			
<b>APPLICABLE LEGISLATION</b>	<b>LPN Act Section 31 (1)(2) Regulation 15(1)(2); By-Laws 38(1)</b>			
<b>Consented to by Board 27 May 2003</b>	<b>Effective 27 May 2003</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1-2</b>

**POLICY STATEMENT**

A temporary license to practise practical nursing may be issued to applicants who meet the criteria in Section 3 (1)(2) of the *LPN Act* to allow holders to practice practical nursing while awaiting an active practising license.

**Procedure:**

1. A Graduate license may be issued to:
  - A. graduates of practical nursing education programs in Nova Scotia upon receipt of:
    - the *Application to for Registration Examination for Initial Registration in Nova Scotia*; and the appropriate exam fee
    - confirmation from the practical nursing education program that all program requirements have been completed;
    - graduate license fee.
  - B. graduates of practical nursing education programs from outside Nova Scotia (but within Canada) not previously registered upon receipt of:
    - all documents and fees required to complete the *Application for Initial Registration in Nova Scotia*; and the appropriate exam fee.
    - confirmation from the practical nursing education program that all program requirements have been completed;
    - graduate license fee.
  
2. The Record of Graduate Licenses may be inspected by any person during regular business hours.
  
3. The following data is entered in the *Record of Graduate Licenses* for each Graduate license holder: name, date of issuance, school of graduation and fee paid.
  
4. Data printed on the graduate license are: name, address, fee paid, time period for which it is valid and any applicable restrictions; on the receipt section of the graduate license: name, address, fee paid, date of issue, effective and expiry dates.
  
5. Graduate licenses are issued for a three-month time period and are not renewable.

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**Policy No. 5 (continued)**

6. Graduate licenses are deemed invalid on the earliest (of the following) date: Regulation 16 (a,b,c)
  - on immediate receipt of notification that the holder has not passed the registration examination or is not eligible for registration and licensure. If practising practical nursing, holders are to cease immediately and notify their employer.
  - date of expiry.
  
7. Graduate license holders:
  - are eligible to engage in practical nursing practice in the province of Nova Scotia;
  - are eligible to use the title “Graduate Practical Nurse”, “GPN” but shall not use the designation *Licensed Practical Nurse, LPN*. in the Province, either alone or in combination with other words, letters or description to imply that the person is entitled to practise as a licensed practical nurse, unless the name of the person is entered in the Register and in the class of active-practising registrants and that person is the holder of a license to practise practical nursing.
  - receive liability coverage through the College of Licensed Practical Nurses of Nova Scotia;
  - shall practise within the requirements of the position for which they have been employed and their nursing competencies:
  - shall practice within the requirements of applicable legislation.
  
8. If a graduate license is refused, the applicant may, by written notice, appeal the refusal to the CLPNNS Board within thirty days of notification of the refusal [Section 31 (a)(b), 32, LPN Act (2001)].
  
9. Holders of a graduate license convicted of an offence as listed under Section 35 (1)(2)(3) of the *LPN Act* are required to advise the Executive Director Registrar, in writing, of any such conviction within thirty days of the conviction being entered.

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**Policy No. 6**

<b>SECTION</b>	<b>REGISTRATION</b>			
<b>SUBSECTION</b>	<b>Registration Examinations</b>			
<b>APPLICABLE LEGISLATION</b>	<b>LPN Act Section 5 (3) (d) Regulations 8</b>			
<b>Consented to by Board 27 May 2003</b>	<b>Effective 27 May 2003</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1-3</b>

**POLICY STATEMENT**

CLPNNS shall administer registration examinations in Nova Scotia in accordance with *LPN Act*.

**Procedure:**

**A. Practical Nurse Examination**

1. Registration examinations required to meet Regulation 8(1) and 8(2) are approved by the Board.
2. The LPN examination currently in effect is the *Canadian Practical Nurse Registration Examination (CPNRE)*.
3. The registration examination writing dates are determined by Assessment Strategies Inc. (ASI). Of the dates offered by ASI, CLPNNS shall offer three writings of the registration examination: in January, May and September.
4. The *CPNRE* results are reported as "Pass" or "Fail".
5. Candidates shall have a maximum of three opportunities to pass the registration examination in the 24 month period immediately following their eligibility to write, and candidates shall not be permitted to further write the registration examination without retaking a full practical nursing education program.
6. If a candidate begins the registration examination but does not finish, the writing counts as one of the three writing opportunities identified in # 5.
7. Examination results are released to candidates and schools of practical nursing from CLPNNS office via regular postal service.
8. Candidates successful in the examination are sent a congratulatory letter, the *Application for Licensing in NS*, information brochure and return envelope. Candidates not successful in the examination are sent

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**Policy No. 6 (continued)**

a letter with notice of the next writing, ASI feedback report and CLPNNS' examination regulations.

9. Examination results are released only for registration purposes, or to registrants for their personal use.
10. Candidates who successfully wrote any of the previous registration examination(s) are not eligible to rewrite the examination.
11. Candidates eligible to rewrite the *Canadian Practical Nurse Registration Examination* are required to write the total examination.
12. Registration examinations approved for recognition by the CLPNNS Board to meet the regulatory examination requirements in addition to the CPNRE are the State Board Test Pool (SBTP), and the Ordre des infirmières et infirmiers du Québec.

**B. Registration Examination Notice and Application**

1. The notice of registration examination and *Application to Write the Canadian Practical Nurse Registration Examination for Initial Registration* in Nova Scotia are sent to the director of each practical nursing education program, at least three months prior to the examination date. Regulation 8(3) a,b
2. The notice of registration examinations shall include the following: examination date, hours of writing, fee, date the *Applications to Write the CPNRE in Nova Scotia* are to be received at CLPNNS as per Regulation 8(4).
3. The deadline for receipt of applications at CLPNNS is determined in relation to the date the list of candidates is due at ASI and at least 8 weeks prior to the writing date.
4. Proof of the candidate's legal name (copy of birth and/or marriage/divorce certificates) and the examination fee must accompany the application.

**C. Registration Examination Fee**

1. The registration examination fee consists of both the CLPNNS' fee, and ASI's fee.
2. Post-dated cheques for the examination fee are accepted if dated no later than the date specified for receipt of examination applications at CLPNNS.
3. Candidates who withdraw from the *CPNRE* have the examination fee refunded as per the following guidelines:
  - withdrawals prior to the list of candidates being submitted to ASI will be refunded the total ASI examination fee.
  - withdrawals after the list of candidates has been submitted to ASI will be refunded \$100.00.

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**Policy No. 6 (continued)**

**D. Administration of the Registration Examination**

1. The administration of the registration examination is in accordance with the policies and procedures established by Assessment Strategies Inc.
2. As per ASI's policies and procedures CLPNNS shall:
  - submit the list of candidates for each examination session to ASI with the specified date and in the prescribed format;
  - order sufficient examination booklets for each examination session when submitting the list of candidates;
  - mail the examination identification (ID) card prepared by ASI to each candidate with the CLPNNS examination information sheet; notice of writing time, place, date and ASI information brochure;
  - count the examination books on arrival from ASI against the number ordered;
  - store the examination books in a locked room;
  - secure writing centres for each examination session within ASI guidelines;
  - provide a minimum of two proctors; that is a, Presiding Officer and Invigilator, for each examination session, who are to proctor the examination, provide general instructions to the candidates and carry out required ASI security procedures.
  - remunerate the Presiding Officer and Invigilator(s) as per the applicable rate.
  - return the completed examination response sheets to ASI via air courier and the examination books via ground courier.
  - request candidates with special needs to complete the *Testing Accommodations for Candidates with Disabilities* form no less than 90 days in advance of the examination date to ensure the required accommodations can be provided.
  - mail the examination results to candidates with the designated documents and ASI's examination statistical data to the practical nursing education programs within 24 hours receipt from ASI.
  - forward appeals from candidates unsuccessful in the examination in accordance with ASI's appeal process.
3. To secure entry to the registration examination room, candidates are required to present:
  - a) a photo identification document (driver's License, passport, student or military ID card);
  - b) the ASI identification card.

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**Policy No. 7**

<b>SECTION</b>	<b>REGISTRATION</b>			
<b>SUBSECTION</b>	<b>Registration Appeal</b>			
<b>APPLICABLE LEGISLATION</b>	<b>LPN Act Section 32, 33</b>			
<b>Consented to by Board</b> 27 May 2003	<b>Effective</b> 27 May 2003	<b>Reviewed</b>	<b>Revised</b>	<b>Page</b> 1-2

**POLICY STATEMENT**

The CLPNNS Board shall hear the appeal of applicants pursuant to the LPN Act Sections 32-34.

**PROCEDURE**

1. The Board shall:
  - a) set a date for the hearing of the appeal, which shall be not later than sixty days following receipt of the written notice of appeal;
  - b) serve written notice of the date, time and place for the hearing of the appeal upon the applicant and the Executive Director/Registrar;
  - c) advise the applicant of the right to:
    - be represented by legal counsel, a union representative or another representative at the expense of the applicant;
    - disclosure of any information provided to the Board;
    - a reasonable opportunity to present a response and make submissions;
  - d) hold a hearing of the appeal in accordance with the Act and applicable common law principles.
  - e) review the decision made by the Executive Director/Registrar and the documents upon which the decision was based;
  - f) make any determination that in its opinion ought to have been made by the Executive Director/Registrar;
  - g) give its decision, including reasons, in writing and send to the applicant and the Executive Director/Registrar, a copy of the written decision by registered mail or personal service.
  - h) provide an opportunity to the opposing party to review any evidence available to the Board at least ten (10) days before the appeal. In the case of:
    - written or documentary evidence, an opportunity to examine the evidence;
    - evidence of an expert, a copy of the expert's written report or, if there is no written report, a written summary of the evidence; or
    - in the case of evidence of a witness, the identity of a witness;

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**Policy No. 7 (continued)**

- i) in its discretion, allow the introduction of evidence that would be otherwise be inadmissible under subsection (2) LPN Act and may make directions it considers necessary to ensure that a party is not prejudiced;
2. When the Executive Director/Registrar refuses to register (or license) a person pursuant to Section 31 & 32 of the Act, the Board may, at any time, permit such person to be registered (or licensed) or to remain registered (or licensed) upon such terms and conditions as the Board may direct following an appeal to the Board.

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**Policy No. 8**

<b>SECTION</b>	<b>REGISTRATION</b>			
<b>SUBSECTION</b>	<b>CLPNNS Database</b>			
<b>APPLICABLE LEGISLATION</b>				
<b>Consented to by Board</b> 27 May 2003	<b>Effective</b> 27 May 2003	<b>Reviewed</b>	<b>Revised</b>	<b>Page</b> 1-1

**POLICY STATEMENT**

CLPNNS maintains a database on computer in which the names, education history, data from the *Application for Licensing in NS*, payment of License fee, disciplinary decisions for all registrants who qualified for registration and licensure under the *LPN Act and Regulations* are entered.

**PROCEDURE**

1. When the criteria for registration have been met, the registrant's name and registration number are entered in the database maintained on the computer with the information from the *Application for Licensing in NS*, school and year of graduation, location of school of practical nursing, method of registration (examination or endorsement), date of entry, fee paid.
2. Changes in a registrant's name are entered in the database following receipt of appropriate documentation; e.g., birth, marriage/change of name certificates.
3. Notification from the Discipline Committee of the revocation of a registrant's registration, the date and year of such revocation are entered in the Comment section of the database and the registrant's status is changed to "Disciplined".
4. On notification of the death of a registrant, the registrant's status is deleted and filed.
5. All information entered in the database is done so by clerical staff/deputy registrar under the direction of the Executive Director/Registrar.
6. Access to the database is restricted to staff only.
7. The database is not open for inspection to members or the public.
8. Data is extracted from the database to form the Register.

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**Policy No. 9**

<b>SECTION</b>	<b>REGISTRATION</b>			
<b>SUBSECTION</b>	<b>Supplementary Registration Services offered by CLPNNS</b>			
<b>APPLICABLE LEGISLATION</b>	<b>LPN Act Section 28 (1) By-Laws 37 (1)(2)</b>			
<b>Consented to by Board 27 May 2003</b>	<b>Effective 27 May 2003</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1-3</b>

**POLICY STATEMENT**

Supplementary registration services provided by CLPNNS are:

**Procedure:**

**A. Verification of registrant registration status and examination results**

1. Verifications are completed for registrants seeking registration/licensure with another registering authority. Other verifications are completed on registrant's request.
2. Registrants holding active-practising status are not charged a fee for this service; registrants non-practising/non-licensed pay a fee.
3. Verification requests are completed once a week in a standardized format that includes the following data taken from the register, examination report books and other CLPNNS databases:
  - name of original and/or current registering jurisdiction
  - name of the school of practical nursing/program
  - date of graduation
  - date of registration in Nova Scotia
  - original CLPNNS registration number
  - method of registration
  - date(s) of writing and results from the registration examination(s) written for CLPNNS
  - current class of licensing
4. Each verification must have the CLPNNS seal imprinted on it and be signed by the Deputy Registrar, Registration & Exams, delegate or Executive Director/Registrar, CLPNNS.

**B. Replacing License to Practise Practical Nursing**

1. In the event the data on the original license has been entered incorrectly by CLPNNS; that is, name,

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**Policy No. 9 (continued)**

address, date of payment, fee, the registrant contacts CLPNNS to request a replacement license be issued.

2. The registrant returns the original license to CLPNNS prior to issuing the replacement license.
3. The replacement license is printed with “DUPLICATE” on it.
4. The date the replacement license is printed is entered on the database under “Comments”.
5. The original license is stapled to the back of the CLPNNS’ copy of the duplicate license.

**C. Issuing duplicate License to Practise Practical Nursing**

1. In the event the original license is not received by the registrant within four weeks of mailing from CLPNNS office, the registrant contacts CLPNNS to request a duplicate (second) license.
2. The Duplicate license is printed with “DUPLICATE” on it.
3. The date the Duplicate license is printed is entered on the database under “Comments”.
4. If the original license is returned to CLPNNS by Canada Post it is stapled to the back of the duplicate license.

**D. Provision of Nursing Program Transcripts**

1. School of practical nursing transcripts are provided for graduates of specified schools (since closed), on payment of the established fee.
2. The transcript fee provides one transcript; additional copies may be obtained on payment of the additional copy fee.
3. Transcripts are prepared once a week and are photocopied from the transcript documents on file at CLPNNS.
4. Transcripts requested for educational institutions, potential employers or registration with another province/country are placed in a sealed envelope and stamped "Official Transcript" on the front; "Do Not Accept If Seal Is Broken" on the back.
5. Transcripts for personal use by the graduate are provided on request and on payment of the transcript fee. They are sent stamped "Unofficial Transcript".

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**Policy No. 9 (continued)**

**E. PROVISION OF RECORD OF EMPLOYMENT**

1. Requests for a hard (paper) copy of a registrant's (hours of work) for the five years entered on the current

year's database are completed on receipt of the fee for this service. Notice is sent that these hours are self-reported and not verified by the College.

**F. Provision of Record of Examination Results**

1. Personal copy(s) of a registrant's results on the registration examination is provided to registrants in the active-practising class at no charge.
2. Registrants in the non-active and non-practising classes pay a fee for a personal copy(s) of their registration examination results.

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**Policy No. 10**

<b>SECTION</b>	<b>REGISTRATION</b>			
<b>SUBSECTION</b>	<b>Fees</b>			
<b>APPLICABLE LEGISLATION</b>	<b>LPN Act Section 28 (1) By Law 37(1)(2)</b>			
<b>Consented to by Board 27 May 2003</b>	<b>Effective 27 May 2003</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1-1</b>

**POLICY STATEMENT**

The CLPNNS Board may establish a schedule of fees for administrative costs relative to registration services.

**Procedure:**

1. Fees for registration, reinstatement, entry in a particular class or classes and for temporary graduate licenses are established in accordance with CLPNNS By-Law 37 (1)(2).
2. The reinstatement fee is applicable to registrants seeking entry to the active-practising class if renewing on or after November 1 of the current license year, if previously entered in this class.
3. Fees are required for the following services
  - evaluating the *Application for Initial Registration In Nova Scotia*;
  - faxing of documents out of Nova Scotia;
  - duplicate receipts for licensing fee(s) if for other than the current and immediate past license years;
  - personal copy of the registration examination results if not in the active-practising class;
  - verification of status if not in the active-practising class;
  - certified true copy of out-of country transcript on file at CLPNNS;
  - record of employment hours.
4. Documents forwarded by courier at the request of registrants are done so at their expense. Such documents are sent following receipt of the appropriate courier fee.

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**Policy No. 11**

<b>SECTION</b>	<b>REGISTRATION</b>			
<b>SUBSECTION</b>	<b>Release of Information from the Registration Database</b>			
<b>APPLICABLE LEGISLATION</b>	<b>By-Laws Section 39, 41, 43</b>			
<b>Consented to by Board 27 May 2003</b>	<b>Effective 27 May 2003</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1-2</b>

**POLICY STATEMENT**

Data collected on the *Application for Licensing in NS* is the property of CLPNNS and may be released as set out below:

**PROCEDURE**

**A. Release of information - no cost recovery**

1. Core data collected on the *Application for Licensing in NS* is sent yearly to the Canadian Institute for Health Information [CIHI], in accordance with the format specified by CIHI.
2. Registration Services will provide confirmation of a registrant's or applicant's status to an employer or prospective employer, in the event the registrant/applicant is unable to present their current license.
3. Registrants requesting their registration number, hours of employment, or examination scores over the telephone are required to provide birth surname, name of school of practical nursing, address and birth date.
4. With the registrant's consent, a registrant's name will be released to Assessment Strategies Inc. (ASI) for consideration of selection to ASI committees.

**B. Release of Information - cost recovery**

1. Information is released on a cost recovery basis for the following purposes:
  - nursing and nursing related research and information surveys;
  - mailing of information pertaining to practical nursing education and conferences;
  - provision of aggregate and collated statistical data.

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**Policy No. 11 (continued)**

2. The request for information must be submitted in writing and include:
  - the project's objectives, time frame, methodology and design;
  - the purpose for which the data is being requested;
  - the specific data that is required and the license years required;
  - the specific individuals who will have access to the data;
  - confirmation that the research proposal has passed an ethical review;
  - confirmation that the costs incurred by CLPNNS in processing the request will be remunerated by the initiator of the request;
  - a declaration that the data will:
    - not be used for commercial purposes; not be released in public documents except in aggregate form; be protected by adequate confidentiality and security purposes; be returned or destroyed upon completion of the project; not be provided to other individuals/groups; not be used in any way other than authorized by the Executive Director/Registrar.
3. Research and survey proposals must be consistent with the mandate of the CLPNNS.
4. A copy of the information to be sent to registrants (e.g., questionnaires, cover letters) must be provided to CLPNNS.
5. Registrants have the right to refuse participation in a research project upon receipt of initial mailing from researcher.
6. Release of information does not reflect endorsement or support by the CLPNNS.
7. The Executive Director/Registrar will acknowledge receipt of all requests for the release of information from the registrant database, advise regarding the decision to approve or reject a request and provide the schedule of costs.
8. The response to requests approved by the Executive Director/Registrar will include the time frame for processing the request and the estimated cost for information processing and data retrieval.
9. To meet Privacy of Information concerns, a statement is placed on the *Application for Licensing in NS*, in the guide for completing the application to inform registrants that information collected on the application may be released under this policy.