

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

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**LPN Class of April 2023**

**STEP 1:**

How to apply for a **TEMPORARY** License

**STEP 2:**

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

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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.

**NOTE:** You cannot begin PN job orientation or employment until you have obtained a temporary license and your name is on the **“FIND A NURSE”** section of the website.

**IMPORTANT NOTE:** If you want a temporary license processed upon the LPN Program completion date of April 14, 2023, the following documents must be received at CLPNNL office by March 13, 2023. Applications submitted after March 13, 2023 will be processed in May 2023.

**We do not accept documents via email or fax, all documents must be mailed, or hand delivered to the CLPNNL office.**

Completed 2023/24 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, not older than three (3) months from the date your temporary license is to be processed.
- The **ORIGINAL** certificate of conduct, including the vulnerable sector check, must be submitted; **photocopied certificates of conduct are not accepted.**
- We suggest you make a photocopy of your 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 \$376.66 plus \$56.50 HST = \$433.16 (non-refundable). Payment options: cheque/money order made payable to CLPNNL (by post); debit or credit card (by phone).
- The temporary license will be valid until June 30, 2023; or will be revoked upon receipt of notification that the candidate was unsuccessful in writing the Canadian Practical Nurses Registration Exam (CPNRE).

Jurisprudence Certificate:

Jurisprudence – The legislation and regulations governing the practice of Licensed Practical nursing in NL:

<https://www.med.mun.ca/nursingportal/>

- Submit certificate of completion

**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 May 15, 2023**

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 PN 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 May 15, 2023, 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.

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