



COLLEGE OF  
LICENSED PRACTICAL NURSES  
OF NEWFOUNDLAND AND LABRADOR

## B. Annual Renewal of CLPNNL Licensure

You can renew your license [HERE](#).

The CLPNNL Licensure year is April 1 to March 31. An administrative deadline of March 1 is in place to facilitate licensure renewal for all registrants prior to the March 31 expiry date. Licensure renewal fees are outlined in the [Registration and Services Fees](#) Policy.

In January, invitations to online licensure renewal will be emailed<sup>1</sup> to all LPNs who hold a license to practice in Newfoundland and Labrador.

A license will be renewed if the following criteria are met:

1. A completed annual renewal application, accompanied by the applicable fee, is received on or before the license expiry date of March 31.
2. The Judicial/Disciplinary questions on the license renewal application have been answered and the applicant is not subject to any disciplinary findings which would prohibit the practice of nursing (see *Duty to Report Criminal Conviction and/or Reporting of Disciplinary Action by a Regulator* policy).
3. The applicant attests that they have completed all elements of the Continuing Competency Program.

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<sup>1</sup> It is every LPNs responsibility to keep their information, including e-mail address, current with CLPNNL.

4. If the applicant has not graduated from an approved practical nursing education program within the 5 years preceding this application, the following regulations must be met:
  - a. The applicant has worked 1125 hours as an LPN in the 5 licensure years immediately preceding the application; or,
  - b. The applicant has worked 450 hours as an LPN in the 2 years immediately preceding the application; or
  - c. The applicant has provided confirmation of having successfully completed an approved Practical Nurse Re-Entry/Refresher program in the 5 years immediately preceding application; or,
  - d. The applicant has completed the Supervised Practice Experience Program (SPEP) to obtain currency of practice hours.
5. Applicable fees are paid.

### **Failure to Meet Timelines**

The CLPNL has instituted an administrative deadline of March 1 each year for the receipt of license renewal applications and fees.

- LPNs who fail to complete the online renewal application, and pay the *Licensure Renewal Fee* by, March 1, 23:59:59 hours, will also be subject to the *Administrative Late Fee*.
- LPNs who fail to complete the online renewal application and pay the *Licensure Renewal Fee* and the *Administrative Late Fee* by the March 31, 23:59:59 hours license expiry date will be considered non-licensed and will be subject to the *Licensure Renewal Fee*, the *Administrative Late Fee*, and the *Reinstatement of License fee*.
- LPNs who fail to renew their license by April 1 and who continue to practice are considered practicing without a license and are subject to the *Licensure*

*Renewal Fee, the Administrative Late Fee, the Reinstatement of License fee, and the Practicing Without a License fee, and may be referred to the Registrar for professional conduct review.*

The annual license fee is non-refundable once the license becomes effective for the year for which it is issued.

### **Important Points to Remember**

- Once a license is issued, the LPN's name will be found on the FIND A NURSE section on the CLPNNL website.
- You are not permitted to work as a LPN without a valid license. Penalty fees will apply.
- If you plan to apply for licensure in another province/territory, contact the licensing authority for that province/territory to obtain the required information regarding licensure in that jurisdiction. Your NL license is not valid in another province/territory. Contact information for the various provinces/territories is available on the [Links page](#) of this website.
- Your license with the CLPNNL provides you with \$2,000,000.00 liability [insurance coverage](#). If you are involved in an incident that may be subject to a possible claim while employed as a LPN you are to notify the CLPNNL immediately.