



COLLEGE OF
LICENSED PRACTICAL NURSES
OF NEWFOUNDLAND AND LABRADOR

K: Appeal of Licensure Application and Renewal Decision

The CLPNNL's mandate of public protection is upheld when all LPNs in the province meet the requirements for registration and annual licensure renewal. This policy outlines the process when an applicant requests a review of a licensure application or renewal decision made by, or on behalf of, the CLPNNL Registrar. CLPNNL employs the principles of procedural fairness in the licensure application and renewal process. Procedural fairness includes fairness in process, transparency in actions, opportunity for a voice, and impartiality in decision making.

Policy:

The CLPNNL Board shall appoint an individual, called the Reviewer, not involved in the initial licensure application or renewal decision, to serve as reviewer of licensure and/or renewal application decisions when an applicant requests an appeal.

The Review:

The purpose of the review is to determine if:

1. the CLPNNL Board approved policies were adhered to in the processing of the licensure or renewal application.
2. the applicant meets the criteria for licensure.
3. information provided as part of the appeal process influences the application or renewal decision.

The Request:

- An applicant may appeal a licensure application or renewal decision.
- The request must be received in writing (mail or e-mail) to CLPNNL within 30 days of the written decision being served to the applicant. Contact wwadman@clpnnl.ca or att: Wanda Wadman, CLPNNL CEO/Registrar, 209 Blackmarsh Road,, St. John's A1E 1T1

- The request must outline the grounds or reasons the applicant alleges the Registrar’s decision is in error and provide any documentation necessary to support their allegation.
- The applicant shall be provided with an opportunity to make a verbal (virtual, telephone, or in-person) presentation to the Reviewer as part of their appeal.

The Registrar:

The Registrar shall:

- notify the Reviewer of all requests for appeal of licensure or renewal application decisions within five (5) business days.
- provide to the Reviewer the following:
 - The appeal request, and any accompanying information, received from the applicant; and,
 - The applicant’s file including:
 - The application form;
 - All documentation provided to CLPNNL to support the application;
 - A copy of the application decision, and letter, sent to the applicant; and,
 - A copy of the policies outlining criteria for licensure or renewal.

The Reviewer:

The Reviewer:

- shall complete the review as soon as is practicable, but no later than thirty (30) days after notification from the Registrar.
- shall:
 - determine if the CLPNNL Board approved policies were adhered to in processing the licensure or renewal application;
 - determine if the applicant meets the criteria for licensure based on information provided on application; and,
 - determine if information provided in the appeal application may influence the applicant’s eligibility for licensure. If so, the Reviewer shall confer with the regulatory officer to identify the impact the information would have had on the application.
- may request clarification and/or additional information from the applicant and/or the Registrar.

- shall communicate their decision, accompanied by reasons, in writing to the applicant with a copy to the Registrar, within seven (7) days of completing the review.
- may make recommendations to the Board for registration policy changes.