



## Process to Request a Change to Information

When processing their licensure renewal, LPNs update their employer(s), home address, e-mail, telephone number(s) on file with CLPNNL. Changes to this information after licensure renewal requires a request to CLPNNL, as outlined below. LPNs cannot make changes to their name or gender while processing licensure renewal. Those changes always require a request to CLPNNL. The steps are outlined below.

**The CLPNNL By-Laws (Section 21) require LPNs to notify CLPNNL of any change of name, and/or change of employer – including the addition of self-employment – within 30 days of the change.**

It is in the interest of public safety that the name that you practice under, and the name that your licence is issued under, are the same. The [“Find a Nurse”](#) public register on the CLPNNL website lists the name in which your license is issued, and this is the tool used by the public, and employers to verify that you are an LPN and that you hold a valid licence to practice. Additionally, CLPNNL must have up-to-date employer information for notification purposes should there be an allegation filed concerning your practice.

Employers are advised to verify, on hiring, and on licensure renewal, that your government issued ID matches the name on your CLPNNL issued licence and matches the information on the [“Find a Nurse”](#) public register.

Important regulatory information is communicated via e-mail, and occasionally, sent to your home address, or via telephone.

### **It is your responsibility to keep this information up to date.**

Registrants must follow these steps in requesting changes to their information with CLPNNL. Incomplete or illegible requests will not be processed.

### **To request a change to your name:**

- Send an e-mail to [registration@clpnnl.ca](mailto:registration@clpnnl.ca) from the e-mail address CLPNNL uses to communicate with you.
- In the subject line, write: Change of Name.
- In the body of the e-mail indicate the change that you are requesting (see types of changes below).
- Attach or include the required documentation as outlined below.
- Sign the e-mail with your full name, and your CLPNNL Registration number.
- When the requested name change has been completed by CLPNNL, you will receive a receipt/certification in the updated name, mailed to the e-mail address CLPNNL has on file.

### **Change of last name due to marriage**

You must include a picture or scan of your:

- government issued Marriage Certificate; **and**,
- valid government issued photo identification.

### **Change of last name back to maiden name**

You must include a picture or scan of your:

- government issued birth certificate (if not already on file); **and**,
- valid government issued photo identification.

### **Change of name following legal name change**

You must include a picture or scan of your:

- government issued photo identification in new name.

**OR**

- government issued change of name certificate; **and**,
- valid government issued photo identification in name on file at CLPNNL.

## **To change your sex designation (gender):**

- Send an e-mail to [registration@clpnnl.ca](mailto:registration@clpnnl.ca) from the e-mail address CLPNNL has on file.
- In the subject line, write: Change of sex designation (gender).
- In the body of the e-mail please indicate that you are requesting a change to the sex designation (gender) on file.
- Attach or include a picture or scan of the following:
  - your valid government issued photo identification (e.g., driver's license).
  - your government issued new birth certificate (to replace existing birth certificate on file).
- Sign the e-mail with your full name, and your CLPNNL Registration number.

## **To change or add employer (including adding self-employment):**

- Send an e-mail to [registration@clpnnl.ca](mailto:registration@clpnnl.ca) from the e-mail address CLPNNL has on file.
- In the subject line, write: Change of Employer.
- In the body of the e-mail, include the change(s) to be made (e.g., Please change my employer information, remove South Health, and add North Health, add self-employed at MJ Footcare).
- Attach or include a picture or scan of your valid government issued photo identification (e.g., driver's license).
- Sign the e-mail with your full name, and your CLPNNL Registration number.

## **To change your e-mail address:**

- Send an e-mail to [registration@clpnnl.ca](mailto:registration@clpnnl.ca)
- In the subject line, write: Change of e-mail.
- In the body of the e-mail identify the e-mail that CLPNNL has on file for you (your old e-mail) and provide your new e-mail address.
- Attach or include a picture or scan of your valid government issued photo identification (e.g., driver's license).
- Sign the e-mail with your full name, and your CLPNNL Registration number.

## **To change your Home Address:**

- Send an e-mail to [registration@clpnnl.ca](mailto:registration@clpnnl.ca) from the e-mail address that CLPNNL has on file.
- In the subject line, write: Change of home address.
- In the body of the e-mail provide both your old and new full mailing addresses.
- Attach or include a picture or scan of your valid government issued photo identification (e.g., driver's license).
- Sign the e-mail with your full name, and your CLPNNL Registration number.

## **To change your phone number:**

- Send an e-mail to [registration@clpnnl.ca](mailto:registration@clpnnl.ca) from the e-mail address CLPNNL has on file.
- In the subject line, write: Change of phone number.
- In the body of the e-mail provide both your old and new phone numbers.
- Attach or include a picture or scan of your valid government issued photo identification (e.g., driver's license).
- Sign the e-mail with your full name, and your CLPNNL Registration number.