



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 emailed¹ 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.

¹ 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.