



Appeal of Licensure Application or Renewal Decision

This policy outlines the process available for an applicant to request a review of a licensure application or licensure 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 compliance with legislation and policy; transparency; open communication; and consistent, impartial decision making.

This policy applies to both application for licensure and for renewal of licensure which shall be referred to in this policy as licensure.

Denial of Application for Licensure

When an applicant is denied licensure with the College, the Registrar, or designate, shall inform the applicant of that decision in writing and that letter shall include:

- the reasons for the licensure decision;
- a statement advising the applicant has a right to request a review of the licensure decision;
- notification that a written request for review must be received by the College within 30 days of the date of the written decision; and
- A copy of this policy.

The Request:

- An applicant may request a review of a licensure decision.
- The request must be received in writing to CLPNNL within 30 days of the written decision being provided to the applicant.
- The applicant may provide additional documentation to support their review.
- 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 Review:

The purpose of the review is to determine if:

1. the legislative requirements and CLPNNL Board approved policies were adhered to in the processing of the licensure application;
2. the applicant meets the criteria for licensure or criteria for an alternate licensure pathway; and,
3. information provided in support of the request for review influences the decision with respect to the applicant's request for licensure.

The Registrar:

The Registrar shall:

- notify the Reviewer of all requests for appeal of licensure decisions within five (5) business days.
- ensure the following documentation is available to the Reviewer:
 - the review request, and any accompanying information, received from the applicant related to the request; and,



- the original application for licensure and all supporting documentation;
- a copy of the licensure decision and letter sent to the applicant; and,
- policies outlining criteria for licensure.

The Reviewer:

The review shall be conducted by a CLPNNL Board appointed individual, called the Reviewer, who was not involved in the licensure application decision.

The Reviewer:

- shall confirm receipt of the request for review with the applicant within seven (7) days of being notified of same; and,
- shall complete the review as soon as is practicable, but no later than thirty (30) days after notification from the Registrar, and determine if:
 - legislative requirements and CLPNNL Board approved policies were adhered to in processing the licensure application;
 - the applicant meets the criteria for licensure, or criteria for an alternate licensure pathway; and,
 - information provided as part of the review application influences the applicant's eligibility for licensure.

The Reviewer:

- may request clarification and/or additional information from the applicant and/or the Registrar.
- shall provide the applicant with an opportunity to clarify information on any new pertinent matters.

The Review Decision

The Reviewer may uphold or reverse the decision of the Registrar.

Where the decision of the registrar is reversed:

- licensure granted may be subject to conditions and/or restrictions; and
- the applicant shall be registered as soon as they complete all requirements, including payment of license fees.

The Reviewer shall:

- communicate the review to the applicant, with written reasons, within seven (7) days of completing the review; and,
- Provide a copy of the review decision to the Registrar.

Quality Assurance

The Reviewer shall:

- Document and track each application for review;
- Monitor all applications for review to identify trends;
- Make any recommendations to the Board for registration policy changes as appropriate; and,
- Notify the Registrar of all of the above information to mitigate pending and future applications for registration being subject to review.