



Verifying Licensure Status of Licensed Practical Nurses

In the interest of public safety, employers must confirm licensure status for Licensed Practical Nurses (LPNs). *Licensed Practical Nurse* is a protected title under the Licensed Practical Nurses Act, 2005. Persons found using the title without licensure with CLPNNL are in breach of the Act, and this is reportable to the authorities (e.g., CLPNNL Registrar, Royal Canadian Mounted Police, Royal Newfoundland Constabulary).

A license to practice is required for all LPN practice, including attending or participating in employer orientation.

On hiring

It is recommended that employers verify identity and licensure status on hiring by:

1. *Requiring the individual to provide their government issued photo identification.* CLPNNL only issues licenses in the applicant's name as it appears on Government issued ID.
2. *Validating the individual's exact name appears on the CLPNNL's "Find a Nurse" public register.*
3. *Confirming licensure expiry date.* LPNs who hold a **Temporary license** have outstanding licensure requirements. If those outstanding requirements are not met by the expiry date, the Temporary License is not converted to an Initial license, and the individual is not permitted to practice.

For LPNs with a **Temporary License**, employers are advised to:

- note the expiry date of the temporary license;
- validate, by the expiry date, that a temporary license has been converted to an initial license by checking the *Find-A-Nurse* public register; and,
- determine that the expiry date on the *Find-a-Nurse* public register has been updated to March 31 (the end of the licensure year).

On return from extended Leave

It is recommended that employers verify that LPNs returning from extended leave hold a practicing license by verifying that the LPN's name appears on the CLPNNL's *"Find a Nurse" public register*. LPNs who allow their license to lapse during a leave of absence must apply to CLPNNL to have their license reinstated PRIOR to returning to practice.

On annual Licensure renewal

The CLPNNL has an annual licensure period of April 1 – March 31 each year. Employers are advised to validate that LPNs have renewed their license to practice for the coming year. An LPN who does not complete a licensure renewal application or whose license to practice for the new year is not processed by April 1, will not appear on the CLPNNL's *"Find a Nurse" public register* and is not permitted to practice as an LPN in the new licensure year.

Note: CLPNNL's *"Find a Nurse"* public register (on www.clpnnl.ca) is immediately updated when a license or renewal is successfully processed, when a registrant is converted from a Temporary License to an Initial License, and when any information change has been approved.

If employers are unable to verify licensure status (e.g., a discrepancy between provided identification and CLPNNL's "Find a nurse" &/or exact name absent on CLPNNL's "Find a Nurse") employers should contact CLPNNL directly at 709-579-3843.