



Self Reporting of Practice Hours Fact Sheet

When LPNs renew their license each year, they must report the hours of practice they had in the previous year. In the past, employers sent CLPNNL these hours. With the 2024-2025 license renewal, LPNs will report their own practice hours to CLPNNL.

LPNs will report the hours worked (practiced) as an LPN in the current year while they are renewing their license for next year. The hours reported must not include hours on sick leave, vacation, or any other leave.

Do I report all the hours I work?

Yes. You will only report the hours that you worked in the current year, from April 1 to March 31. Do not report the hours where you were on sick leave, vacation, or on any other leave. It is the *hours practiced as an LPN* that you report.

I have to renew my license before the licensing year ends. How can I report hours I have not yet worked?

You can estimate. Report the actual hours worked up to the day that you renew your license, and then estimate the hours that you are scheduled to work, or that you expect to work to March 31st. Corrections can be made after you renew.

When do I report my hours?

On renewal. You will only report your practice hours when you renew your license for the next year. CLPNNL requires that you practice 1125 hours in the past 5 years, or 450 hours in the past 2 years.

I work full time and get paid for 75 hours every 2 weeks. Can't I just assume I have 1950 hours to report?

No. You can only report the hours that you actually worked. While you may be scheduled, and contracted to work 1950 hours, you may take vacation days, or sick leave. These leave hours must be subtracted and are not reported to CLPNNL.

I have more than one role in my workplace. Do I report all the hours in all roles?

No. Only hours worked in the role of an LPN are reported to CLPNNL.

I am self employed. Do I still have to have my work hours confirmed by a third party?

No. CLPNNL is moving to self reporting of hours for all LPNs.

Might I be required to confirm my practice hours submission?

Yes. On occasion, and as with all self-declared information to CLPNNL, we may choose a random sample of LPNs and require them to provide confirmation of hours.

Sometimes my shift extends by 15 minutes, or a ½ hour, but not always. Does my reporting have to be precise, to the minute?

No. We know that it may be difficult to capture every minute that you practice. CLPNNL will accept your closest approximation of practice hours. It is your professional obligation to be as accurate as you can.

What if I forget to track my hours, or lose track throughout the year?

It is required that all LPNs provide CLPNNL with your practice hours.