



Process to Request a Change of Registrant's Information: Address, E-mail, Employer, Phone Number

In the interest of public safety CLPNNL maintains accurate demographic, employer, and contact information for registrants. CLPNNL requires current e-mail addresses for registrants to communicate regulatory information. CLPNNL may need to contact a Licensed Practical Nurse (LPN) or the employer(s) of an LPN in the event of a concern regarding a registrant's practice. It is a CLPNNL By-Law requirement for registrants to notify CLPNNL, within 30 days of any change to employer or address.

Registrants change and update their home and/or mailing address, e-mail, telephone number and employer information via their Alinity member portal. The two-factor authentication in Alinity provides assurance that the request is coming from the registrant. Where a registrant presents in person to request a change for one of the above, staff shall direct them to their Alinity member portal to make their change/update.

An administrative stop is in place for a change to employer. An administrator's review is required to validate that the applicant is using the employer's name/title, as it appears in the employer table. Additionally, this stop provides an opportunity to add a new employer to CLPNNL's employer table. Once reviewed, the administrator makes any changes and/or seeks clarification from the registrant if needed, and approves the change/update.