Registration Requirements

Effective: May 28, 2026

INTRODUCTION

The College of Licensed Practical Nurses and Health Care Aides of Alberta (CLHA) has the authority under the *Health Professions Act* (HPA) to carry out its activities and govern Licensed Practical Nurses (LPNs)* in a manner that protects and serves the public interest.

This policy describes the application requirements for registration in the *Licensed Practical Nurses and Health Care Aides Profession Regulation* (LPNs and HCAs Profession **Regulation**). There are three register categories that entitle an individual to practice as an LPN in Alberta: the **general register**, **provisional register**, and **courtesy register**.

Some requirements apply to all applicants, and others apply only to certain registers, which are outlined below.

Terms found in the definition section are **bolded** where they appear for the first time in this document.

PURPOSE

The purpose of this policy is to detail the requirements for registration for LPNs, and it includes information about the general register, provisional register, and courtesy register for applicants.

POLICY

This policy will allow applicants to find the information that they need to demonstrate they meet the requirements for registration. Requirements for registration are outlined in the LPNs and HCAs Profession Regulation.

* In this document, "HCA(s)" has the same meaning as "regulated member" in the Health Professions Act.

REGISTRATION REQUIREMENTS FOR ALL APPLICANTS

Document Submission

All documents must be submitted in English. If documents require translation, the applicant will be responsible for the cost. The CLHA may request additional documents if there is not enough information to make a registration decision (e.g., resume, verification of employment form, curriculum, etc.). If the applicant is unable to obtain specific documents required for registration, please contact the CLHA to discuss your individual circumstances.

To be considered for all types of registration, the applicant must:

1. Submit the appropriate registration form and fee for the register (general, provisional, or courtesy) for which they are making an application.

2. Submit two forms of valid (not expired) government issued identification (ID), which may include:

    - birth certificate,
    - passport and/or NEXUS card,
    - Canadian driver's license,
    - Canadian citizenship card or certificate,
    - provincial ID,
    - Government of Canada travel document,
    - permanent resident card,
    - treaty status card,
    - Canadian immigration visa,
    - Correctional Services Canada card,
    - employee ID for child and family service authority card,
    - firearms card,
    - Canadian Forces ID, or
    - corrections officer ID.

    Unacceptable IDs include:

    - Social insurance card,
    - Virtual IDs,
    - Alberta health care card, or
    - non-government-issued ID documents.

Note: A valid ID is required if an applicant or LPN requests their name to be changed on the register.

3. Submit verification of registration from all health professional regulatory bodies the applicant has been or is currently registered with. If that regulatory body is the CLHA, no verification of registration is necessary.

4. Provide proof of professional **liability insurance** that meets the requirements outlined in the *Bylaws*. The insurance policy is required to:

    - specifically identify the profession, i.e. LPN, to whom the policy applies.
    - include coverage for errors and omissions, (general malpractice), with a liability limit of at least $2,000,000 per occurrence and $5,000,000 annual aggregate.
    - include coverage for disciplinary expenses with a liability limit of at least $50,000 per occurrence and **annual aggregate**.
    - insure the LPN personally, not through an employer.
    - insure the LPN until at least the end of the registration period that the LPN has most recently applied for.

Note: The CLHA has a preferred insurance provider, or applicants can use their own insurance provider as long as the coverage requirements have been evaluated and deemed satisfactory by the CLHA under the *Bylaw* requirements. A link to CLHA's preferred insurance provider, which meets these requirements, is available on the application form.

5. Provide evidence of having **good character and reputation** by submitting a criminal record check and by declaring good character and reputation on the application form. A link to obtain the appropriate criminal record check is available in the application.

    Part of declaring good character and reputation requires the applicant to note:

    - any ongoing investigation or **proceeding** by another regulatory body,
    - any discipline by another regulatory body,
    - any current charges for a criminal offence, and
    - whether they were convicted of a criminal offence for which a **record suspension** (previously referred to as a **pardon**) has not been granted.

    The applicant must provide any additional information requested by the Registrar or designate. The information required may include:

    - a record of the hearing or decision at which the applicant's registration and practice permit were cancelled, revoked, suspended, or denied;
    - evidence that any conditions applied at the time of cancellation have been met; and
    - evidence that the applicant is not a threat to public safety.

6. Provide evidence of fitness to practice as an LPN by submitting a declaration on the application form.*

7. Successfully complete the *Protecting Patients from Sexual Abuse and Misconduct* module available on the CLHA website.

8. Successfully complete the CLHA jurisprudence requirement.

9. Meet the language proficiency requirements, as described in the CLHA's *Meeting the English Language Requirements* policy.

10. Meet any additional requirements for the specific register in which they are applying (detailed below).

Applicants must complete the application truthfully. False statements may lead to the Registrar or designate denying registration. If false statements are found after registration, disciplinary action may be taken.

Applications and corresponding documents stay active for six months. If documents provided are older than six months (except for valid ID), you may be required to provide updated documents.

It is the applicant's responsibility to ensure information from the regulatory body comes directly to the Registrar or delegate. The Registrar or delegate will review the application for registration and consider the facts and findings to assess whether it can be approved, deferred, or denied.

Applicants Seeking Registration Based on Substantial Equivalence

The CLHA will evaluate an applicant for registration based on the requirements set out in the LPN and HCA Profession Regulation.

Applicants who do not meet the standard education and exam requirements for LPNs in Alberta or are not currently registered in a **jurisdiction** recognized by the Council as having substantially equivalent competence requirements may still be eligible for registration based on substantial equivalence.

When assessing for substantial equivalence, the CLHA will evaluate evidence of an applicant's qualifications, education, and experience and determine if they meet the requirements to be on the general or provisional registers.

* Please see the special considerations section (page 9) for more detail on criminal record checks and fitness to practice.

If an applicant is requesting evaluation of:

1. Their education:
    - They must provide evidence of completion of an LPN program outside of Alberta or other formal education that would be deemed substantially equivalent to the entry-level competencies expected of an LPN. Evidence may be provided through verification of course completion from schools, an Education Credential Assessment, or a National Nursing Assessment Service (NNAS) Report.

    There are multiple options for obtaining an Education Credential Assessment. The CLHA will accept:

    - basic education credential assessments from the organizations designated by Immigration, Refugees, and Citizenship Canada.
    - an enhanced report from the education credential assessment service used to provide the basic report may be required.
    - applicants using an NNAS report must provide the CLHA with their NNAS ID and their NNAS Application ID specific to the CLHA.

2. Their current or previous registration as a healthcare professional:
    - They must submit a verification of registration from all health professional regulatory bodies for which the applicant is currently or formerly registered as a healthcare provider.

3. Their experience working as an LPN or similar profession:
    - They must provide evidence of current practice within four years. Evidence may include job descriptions, letters from employers about their role and scope, or anything else the Registrar or delegate deems necessary.

Note: the CLHA will accept an NCLEX-RN and REx-PN exam pass as confirmation of meeting the exam requirement through the substantially equivalent process.

General Registration Applicants

The general register is for LPNs who have the required education and have completed exams for registration in Alberta, have been deemed substantially equivalent, come from an equivalent jurisdiction, or are applying for **reinstatement** on the general register.

The CLHA provides general registration to an applicant who has met the requirements set out in the LPN and HCA Profession Regulation.

Labour Mobility Applicants

An applicant is considered a labour mobility applicant if they are currently registered in another Canadian jurisdiction as a practical nurse. Labour mobility applicants may or may not maintain registration in another Canadian jurisdiction as a practical nurse after obtaining registration with the CLHA.

As an exception, labour mobility applicants registered in Quebec may be required to provide evidence of competence in the areas of health assessment and infusion therapy to be considered for registration on the general register.

Reinstatement Applicants

Reinstatement applicants must have been previously registered on the CLHA general register.

To be considered for registration on the general register, in addition to the requirements for all applicants, an applicant seeking reinstatement must provide evidence of current practice for the previous four years through the declaration of practice hours. The declared hours must meet the criteria established by the Council of being **actively engaged** in practice or through graduation from a nursing education program within the past four years. For more information, please see the *Actively Engaged Requirements for Registration* policy.

Note: If an individual has been out of LPN practice for less than 10 years, they may be referred to a refresher program. If an individual has been out of LPN practice for more than 10 years, they may be referred to a refresher program or be required to take a new practical nurse program.

Interjurisdictional Nursing Licensure (INL) Host Applicants

An applicant who maintains registration in another Canadian jurisdiction as a practical nurse may choose to apply for INL. To be considered for registration on the general register, in addition to the requirements for all applicants, INL applicants must:

1. be registered as a practical nurse in good standing in another Canadian **home jurisdiction**.
2. request registration verification from their Canadian home jurisdiction within 10 days of the application with the CLHA being considered complete.
3. consent to the CLHA sharing registration and professional conduct information with the applicant's Canadian home jurisdiction and other **host jurisdiction**s.
4. if registered in Quebec, evidence of competence in the areas of health assessment and infusion therapy as an exception to labour mobility may be required.

If the INL application is complete and all requirements are met, except for receiving the verification of registration from the home jurisdiction, the CLHA will issue a practice permit with a "registration monitoring" condition. The condition will be cleared once the CLHA receives the applicant's good standing verification.

INL LPNs must maintain registration as a practical nurse in good standing in their home jurisdiction.

Please note that any professional conduct complaints for INL registered individuals will be resolved in the jurisdiction in which the patient received care.

To maintain INL host registration with the CLHA, an individual must fulfill all requirements of registration with their home jurisdiction, including participation in their home jurisdiction's equivalent of CLHA's Continuing Competence Program. Additionally, at renewal, INL LPNs must provide an updated verification of registration from their home jurisdiction.

Out of Province Applicants Without Current Registration in a Canadian Jurisdiction

An applicant is considered an out-of-province applicant if they formerly held registration in another Canadian jurisdiction as a practical nurse but are not currently registered in any Canadian jurisdiction.

To be considered for registration on the general register, in addition to the requirements for all applicants, an out-of-province applicant must:

1. provide evidence of current practice for the previous four years through the declaration of practice hours. The declared hours must meet the criteria established by the Council of being actively engaged in practice or through graduation from a nursing education program within the past four years. For more information, please see the *Actively Engaged Requirements for Registration* policy.
2. if registered in Quebec, evidence of competence in the areas of health assessment and infusion therapy may be required.

Provisional Registration Applicants

The provisional register is a register for the temporary registration of a person who may have fulfilled the regulatory education requirements by completing an approved education program or whose qualifications have been determined by the Registrar or delegate to be substantially equivalent. An LPN can be on this register for a maximum of one year.

An applicant who has fulfilled the registration requirements of the LPNs and HCAs Profession Regulation but has not successfully passed a registration examination approved by the Council may be registered on the provisional register and must practice under supervision.

A provisional applicant may be an Alberta new graduate or an applicant with education outside of Alberta who is not regulated as an LPN.

Provisional LPNs will have their registration and practice permit cancelled if they do not pass the Canadian Practical Nurse Registration Examination (CPNRE) after three attempts or if their permit has expired (a one-year time frame from the date of issue), whichever comes first.

For more information about provisional registration, please see the policy on *Provisional Registration.*

Alberta New Graduate Applicants

To be considered for registration on the provisional register, the applicant must, in addition to the requirements for all applicants:

1. have a diploma or certificate in practical nursing from a program approved by the CLHA Council and provide evidence of course completion as confirmed by the post-secondary institution.
2. have passed the practical nursing program within four years of the time of application.
3. submit a verification of registration from all health professional regulatory bodies for which the applicant is currently or formerly registered.

Provisional LPNs will have their registration and practice permit cancelled if they do not pass the Canadian Practical Nurse Registration Examination (CPNRE) after three attempts or if their permit has expired (a one-year time frame from the date of issue), whichever comes first.

Canadian Graduate (Outside of Alberta) Applicants

To be considered for registration on the provisional register, the applicant must, in addition to the requirements for all applicants:

1. have a diploma from a practical nursing program approved by the nursing regulator body where the education was taken and provide evidence of course completion as confirmed by the post-secondary institution.
2. have completed the practical nursing program within four years of the time of application.
3. submit verification of registration from all health professional regulatory bodies for which the applicant is currently or formerly registered.
4. if registered in Quebec, evidence of competence in the areas of health assessment and infusion therapy may be required.

If the applicant has attempted the CPNRE or another registration exam in Canada, the applicant may be asked to provide their exam results.

Internationally Educated Nurse Applicants

There are currently two pathways to apply to the CLHA as an internationally educated nurse.

- Option A: applying directly to the CLHA, or
- Option B: applying to the National Nursing Assessment Service (NNAS) first and then applying to the CLHA.

Option A: Applying Directly to the CLHA

To be considered for registration on the provisional register, the internationally educated applicant must, in addition to the requirements for all applicants:

1. provide the CLHA with an education credential assessment report.
    - There are multiple options for obtaining an education credential assessment. The CLHA will accept basic education credential assessments from the organizations designated by Immigration, Refugees, and Citizenship Canada, found here: https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/education-assessed/how.html.
    - An enhanced report from the education credential assessment service used to provide the basic report may be required.
2. submit verification of registration from all health professional regulatory bodies for which the applicant is currently or formerly registered as a healthcare provider.
3. provide evidence of current practice for the previous four years through the declaration of practice hours. The declared hours must meet the criteria established by the CLHA Council of being actively engaged in practice or through graduation from a nursing education program within the past four years. For more information, please see the *Actively Engaged Requirements for Registration* policy.

Option B: Applying to NNAS

To be considered for registration on the provisional register, the internationally educated applicant must, in addition to the requirements for all applicants:

1. have completed their application and received an assessment report from NNAS.
    - Applicants must provide the CLHA with their NNAS ID and their NNAS application ID specific to the CLHA.

2. submit verification of registration from all health professional regulatory bodies for which the applicant is currently or formerly registered as a healthcare provider.
3. provide evidence of current practice for the previous four years through the declaration of practice hours. The declared hours must meet the criteria established by the Council of being actively engaged in practice or through graduation from a nursing education program within the past four years. For more information, please see the *Actively Engaged Requirements for Registration* policy.

Graduate of a Canadian Bachelor of Science in Nursing (BScN) Program Applicants

To be considered for registration on the provisional register, the applicant must, in addition to the requirements for all applicants:

1. have completed a BScN program and provide evidence of course completion as confirmed by the post-secondary institution.
2. submit curriculum objectives from their BScN program.
3. provide evidence of current practice for the previous four years through the declaration of practice hours. The declared hours must meet the criteria established by the CLHA Council of being actively engaged in practice or through graduation from a nursing education program within the past four years. For more information, please see the *Actively Engaged Requirements for Registration* policy.

Courtesy Registration Applicants

The courtesy register is for temporary registration for a regulated practical nurse from another Canadian jurisdiction to work in Alberta for a specified reason.

The CLHA provides courtesy registration to an applicant who has met the requirements set out in the LPN and HCA Profession Regulation. To be considered for registration on the courtesy register, the applicant must, in addition to the requirements for all applicants (as set out in the LPN and HCA Profession Regulation):

1. remain registered in their home jurisdiction while being registered on the CLHA's courtesy register.
2. be registered on the courtesy register for three months or less, as specified by the Registrar.

Please note that LPNs on the courtesy register are not required to complete the Continuing Competence Program.

In emergency circumstances, as determined by the Registrar, good standing may be confirmed through alternative means while awaiting official verification.

Additional Considerations

Criminal Record

Having a criminal record does not automatically disqualify the applicant from consideration.

- If the applicant has a criminal record check that is considered valid, (is less than six months old at the time the application is complete), the CLHA may accept the original criminal record check via mail.
- If the applicant is not yet residing in Canada, they may get a criminal record check from the location where they are living.

Fitness to Practice

Being fit to practice requires having the physical, mental, and emotional health to provide safe, competent, and ethical care.

If fitness to practice issues are identified, the application will be referred to the Registrar or delegate. A declaration of a fitness to practice issue does not automatically disqualify the applicant from being eligible for registration. The Registrar will consider the circumstances and make a determination.

The CLHA requires all applicants to declare any physical or mental condition or disorder that may impair their ability to provide safe, competent, and ethical care. These conditions may include mental illness, physical illness, substance abuse, and addiction.

For more information about fitness to practice, please refer to the *Professional Responsibility and Accountability* policy.

CONCLUSION

This policy outlines the registration requirements for all LPN registration categories. Applicants must ensure that they fulfill all necessary requirements for the appropriate registration category in their application.

Documents are updated frequently. For the most current version and access to related documents and resources, please visit the Knowledge Hub on clha.com.

If after reading this document you have questions, please contact the CLHA's Registration Department at lpnregistration@clha.com or 780-484-8886 or 1-800-661-5877 (toll free in Alberta).

DEFINITIONS

Actively engaged: an LPN is considered actively engaged when they have provided a minimum number of practice or service hours within a defined period of time (e.g., 1,000 hours over four years).

Annual aggregate: the maximum total amount an insurance company will pay for all covered claims combined during a single policy period, which is typically one year.

Courtesy register: a register for temporary registration for a regulated LPN from another province to work in Alberta for a specified reason.

Competent: the ability to apply the knowledge, skills, behaviours, judgments, and personal attributes required to practice safely and ethically. Personal attributes include attitudes, values, and beliefs.

General Register: a register category for applicants who meet the standard eligibility requirements to practice as an LPN independently or who are eligible for registration as a result of being registered in another Canadian jurisdiction or after being assessed as having substantially equivalent competence.

Good character and reputation: a requirement that LPNs demonstrate integrity, honesty, and professionalism. Criminal charges, convictions, or other concerns may contribute to the character.

Home jurisdiction: the jurisdiction in which the nurse has a practice permit and in which they practice for most of their time.

Host jurisdiction: a secondary jurisdiction where an individual holds LPN licensure. If the CLHA is the host jurisdiction, the LPN's registration must be kept in good standing, and the LPN must complete any competence or currency requirements of their home jurisdiction. If the CLHA is the host jurisdiction, the LPN does not need to complete continuing competence or currency requirements for the CLHA.

Interjurisdictional: delivering professional services as an LPN (or as a Registered Practical Nurse as referred to in Ontario) in one or more provincial or territorial jurisdictions.

Jurisdiction: the area in which the LPN is licensed to practice. In the context of this document, this could mean Canadian provinces, US states, or other areas depending on the country and licensing structure. Primary jurisdiction means the first area the LPN is authorized to practice.

Liability insurance: a type of insurance coverage for individuals who provide professional services that help protect the professional from claims resulting from errors, mistakes, or negligence in the delivery of professional services.

Pardon: an order made by the National Parole Board to pardon a person convicted of a criminal offence under the *Criminal Records Act*, RSC 1985, c. C-47, in force previous to 2012.

Proceedings: events or activities involving a formal procedure such as the events followed to deal with a complaint. Proceedings also refers to the period between the beginning and end of a case. It is the period between making the complaint and reaching the final decision.

Provisional register: a register for temporary registration of a person who has the prerequisite education but has not completed exams for full registration as an LPN in Alberta.

Record suspension: an order made by the Parole Board of Canada (or a similar entity if from another jurisdiction) to suspend a person's criminal record under the *Criminal Record Records Act,* RSC 1985, c. C-47.

Regulation: the process of establishing and enforcing rules or standards to govern the conduct of LPNs. The LPN and HCA Profession Regulation is responsible for setting professional standards, issuing practice permits, and holding LPNs accountable for their actions.

Reinstatement: allowing someone to work again after their practice permit was cancelled due to failure to renew. Their practice permit becomes active again, and they are authorized to once again practice.

Suspension: when an LPN is temporarily not authorized to practice. This happens when their practice permit is inactive, often due to concerns about conduct, competence, meeting regulatory requirements, etc.