

Council Policy on the Certification of CPNRE Results

Effective: January 1, 2022

PART I – INTERPRETATION

Definitions

1(1) In this approval and policy,

- (a) “Act” means the *Health Professions Act*;
- (b) “application for registration” means an application for registration as a regulated member, other than an application for registration on the courtesy register;
- (c) “Canadian nursing program” means
 - (i) a practical nursing program approved by Council;
 - (ii) a nursing program in Canada that, in the opinion of the Registrar, is substantially equivalent to a Council approved program; or
 - (iii) a refresher program approved by Council;
- (d) “candidate” means an individual authorized by the Registrar to write the CPNRE in Alberta, regardless of whether that individual is an applicant for registration;
- (e) “CLHA” means the corporation continued by section 1(1) of Schedule 10 to the *Act*;
- (f) “CPNRE” means the Canadian Practical Nurse Registration Examination;
- (g) “deemed to have substantially equivalent qualifications” means an individual who has a diploma from an international nursing program and who has been determined by the Registrar to have a combination of education and/or experience substantially equivalent to the practice of licensed practical nursing in Alberta;
- (h) “diploma” includes a certificate, degree or any other credential certifying successful completion of a nursing program;
- (i) “Exam Administrator” means the entity authorized to administer the CPNRE;
- (j) “Exam Rule” means a rule, including on matters listed in section 8(4), established by the Exam Administrator regarding the conduct and results of an attempt to write the CPNRE;
- (k) “international nursing program” means a nursing program, other than a Canadian nursing program, that, in the opinion of the Registrar, is substantially equivalent to a Council approved program;

- (l) “*LPN and HCA Profession Regulation*” means the *Licensed Practical Nurses and Health Care Aides Profession Regulation*;
 - (m) “Registrar” means the Registrar of the CLHA, including a person to whom the Registrar has delegated powers to apply this policy;
 - (n) “write” means having registered with the Exam Administrator to be provided with an opportunity to complete the CPNRE except where the candidate has cancelled their registration to sit the CPNRE, including paying any fees for that registration or cancellation.
- (2) For greater certainty, Canadian nursing programs and international nursing programs may include nursing programs other than practical nursing programs that, in the opinion of the Registrar, are substantially equivalent to a Council approved program.

PART II – APPROVAL OF CPNRE

Purpose

2 The purpose of this part is to affirm the approval of the CPNRE as a registration examination following the format change to that examination commencing January 1, 2022, in a manner consistent with the approval of that examination in other provinces.

Approval of CPNRE With a Maximum of Four Writes

3(1) Subject to subsection (2), Council approves the CPNRE as a registration examination for the purpose of the *LPN and HCA Profession Regulation*.

(2) The CPNRE is only approved as a registration examination for a candidate up to a maximum of four attempts to write the CPNRE since

- (a) the candidate's most recent successful completion of a Canadian nursing program;
or
- (b) the candidate has most recently applied to be deemed to have substantially equivalent qualifications.

(3) For greater certainty, the Registrar may authorize a third-party to administer the CPNRE.

Coming into Force

4 This part is effective January 1, 2022.

PART III – CERTIFICATION OF CPNRE RESULTS

Purpose

5(1) The purpose of this part is to provide guidance to the Registrar in exercising their authority to

- (a) authorize an individual to write the CPNRE; and
- (b) determine the results of a writing of the CPNRE by a candidate, particularly for the purposes of determining, under the *LPN and HCA Profession Regulation*, what constitutes
 - (i) a successful completion of a registration examination, and
 - (ii) a failed attempt to successfully pass a registration examination.

(2) For greater certainty, this policy is not intended to affect restrictions in the LPN and HCA Profession Regulation, including

- (a) the obligation of the Registrar, under the *LPN and HCA Profession Regulation*, to remove an applicant for registration from the provisional register after three failed attempts to complete a registration examination; and
- (b) the expiration of registration on the provisional register after no more than one year.

Candidates Must Be Authorized by the Registrar to Write the CPNRE in Alberta

6(1) The Registrar may authorize an individual who has received a diploma from a Canadian nursing program or an international nursing program to write the CPNRE in Alberta.

(2) Absent exceptional circumstances, the Registrar shall not make an authorization under subsection (1) unless the individual has, within the previous four years,

- (a) received a diploma from a Canadian nursing program; or
- (b) been deemed to have substantially equivalent qualifications.

(3) The Registrar may rescind an authorization made under subsection (1) where the Registrar has reasonable grounds to believe a candidate has engaged in exam misconduct.

(4) Where the Registrar has rescinded an authorization made under subsection (1), the Registrar may consider a request, in writing, from a candidate that the Registrar consider the candidate's application for registration complete.

(5) Where the Registrar has received a request under subsection (4), the Registrar may consider the application for registration complete and make a decision under section 30(1) of the Act.

Candidates May Only Write the CPNRE Four Times

7(1) Absent exceptional circumstances, the Registrar shall not authorize a candidate to write the CPNRE

- (a) more than four times within four years from having received a diploma from a Canadian nursing program, or
- (b) where the candidate has written the CPNRE at least three times prior to January 1, 2022.

(2) Subsection (1) does not apply to any attempt to write the CPNRE prior to the candidate's most recent successful completion of a Canadian nursing program.

Evidence of Successful Completion of the CPNRE

8(1) Absent exceptional circumstances, the Registrar shall not consider anything as evidence of successful completion of the CPNRE except the following:

- (a) CPNRE results information received by the Registrar from the Exam Administrator that
 - (i) states the candidate completed the CPNRE with sufficient correct responses to constitute a pass, and
 - (ii) does not state that there was a breach of any Exam Rule; or
- (b) CPNRE results information received by the Registrar from the Exam Administrator and a request made by the candidate under subsection (2)

(2) The Registrar may consider a request from a candidate that the Registrar consider the candidate's application for registration complete where

- (a) the Registrar
 - (i) has received information from the Exam Administrator that the candidate breached an Exam Rule, and
 - (ii) has notified the candidate in writing of the alleged breach of the Exam Rule; and
- (b) the candidate makes the request in writing.

(3) Absent exceptional circumstances, a request made by a candidate under subsection (2) must be made within 30 days of the latter of

- (a) the candidate receiving notice in writing from the Registrar of the alleged breach of the Exam Rule, or
 - (b) the candidate having exhausted any internal review procedures offered by the Exam Administrator.
- (4) For greater certainty, Exam Rules are in the discretion of the Exam Administrator and may include
- (a) prohibitions on communications;
 - (b) prohibitions on electronic devices or other items being accessible to a candidate;
 - (c) prohibitions on disruptive behavior;
 - (d) requirements for recordings including audio recordings, video recordings, screen captures and monitoring software;
 - (e) prohibitions on disclosures, include an alleged breach of any non-disclosure agreement;
 - (f) prohibitions on the removal of items;
 - (g) evidence of irregular activities;
 - (h) unusual response patterns;
 - (i) unusual score increases from previous exam writings; and
 - (j) any other rule that the Exam Administrator considers appropriate.

Failed Attempts to Write the CPNRE

9 For the purposes of section 6(2) of the *LPN and HCA Profession Regulation*, a failed attempt to successfully pass an examination may include CPNRE results information received by the Registrar from the Exam Administrator that states that the candidate did not complete sufficient correct responses to constitute a pass, regardless of whether there was a breach of an Exam Rule.

Internal Review by Exam Administrator

10(1) The Exam Administrator may provide for an internal review of decisions in respect of Exam Rules.

- (2) For the purposes of a request made under section 8(3)(b), a candidate must apply for an internal review by the Exam Administrator within 30 days of having received a notice under section 8(2)(a)(ii) regardless of any greater limitation period provided by the Exam Administrator for an internal review.

- (3) For greater certainty,
 - (a) the creation of a system of internal review by the Exam Administrator is not mandated by the CLHA;
 - (b) the provision of an internal review of Exam Rules, including any limitation periods, is in the sole discretion of the Exam Administrator; and
 - (c) a system of internal review provided by the Exam Administrator is not subject to review by the CLHA.

Exceptional Circumstances

- 11** The Registrar must consider any application by an individual who provides written reasons explaining why there exists exceptional circumstances such that the Registrar should
- (a) authorize the individual to write the CPNRE;
 - (b) consider and accept additional evidence of successful completion of an exam; or
 - (c) consider a request from a candidate to consider the candidate's application to be complete at any time.