

Practice Hours Audit

INTRODUCTION

The College of Licensed Practical Nurses of Alberta (CLPNA) is mandated through the *Health Professions Act* (HPA) to regulate Licensed Practical Nurses (LPNs) in a manner that protects and serves the public interest. As a part of this process, the HPA identifies the requirement for regulators to develop a continuing competence program. The CLPNA Continuing Competence Program (CCP) is a process of ensuring that LPNs maintain their competence as defined by the HPA. Section 1(1)(f) of the HPA states that competence is “the combined knowledge, skills, attitudes and judgment required to provide professional services.”

As part of registration with the CLPNA, LPNs must maintain and enhance their competence in nursing practice and be aware of their strengths and areas in need of improvement. Continuing competence is essential in meeting the demands of evolving practice environments and patient needs. This includes remaining current in nursing practice.

ACTIVELY ENGAGED REQUIREMENTS

Practice hours worked during the registration year (December 1 – November 30) are declared on the registration renewal application. This declaration includes the hours an LPN expects to work until the end of the registration year. These hours are utilized as a way to ensure LPNs meet actively engaged requirements to maintain ongoing competence as a nurse or to renew a practice permit for the upcoming year. An LPN is required to practice a minimum of 1,000 hours in the preceding four-year period.

WHAT TO EXPECT

To complete audit requirements, you must submit the required information for both CCP audit and practice hours audit for review. If the LPN does not meet the requirements of the practice hours audit, registration renewal may be refused for the upcoming year.

STEPS:

1. Login into your My CLPNA account.
2. On the homepage, you will see multiple tabs under the “My Audits” heading. For CCP Audit purposes, you will be completing both forms listed:
 - Continuing Competence Program Audit
 - Practice Hours Audit.
3. Click on the Practice Hours Audit.
4. Review your employer information and hours declared.
5. Upload supporting documentations, which can include:
 - verification of employment from your employer,
 - a printout from your employer portal that includes hours, and/or
 - a letter from your employer or HR Department.

DO NOT SUBMIT

- pay stubs,
 - records of employment, or
 - anything that may have your Social Insurance Number (SIN).
6. Once you have uploaded your required information, submit for review.
 7. Please look at the status of your audit on the homepage of your MyCLPNA account; this will indicate if you are approved or if your application was returned for updates.

What If the Hours You Reported at Renewal Don’t Match What Is Submitted as Evidence?

It will depend on how much of a difference there is between the hours reported and those shown in the evidence. The CLPNA recognizes that there will be a variance as it may be dependant on when you completed your renewal and the hours worked until the end of the year. If the difference is considered significant, the CLPNA may request an explanation as to why there was a difference.

PROGRAM SUPPORT

For program support, please contact the CLPNA at 780.484.8886 or email ccp@clpna.com.