

# International Applicant Handbook



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## Getting Started

Thank you for your interest in applying to the College of Licensed Practical Nurses and Health Care Aides of Alberta (CLHA). We are the regulator for Licensed Practical Nurses (LPNs) in Alberta, Canada. We exist to protect Alberta's healthcare users.

One of our roles is to set education and registration requirements. This means that we review LPN applications in Alberta. Our application requirements exist to ensure that LPNs in our province have the knowledge, skills, and abilities to provide safe, competent, and ethical care.

## Who Can Apply as an Internationally Educated Nurse?

To apply with the CLHA as an Internationally Educated Nurse, applicants meet the requirements described below.

- ✗ DID NOT graduate from a Canadian practical nurse program
- ✗ HAVE NEVER been registered with a Canadian practical nursing regulatory college.
- ✓ HAVE received nursing equivalent education (outside of Canada)
- ✓ HAVE practiced as a nurse for 1,000 hours over the last four years

### **Do you have non-traditional nursing education or experience?**

If your education and experience don't meet the requirements above, email [ieninquiries@clha.com](mailto:ieninquiries@clha.com) and one of our competence advisors will be able to walk you through the process and answer any questions about your specific education and experience.

## How Long Will My Application Take?

Some of the documents that are required for your application may be processed by organizations, such as universities or employers, that are located outside of Canada. Because of this, we are not able to estimate how long it will take for you to complete your application requirements. However, the CLHA maintains consistent processing times for all submitted applications.

## Key Timelines to Remember

- When you pay for and submit your application, the CLHA will contact you with any missing requirements **within five business days**.
- You will receive a decision letter (see section below) and final invoice for your permit fee **within ten business days of all requirements being met**.
- You will receive information on how to register for the Canadian Practical Nurse Registration Examination (CPNRE—see section below) **within ten business days of your invoice being paid**.

## Avoiding Delays

You may be required to obtain documents from the country or countries where you previously practiced. For some applicants, this can result in delays, so we recommend starting the process of getting these documents ready as soon as possible.

Please read the relevant sections on these requirements so that you understand what you need to provide.

- Verification of Registration: the verification of registration from your originating jurisdiction(s) must be from the last six months.
- Education credential assessment: depending on the situation, we may need additional information on your practical nurse education, including transcripts and matching curriculum.
- Practice hours requirement: you may need to obtain records from former places of employment to meet this requirement.

## How Much Does It Cost to Become an Alberta LPN?

The CLHA collects a fee for processing your application. If you are successful, you will also need to pay a permit fee and the cost for the CPNRE (invoiced together). All fees are in Canadian dollars.

<b>Application Fee</b>	<b>\$340</b>
<b>Permit Fee</b>	<b>\$350</b> between December 1 and June 30 or <b>\$175</b> between July 1 and November 30.
<b>CPNRE Fee</b>	<b>\$610</b>

Please note, practice permits are valid only until November 30 each year.

You may need to pay other fees as part of this process, including for assessments, criminal record checks, and transcripts. The CLHA does not set these fees; please contact the relevant organizations for more information on costs.

Note that financial resources may be available. See [Supports for International Applicants](#) (section below).

## Register for an Account

In order to start your CLHA application, visit [MyCLHA.com](http://MyCLHA.com).

1. Click [Sign Up](#)
2. Fill in the email address that you will use for your application and all of the other information needed to create an account.
3. Check your email inbox for an email from MyCLHA and follow the steps to verify your account.

## Open Your Application

Once you have completed registering your account, you can open your application by following the steps below.

1. Log in to your [MyCLHA.com](http://MyCLHA.com) account.
2. Once logged in, select APPLY under Provisional to begin the Internationally Educated Nurse provisional application.
3. Submit the application and pay the \$340 application fee. Even if the CLHA has your NNAS or educational credential assessment, you still must fill out every field of your application.

### **If you select the wrong application type, this will result in delays**

Make sure you select the Internationally Educated Nurse application option under Provisional.

## Application Requirements

To submit a completed application, you must provide all requirements described in this section.

- ☐ Application fee
- ☐ Valid ID
- ☐ Criminal record check
- ☐ Verification of Registration
- ☐ Education credential assessment
- ☐ Proof of English Language Proficiency
- ☐ Proof of practice hours requirement
- ☐ Evidence of professional liability insurance

### Application Fee

Applicants must pay the \$340 application fee before their application will be processed.

#### **Make sure you pay the fee**

If you have not paid the application fee, you will not receive any communication about missing or additional requirements.

### Valid Identification

All applicants are required to provide two pieces of government issued ID. Both pieces of ID provided must be current and valid at the time of the application assessment.

The following are acceptable forms of identification:

- Birth certificate
- Passport
- Driver's license
- Citizenship certificate – must show front & back
- Citizenship Card
- Alberta Identification Card
- Other provincial identification card
- Permanent Resident Card
- Indian Status Card (Treaty Card): issued by the Government of Canada
- Métis Citizenship Card: issued by a provincial government

## **Criminal Record Check**

A criminal record check must be completed through a service called Sterling BackCheck. Results will be shared directly with the CLHA. To obtain your criminal record check, use the link included in your application.

If you are unable to complete the criminal record check through Sterling BackCheck, please email [lpnassessment@clha.com](mailto:lpnassessment@clha.com) and someone will help you proceed with your application.

## **Verification of Registration**

As part of your application, you must provide Verification of Registration from all jurisdictions (countries, states, provinces, etc.) where you worked as a healthcare provider.

### **Verification must be from the last six months**

The verification of registration should reflect your most current registration and practice.

## **Requesting verification**

Verification of Registration must be sent directly from your previous regulator(s) to the CLHA.

The regulatory body where have been registered may have their own process for sending verification. We recommend contacting them first to find out what their process is.

If the regulator does not have their own process, you can use our [Verification of Registration Form](#).

## **Educational Credential Assessment**

To complete your application, you must provide either an education credential assessment or a report from the National Nursing Assessment Service.

- [Education credential assessment](#) OR
- [National Nursing Assessment Service](#)

## **What education credential requirements do applicants need to meet?**

The CLHA will assess your credentials against our entry-level competencies for LPNs.

## **View the Entry-Level Competencies for LPNs**

The assessment team may request a copy of the curriculum from your education program to help assess your education against the entry-level competencies.

### **What needs to be included in the curriculum?**

The curriculum that you provide needs to include detailed course outcomes. The curriculum also needs to match the course names on the transcript that you provided.

In some cases, more information about your role and scope of practice may be requested. The assessment team may ask for further information such as a job description or more information from the school. In these cases, applicants will receive an email outlining the requirements.

## **English Language Proficiency**

You must demonstrate proficiency in the English language as part of your application. This requirement can be demonstrated using any of the methods described below.

### **Meeting the English language requirement**

The CLHA provides a number of different options for you to demonstrate proficiency in English. Choose the one that's right for you.

### **Completion of nursing education in English**

If you completed nursing education, in any country, in English, you may provide proof of this in the following ways:

- transcripts with the language of instruction indicated,
- education credential assessment with the language of instruction indicated,  
OR
- a letter from the program confirming that the program was taught in English and that exams were conducted in English.

### **Completion of a two-year program in Canada in English**

If you completed a two-year Canadian post-secondary program in English, you can provide transcripts or a letter from your program confirming the program was taught in English and that the exams were conducted in English.



Note that, to use this option, your program needs to meet all these requirements:

- ☐ Post-secondary program,
- ☐ Canadian program,
- ☐ Program was for two or more years,
- ☐ Primary language of instruction for the program was English, AND
- ☐ Not a nursing education program (if you attended a nursing program, you can use the first option in this section).

### Completion of secondary school in English

If you completed secondary school (i.e., high school or equivalent) in English in any country, you can provide transcripts or a letter from your program confirming the program was taught in English and that exams were conducted in English.

### Current nursing registration in another Canadian jurisdiction

If you have current nursing registration (as a registered nurse or registered psychiatric nurse) in another Canadian jurisdiction where English language proficiency has been assessed, you can provide verifications of registration as evidence.

### Providing health services in English

Your current or former employer can provide verification that you have been providing health services primarily in English by providing a letter with information on:

- how long you provided health services with the organization,
- confirmation that the services were provided primarily in English, AND
- confirmation that written and verbal communication in English is proficient.

## Successfully completing an eligible English language proficiency assessment

If you successfully meet the standard of any of the following assessments, you can add the CLHA as an organization you wish to release exam results to. Note that passing scores are listed next to each test.

Canadian English Language Benchmark Assessment for Nurses ( <u>CELBAN</u> )	<ul style="list-style-type: none"> <li>• Listening: 9</li> <li>• Reading: 8</li> <li>• Writing: 7</li> <li>• Speaking: 8</li> </ul>
International English Language Testing System ( <u>IELTS</u> ) Academic Version	<ul style="list-style-type: none"> <li>• Listening: 7.0</li> <li>• Reading: 6.5</li> <li>• Writing: 6.5</li> <li>• Speaking: 7.0</li> </ul>
Occupational English Test ( <u>OET</u> )	<ul style="list-style-type: none"> <li>• Listening: B</li> <li>• Reading: C+</li> <li>• Writing: C+</li> <li>• Speaking: B</li> </ul>
<u>PTE</u> Academic administered by Pearson	<ul style="list-style-type: none"> <li>• Listening: 73</li> <li>• Reading: 66</li> <li>• Writing: 68</li> <li>• Speaking: 75</li> </ul>

## Practice Hours Requirement

The CLHA requires that applicants have completed 1,000 practice hours over the past four years. To meet this requirement, you need to have been engaged work that is **equivalent to practical nursing services**.

Note that we may request a verification of employment form or letter sent from your employer to verify the hours that you declare on your application.

## What are practical nursing services?

We assess your practice hours requirement against the definition of LPN practice in Alberta. This definition can be found in the *Health Professions Act*, Schedule 10 section 3.

### **From the *Health Professions Act***

In their practice, licensed practical nurses do one or more of the following:

- (a) apply nursing knowledge, skills, and judgment to assess patients' needs;
- (b) provide nursing care for patients and families;
- (b.1) teach, manage, and conduct research in the science, techniques, and practice of nursing; and
- (c) provide restricted activities authorized by the regulations.

In other words, you need to be working in a nursing role in order to satisfy the practice hours requirement.

## Evidence of Professional Liability Insurance

All LPNs in Alberta must obtain professional liability insurance, also known as "malpractice insurance."

### **What is professional liability insurance for?**

Professional liability insurance protects the professional and safeguards the public interest. LPNs can use their professional liability insurance to cover expenses related to legal representation (e.g., lawyer fees) in the complaints process.

## Obtaining insurance

Professional liability insurance can be obtained through one of the two methods described below.

### **Option One: Use the Direct Link**

As part of the application process, the CLHA will provide a link where you can optionally select and pay for a plan from Lloyd Sadd that has been designed to meet our minimum coverage requirements. If you use this link, you will not have to upload proof of insurance. [Learn more about this plan](#)

## Option Two: Select Your Own Provider

You will also have the option of selecting a plan with the insurance provider of your choice, providing the plan meets the CLHA's minimum requirements. If you select your own provider, you must upload proof of insurance in your application.

### Insurance requirements

The CLHA requires the following minimum coverage for medical malpractice liability insurance:

- general malpractice coverage of up to \$2,000,000 per claim,
- up to \$5,000,000 for all claims against a registrant in a single year, and
- disciplinary expenses coverage up to \$50,000 per year (e.g., coverage for lawyer fees during the complaints process).

In addition, insurance coverage must also meet the following requirements.

- Insurance must be held personally by registrants. You cannot use insurance provided to you by your employer.
- The insurance must apply specifically to LPN practice. If you are registered with another college, you must have a separate policy for that profession.
- You must carry the insurance throughout their registration year and notify the CLHA if you cancel your insurance.
- You must provide evidence of insurance at any time if requested by the CLHA.

## Decision Letters

You will need to submit all application requirements before you receive a decision letter. You will receive a decision letter and final invoice for your permit fee and the cost of CPNRE **within ten business days of all application requirements being met.**

### Additional Requirements

You may receive a decision letter with some additional requirements that must be met prior to receiving your invoice. This means that your application is deemed substantially equivalent but there are a few pieces of education that must be completed prior to being registered with the CLHA.

### If You Do Not Meet the Requirements for Registration

If you don't meet registration requirements, a decision letter will be issued to you outlining the reasons.

You can request a review of this decision by submitting a request for review within 30 days to the attention of Shelley MacGregor, Deputy Registrar. Please indicate the reasons for the request, any supporting documentation to support your request, and a review fee of \$350.

### **If You Are Approved**

You will receive information on how to register for the CPNRE **within ten business days of your invoice being paid**. You are not eligible to write the CPNRE until your application has been approved for provisional registration and you have paid for your practice permit and CPNRE fee.

## **Provisional Registration**

You will be approved for provisional registration as soon as your final invoice is paid.

Provision registration will allow you to work as an LPN while you are waiting to write, or receive the results of, the CPNRE.

### **How long can you hold a provisional permit?**

You can look up the expiry date for your provisional permit on your MyCLHA account. You may extend your provisional registration up to a maximum of one year from the date it was initially issued.

### **Requirements for Provisional Registrants**

Provisional registrants are held to the same standards as any regulated member of the CLHA. They are recognized as a “Licensed Practical Nurse” and are authorized to sign LPN after their name.

However, provisional registrants must practice under specific parameters. Key parameters are listed below, and more details can be found in our policy, [Provisional Registration](#).

#### **1. Provisional registrants must always practice under supervision.**

There are three levels of supervision relevant for provisional registrants. Other healthcare professionals may only supervise provisional LPN registrants if they are authorized to do so by their regulatory college and employer and if they are on their college’s general register.

- **Direct Supervision:** the supervising practitioner is physically present at the point of care.
  - **Indirect Supervision:** the supervising practitioner is available for consultation and guidance but is not necessarily physically present at the point of care. This person providing indirect supervision is readily available on site and can assist when needed.
  - **Indirect Remote Supervision:** the supervising practitioner is available for consultation and guidance but is not physically present at the point of care. The person providing remote supervision can be easily contacted through technology when assistance is needed.
2. **Provisional registrants may not assume a charge role with the responsibility to assign care and/or supervise another regulated or unregulated health care provider.**

### **If Your Provisional Permit Lapses**

Your permit can lapse if:

- you do not extend the expiry of your provisional permit OR
- the one-year extension expires.

If your permit lapses, you will not be able to practice as an Alberta LPN anymore. To get a new permit, you will need to pass the CPNRE.

#### **You need to continue to meet the practice hours requirement**

Even if you let your provisional permit lapse, you will still need to meet the practice hours requirement of 1,000 hours in the previous four years to obtain a new permit.

### **Obtaining Active Registration**

If you successfully completed the CPNRE, your provisional practice permit will be changed to an active permit one to two business days after the results are posted. There is no additional fee when you are switched to active status.

## Canadian Practical Nurse Registration Examination

The CPNRE will test your knowledge of practical nursing principles and your ability to apply this knowledge in healthcare scenarios. Remember that you must have been approved for provisional registration in order to write the CPNRE. The CPNRE cannot be challenged in Alberta.

Learn more about the CPNRE: [www.cpnre.ca](http://www.cpnre.ca)

### Booking the CPNRE

Within ten business days of paying your final invoice, you are placed into the first available testing window. A testing window is a month-long period in which you can book your exam. The CPNRE exam windows are in January, March, May, July, September, and November.

You will receive a CPNRE information email within the ten business days. This email will provide important information about the testing window you are placed into, including when you can expect a booking email from Meazure Learning and when you can expect results from the exam. Meazure Learning administers the CPNRE for the CLHA.

Once you receive the booking email from Meazure Learning, you will then be required to select a specific date and time for your exam.

Please note that when you login to MyCLHA, your dashboard shows your exam time as the last date in the testing window. This is a placeholder until we get your exam results. It is not the actual date you are booked. The CLHA does not get information on the date you booked until we receive the exam results.

### Preparing for the CPNRE

There are several resources to help students prepare for the CPNRE.

#### Canadian Practical Nurse Exam Prep Guide (6th Edition)

The CPNRE Prep Guide, 6th Edition, will help you prepare to write the CPNRE. The Prep Guide is designed to familiarize you with the format of the actual examination and to provide you with information on the content of the examination.

The guide contains a full-length practice exam developed by the same people who create and score the examination. The practice exam is a simulation of an actual examination.

Order the **Canadian Practical Nurse Exam Prep Guide**

## CPNRE Predictor Test Website

The CPNRE Predictor Test is a tool designed to help you gauge how ready you are to take the CPNRE and to help focus your studying by identifying areas in which you are weak.

### **CPNRE Predictor Test Website**

## Receiving CPNRE Results

The CLHA releases exam results within four to six weeks of the testing window closing. We will send an email informing you of when the results are posted on your MyCLHA account.

### If You Pass

Your provisional practice permit will be changed to an active permit one to two business days after the results are posted. There is no additional fee when you are switched to active status.

### If You Fail

The CLHA will send out an email with a performance profile on how you performed on the exam within five business days of posting the exam results. This performance profile will identify areas to improve for the next exam write.

The CLHA will also provide the rewrite form. The form can be returned to the CLHA through **Student Services**. If it is your third fail on the exam and you still hold a provisional practice permit, your permit will be cancelled.

If you are unsuccessful on your fourth attempt, you will need to return to school to complete another practical nursing program. Completion of a new practical nursing program will provide you with another provisional permit and an additional four attempts at the exam.

## Supports for International Applicants

Organizations external to the CLHA may provide resources and support for internationally educated professionals. A few of these resources are listed below.

### Financial Resources

Microloans are available through Windmill Microlending to assist you in paying for fees associated with your professional assessment and application process. Please note that the organizations offering microloans are not affiliated with the CLHA.



Approval of a microloan is not an endorsement of your eligibility with the CLHA. For further information, please contact the lenders directly.

### Resources for Settling and Working in Alberta

Opportunity Alberta is a Government of Alberta website where you will find information and resources that include moving to Alberta, looking for work, and ways to immigrate to Alberta.

## Contact the CLHA

Thank you for taking the time to review information related to your Internationally Educated Nurse application. If after reading this handbook you have further questions about the content, the CLHA's Registration Department can be reached through the following means.

- Email: [lpnassessment@clha.com](mailto:lpnassessment@clha.com)
- Phone: 780.484.8886 / 1.800.661.5877 (toll free in Alberta)

Note that our office hours are Monday to Friday from 8:30 am to 4:30 pm. A list of our holiday hours can be found on [our website](#).