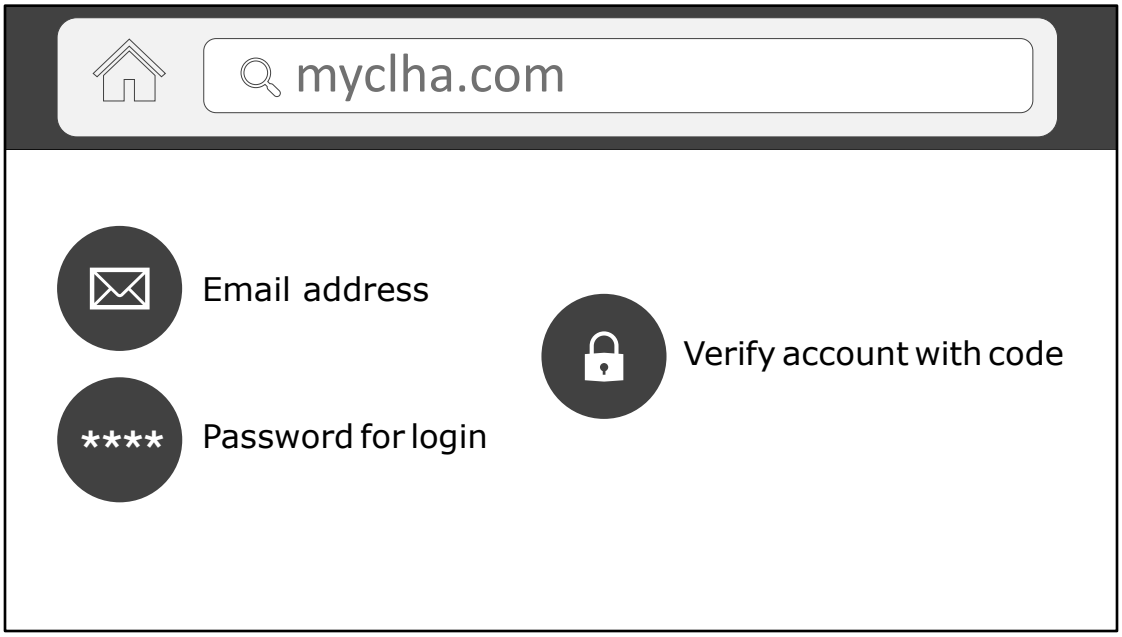
This guide will help Licensed Practical Nurses complete the registration process with the College of LPNs and HCAs of Alberta. Please read the instructions carefully.

Quick facts:

- Registration is required for all active LPNs on the General and Provisional registers.
- The cost is $350 for renewal if paid before October 31, or $550 if paid after.
- The registration form is available from September 8 – November 30, 2026. You must complete the form on your MyCLHA account and pay to continue practicing.
- If you would prefer video instructions, **click here to view the video**.



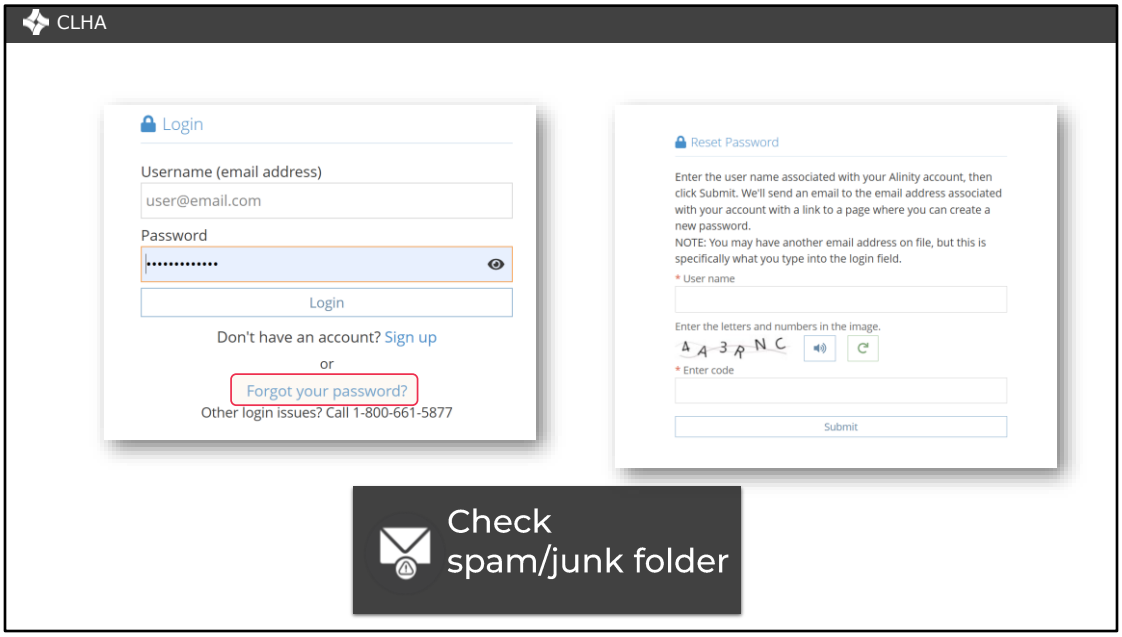
1. Logging In

Log in to your account at MyCLHA.com.

a) Fill in your username: the email address you used for the last renewal, unless you changed it.

b) Fill in your password: the password you used for the last renewal, unless you changed it. If you forgot your password, go to **step 2** for instructions.

The system may ask for two-step verification. In this case, you'll get an email with a code sent directly to your email address. Enter the code when prompted. To start the registration process, go to **step 3**.



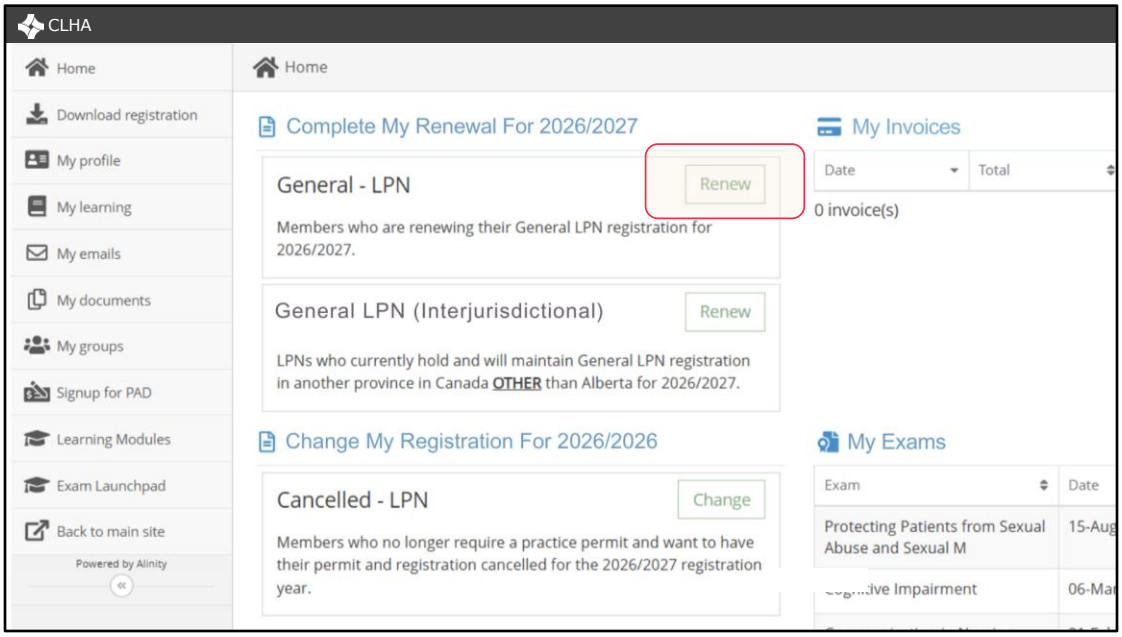
2. Reset Password (If You Need To)

If you need to reset your password:

a) Click “Forgot My Password.”

b) Fill in your email address and the code on the screen.

You will then receive an email with instructions to reset your password. If you aren’t receiving emails from the CLHA, check your junk or spam mail folder.



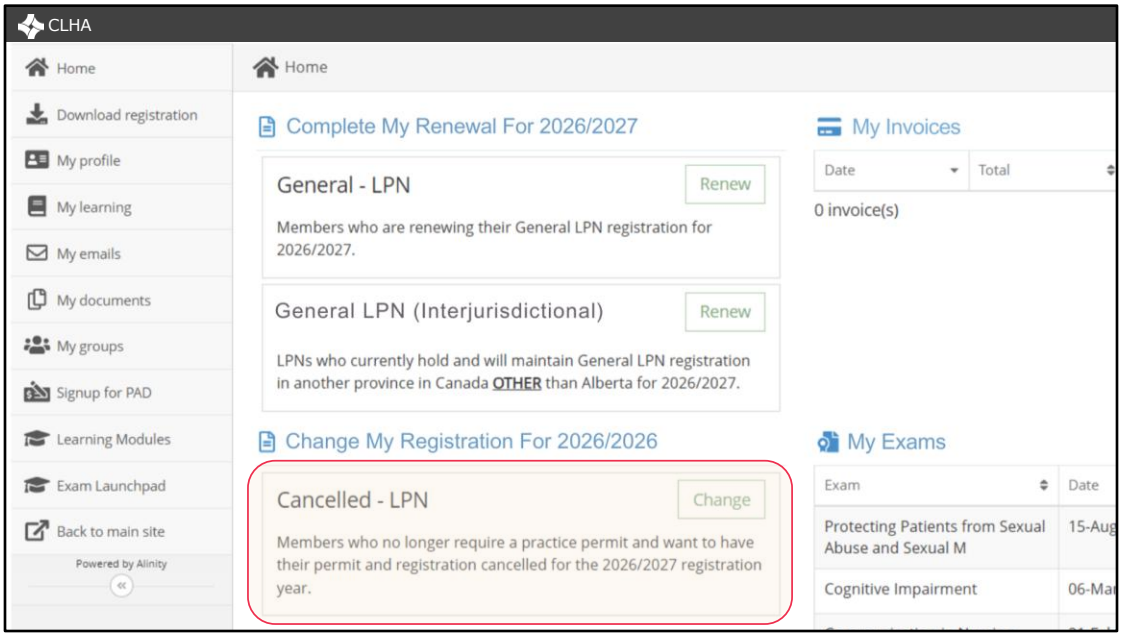
3. Starting Renewal: Your Home Page

Once you're logged in, you'll see your home page.

a) Click the "Renew" button under the "Complete My Renewal" heading to launch the form.

b) There is a form for those LPNs who are registered under the pathway known as Interjurisdictional Nursing Licensure (INL). If you are registered as an LPN under INL, you should complete this form instead

c) Go to **step 7** on these instructions for information on how to complete the form.



4. IF YOU DON'T PLAN TO PRACTICE – Cancelling Registration

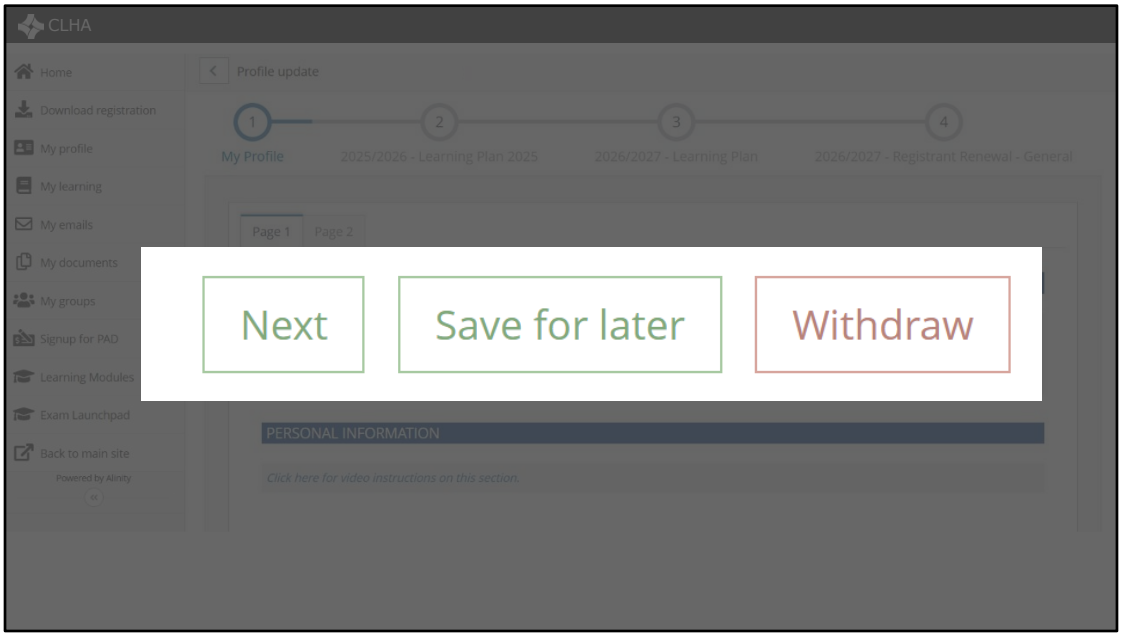
If you're not planning on working as an LPN in Alberta after November, you can cancel your registration.

a) Click the button under the "Change My Registration" heading.

b) Answer the questions to complete the cancellation.

🟧 IMPORTANT

If your registration is cancelled, you will not be able to work as an LPN after November 30.



5. If You Need to Leave the Form Before Finishing

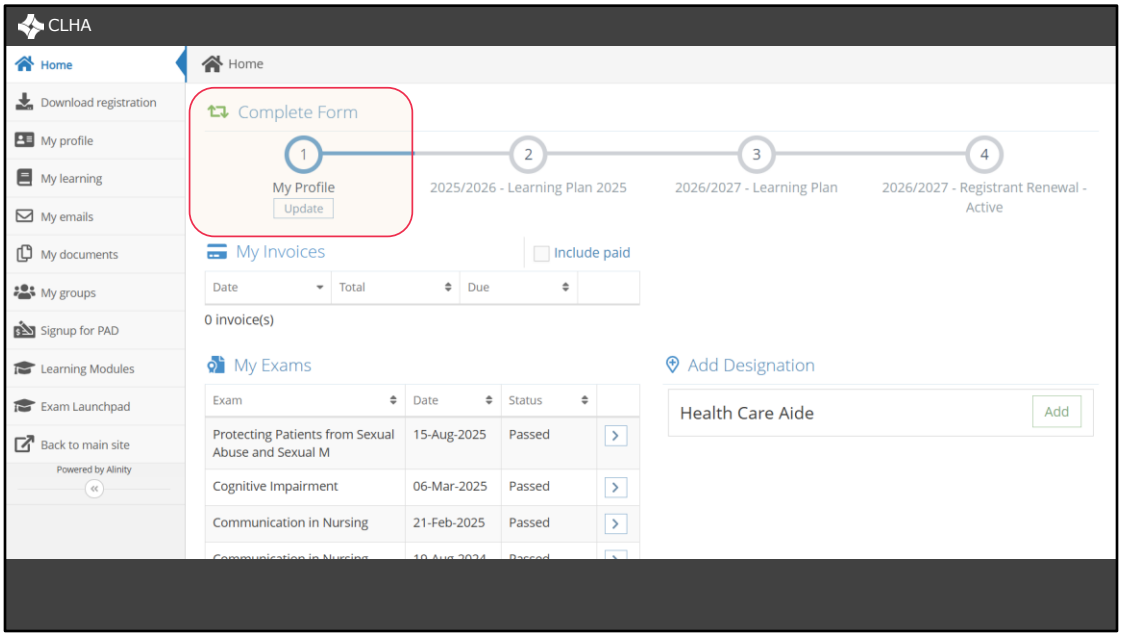
If you need to leave the webpage for any reason:

a) Go to the bottom of the form.

b) Click "Save for Later."

c) You can click the "X" on the corner of the webpage after it saves to close the window.

d) Go to **step 6** for information on how to return to the form. For instructions on filling out the form, start at **step 7**.



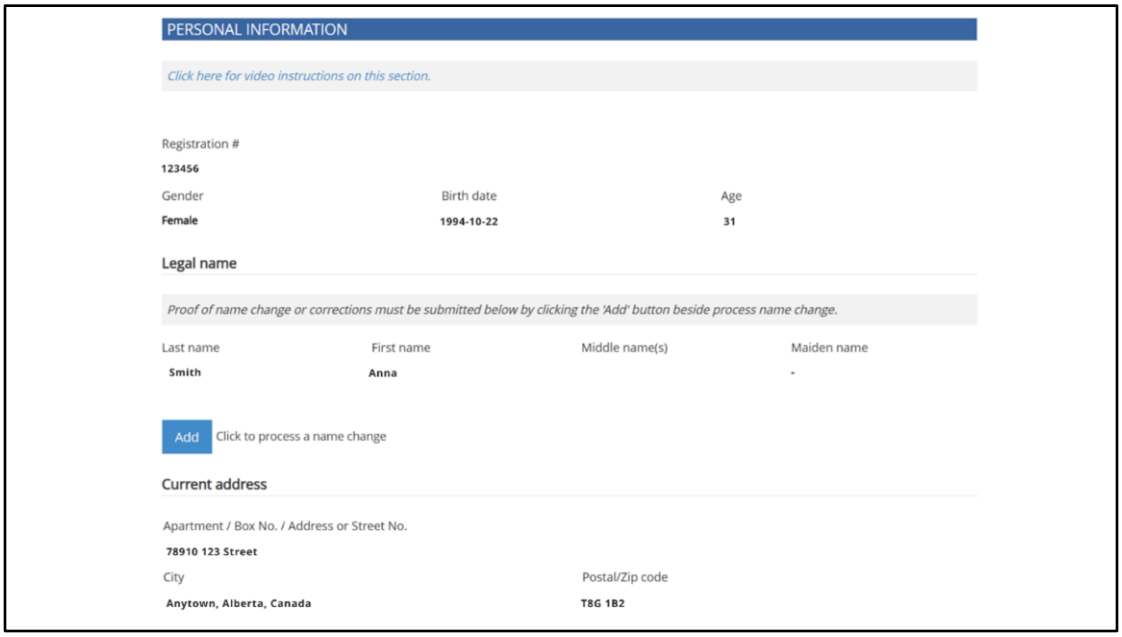
6. Returning to the Form (If You Have to Leave)

If you leave the webpage and come back, you can access the form again:

a) Log in to your MyCLHA.com account.

b) At the very top of the page, find the heading that says "Complete Form."

c) Click "Update" to start the form where you left off.



7. Reviewing Your Personal Information

The first step in the form is to update your personal information.

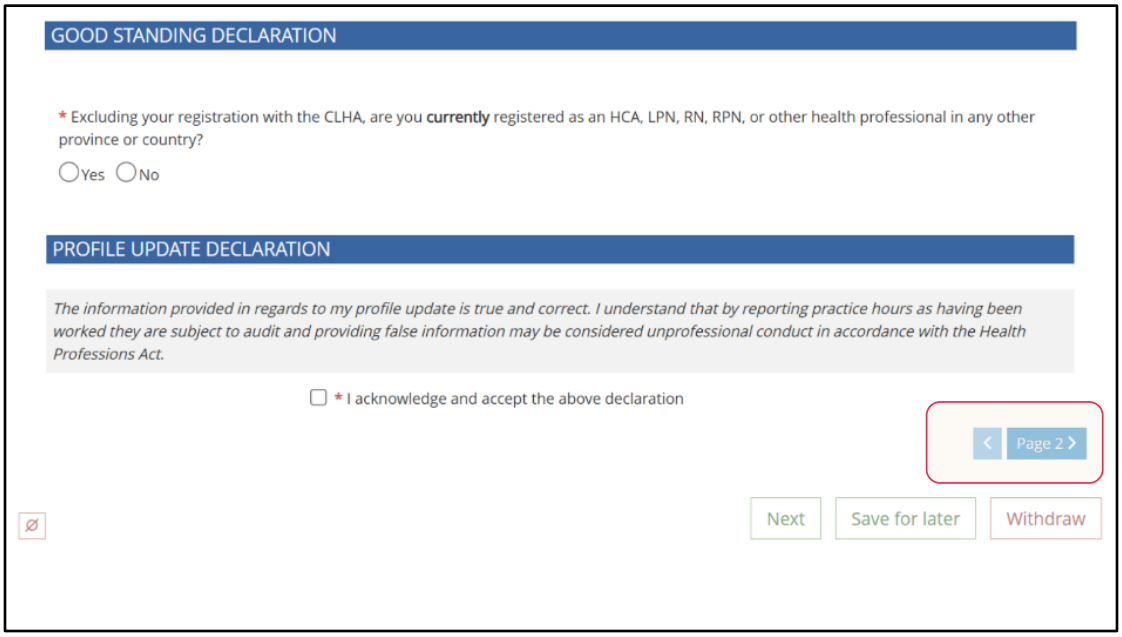
a) If all of your information is correct, you can continue to **step 8**.

🟧 IMPORTANT

LPNs are expected to provide accurate, up-to-date contact information to the CLHA. This includes your mailing address and your email address. This makes sure we can contact you about your registration when we need to.

🟦 TIP

Once you pay for your renewal, you will not be able to update your information with the CLHA until December 1, so make sure you have everything up to date before you move on.



8. Good Standing Declaration

Under the "Good Standing Declaration" heading, you're required to let the CLHA know if you're registered as a health professional anywhere other than with the CLHA.

If you are registered as a health professional somewhere else, answer "Yes" and fill out the boxes that appear.

If you are not registered somewhere else, answer "No" and continue to the next section.

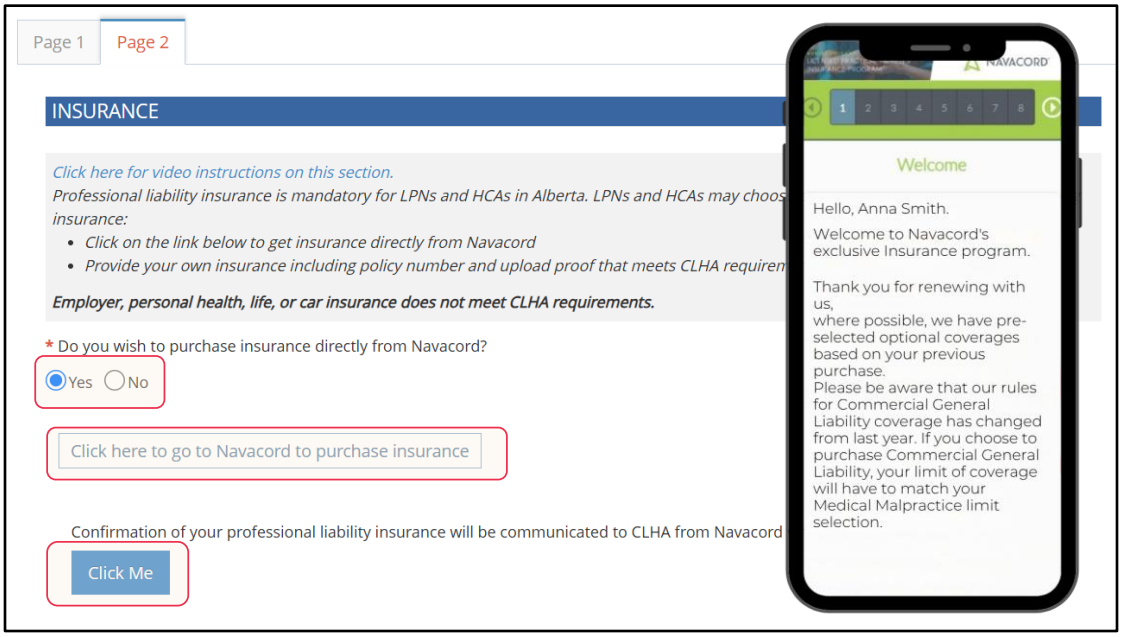
9. Acknowledgement

After you've updated your personal information as needed, you will acknowledge that everything is correct.

a) Read the text under "Profile Update Declaration."

b) Click the box to acknowledge.

c) Select Page 2 to continue.



10. Insurance Through the CLHA Form (Do This OR Step 11)

Professional liability insurance is required for all LPNs. This insurance must be in your name and apply specifically to LPN practice. Employer insurance does not meet CLHA requirements.

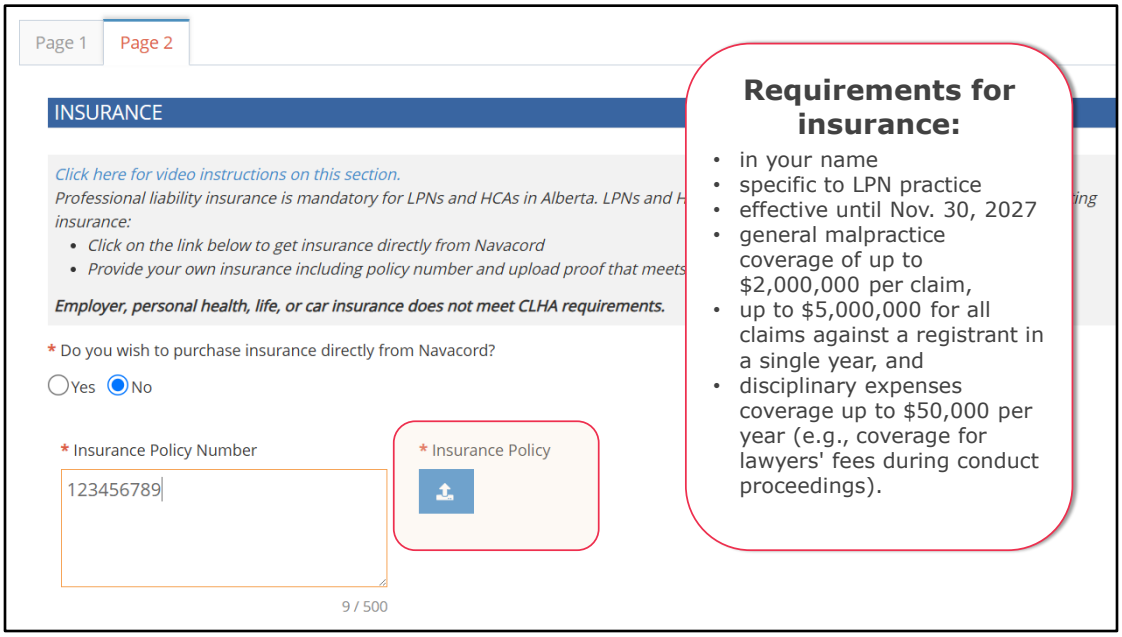
Insurance that meets all CLHA requirements can be obtained on this page. To get this insurance:

a) Select Yes.
b) Click the button that appears.

You'll be taken through the Navacord insurance process. When you're finished, a copy of your proof of insurance will be provided directly to the CLHA.

Click **"Click Here"** for your insurance information to be provided to the CLHA. Once this is done, you can update your employment information. Go to **step 12** for instructions.

There may be a delay in sending this proof. If there is, just proceed with your application and submit it when you believe it's complete. If there are any issues with your insurance or any other part of your application, the CLHA will send you a follow up email after they have reviewed your full renewal form.



11. Provide Your Own Insurance (Do This OR Step 10)

Professional liability insurance is required for all LPNs. This insurance must be in your name, apply specifically to LPN practice, and meet all CLHA requirements. Employer insurance does not meet CLHA requirements.

LPNs have the option to get professional liability insurance from their own insurer. Home, auto and health insurance cannot be used to meet this requirement. Click here to learn more and view requirements.

If you've chosen another insurer:

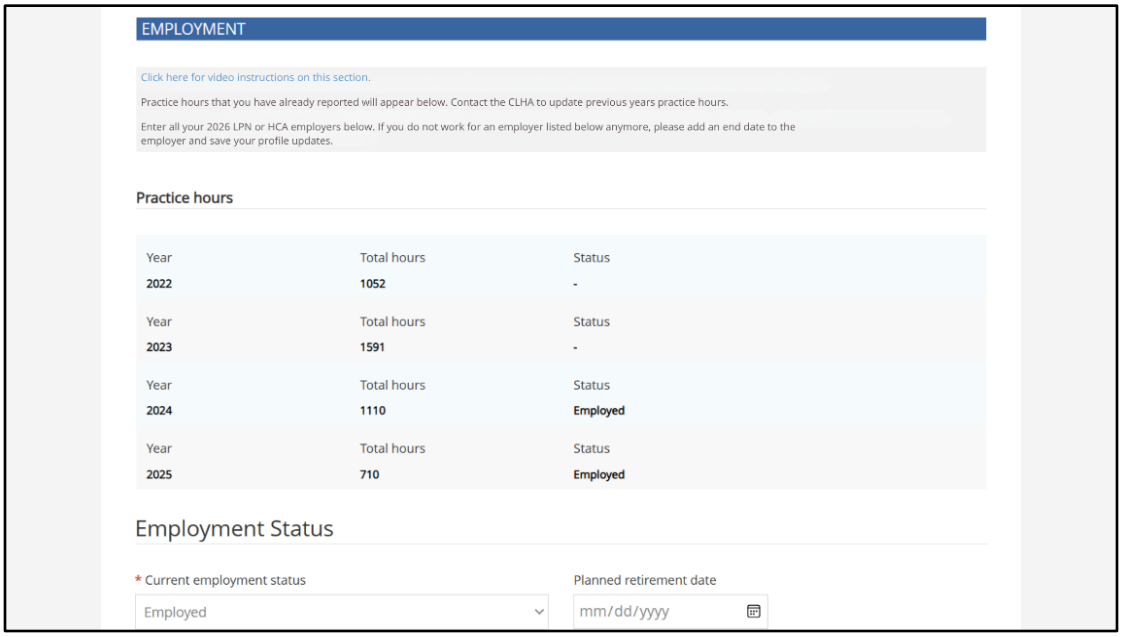
a) Select No.

b) Provide your policy number in the box that appears.

c) Upload a copy of your documents.

🟧 IMPORTANT

If you choose this option, your insurance will be reviewed before you can pay for your permit and complete the registration process. For now, you can continue to update your employment information.



12. Employment Status and Employer Information

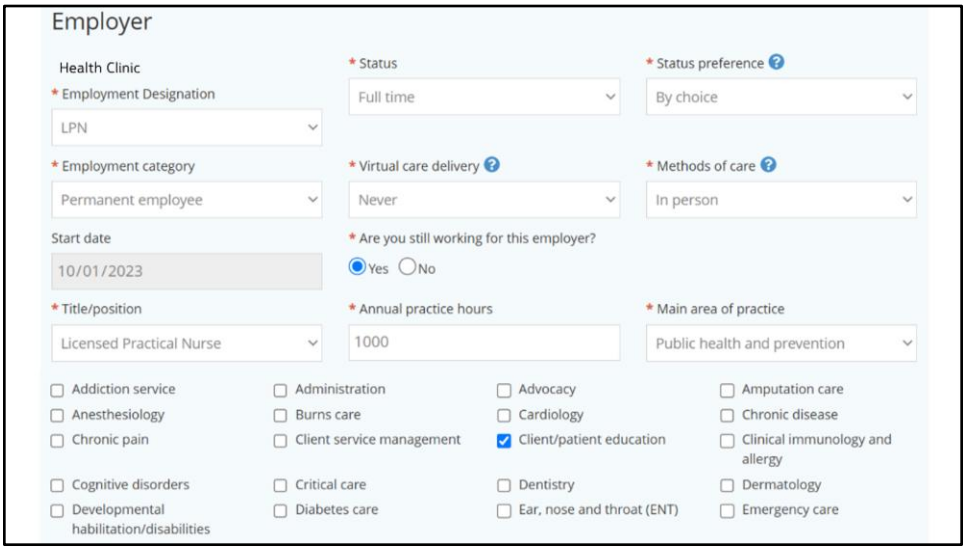
Now you can update your employment status and other employer information.

a) Review your current employment status, planned retirement date, and employer.

b) Make any updates that you need to.

c) If you need to make changes to your employer information, read through **steps 13**, **14**, and **15** for guidance.

d) Once all of your information is correct and up to date, you can move on to **step 16**.



13. Updating Employer Information

It is important to provide employer information so that the CLHA knows where LPNs are working.

a) Update your status, preference, and employment category if needed.

b) If you provide care by phone or email for this employer, let us know how often under "Virtual care delivery."

c) Under "Methods of care," select the option the best describes how you care for your clients.

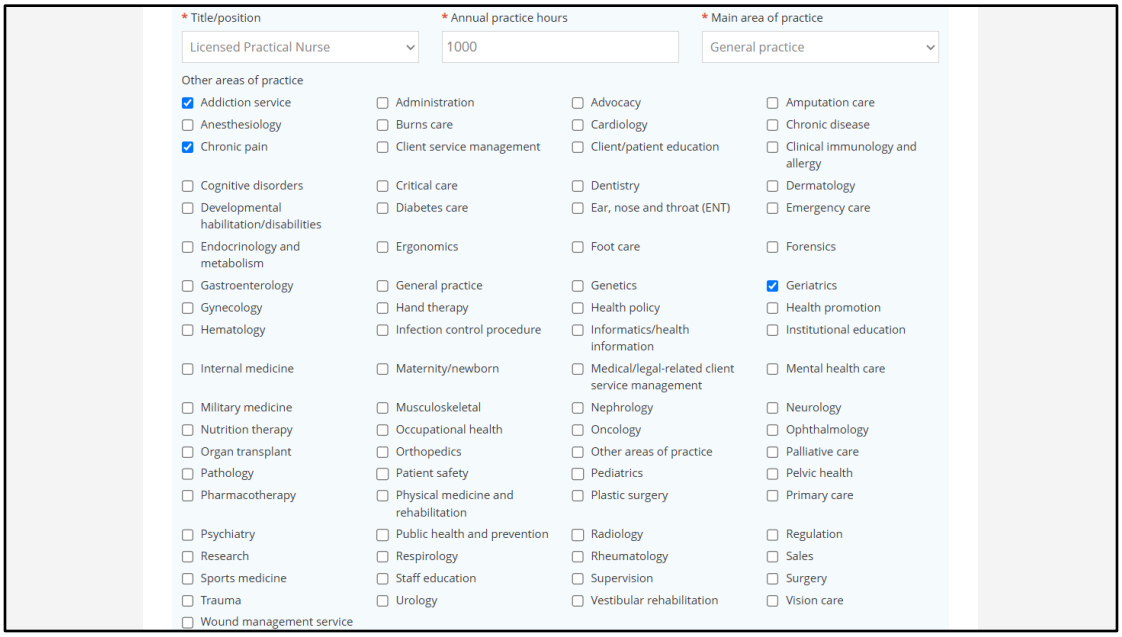
We also ask LPNs to fill in practice hours for their position.

- Fill in an estimate of how many hours you will work for this employer in the year.
- You can determine this through your pay stubs or multiply the number of hours you work on average every week by 52.

If you no longer work for the employer listed:

- Answer "No" to the question, "Are you still working for this employer?"
- Fill in an end date.
- If you still work for the listed employer, answer "Yes" and continue to fill out the form.

Go to **step 14** for guidance on filling out areas of practice.



14. Areas of Practice

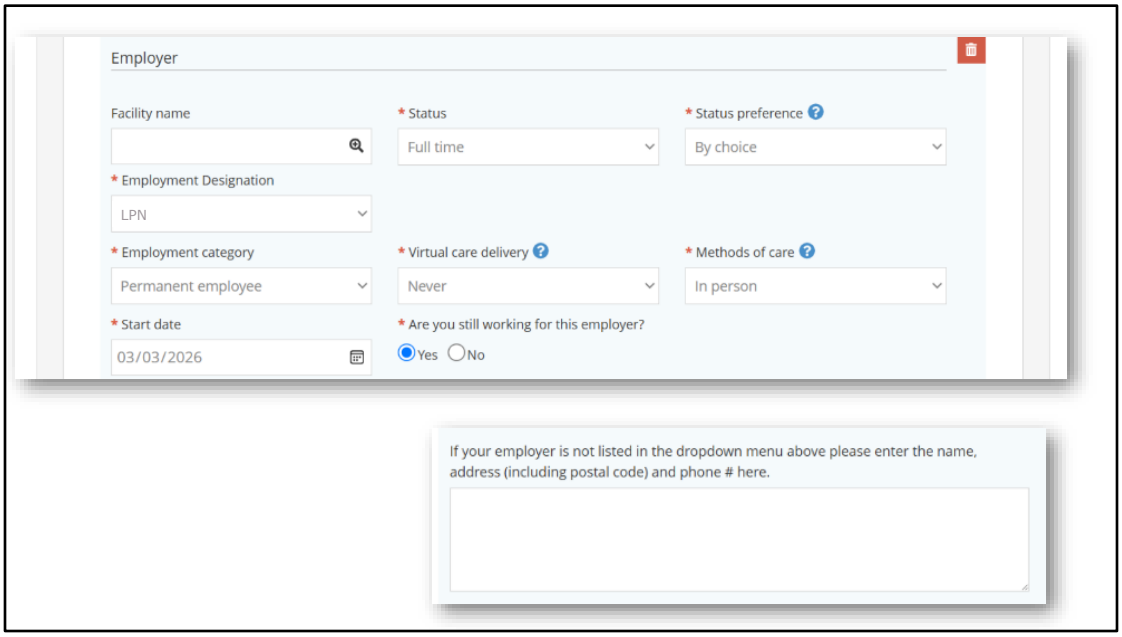
Giving information on areas of practice helps the CLHA and external organizations understand the work that LPNs are doing.

a) Select the "Main area of practice" that best describes what you do.

b) Select other areas of practice if relevant.

🟦 TIP

For example, if you work in a continuing care home, you might select "General practice." Under "Other areas of practice," you might select "Geriatrics," "Addiction service," or "Chronic pain," depending on the types of clients you work with and the kind of tasks you perform. Note that filling in "Other areas of practice" is not required.

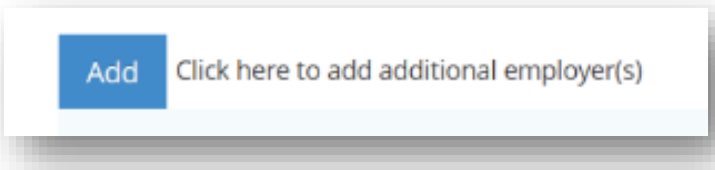


15. Adding a New Employer (IF YOU NEED TO)

If you have a new employer, you can add this information by following the steps below. If you do not have to add a new employer, go to step 16.

To add a new employer:

a) Click the blue "Add" button at the bottom of this section.

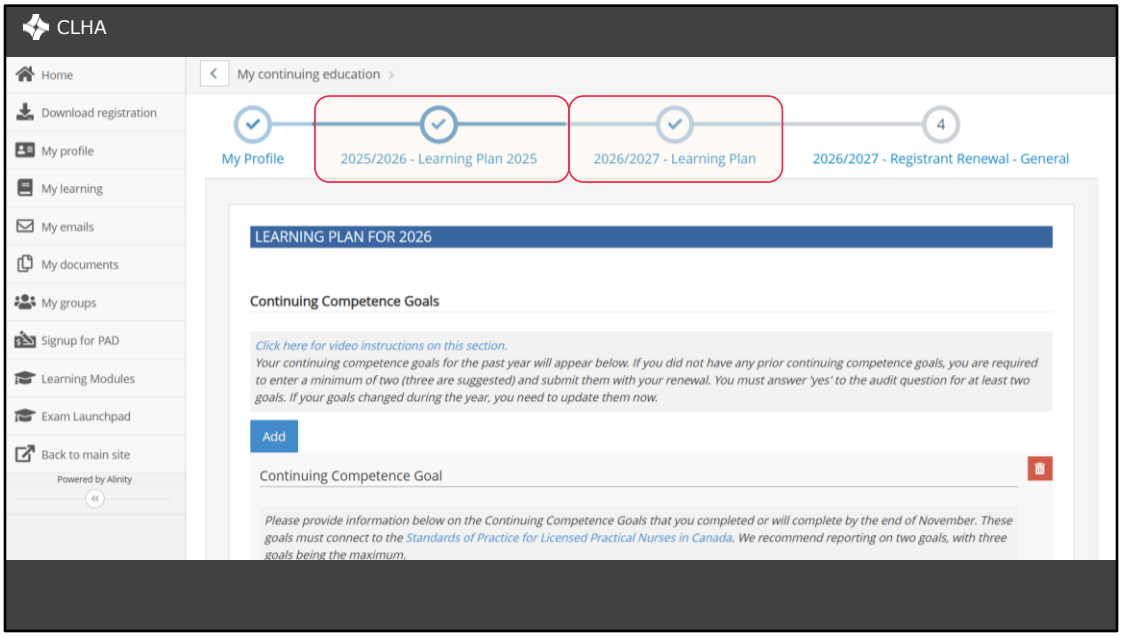


b) Search for your facility in the box that appears. In most cases, your facility should come up.

c) If your facility doesn't come up, write the name in the "Facility name" box

d) Add the contact information in the box at the very bottom of the section.

e) Complete the information for your new employer. Review **steps 13** and **14** if you need help.

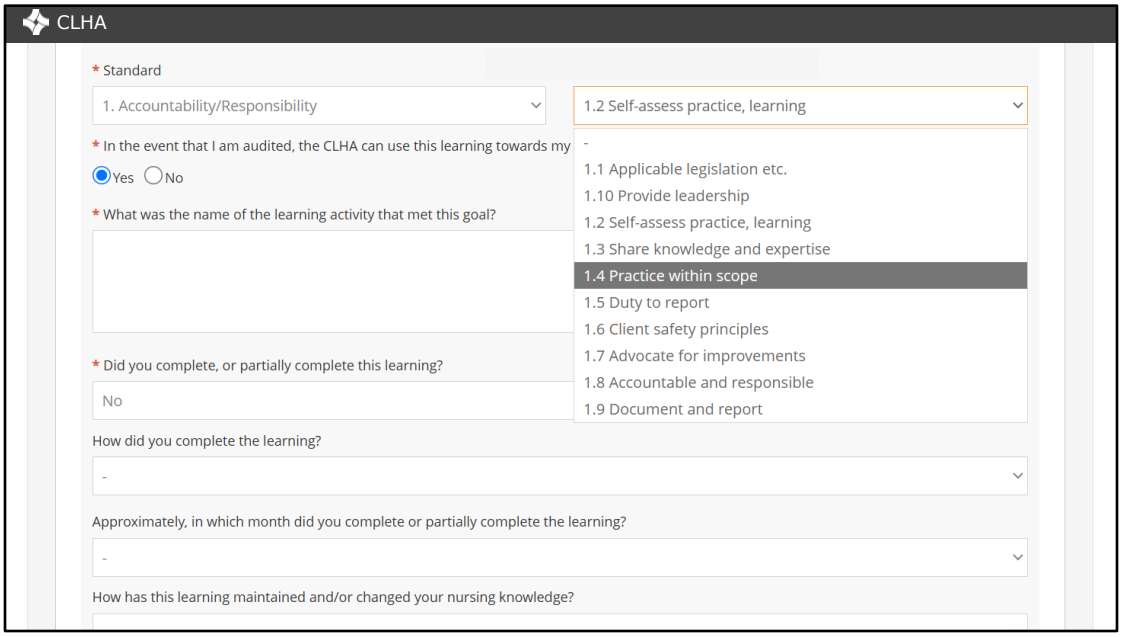


16. Current Year Learning Plan

You'll need to provide information on the Continuing Competence Goals that you have completed or will complete by the end of November.

These goals may be the same as the ones you indicated at renewal last year, or they may have changed.

We recommend reporting on three goals, with two goals being the minimum.



17. Standards and Indicators

Your Learning Plans need to connect to one of the Standards in the Standards of Practice for LPNs in Canada. For technical reasons, the name of the standards or indicators are shortened in the renewal form.

We recommend re-reading the Standards to make sure you're selecting the one that fits best with your learning goal.

Click here to view the Standards of Practice.

a) Select a standard for your first continuing competence goal.

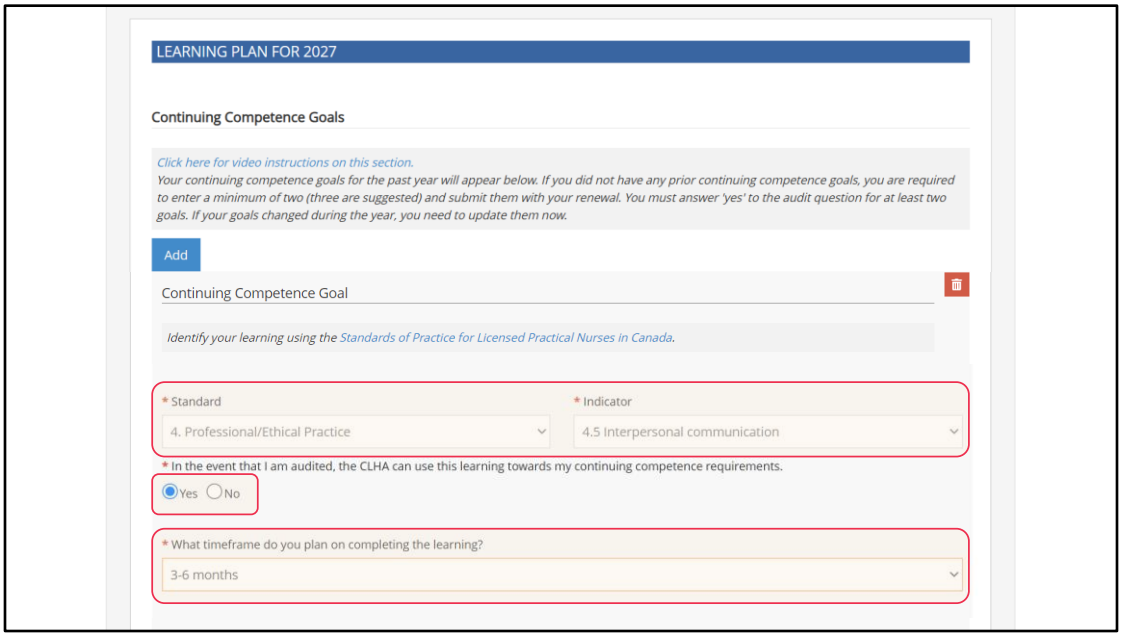
b) Select an indicator for your first continuing competence goal.

c) Select "Yes" for the audit question so that the goal will count towards your renewal requirements.

d) Provide the name of the learning activity in the box provided.

e) Repeat the previous steps for one or two additional goals. We recommend having three total.

f) When you have completed your goals, complete the learning plan declaration and click "Next."



18. Future Year Learning Plan

Next you will fill in some learning goals for the upcoming year. The purpose of planning your learning for the next year is so that you can consider your learning needs and make a plan. You can change your goals any time throughout the year.

These goals also need to connect to the Standards of Practice for LPNs in Canada.

a) Select a standard for your first continuing competence goal.

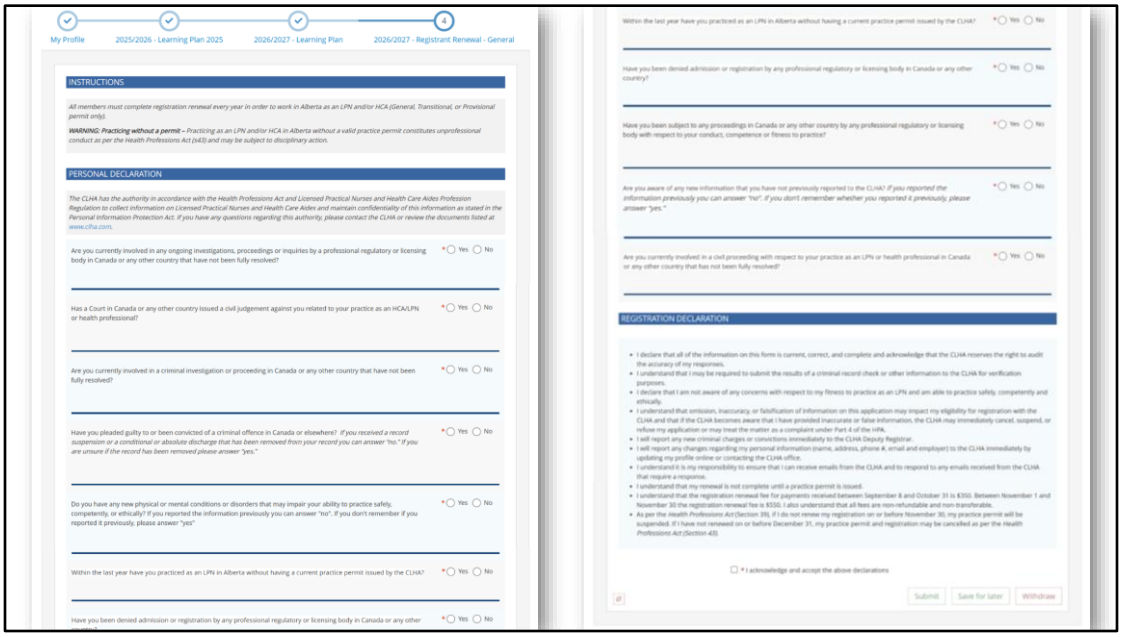
b) Select an indicator for your first continuing competence goal.

c) Select "Yes" for the audit question so that the goal will count towards your renewal requirements.

d) Provide the time frame for when you plan on completing the goal (e.g., "3-6 months").

e) Repeat the previous steps for one or two additional goals. We recommend having three total.

f) When you have completed your goals, complete the learning plan declaration and click "Next."



19. Declarations

As part of registration, LPNs need to answer specific questions, called "declarations."

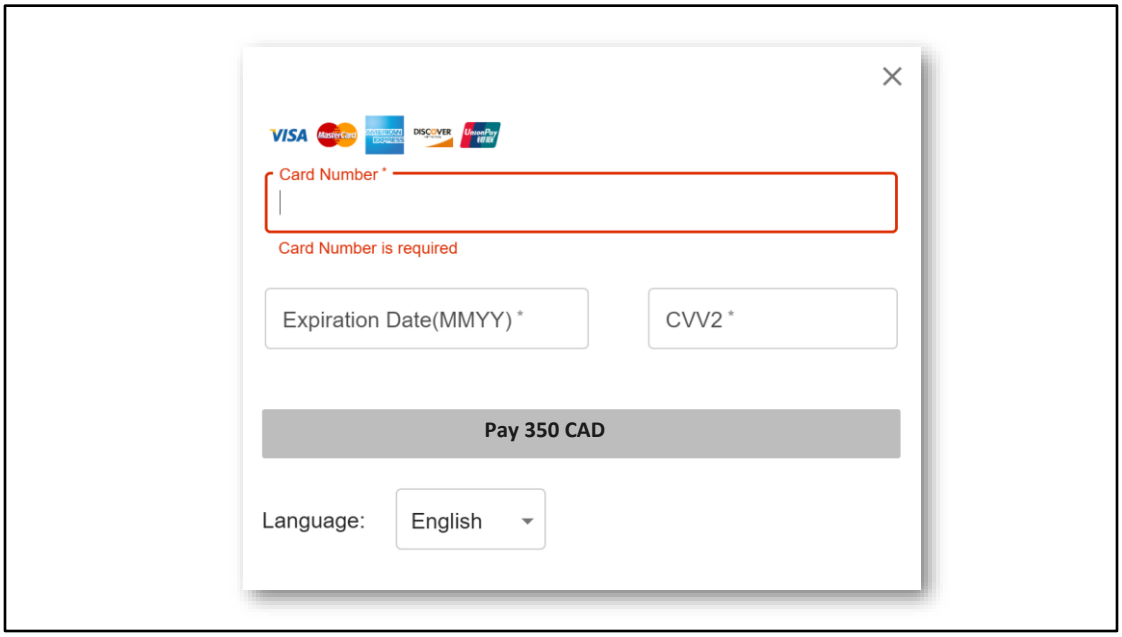
a) Read each question carefully.

b) Select the honest answer.

c) If you answer "yes" to any of the questions, you will need to provide further information to the CLHA. Provide the information in the box that appears. If you do not provide information, this may delay your registration renewal further.

🟧 IMPORTANT

Answering dishonestly could be grounds for a complaint of unprofessional conduct.



20. Payment

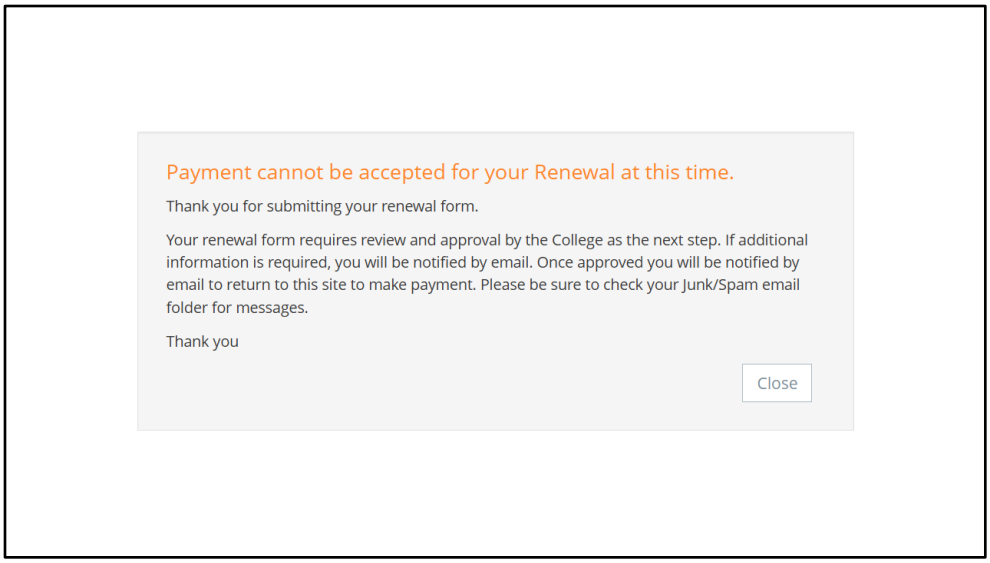
You may be able to pay at this time. However, if your form needs to be reviewed by the CLHA, you'll need to wait until you receive an email. Go to **step 21** for more information.

You can pay online by credit card.

a) Fill in your credit card information.

b) Click "Pay" to submit your payment.

You are now done the registration process. If you want to access your permit at this time, go to **step 22** .



21. If You Aren't Able to Pay Right Away

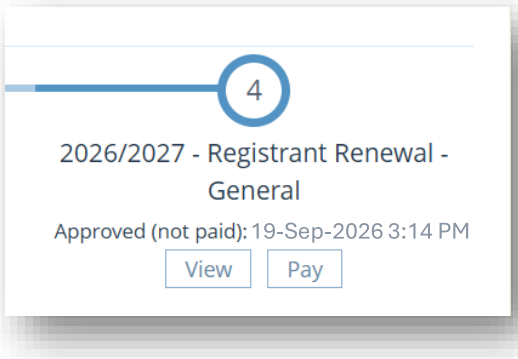
If your form needs to be reviewed by the CLHA, for example because you uploaded alternative insurance, you'll need to wait until you receive an email from the CLHA.

a) If you are worried about missing emails from the CLHA, follow the instructions in **step 23** to check if we have sent you anything.

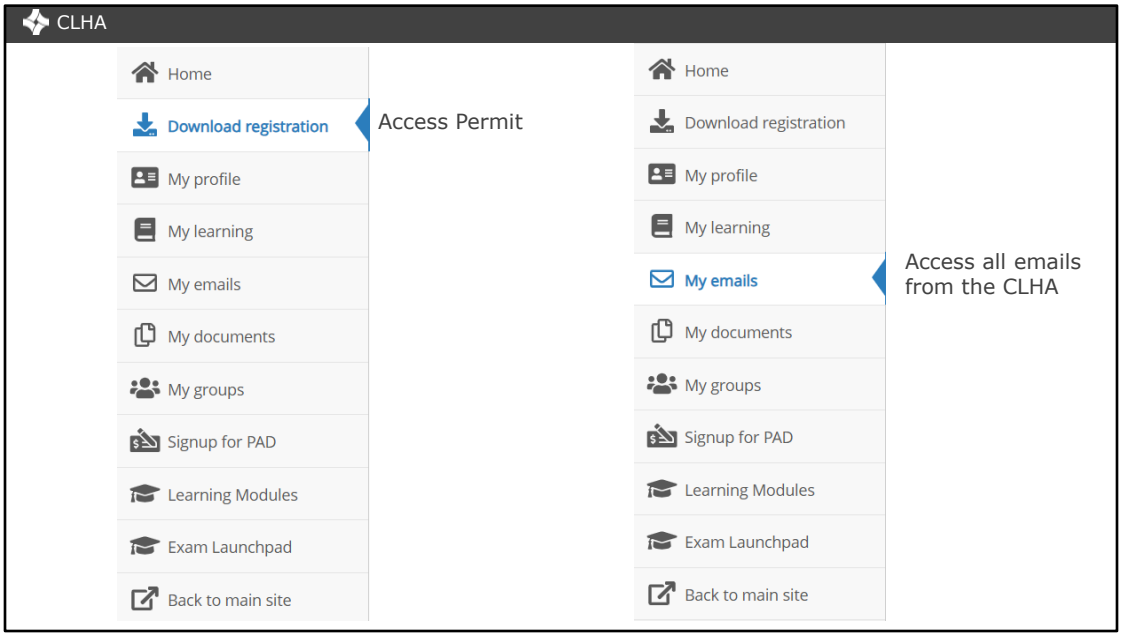
b) If you receive an email requesting more information, please follow the instructions as soon as possible.

c) When everything is complete, you will receive an email telling you that you can pay.

d) Log in to your MyCLHA.com account.



e) Click "Pay" to go to the payment page.
Review **step 20** if you need guidance.



22. Accessing Your Permit

You can view, download, and print your permit at any time through your MyCLHA account. To access your current permit:

a) Log in to your MyCLHA.com account.

b) Select "Download registration" on the lefthand side of your home page.

23. Make Sure You Don't Miss Emails

If you are worried about missing updates, you can check if you got any registration emails from the CLHA through your MyCLHA account.

To check the emails you received:

a) Log in to your MyCLHA.com account.

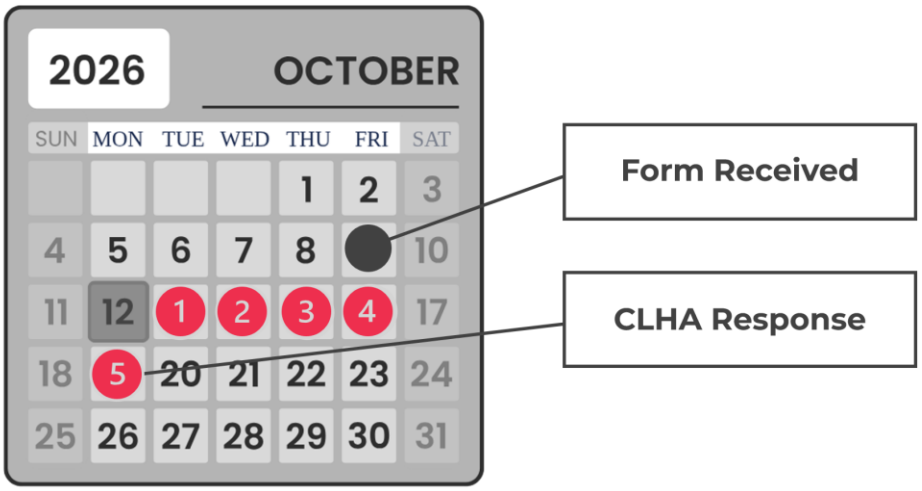
b) Select "My Emails" on the lefthand side of your home page.

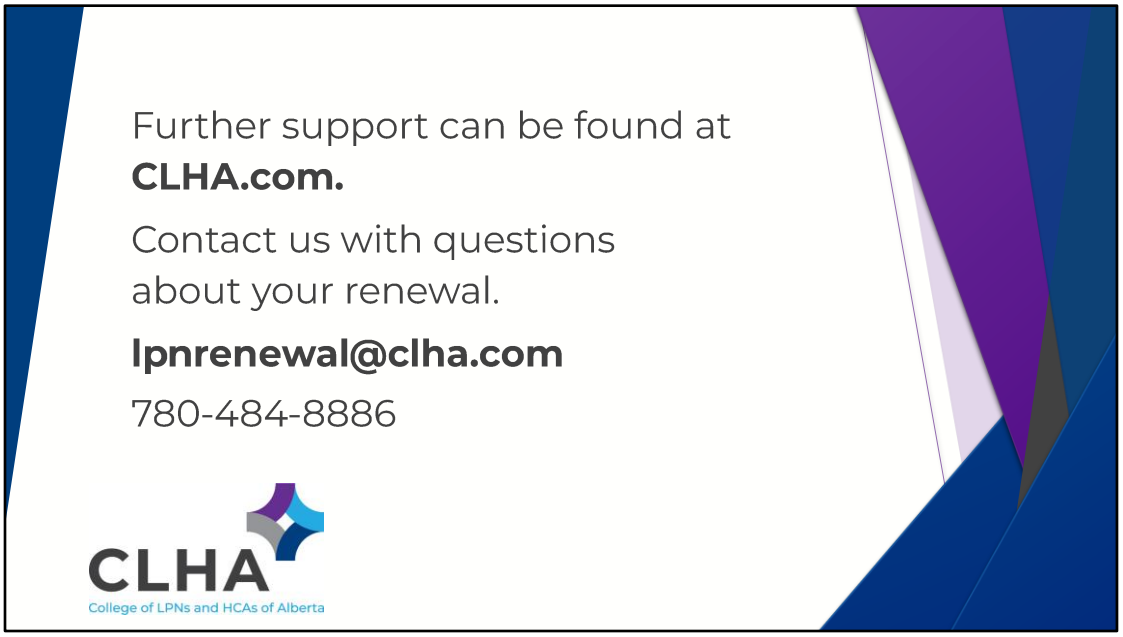
Timelines

If we need to review your application, we will do so within five business days. You will receive an email from us when the review is complete. This email will either request more information from you, or it will let you know that the invoice for your permit is ready to be paid.

IMPORTANT

Please note that we review applications on business days only. Our timelines do not include weekends or holidays. So, for example, if you submit your renewal on a Friday, and the Monday is a holiday, the CLHA will respond by the following Monday.





Contact Us

If you have questions after reviewing these instructions, email lpnrenewal@clha.com.

🟧 IMPORTANT

Note that we receive a very high volume of phone calls and emails during the registration period, and there may be delays in our response.

Please note that the CLHA office is not open to walk-in visitors. In-person services are available by appointment only to ensure appropriate staff availability.