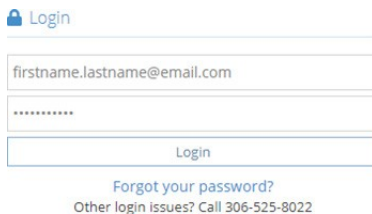


Renewal Tutorial

1. System Login

Access the SALPN Member portal at <http://portal.salpn.com/>. Enter your email address and password and click Login.



Login

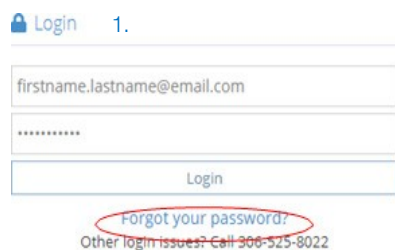
firstname.lastname@email.com

Login

[Forgot your password?](#)
Other login issues? Call 306-525-8022

2. Forgot Your Password

No problem! Click the “Forgot your password” link on the login screen. Enter your email address and the code displayed to have a reset password emailed to you. When you receive the new email, click the “reset password” button to set a new password.

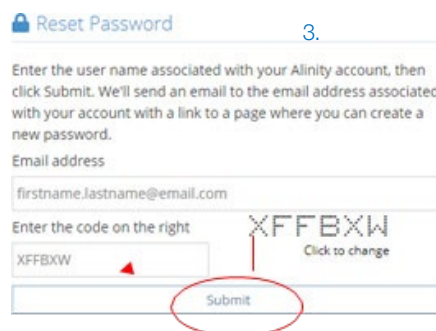


1. Login

firstname.lastname@email.com

Login

[Forgot your password?](#)
Other login issues? Call 306-525-8022



3. Reset Password

Enter the user name associated with your Alinity account, then click Submit. We'll send an email to the email address associated with your account with a link to a page where you can create a new password.

Email address

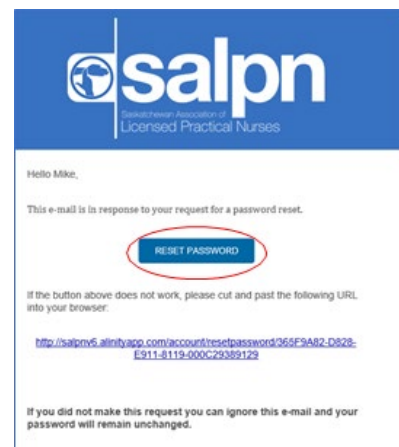
firstname.lastname@email.com

Enter the code on the right

XFFBXW

Click to change

Submit



salpn
Saskatchewan Association of
Licensed Practical Nurses

Hello Mike,

This e-mail is in response to your request for a password reset.

[RESET PASSWORD](#)

If the button above does not work, please cut and past the following URL into your browser.

<http://salpn6.alinityapp.com/account/resetpassword/368F9A82-D828-E911-8119-000C29389129>

If you did not make this request you can ignore this e-mail and your password will remain unchanged.

Two-Factor Authentication (2FA)

Two factor authentications are implemented to protect your privacy.

Step 1:

- Go to your [member portal](#)
- Enter your email and password

Step 2:

- Obtain the emailed code from your inbox
 - this will be issued to you after you enter your email and password
 - it may take up to 20-30 minutes to receive the email containing the code
- Enter or copy the code onto the screen exactly as displayed in the email as the code is case sensitive (it may help to write it down, so you have it handy!)

*If the email containing the code does not arrive within 20 -30 minutes, please check your spam and/or junk folder. If the email is in your spam and/or junk folder, please add no-reply@salpn.com as a safe sender to ensure that future emails are delivered to your inbox. *

There is no need to remember the code as you may be provided with a new code each time you log in to your member portal from a different browser, device, etc.

3. Choose Your Renewal

Home

My Registrations

My emails

My Documents

My groups

My CEP

Update Profile

Add Independent Pract.

Signup for PPP

Back to main site

Complete My Renewal

Practising Renew

Please choose this option if one of the following applies:

- you are renewing as Practising
- you are currently an LPN in a province outside of Saskatchewan and have passed the CPNRE
- you are an IEN and **DO NOT** have registration/licensure as an LPN in Canada
- you were previously licensed as an LPN in Saskatchewan

Non-Practising Certificate Renew

I would like to renew as non-practising for

Choose a non-practising renewal if, as of January 1, you will be on a short-term leave of absence such as disability, maternity/paternity leave, education leave or if you are residing out of Saskatchewan or retiring.

Once your renewal opens, you will notice there are three pages to complete.

1. Profile Update
2. CEP
3. Renewal (declarations)



Profile Update

This section includes:

- Personal and Contact Information
- Education
- Employment
- Practice & Overtime Hours
- Additional Licensure
- Specialized or Advanced Practice Hours
- Independent Practice
- Consents

This section is your opportunity to update any of the information listed!

Please make sure your phone number and email is correct.

When you've completed your Profile Update, click

Next

You cannot advance to the next step of the renewal if your form contains errors or is missing information. All errors are highlighted in red

CEP

Your available carry-over hours are displayed under the CEP Activity Requirements section and are extra hours left over from the last renewal period. There is no longer a requirement to assign your carry-over hours to specific activities from last year. A maximum of 8 hours can carry over.

Total Hours section: This shows your total number of carry-over hours. It can include both Formal and/or Informal education.

Formal Activity Hours section: This shows the total number of carry-over hours in your Formal Education section.

CEP ACTIVITY REQUIREMENTS			
<i>The number of required CEP hours is based on the length of time you held practising or GLPN license.</i>			
Total Hours			
Required	Reported	Hours Eligible to Carry Over	Status
24.00	0	8.00	Not met
Formal Activity Hours			
Required	Reported	Hours Eligible to Carry Over	Status
8.00	0	8.00	Not met

Examples:

8 hours of carry-over in informal ONLY.

Total Hours		
Required	Reported	Hours Eligible to Carry Over
24.00	0	8.00
Formal Activity Hours		
Required	Reported	Hours Eligible to Carry Over
8.00	0	0.00

5 hours of formal carry-over and 3 hours of informal carry-over.

Total Hours		
Required	Reported	Hours Eligible to Carry Over
24.00	0	8.00
Formal Activity Hours		
Required	Reported	Hours Eligible to Carry Over
8.00	0	5.00

Adding your CEP Requirements

After you review your carry-over (if applicable), you can begin adding your CEP information.

CEP ACTIVITIES

Report your required CEP activities and hours by clicking the ADD button.

Return to this area and click ADD for each activity you want to report.

For assistance in classifying your CEP activity as Formal (Section A) or Informal (Section B), please [click here](#).

To review reported activities, scroll down your page.

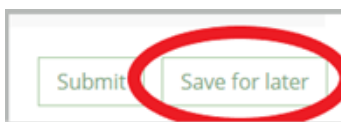
Add Please enter your completed CEP activities by clicking the 'add' button.

As you add CEP activities, you will notice that your hours are calculated in the first section, as below.

CEP ACTIVITY REQUIREMENTS			
<i>The number of required CEP hours is based on the length of time you held practising or GLPN license.</i>			
Total Hours			
Required 24.00	Reported 5	Hours Eligible to Carry Over 8.00	Status Not met
Formal Activity Hours			
Required 8.00	Reported 5	Hours Eligible to Carry Over 1.00	Status Not met

At any time click “Save for Later” if you wish to leave and return later.

To avoid a ‘time-out’ error, click “Save for Later” after adding each CEP activity.



You cannot complete your renewal without the required amount of CEP. If you try to continue you will receive the below message.

Your renewal cannot proceed because you have not reported the minimum CEP requirements. Please report the required hours to continue your renewal. Refer to the [CEP chart](#).

Declarations



Step 3 includes your declaration. Read through each one carefully. Once you answer each declaration, click the submit button and if your submission is acceptable, you will be taken to a payment page to process your fees.

Some submissions may require a review by the SALPN, and you will not be able to access the payment page. If this occurs, you will receive the following message.

Payment cannot be accepted for your Renewal at this time.

Thank you for submitting your renewal form.

Your renewal requires review by a SALPN Administrator, which will occur within 1-2 business days. We will be in touch with you shortly, please do not call or email the office.

Thank you

When your renewal is approved and complete, you will be taken to the payment page. When your payment is processed.....

Your Renewal is Complete!

Your renewal cannot advance if your form contains error or is missing information. All errors are highlighted in red