

Council Review of Registrar's Registration & Licensure Decisions Policy

Purpose

The CLPNS Council has the authority to delegate member registration and licensure to the Registrar. The purpose of this policy is to outline the process for reviewing registration and licensure decisions made by the Registrar.

Scope

This policy applies to applicants requesting a review of a delegated decision made by the Registrar related to their registration and licensure.

Policy

The Council can review the registration and licensure application decisions of the CLPNS Registrar. This includes new registration and licensure applications as well as renewal or re-licensure decisions.

The applicant must request a review by Council in writing. The request must arrive at the CLPNS office within 30 days of a written copy of the decision being served to the applicant.

The request must outline the grounds or reasons the applicant alleges the Registrar's decision is in error and provide any documentation necessary to support the allegation.

The Council shall provide the applicant with an opportunity to make a verbal presentation to the Council at the next scheduled Council meeting or another date/time in consultation with the applicant who requested the review.

The Council is authorized to respond to the review by either:

- directing the Registrar to exercise decision-making power in a manner that the Council considers appropriate, or
- confirming the Registrar's decision.

The Council shall inform the applicant in writing of its decision and the reasons for it.

Authority

[The Licensed Practical Nurses Act, 2000](#)

[The CLPNS Regulatory Bylaws](#)

Procedure

An applicant shall:

- provide the CLPNS Council with a written request for review through regular mail or email
- outline the grounds or reasons why they believe the Registrar has made an error
- provide any documentation supporting their allegation
- submit their request for review within 30 days of the Registrar delivering the decision
- have the opportunity to make a verbal presentation to the Council.

An applicant may:

- hire legal counsel at their own cost.

The CLPNS Council shall:

- conduct a procedurally fair process
- make every effort to address the requested review as soon as possible
- inform the applicant in writing of the date Council will review the application
- allow the applicant to appear in person or virtually for the review and to make verbal representations
- consider the individual circumstances of the case
- act in good faith, and in a fair and reasonable manner
- consider relevant information in a logical manner
- hear the review and do one of the following:
 - Direct the Registrar to exercise a new application decision
 - Uphold the Registrar's decision
- issue the applicant and the CLPNS their written decision, with reasons, using plain language and deliver it to the applicant by mail or email.

The CLPNS Council may:

- retain legal counsel
- seek legal counsel's assistance in writing the review decision.

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