



# Continuing Education Portfolio Program

CEP Program



# CLPNS

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The legislated mandate of the College of Licensed Practical Nurses of Saskatchewan is to protect the public through the regulation of Licensed Practical Nurses.

Continuing education is a mandatory requirement for annual licensure as written in the CLPNS Regulatory Bylaws. Continuing Education Portfolio (CEP) hours are accumulated annually by LPNs to improve or maintain their knowledge, skills, and practice competencies through continuing education. LPNs should utilize the CEP program to self-reflect upon their individual practice and should seek continuing education to support their knowledge, skills, and abilities.

The Standards of Practice and the Code of Ethics are referenced in the CLPNS bylaws, and every LPN is accountable to them. Within both the Standards and the Code, there are requirements for an LPN to engage in continuous learning:

#### **Standard 1**

- LPNs are accountable and responsible for their practice and conduct to meet the standards of the profession and legislative requirements.
  - Self-assess their professional practice and competence and participate in continuous learning.

#### **Standard 2**

- LPNs apply evidence-informed knowledge in practice.
  - Attain and maintain evidence-informed knowledge to support critical thinking and professional judgment.
  - Integrate knowledge of trends and issues in healthcare and society into evidence-informed practice.
  - Maintain relevance in practice in response to changes affecting the profession.
  - Demonstrate continuing professional development, including compliance with jurisdictional requirements related to continuing competence (i.e. Continuing Competence Program, Quality Assurance Program).

#### **Code of Ethics - Principle 2**

- LPNs provide care that is physically, psychologically, and culturally safe.
  - Apply new knowledge, technologies, and scientific advances to promote safety, client satisfaction and well-being.

#### **Code of Ethics - Principle 5**

- LPNs maintain personal well-being.
  - Self-reflect and seek opportunities for ongoing personal and professional improvement.

#### **CEP Activity Hours Required for Licensure**

The number of CEP activity hours required depends on the length of time a member holds Practising licensure during the current year. If a member has practising licensure for seven (7) months or more, they must obtain and report 24 hours of CEP. If a member has practising licensure for a portion of the year, they must obtain and report CEP activity hours at a prorated rate. The CEP program is tied directly to practising licensure and does not depend on how long an LPN worked or held employment for the year.

An LPN returning to practising status (ex. non-practising to practising) or the initiation of a license mid-year (ex. out-of-province applicant or a new graduate) is required to obtain and report CEP activity hours according to the prorated schedule below:

**CEP Activity Hour Requirements for Renewal**  
Adapted from the SALPN Regulatory Bylaws Table 1

Months licensed in Practising category	Minimum # of total hours required for renewal	Minimum # of Formal Activity hours required for renewal	Informal Activity hours: <b>no</b> minimum requirement
More than 3 months	6	2	All CEP hours may be obtained in the Formal activity section
More than 3 months, less than 7 months	12	4	
More than 7 months	24	8	

### Obtaining CEP Activity Hours

LPNs must meet the annual renewal requirements by obtaining and reporting continuing education hours.

The CEP program separates learning into two sections:

**Section A:** Formal Activities and,

**Section B:** Informal Activities.

The CEP program places high value and importance on the types of education classified within Section A: Formal Activities. The program requires that LPNs obtain and report a minimum number of hours in this section.

The CLPNS recognizes that individuals learn differently and supports LPNs to report the actual hours they spend learning. LPNs should exercise their best judgment and report reasonable hours for their CEP activities.

The **Formal Activities** section consists of:

1. Educational activities related to nursing/healthcare, which include two or more of the following criteria:
  - a. ends with an exam or quiz,
  - b. includes assignment(s), presentation(s), learning package(s), or project(s)
  - c. demonstration of competence/competency
  - d. interactive group work
  - e. results in a credential

Exclusions to the above criteria include CPR, TLR, WHMIS, PART, GPA, and WAVE recertifications because they are considered Informal Activities.

2. Completion of a CLPNS **Professional Growth Plan** (16 reportable hours).

The Professional Growth Plan is under review and will not be available until 2024.

3. Cultural Learning Opportunities, like:
  - a. Attendance at or volunteering at events that enhance knowledge about other cultures
  - b. Time spent learning from a culturally significant teacher or leader like an elder, knowledge keeper, or healer
  - c. Learning a language other than English or your first learned language
  - d. Learnings related to Truth and Reconciliation, Indigenous History, Indigenous Communities, and Indigenous approaches to health and healing systems.

The Informal Activities section consists of:

1. CPR, TLR, WHMIS, PART, GPA, WAVE recertifications
2. Preceptorship
  - a. 8 reportable hours per week of preceptorship

Not applicable to new graduates during their final precepted experience

3. Participation in nursing/healthcare committees
4. Any other educational activity related to nursing/healthcare not meeting the criteria for Section A: Formal Activities

### **CEP Activity Hour Collection Period**

The CEP collection period begins December 2nd to December 1st annually. Since CEP activity hours are due at the time of licensure renewal, LPNs must complete their CEP education by the December 1st renewal deadline and to avoid late fees.

If an LPN has not obtained and reported the required CEP activity hours, they are ineligible to renew their practising license.

### **Storing CEP Education Records**

LPNs should keep an up-to-date record of their CEP activities either in their CLPNS Member Portal or in a location they can easily access when needed.

LPNs may store their CEP activity hour documentation by uploading them directly to their Member Portal.

### **Reporting Completed Activities**

LPNs are not required to provide documentation of completed CEP activities to meet renewal eligibility. Providing this documentation becomes mandatory when requested, generally through the annual licensure audit. One exception is Professional Growth Plans because LPNs must upload their plan during annual renewal.

The CLPNS will not add CEP activity hours to an LPN's record if an LPN fails or forgets to report CEP activity hours on their annual renewal.

Each year, the CLPNS randomly selects LPNs for the Annual Licensure Audit. If audited, LPNs must upload all information regarding the CEP hours they obtained and reported on their renewal form for the CLPNS to review. Because LPNs complete the audit online through their portal, it is helpful for members to get in the habit of uploading their CEP documents on an ongoing basis or as they complete them.

### Documentation Requirements

When requested, documentation of your CEP activity hours must verify that you completed or attended the CEP activity you reported.

<p><b>Section A:</b> <b>Formal Activities</b> the documentation must be at least one of the following:</p>	<p><b>Section B:</b> <b>Informal Activities</b> the documentation must be at least one of the following:</p>	<p>Examples of <b>unacceptable</b> documentation include the following:</p>
<ul style="list-style-type: none"> <li>• Course transcript (picture of unofficial transcripts are generally accepted)</li> <li>• Signed employer letter</li> <li>• Certificate of completion</li> <li>• Signed education day agenda</li> <li>• Picture of an online training system database that lists completed education</li> <li>• Photos/screenshots are generally acceptable</li> <li>• with the SALPN's discretion, any other completion verification</li> </ul>	<ul style="list-style-type: none"> <li>• Pictures/screenshots of a webinar, video, or article, including the link</li> <li>• For precepting a practical nursing student, a letter from the school with the weeks of preceptorship clearly identified</li> <li>• Verification of attendance at committee meetings</li> <li>• with the SALPN's discretion, any other completion verification</li> </ul>	<ul style="list-style-type: none"> <li>• Registration payment receipt</li> <li>• Poster advertising the activity</li> <li>• Unsigned documents from your employer, instructor, etc.</li> <li>• Pictures or screenshots of text messages</li> </ul>

### Carry-over Hours

LPNs obtaining and reporting more than the required number of CEP activity hours can “carry-over” a maximum of eight (8) hours of education into the next licensure year.

The CLPNS database will calculate the available carry over hours once an LPN generates their CEP record for the current year. The system will apply the carry over hours to the CEP activity section (Formal or Informal) the LPN reported the “extra” hours in during the last renewal period. LPNs no longer need to assign their carry over hours.

LPNs are encouraged to report all their CEP activity hours during renewal, ensuring an accurate record of potential carry-over hours for the next renewal.

Carry-over example:

- An LPN completes and reports 32 CEP hours in 2023 (8 more than the minimum).
- The LPN can complete and report 16 CEP hours in 2024 to meet the minimum requirement.

CLPNS Regulatory Bylaws, Table 1

TABLE 1

SALPN CEP Program Education Classification	
Section A: Formal Activities	Section B: Informal Activities
1. Educational activities related to nursing/healthcare including <u>two or more</u> of the following: <ol style="list-style-type: none"> <li>ends with an exam or quiz</li> <li>includes assignment(s), presentation(s), learning package(s), or project(s)</li> <li>demonstration of competence/competency</li> <li>interactive group work</li> <li>results in a credential</li> <li>can be passed or failed</li> </ol> 2. Completion of a Professional Growth Plan (16 Reportable hours)	Informal activities include the following: <ol style="list-style-type: none"> <li>CPR, TLR, WHMIS, PART, GPA, WAVE recertification(s)</li> <li>preceptorship (8 reportable hours per each week of preceptorship)</li> <li>nursing/healthcare committees</li> <li>any other educational activity related to nursing/healthcare not meeting the criteria for formal activities in Section A</li> </ol>

SALPN CEP Program: Hour Requirements

Length of time Practicing Licence was held in previous licensure period	Minimum Number of Total Hours required for renewal	Minimum Number of Hours required from Section A: Formal Activities	Carry Over Hours Allowed
<3 months	6	2	Up to 8 (if an excess of the required 6 hours is obtained- applied in the category earned)
>3 Months <7 Months	12	4	Up to 8 (if an excess of the required 12 hour is obtained- applied in the category earned)
>7 Months	24	8	Up to 8 (if an excess of the required 24 hours is obtained- applied in the category earned)







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## Resources

Additional information is available on the CLPNS website under the CEP tab of the Members section, including:

- CEP Placement Chart - categorize your CEP activities.
- CEP How-To: Uploading, Hours, Categorizing, and More!

## References

Canadian Council of Practical Nurse Regulators (CCPNR). (2013). *Standards of Practice for Licensed Practical Nurses in Canada*. Retrieved from [Resources - Canadian Council for Practical Nurse Regulators \(CCPNR\)](#)

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