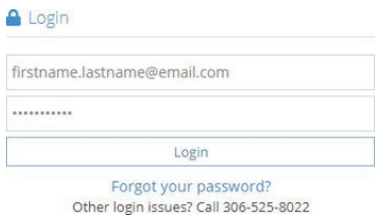
CLPNS
COLLEGE OF LICENSED PRACTICAL NURSES OF SASKATCHEWAN

Renewal Tutorial

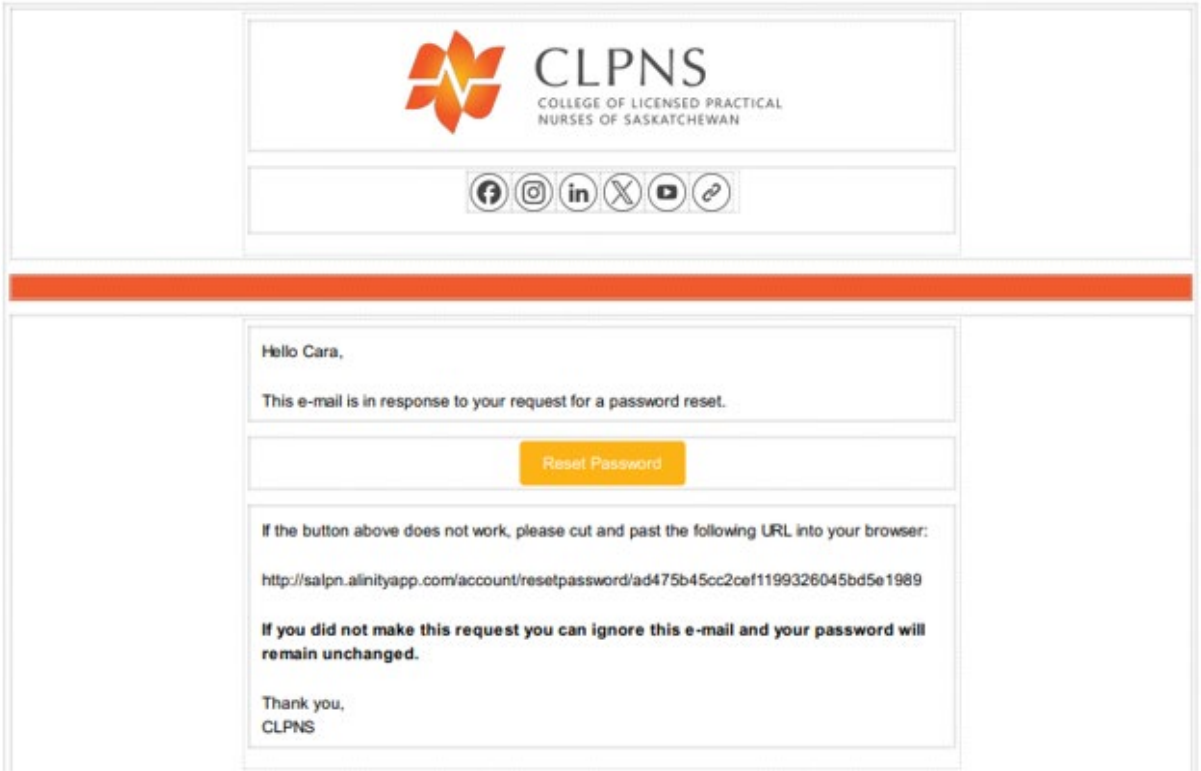
1. System Login

Access the CLPNS Member portal at https://clpns.alinityapp.com/Client. Enter your email address and password and click Login.



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.



Two-Factor Authentication (2FA)

Two factor authentications are implemented to protect your privacy.

Step 1:
Go to your member portal.

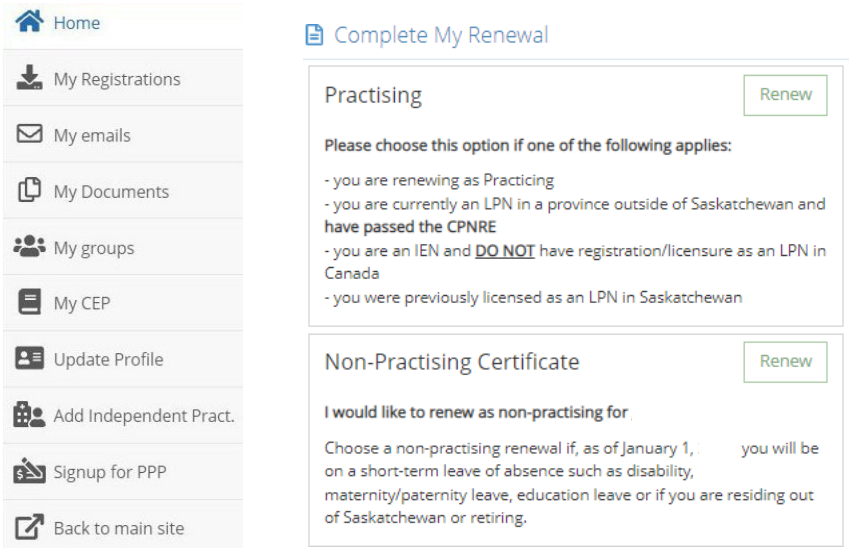
Step 2:
Enter your email and password.

Step 3:
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.)

Step 4:
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@clpns.com as a safe sender to ensure that future emails are delivered to your inbox.

3. Choose Your Renewal



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

- Profile Update
- CEP
- 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 are correct.

When you've completed your Profile Update, click Next.

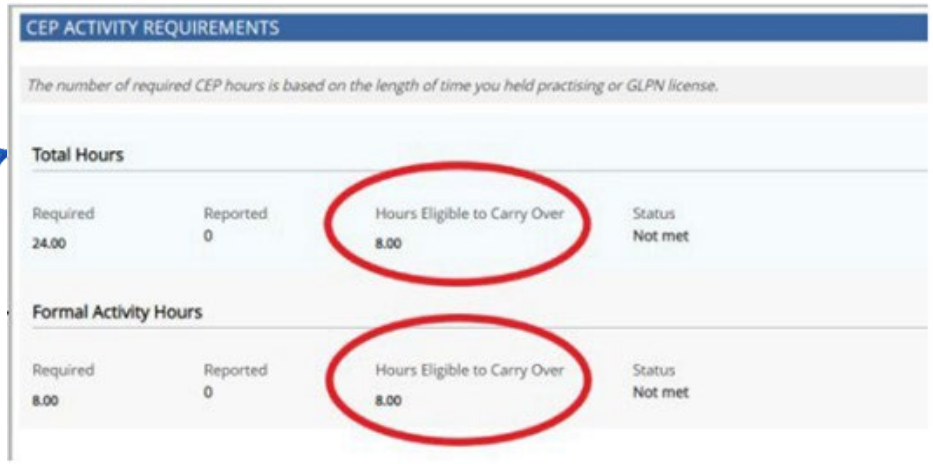
You cannot advance to the next step of the renewal if your form contains errors or is missing information. All errors are highlighted in red

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.

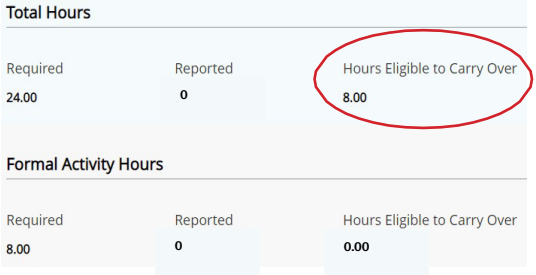
Total Hours section: This shows your total number of carry-over hours. It can include both Formal and/or Informal education.

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

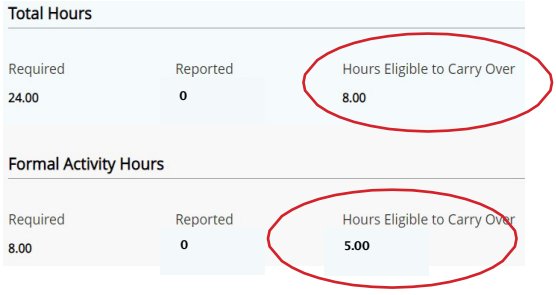


Examples:

8 hours of carry-over in informal ONLY.

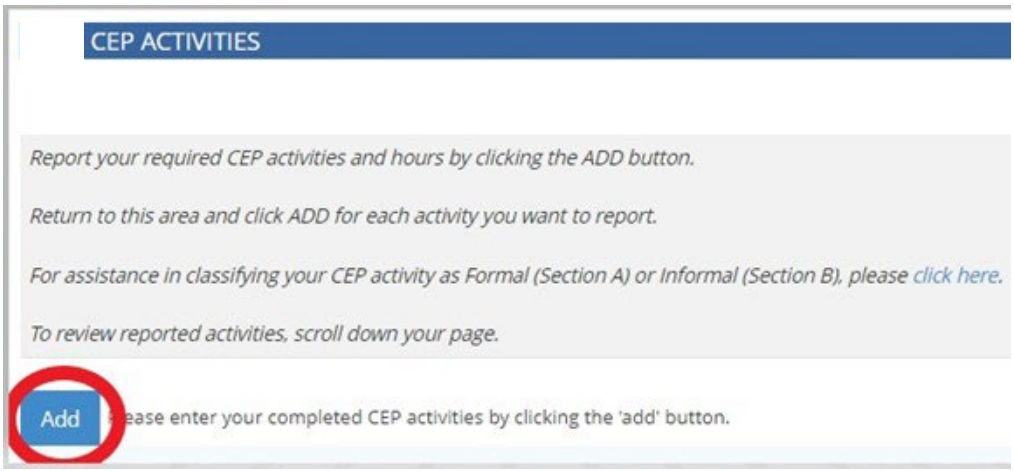


5 hours of formal carry-over and 3 hours of informal carry-over.



Adding your CEP Requirements

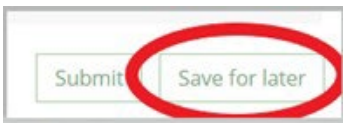
After you review your carry-over (if applicable), you can begin adding your CEP information.



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

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.

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.

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