CLPNS
COLLEGE OF LICENSED PRACTICAL NURSES OF SASKATCHEWAN

Continuing Education Portfolio Program

CEP Program

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Table of Contents

Preamble 3
Continuing Education Portfolio Program (CEP) 4
Regulatory Bylaw 4
Standards Of Practice 4
Standard 1: Professional Accountability and Responsibility 5
Standard 2: Evidence-Informed Practice 5
Code of Ethics 5
Principle 2: Provide care that is physically, psychologically, and culturally safe 5
Principle 5: Maintain personal well-being 5
Maintaining Competence 5
CEP Activity Hours Required for Annual Licensure 6
CEP Program Education classification 6
Section A: Formal Activities 7
Section B: Informal Activities 8
CEP Activity hour Collection Period 8
Storing CEP Education Records 9
Reporting Completed Activities 9
Carry-over Hours 9
Audit 10
Conclusion 10
References 11

PREAMBLE

The College of Licensed Practical Nurses of Saskatchewan (CLPNS) has a legislated mandate to regulate the practice of Licensed Practical Nurses (LPNs) in Saskatchewan. The purpose of regulation is to protect the public from risk and reduce harm by ensuring that LPNs provide safe, competent, and ethical care. LPN services can pose risks if delivered incompetently, unethically, or by unqualified individuals.

LPNs are members of a self-regulated profession in Saskatchewan. Their professional practice is defined by *The Licensed Practical Nurses Act, 2000* (LPN Act) and the Bylaws established under its authority. Through this legislation, the Government of Saskatchewan has granted the CLPNS the legal authority to regulate the practical nurse profession.

Through regulation, the CLPNS sets clear expectations, which include education, licensure, professional conduct, and ongoing competence. It ensures only qualified individuals are licensed to practice and holds LPNs accountable through oversight, guidance, and, when necessary, disciplinary action.

The CLPNS Regulatory Practice Framework for LPNs provides a practice framework including Legislation/ Regulation, CLPNS Bylaws, Standards of Practice, Code of Ethics, Entry-Level Competencies, and various Practice and Interpretive Documents. These resources provide guidance to LPNs to make sound, professional decisions and exercise appropriate nursing judgment.

The CLPNS develops guidance documents to support LPNs in navigating risks, evolving roles, or emerging practices. These documents are based on relevant legislation, regulations, the Standards of Practice, the Code of Ethics, and CLPNS Bylaws and are intended to provide guidance to LPNs to make sound, professional decisions and exercise appropriate nursing judgment.

Guidance documents do not contain all the information necessary to support every decision within LPN professional practice. Each practice situation is unique and LPNs are expected to seek additional information and resources as needed to ensure safe, competent, and ethical care.

The CLPNS respectfully acknowledges the treaty lands of Saskatchewan and the homeland of the Métis. We honour the Indigenous people who have cared for these lands before us and today. The CLPNS is committed to partnership, ongoing learning, and meaningful action as we journey toward authentic allyship and Truth and Reconciliation.

CONTINUING EDUCATION PORTFOLIO PROGRAM (CEP)

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 must regularly reflect upon their individual practice and 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.

At-a-Glance: CEP Activity Hours

- **Who needs:** LPNs renewing practising-to-practising
- **How many:** 6 / 12 / 24 total CEP activity hours
  - based on months practised during the current year
- **Collection period:** December 2 to December 1 of the following year
- **Due date:** At annual licensure renewal
- **Where to report:** CLPNS Portal
- **Carry-over:** Up to 8 CEP activity hours may carry over to the next licensure year
  - When more than the minimum required hours are obtained
- **Documentation/CEP audit:** While LPNs may upload documentation for CEP at any time, only those selected for the Annual Licensure Audit must provide proof of completion of CEP activity hours

Resources: Continuing Education Portfolio Program I Learning Resources

REGULATORY BYLAW

Accumulation of continuing education hours

1. *a member is required to accumulate the required number of continuing education hours during the period commencing on December 2 of the year prior to the date of application for an annual licence.*
2. *A member who accumulates more than the required number of hours during the period commencing on December 2 of the year prior to the date of application for an annual licence may carry those additional hours forward to be counted in relation to the member's application for an annual licence in the next year, to a maximum of eight hours in the section identified in Table 1 in which the carry-over is obtained.*

Resources: CLPNS Regulatory Bylaws

STANDARDS OF PRACTICE

There are specific sections in the Standards of Practice that refer directly to an LPNs responsibility for continuing education, as noted here:

Standard 1: Professional Accountability and Responsibility

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

Standard 2: Evidence-Informed Practice

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

Resources: Standards of Practice

CODE OF ETHICS

Principle 2: Provide care that is physically, psychologically, and culturally safe

- 2.7 - Learn about and seek to address inequities in care faced by clients who are racialized, marginalized, or under-served.
- 2.8 - Seek out and exchange knowledge with First Nations, Métis, and Inuit peoples.
- 2.10 - Apply new knowledge, technologies, and scientific advances to promote safety, client satisfaction, and well-being.

Principle 5: Maintain personal well-being

- 5.2 - Self-reflect and seek opportunities for ongoing personal and professional improvement.

Resources: Code of Ethics

MAINTAINING COMPETENCE

Maintaining competence is a professional responsibility for every LPN and requires ongoing self-reflection and assessment. Competence gaps are a normal part of professional growth, however, if left unaddressed, they may present a risk of harm to the public. Continuous learning and self-assessment of an LPNs professional practice are essential to ensure safe, ethical, and competent care.

Each LPN is responsible for:

- Regularly evaluating their own knowledge, skills, abilities, and judgment to identify areas for improvement
- Reflecting on their competence in relation to the profession's standards and the requirements of their employment role

- Identifying and addressing any gaps that arise due to changes in practice setting, role, technology, or the evolving nature of nursing practice.

Through this ongoing process of self-reflection, LPNs should reflect on their practice and pursue learning activities that enhance or maintain their knowledge, skills, abilities, and judgment. This process supports professional growth, promotes adaptability, and helps LPNs respond effectively to emerging healthcare needs.

The CEP program provides LPNs with information on how to maintain competence, including the minimum annual requirements. CEP activity hours should be relevant to the LPN's current practice and provide opportunities to gain new knowledge or strengthen existing competencies.

CEP ACTIVITY HOURS REQUIRED FOR ANNUAL LICENSURE

The CEP activity hour requirement is calculated based on the number of months an LPN held a practising license during the current year. The requirement is NOT based on the number of hours the LPN worked.

CEP activity hours are only required when an renewing a practising license (practising to practising renewal).

CEP activity requirements begin once an LPN holds a practising licence. Any person who obtains a practising license partway through the year, such as an out-of-province applicant, new graduates and LPNs returning from leaves (parental, sick, or disability leave, etc.), must obtain and report CEP activity hours for their next renewal according to the following schedule:

CEP Activity Hour Requirements for Annual Licensure

Adapted from the CLPNS Regulatory Bylaws Table 1

Months Licensed in Practising category	**Minimum** # of total hours required for annual licensure	**Minimum** # of Formal Activity hours required for annual licensure	Informal Activity hours **no** minimum requirement
Less than 3 months	6	2	All CEP Activity 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	

Note: LPNs may choose to complete all learning through Formal CEP activity hours.

CEP PROGRAM EDUCATION CLASSIFICATION

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

The College CEP Program Education Classification	
Section A: Formal Activities	**Section B: Informal Activities**
1. Completion of Self-Reflection Module or equivalent 2. Educational activities, including recertifications, related to nursing/healthcare including two or more of the following: 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 f) can be passed or failed 3. Educational opportunities that enhance cultural perspective and culturally safe practice	Informal activities include the following: a) preceptorship (8 reportable hours per each week of preceptorship) b) nursing/healthcare committees c) any other educational activity related to nursing/healthcare not meeting the criteria for formal activities in Section A

Section A: Formal Activities

1. Self-Reflection Module

Self-reflection is the process of understanding one's strengths and areas for development to support better client care and nursing outcomes. While self-reflection may look different for everyone, the goal is to promote ongoing practice assessments, professional accountability and continuous improvement in competence to enhance nursing practice. There is no right or wrong way to approach it as long as it leads to learning and growth.

When preparing to complete the self-reflection module as part of your CEP activity hours, ensure that you address the following points:

1. Identify your learning needs
2. Define your learning goals
3. Describe your learning activities
4. Reflect on your plan

An LPN will earn 16 formal CEP activity hours upon completing steps 1 to 4 of the self-reflection module.

An LPN will earn the full 24 formal CEP activity hours, if they complete and report education that supports their self-refelction.

Resources: Self-Reflection Module

2. Educational activities

Formal educational actvites including recertifications 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
f) can be passed or failed

3. Cultural Learning Opportunities:

Culturally safe care recognizes and strives to address inherent power imbalances in the healthcare system. Culturally safe care helps a healthcare environment to be free of racism and discrimination. This can be achieved by completing activites such as:

- Attending or volunteering at events that enhance knowledge about other cultures
- Spending time learning from a culturally significant teacher or leader like an elder, knowledge keeper, or healer
- Learning a language other than English or your first learned language
- Learning about Truth and Reconciliation, Indigenous History, Indigenous Communities, and Indigenous approaches to health and healing systems

Section B: Informal Activities

Informal activites include a wide range of educational and training activities.

- Being a preceptor is one-on-one clinical teaching to support a student to integrate academic learning with practical application through mentorship and guidance:
  - The LPN preceptor is eligible for eight (8) CEP activity hours per week of preceptoring
  - The student is not eligible for CEP activity hours related to the practical nursing program or final preceptorship
- Participation in nursing/healthcare committees
- Any other educational activity related to nursing/healthcare not meeting the criteria for formal activities

Resources: Culturally Safe Care I Preceptorship

CEP ACTIVITY HOUR COLLECTION PERIOD

The CEP activity hour collection period begins December 2 and ends December 1 of the following year. CEP activity hours are due at the time of annual licensure renewal. LPNs must complete their CEP education before renewing a practising licence.

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

STORING CEP EDUCATION RECORDS

LPNs are encouraged to maintain an up-to-date record of their CEP activities either in their CLPNS Portal or in a convenient, easily accessible location. By updating the records regularly or as activities are completed, LPNs can ensure their documentation is readily available when needed.

Resources: Adding CEP Activity Hours to your CLPNS Portal

REPORTING COMPLETED ACTIVITIES

LPNs are not required to provide documentation of completed CEP activities for annual licensure eligibility unless requested. This typically occurs during the annual licensure audit.

The only exception is the optional self-reflection module, which is maintained in the CLPNS Portal. Self-reflection involves ongoing evaluation and adjustment. It is accessible 24/7 in the CLPNS Portal for LPNs to update and review as needed.

The CLPNS will not add CEP activity hours to an LPN's CEP record if an LPN fails or forgets to report CEP activity hours at the time of renewal.

CARRY-OVER HOURS

LPNs who complete and report more than the required number of CEP activity hours can "carry-over" a maximum of eight (8) CEP activity hours of education into the next licensure year. Carry-over hours may only be applied to the next licensure year and cannot be carried forward beyond that period.

The CLPNS database will calculate the available carry-over hours once an LPN creates their CEP record for the current year. The system will apply the carry-over hours to the appropriate CEP activity section (Formal or Informal) based on where the "extra" hours were reported during the last licensure renewal. LPNs no longer need to assign their carry-over hours.

LPNs are encouraged to report all their CEP activity hours during the annual licensure renewal to ensure an accurate record of potential carry-over hours for the next licensure renewal. "Carry-over hours" will only be applied if the hours previously reported exceed the required number of hours for that year.

Carry-over example:

- An LPN completes and reports 32 CEP activity hours in the current year, (24 required and 8 additional).
- For the next renewal, the LPN will only need to complete and report 16 CEP activity hours, as the extra 8 hours from the previous year will carry over to meet the minimum requirement.

Examples of acceptable CEP documentation		
Section A: Formal Activities Must include one of the following:	**Section B: Informal Activities** Must include one of the following:	Examples of **unacceptable** documentation include the following:
• Course transcript (picture of unofficial transcripts are generally accepted) • Signed employer letter • Certificate of completion • Signed Education Day agenda • Picture of an online training database that lists completed education • Photos/screenshots are generally acceptable • At the discretion of the CLPNS, any other form of completion verification may be accepted.	• Pictures/screenshots of a webinar, video, or article, including the link • For precepting a practical nursing student, a letter from the school with the weeks of preceptorship clearly identified • Verification of attendance at committee meetings • At the discretion of the CLPNS, any other form of completion verification may be accepted.	• Registration payment receipt • Poster advertising the activity • Unsigned documents from your employer, instructor, etc. • Pictures or screenshots of text messages

AUDIT

Each year, the CLPNS randomly selects LPNs for the Annual Licensure Audit. If selected, LPNs are required to verify the CEP activities that they reported during licensure renewal. This can be done by either confirming the documentation already uploaded or by uploading additional documents to support the CEP activity hours reported.

Once the audit is submitted, the CLPNS will review this documentation to ensure compliance with the CEP activity requirements.

LPNs selected to participate in the Annual Licensure Audit must complete the audit, even if they have already uploaded all of their CEP documents during the annual licensure renewal. The purpose of the audit is to verify the CEP activities reported at the time of renewal. It is not an opportunity to add new activities that were missed or not previously reported.

When requested, documentation must clearly confirm that you completed or attended the CEP activities you reported during your renewal.

Resources: Annual Licnesure Audit

CONCLUSION

The CEP program supports LPNs in maintaining competence, professionalism, and safe, ethical practice throughout their careers, by adapting to the evolving needs of healthcare. Through ongoing learning that reflects individual practice roles, emerging evidence, and regulatory expectations, LPNs demonstrate accountability to the public and a commitment to quality care.

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