CLPNS
COLLEGE OF LICENSED PRACTICAL NURSES OF SASKATCHEWAN

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CEP FAQs

1. Who needs CEP activity hours for renewal?

LPNs renewing Practising to Practising.

2. Who does not need CEP activity hours for renewal?

- SJLPNs (must complete their continuing competency obligations in their home jurisdiction)
- GLPNs
- Non-Practising LPNs

3. How many CEP activity hours are required for renewal?

CEP activity hours are calculated based on the length of time an LPN is licensed to practice.

- 7-12 months licensed
  - 24 hours of continuing education
  - 8 hours must be accumulated in Section A
- 3-7 months licensed
  - 12 hours of continuing education
  - 4 hours must be accumulated in Section A
- Less than 3 months licensed
  - 6 hours of continuing education
  - 2 hours must be accumulated in Section A

For more information, click the chart to view the CEP activity hour requirements.

4. Are my CEP hours Formal (Section A) or Informal (Section B)?

The Continuing Education Portfolio program consists of two sections, which are described below.

Section A: Formal Activities

1. Educational opportunities which enhance cultural perspective and culturally safe practice. Examples are:

   - ends with an exam or quiz

- includes assignment(s), presentation(s), learning package(s), or project(s)
- demonstration of competence/competency
- interactive group work
- results in a credential
- can be passed or failed

2. Educational opportunities which enhance cultural perspective and culturally safe practice. Examples are:

   - Attendance at events that enhance knowledge about other cultures
   - Time spent 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 related to Truth and Reconciliation, Indigenous History, Indigenous Communities, and Indigenous approaches to health and healing systems.

Section B: Informal Activities

Informal Activities include the following:

1. preceptorship (8 reportable hours per week of preceptorship)
2. nursing/healthcare committees
3. any other educational activity related to nursing/healthcare not meeting the criteria for formal activities in Section A

The College CEP Program Education Classification

Section A: Formal Activities	Section B: Informal Activities
1. Completion of a 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

CEP Activity Hour Requirements for Annual Licensure Adapted from the CLPNS Regulatory Bylaws Table 1

Months Licensed in Practising category	Minimum Number of Total Hours required for annual licensure	Minimum # of Formal Activity hours required for annual licensure	Carry Over Hours Allowed
Less than 3 months	6	2	8
More than 3 months and less than 7 months	12	4	8
More than 7 months	24	8	8

5. How should LPNs calculate the number of hours for each CEP activity?

The CLPNS recommends that LPNs evaluate their education and claim their hours based on the time required to complete the education, except for courses completed at a formal educational institution, such as the University of Saskatchewan or Saskatchewan Polytechnic.

- Completion of standard university or college course credits is assigned 15 hours per course credit.
- Saskatchewan Polytechnic courses generally have assigned hours to each course when a course credit is not assigned.

The CLPNS recognizes that individuals may learn at different speeds. LPNs may claim the actual hours spent learning and should use their best judgment to claim a reasonable number of CEP hours. For example:

- Saskatchewan Polytechnic IV Therapy Course: 15 course hours, as listed in the course outline. It would be unreasonable to claim 100 hours.

6. How can LPNs obtain CEP activity hours?

LPNs are expected to seek educational opportunities that enhance their professional practice. CEP activity hours may be obtained through employer-provided education, online learning, or more formal education through an educational institution.

7. Carry-over hours

If LPNs obtain more than the annual CEP requirement, they may carry over a maximum of 8 hours into the next licensure year. Carry-over hours will be applied to the section in which they were obtained, either Section A or Section B.

8. When can CEP hours be obtained?

The CEP activity hour collection period is December 2 to December 1 annually. LPNs must complete and report their CEP activity hours before they are eligible to renew their registration/licensure for the upcoming year.

9. How long should CEP activity hours documentation be kept?

LPNs can record their CEP hours on their CLPNS Portal - My CEP tab or on the CEP portion of the annual renewal form. Adding CEP information and proof of completion on an ongoing basis will assist in the annual renewal process. The CLPNS Annual Licensure Audit randomly selects LPNs to provide details about the CEP activity hours they obtained in the previous licensure year (or more if claiming carry-over), so it is important to always know where to locate the required information.

10. Can I earn CEP hours while I have a non-practising LPN certificate?

Yes. An LPN may obtain CEP activity hours while holding a non-practising certificate. If they return to practising status in the same year, they may use those hours toward their minimum requirement.

For example, if you were Non-Practising at the start of the year, completed online learning, and returned to practising status in October, you could use the hours from your online learning toward your minimum requirement.