

Continuing competency requirements guide for licensed practical nurses in Yukon

Yukon's [Licensed Practical Nurses \(LPN\) Regulation, O.I.C. 2010/113](#) requires LPNs to keep their knowledge and skills up-to-date by fulfilling annual continuing competency requirements.

What is required

As an LPN registrant, you must demonstrate you have completed a minimum 1,000 professional practice hours as part of your annual licence renewal process. You can only claim hours you complete in the four-year period before you are applying.

- A minimum of 60 and no more than 300 of these hours must be continuing education (CE) hours.
- Up to 300 of these hours can be professional volunteer hours.
- The rest of your professional practice hours must be from professional employment activities within the LPN scope of practice.

Please see page four of this guide for limited exemptions to these requirements.

Changes to required CE supporting documentation – effective Nov. 1, 2021

We have made the following changes to our supporting documentation requirements for CE.

- 1. For any course or training you claim, you must provide a certificate, transcript, letter or email of completion from the provider.** We require this regardless of the number of course hours.

This proof must include:

- your name;
- course name;
- course provider name; and
- date of completion.

2. **We no longer require you to provide proof of the number of hours needed to complete a course.** When you sign and date the [continuing education form](#), you are attesting that the information you are providing, including the number of hours you are claiming, is true and complete. We reserve the right to verify any information you provide as part of your application. If you provide false information we can deny your application or cancel your licence.
3. **You can only claim up to five hours per year for self-directed activities** (i.e. activities that you do not receive a certificate of completion for). Examples include: journal readings, podcasts, research, and videos). You must provide clear and complete information on the activity (e.g. title, source of a journal article or video, as well as links or web addresses).

How to claim and prove your hours

- You must use the forms identified below to claim your professional practice hours.
- We will only accept the forms we have identified below.
- If we have 1,000 professional practice hours (as described above under “What is required” section) on file for you from previous renewals, we do not require you to submit additional hours.
- If you wish to claim hours completed in the previous four-year period but you have not yet submitted them, you are welcome to do so.

Employment professional practice hours

- Fill out one [verification of employment for health professionals form](#) per employer.

Professional volunteer hours

- Fill out one [verification of volunteer hours form](#) per organization.

Continuing education (CE) hours

- Note: You cannot claim hours you completed before being licensed or in the course of obtaining your diploma as CE hours.
- Fill out one [annual continuing education form](#) per year you are claiming hours in.
- Use additional activity list pages if you need more room to list activities.
- Include supporting documentation.
- Sign and date all pages where requested.

FOR MORE INFORMATION

lpn-rpn.plra@yukon.ca

867-667-5111



- Explain activities not clearly related to your profession by relating them to one or more of the LPN standards of practice or the LPN competency profile. We use this to evaluate the activity, and may seek advice from the Advisory Committee.
 - [LPN standards of practice](#)
 - [LPN competency profile](#)

Acceptable and unacceptable CE activities and documentation

Acceptable CE activities (non-exhaustive)

- ✓ Relevant certificate courses
- ✓ Within LPN scope of practice
- ✓ In-service education/training
- ✓ Formal continuing education courses, technical training
- ✓ Conferences, lectures, seminars, workshops
- ✓ Distance education
- ✓ Unpaid preceptorships and mentorships
- ✓ Courses leading to a new degree or diploma (1cr = 15hrs)

Unacceptable CE activities (non-exhaustive)

- ☒ Orientation of new staff/staff training
- ☒ Personal growth courses (e.g. yoga, motivational, and self-improvement retreats)
- ☒ Observation/buddy experience with other healthcare professionals
- ☒ Participation in committee work (counts as volunteer professional practice hours)
- ☒ Books, articles, videos other materials intended for a mainstream rather than nursing audience
- ☒ Courses under 30 minutes in duration
- ☒ Courses leading to your initial degree or diploma for practical nursing and prior to being licensed.
- ☒ Paid preceptorships and mentorships (include in professional practice hours)
- ☒ Employer requirements (e.g. First Aid and Food Safe, etc.)



Acceptable CE supporting documentation

To support your CE hour claims, you must provide one of the following from your course or training provider:

- ✓ Training or course certificate
- ✓ Letter or email of completion
- ✓ [Verification of CE form](#) filled out by manager or course provider
- ✓ University or college transcript

The documentation you provide must include your name, the course name, the name of the course provider and the date you completed the course.

Unacceptable CE supporting documentation

- ☒ Course schedule/syllabus, conference schedule without proof of attendance/completion
- ☒ Registration documents or proof of payment
- ☒ Employer record of professional practice hours and/or mandatory continuing education

Continuing competency exemptions

In general, all registrants are expected to meet the legislated continuing competency requirements. Under certain circumstances, you may be eligible for an exemption. These may include:

- you are a recent graduate;
- you are a new to Yukon registrant and do not have proof of completion from another jurisdiction; or
- you have experienced a gap in practice due to exceptional life events.

A minimum number of continuing competency hours are still required. Please contact our office for details. To apply for an exemption, complete the [continuing competency exemption request form](#). Applications for an exemption are considered on a case to case basis, and may not be approved.