

1. Definitions

In these Bylaws,

“advertisement” means the use of space or time in a public medium, or the use of a commercial publication such as a brochure or handbill, to communicate with the general public, or a segment thereof, for the purpose of promoting professional services or enhancing the image of the advertiser,

"Act" means the *Health Professions Act*.

"appointed Board member" means a member of the Board appointed under section 17 (3) (b) of the Act.

"Board" means the board of the College of Licensed Practical Nurses of British Columbia.

"Chair" means the chair of the board elected under section 13 of the Act.

"College" means the College of Licensed Practical Nurses established by the Regulation.

“competence” means the ability of the practitioner to integrate and apply, in a manner consistent with the standards and scope of practice of the profession, the knowledge, skill, attitudes and judgement required to perform safely.

"elected Board member" means a member of the Board elected under section 17(3)(a) of the Act.

"client" means individuals, families and/or groups receiving care and/or services from an LPN and is synonymous with the term patient, resident or any similar term.

"examination" means theoretical examination, given orally or in writing, or by computer, or a practical examination, or any combination of these, preparatory to registration.

“inspector” means a person appointed by the Inquiry Committee to carry out the duties of investigation for the College.

“marketing” includes

- (a) an advertisement,
- (b) any publication or communication in any medium with any client, prospective client or the public generally in the nature of an advertisement, promotional activity or material, a listing in a directory, a public appearance or any other means by which professional services are promoted, and

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- (c) contact with a prospective client initiated by or under the discretion of a registrant.

“personal information” means personal information as defined in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*.

“public representative” means a person who is not a registrant or former registrant and who has been appointed by the Minister of Health or the Board.

“record” means a record as defined in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*.

"registrant" means a member of the College who is registered under section 20(2) or under section 43(1) of the Act.

"regulation" means B.C. Reg. 71/96.

"respondent" means a registrant named in a citation under Section 37 of the *Health Professions Act*.

"vice-chair" means the vice-chair of the Board elected under section 14.

PART I: BOARD OF THE COLLEGE

2. Interim Board

- (1) Notwithstanding section 1, for the purposes of Part 1 of these bylaws,
  - (a) “appointed board member” includes a person appointed under section 17(2)(a) of the Act, to represent the public on the interim board, and
  - (b) “elected board member” includes a person appointed under section 17(2)(a) of the Act to represent the health profession on the interim board.
- (2) This section is repealed 90 days following the first election referred to in section 17(2)(a) of the Act.

3. Composition of Board

The Board of the College is established consisting of 8 elected registrants and the public members appointed by the Minister of Health.

4. Electoral Districts

- (1) The province of British Columbia is divided into 5 electoral districts whose boundaries are defined by the map attached as Schedule A.
- (2) The number of elected board members from each electoral district is:

(a)	District 1	-	Lower Mainland	-	two (2)
(b)	District 2	-	Coast-Island	-	two (2)
(c)	District 3	-	Cariboo/Peace River	-	one (1)
(d)	District 4	-	Okanagan	-	two (2)
(e)	District 5	-	Kootenays	-	one (1)
- (3) The Board may designate by a two-thirds vote the boundaries of each electoral district.
- (4) The electoral district in which a registrant is eligible to vote is the district in which, on the date of the election, the registrant principally resides. The district will be determined by the residential address last recorded at the College.
- (5) A registrant is eligible to vote in the election of members to the Board if the registrant is the holder of a certificate of registration.

5. Eligibility for Election

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A registrant is eligible for election to the Board if,

- (1) the registrant is resident in the electoral district for which he or she is nominated;
- (2) the registrant is not in default of payment of any monies prescribed in the Bylaws;
- (3) the registrant's certificate of registration has not been revoked or suspended in the six years preceding the date of the election for any reason other than non-payment of fees;
- (4) the registrant is the holder of a certificate of registration and the certificate is not subject to a term, condition, or limitation arising from an incapacity, incompetence, or professional misconduct matter;
- (5) the registrant has not been the subject of a finding of professional misconduct, incompetence or incapacity with respect to the registrant in the three years preceding the date of the election.

### 6. Nomination Procedure of Elected Registrants

- (1) At least 120 days prior to the expiry of the term of office, the Registrar must notify every registrant in the applicable district(s) of the date of an election and provide information about the nomination and voting procedure.
- (2) Any registrant, may nominate for office one registrant in good standing with the nominee's consent and in accordance with the College nomination procedure. The nomination must be received at least 90 days prior to the expiry of the term of office.
- (3) The Registrar must disqualify any nominee whose nomination or election contravenes the Act, the regulations, the bylaws, or the procedures, or who does not meet the requirements of Section 5. The Registrar will notify the nominee of the reasons for disqualification in writing and report the disqualification with reasons to the Board.

### 7. Election Procedure:

- (1) The Registrar must prepare and mail to each registrant an election ballot not less than 60 days prior to the expiry of the term of office.
- (2) Each registrant will be entitled to one ballot and may cast one vote for each member to be elected on such ballot. A ballot must not be counted unless it is received by the Registrar at least 30 days prior to the expiry of the term of office and is contained in a sealed envelope.
- (3) The person receiving the most votes for each position is elected.

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- (4) In the case of a tie vote, the Registrar must determine the successful candidate by random draw.
- (5) The Registrar must supervise and administer all board elections and may establish procedures, consistent with these bylaws, for that purpose.
- (6) In the event of any irregularity or dispute with respect to any nomination, ballot or election, the Registrar will be the sole arbitrator thereof, and his or her decision is final.
- (7) Where the number of nominees is less than or equal to the number of positions in an electoral district the Registrar will declare the nominees to be elected by acclamation.
- (8) Where the number of nominees is less than the number of positions in an electoral district the Board will appoint registrants as available.
- (9) A recount must be requested within 10 days of the receipt of the final results of the election.
- (10) A recount will only be performed where the difference between the votes received by the two leading candidates for a position is at least 5% or less of the total votes cast in the district.

### 8. Election Results

As soon as possible following the counting of ballots, the Registrar shall,

- (1) notify each candidate of the results of the election and of the procedure for recount;
- (2) not authorize destruction of the ballots prior to 31 days after the announcement to the candidates of the results of an election or recount;
- (3) notify all members of the results of the election and provide the names and biographies of the members elected or acclaimed to the Board by publishing the information in the next issue of the College publication.

## Terms of Office

### 9. Elected Members

- (1) The term of office for an elected Board member is 3 years. The term commences at the first regular meeting of the Board after the election of the Board member.
- (2) An elected Board member is eligible for re-election for 1 additional term.
- (3) An elected Board member whose maximum number of terms has been served may stand for re-election after a lapse of 1 term.

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- (4) An elected Board member may resign at any time by delivering a notice in writing to the Registrar. The resignation of an elected Board member shall take effect immediately upon delivery of a notice in writing to the Registrar.
- (5) An elected Board member may be removed by a 3/4 vote of the Board if they are unable to fulfill the duties of the office.

### 10. First Election and Terms of Office

- (1) (a) For the purpose of the first election all elected positions shall be filled in accordance with these Bylaws and procedures established by the Interim Board. The terms of office shall be as follows:

Lower Mainland	District 1	-	1 member	1998 to 2000
		-	1 member	1998 to 2001
Coast Island	District 2	-	1 member	1998 to 2000
		-	1 member	1998 to 2001
Cariboo/Peace River	District 3	-	1 member	1998 to 2000
Okanagan	District 4	-	1 member	1998 to 2000
		-	1 member	1998 to 2001
Kootenays	District 5	-	1 member	1998 to 2001

These dates may be adjusted depending on date of approval of Bylaws.

- (b) This subsection is repealed four years after coming into force.
- (2) (a) An election of members to the Board shall be held two years following the first election and in Spring of every third year for District 1 (1 member), District 2 (1 member) and District 4 (1 member), District 3.
  - (b) An election of members to the Board shall be held three years following the first election and in Spring of every third year for District 1 (1 member), District 2 (1 member), District 4 (1 member), and District 5.

### 11. Vacancy

- (1) Any vacancy of an elected Board position may be filled by a registrant selected by the Board from the same electoral district as the outgoing Board member for the remainder of the term for that position.

### 12. Remuneration

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A Board or committee member may be paid an honorarium by the College of up to \$ 350.00 per day and must be reimbursed by the College for reasonable expenses necessarily incurred in connection with the activities of the College.

### 13. Chair

- (1) The members of the Board shall elect a Chair from among the members of the Board by a majority vote of the Board for a 2 year term and the Chair may be re-elected for an additional 2 terms.
- (2) The duties of the Chair include but are not limited to:
  - (a) presiding at all meetings of the College Board and the annual meeting and being an ex-officio member of all committees and attending committee meetings as s(he) sees fit.
  - (b) acting as a signing officer for the College and signing appropriate documents executed on behalf of the College as required.
  - (c) signing the minutes of each Board meeting following approval of the minutes by the Board.
  - (d) acting as official spokesperson for the College.
  - (e) acting in accordance with the requirements of his or her office in carrying out the duties and responsibilities of the Board.

### 14. Vice-Chair / Acting Chair

- (1) The Vice-Chair will be elected from among the members of the Board by a majority vote of the Board for a 1 year term to perform the duties of the Chair as directed.
- (2) In the absence of both the Chair and the Vice-Chair, an acting Chair for a meeting must be elected by a majority vote of the Board.

### 15. Board Meetings

- (1) The Board must meet at least 4 times in each fiscal year and reasonable notice of meetings must be given to the registrants of the College.
- (2) The meetings of the Board are open to registrants and to the public.
- (3) The Registrar must provide the following to registrants or members of the public on request:
  - (a) details of the time and place of a Board meeting,
  - (b) a copy of the agenda, and

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- (c) a copy of the minutes of any preceding open meeting.
- (4) Notwithstanding subsection (2), the Board may exclude any person from any meeting, or part of a meeting, if it is satisfied that:
  - (a) regulatory or financial or personnel or other matters may be disclosed which are of a confidential or sensitive nature.
  - (b) a case involving or potentially involving a court or tribunal proceeding may be prejudiced.
  - (c) personnel matters or property acquisitions will be discussed.
  - (d) instructions will be given to or opinions received from legal counsel for the College, the Board, or committees.
  - (e) communications with the Office of the Ombudsman will be discussed.
  - (f) the attendance of the person at the meeting is disruptive.
- (5) If the Board excludes any person from a meeting, it must have its reasons for doing so noted in the minutes of the meeting.
- (6) Meetings of the Board must be called by the Registrar at the request of either the chair or any 3 Board members.
- (7)
  - (a) A majority of the Board members constitutes a quorum. If a quorum is not present after the expiration of 30 minutes from the time fixed for the meeting, the Chair may adjourn to a committee of the whole whose recommendations may be passed by a simple majority of the Board.
  - (b) The Board may conduct meetings by mail, facsimile, electronic means, telephone or video conference, or regular meeting.
  - (c) Except as otherwise provided for in the Act, the regulations, or these bylaws, the most recent edition of Robert's Rules of Order or a similar procedure must govern the procedures at meetings of the Board.

### 16. Extraordinary Board Meetings

- (1) A written resolution signed by all Board members is valid and binding and of the same effect as if such resolution had been duly passed at a meeting of the Board.
- (2) Notwithstanding section 16(1), the Registrar or the Chair may call a meeting of the Board without providing notice to the registrants where necessary to conduct urgent business.

### 17. Committees

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- (1) The committee membership shall be approved by the Board and will include at least one registrant and one public representative.
- (2) The Board must appoint a committee chair who is a member of the Board from among the members of the committee.
- (3) Any committee may meet in panels of three persons and the panel may exercise any power, duty or function of that committee.
- (4) Except as the Act, the regulations, or these bylaws otherwise provide the most recent edition of Roberts Rules of Order, or a similar process, must govern the procedures at committee meetings.
- (5) A committee may conduct meetings by mail, facsimile, telephone or video conference or regular meeting.
- (6) Each committee must prepare and submit an annual report of its activities to the Board.
- (7) A committee member may be removed by a majority vote of the Board.

### 18. Registration Committee

- (1) The Registration Committee is established consisting of up to 7 members appointed by the Board.

### 19. Inquiry Committee

- (1) The Inquiry Committee is established consisting of up to 7 members appointed by the Board.

### 20. Discipline Committee

The Discipline Committee is established consisting of up to 7 members appointed by the Board.

### 21. Patient Relations Committee

The Patient Relations Committee is established consisting of up to 7 members appointed by the Board and is responsible for making recommendations to the Board and implementing the Board approved Patient Relations Program which includes professional misconduct of a sexual nature.

### 22. Quality Assurance Committee

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The Quality Assurance Committee is established consisting of up to 7 members appointed by the Board and is responsible for establishing, implementing, enforcing and evaluating:

- (a) the Standards of Practice Program of the College including the Standards of Professional Ethics; and
- (b) the Continuing Competence Program of the College in accordance with Board policy.

### 23. Standards of Education Committee

The Standards of Education Committee is established consisting of up to 7 members appointed by the Board and is responsible for:

- (a) establishing, implementing, enforcing and evaluating the Standards of Education for the approval of programs in Schedule B in accordance with Board policy; and
- (b) reviewing and making recommendations to the Board regarding:
  - (i) adherence of the PN education programs listed in Schedule B to the College Standards of Education to determine an approval rating; and
  - (ii) the amendment of Schedule B.

### 24. Finance Committee

The Finance Committee is established consisting of the Registrar and a minimum of one Board member appointed by the Board and is responsible for monitoring the College system of financial administration and advising the Board in financial matters.

PART II: COLLEGE ADMINISTRATION
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25. Seal

- (1) A seal for the College must be approved by the Board.

26. Registrar/Executive Director

- (1) The Registrar shall also be known as the Executive Director.
- (2) In addition to the Registrar's duties under the *Health Professions Act*, the Registrar must do the following:
  - (a) be responsible for the funds of the College and establish and maintain such accounts with a chartered bank, trust company or credit union as the Board determines necessary from time to time.
  - (b) at each meeting of the Board submit a report of all revenues and expenditures since the last meeting unless otherwise directed by the Board.
  - (c) submit a report to the annual meeting of the College.
  - (d) submit a financial statement to the auditor immediately after the end of each fiscal year.
  - (e) keep the records and the Seal of the College and perform such other duties required of them by the Act and the bylaws and such other duties as required by the Board.
- (3) When the financial statement for the College has been certified by the auditor in writing the Registrar must mail a copy thereof to each registrant not later than 120 days following the end of the fiscal year.
- (4) The Registrar is an ex-officio non-voting member of every committee of the Board.
- (5) In the event of the office of the Registrar being vacant, the Board shall make a temporary appointment until a successor is appointed by the Board.

27. Deputy Registrar

- (1) The Registrar may appoint one or more Deputy Registrars who are directly responsible to the Registrar.
- (2) The Deputy Registrar(s) shall have the same authority as the Registrar under these bylaws where the Deputy Registrar(s) is performing the duties of the Registrar.

28. Fiscal Year

The fiscal year of the College must commence on the first day of January and must end on the last day of December of the current year.

29. Financial Commitments

The Board must not purchase personal or real property or enter contracts for services in excess of \$ 100,000.00 without a special resolution approved by the registrants of the College at a general meeting.

30. Borrowing powers

- (1) The Board may raise funds or borrow money in the name of the college, in any manner determined by the board, in order to carry out the purposes of the College.
- (2) The Board must not enter into any security obligation in excess of \$ 50,000 without a special resolution approved by the registrants of the College.
- (3) The registrants may by special resolution, restrict the borrowing powers of the Board.

31. Investments

The Board may invest funds of the College in any investments authorized under section 15 of the *Trustee Act* in the name of the College and may manage those investments.

32. Auditor

- (1) The Board must annually appoint a chartered accountant or a certified general accountant to be the auditor.
- (2) The Registrar must submit the financial statement to the auditor within 30 days of the end of the fiscal year.
- (2) A copy of the auditor's report must be included in the annual report.

33. Legal Counsel

The Board or with the approval of the Board, a committee or panel, may retain legal counsel for the purpose of assisting the Board, committee or panel in carrying out any power or duty under the Act, the regulations or these bylaws.

34. General meetings

- (1) A general meeting of the registrants must be held in British Columbia at a time and place determined by the Board.
- (2) The first annual general meeting of the registrants must be held not more than 15 months after the date the bylaws are approved by the Lieutenant Governor in Council and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.
- (3) The following matters must be considered at an annual general meeting
  - (a) financial statements
  - (b) the report of the Board, and
  - (c) the report of the auditor.
- (4) Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- (5) The Board
  - (a) may convene an extraordinary general meeting by resolution of the Board, and
  - (b) must convene an extraordinary general meeting within 60 days after receipt by the Registrar of a request for such a meeting signed by at least 5% of all registrants on issues that are within the College mandate.

35. Notice of general meeting

- (1) The Board must deliver notice of an annual or extraordinary general meeting to every registrant at least 90 days prior to the meeting.
- (2) Notice of a general meeting must include
  - (a) the place, day and time of the meeting,
  - (b) the general nature of the business to be considered at the meeting,
  - (c) any resolutions proposed by the Board, and
  - (d) any resolutions proposed by the registrants under section 35 and delivered to the Registrar prior to the mailing of the notice.
- (3) The accidental omission to deliver notice of a meeting to, or the non-receipt of a notice by, any registrant or Board member entitled to receive notice does not invalidate proceedings at that meeting.

36. Resolutions proposed by registrants

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- (1) Any 10 registrants may deliver a written notice to the Registrar requesting the introduction of a resolution at least 60 days prior to the date of an annual or extraordinary general meeting.
- (2) On receipt of a notice specified in subsection (1) and at least 30 days prior to the date of that meeting, the Registrar must deliver a notice and a copy of the resolution to each registrant.

### 37. Proceedings at general meetings

- (1) In the absence of both the Chair and the Vice-Chair of the Board, an acting chair for a meeting must be elected from among the Board members present by a majority vote of the Board.
- (2) A quorum is a majority of the eligible registrants present at an annual general meeting.
- (3) No business, other than the adjournment or termination of the meeting, may be conducted at a general meeting at a time when a quorum is not present.
- (4) A general meeting may be adjourned from time to time and from place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (5) When a meeting is adjourned in accordance with subsection (4) or by motion, notice of the rescheduled meeting must be delivered as in the case of the original meeting.
- (6) Each registrant is entitled to one vote at general meetings.
- (7) In case of a tie vote on a resolution, the proposed resolution must not pass.
- (8) Except as these bylaws otherwise provide, the most recent edition of Robert's Rules of Order or a similar process governs the procedures at an annual or extraordinary general meeting.

### 38. Voting by proxy

- (1) A registrant entitled to vote at a general meeting may, by proxy, appoint in writing another registrant as his or her proxy holder to attend and act at the general meeting in the manner, to the extent and with the power conferred by the proxy.
- (2) A proxyholder has the same rights as the registrant who appointed him or her to speak at the meeting.
- (3) A proxy ceases to be valid following the general meeting specified in the proxy.

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- (4) A proxy must contain
  - (a) the date it is executed, and
  - (b) the name of the proxyholder, and
  - (c) the signature of the registrant assigning the vote.
- (5) A proxy may be revoked by the registrant in writing.

39. Notice to public representatives

A notice or mailing provided to the general membership of the College must also be provided to a public representative serving on the Board or a committee.

**PART III: COLLEGE RECORDS**

40. Body responsible for administering the *Freedom of Information and Protection of Privacy Act*

- (1) The Registrar is the “head” of the college for the purposes of the *Freedom of Information and Protection of Privacy Act*.
- (2) The Registrar may authorize a Deputy Registrar, a person employed by the college or a person who has contracted to perform services for the college to perform any duty or exercise any function of the Registrar that arises under the *Freedom of Information and Protection of Privacy Act*.
- (3) The Board is responsible for ensuring that the Registrar fulfils his/her duties under the *Freedom of Information and Protection of Privacy Act*.
- (4) The Registrar must report annually to the Board regarding the steps it has taken to fulfil its duties under the *Freedom of Information and Protection of Privacy Act*.

41. Fees for information request

Subject to section 75 of the *Freedom of Information and Protection of Privacy Act*, an applicant who requests access to a college record under section 5 of the *Freedom of Information and Protection of Privacy Act* must pay the fees set out in Schedule C for services required to comply with the information request.

42. Protection of personal information

- (1) The Board must take all reasonable measures to ensure that the collection, use, and disclosure of personal information occurs in accordance with the *Freedom of Information and Protection of Privacy Act*.
- (2) The Board must take reasonable measures to ensure that, where personal information is sent to any person or service organization for processing, storage or destruction, a contract is made with that person or organization which includes an undertaking by the person or organization that confidentiality will be maintained.

43. Disclosure of annual report

The College must provide a copy of the annual report to every registrant and to a person on request.

44. Disclosure of registration status

- (1) Where an inquiry about the registration status of a person is received by the Board or the Registrar, the Registrar must disclose

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- (a) whether or not the person is a registrant or a former registrant,
  - (b) whether or not the discipline committee has ever issued an order relating to the person under section 39 of the Act and the details of the order,
  - (c) whether or not the person has ever signed a consent order under section 36 of the Act, and
  - (d) the details of a consent order pertaining to a change in the person's registration status or a restriction on the practice of the profession of the registrant.
- (2) Except with the consent of the person affected, the Registrar must not release the names of complainants, clients, or their families or information which might otherwise enable a person inquiring about the status of a registrant to establish the identity of complainants, patients or their families.

### 45. Manner of disposal of college records containing personal information

The Board must ensure that a college record containing personal information is disposed of only by

- (a) effectively destroying a physical record by utilizing a shredder or by complete burning,
- (b) erasing information recorded or stored by electronic methods on tapes, disks or cassettes in a manner that ensures that the information cannot be reconstructed,
- (c) returning the record to the person the information pertains to, or
- (d) returning the record to the registrant who compiled the information.

PART IV: REGISTRATION
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46. Classes of Registrants

The following classes of registrants are established:

- (a) full registration
- (b) limited registration
- (c) non-practising registration
- (d) interim registration

47. Full Registration

- (1) For the purposes of section 20(2) of the Act, the requirements for full registration are
  - (a) graduation from an approved education program of practical nursing listed in Schedule B, and
  - (b) successful completion of the examinations required by the registration committee, and
  - (c) evidence satisfactory to the registration committee of the good character of the person consistent with the responsibilities of a registrant and the standards expected of a registrant, and
  - (d) receipt by the Registrar of documents required by the College and the fees as set out in Schedule D to these Bylaws.
- (2) An applicant who does not meet the requirements established in subsection (1) may be granted full registration where the applicant
  - (a) has a combination of knowledge, skills and abilities which are, in the opinion of the registration committee, substantially equivalent to the requirements established in subsection (1)(a) and (b), and
  - (b) has successfully completed the examinations and any upgrading programs required by the registration committee and
  - (c) meets the requirements set out in subsections (1)(c) and (d), and
  - (d) provides evidence of satisfactory nursing practice within previous five years.

48. Limited Registration

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- (1) An applicant who does not meet the requirements established in section 47 may be granted limited registration by the registration committee for a period of up to 1 year where the applicant
  - (a) may, in the opinion of the registration committee, be reasonably expected to satisfy the educational requirements established in section 47 by completing upgrading courses or may, in the opinion of the registration committee, be reasonably expected to satisfy the experience requirements set out in section 47 by completing a period of supervised practice, and
  - (b) may, in the opinion of the registration committee, practice as a limited registrant without any risk to public health and safety, and
  - (c) has delivered to the Registrar documents required by the College and the fees as set out in Schedule D to these Bylaws.
- (2) The registration of a person who has been granted limited registration under subsection (1) may be renewed by the registration committee once for a period of up to 1 year.
- (3) Full registration may be granted by the registration committee to a person who has been granted limited registration under subsection (1) and who meets the requirements of Section 47.
- (4) A person who has been granted limited registration under subsection (1) may perform all the services of a full registrant except those limitations or conditions set by the Registration Committee.

### 49. Interim Registration

- (1) A person must be a graduate of an approved B.C. practical nurse program.
- (2) A student upon graduation may be issued an interim registration to practice from the date of graduation to a date not to exceed three months following the first B.C. registration examination as established by the College.
- (3) A student must deliver to the Registrar the documents as required by the College and the fees as set out in Schedule D to these Bylaws.

### 50. Non-practising registration

- (1) A registrant may be granted non-practising registration by the registration committee where the registrant has delivered to the Registrar the documents required by the College and the fees as set out in Schedule D to these Bylaws.

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- (2) A non-practising registrant may not provide the services of the profession of Licensed Practical Nursing specified in the regulation.
- (3) A non-practising registrant may convert to full registration upon satisfying the requirements in Section 56.

### 51. Certificate of Registration

- (1) The Registrar must issue a certificate to any person who is granted full, limited, non-practising or interim registration and the certificate must specify the limits or conditions that apply to that category of registrants.
- (2) A certificate of full or non-practising registration or any renewal of such certificate is valid until not later than the December 31 of the renewal year.
- (3) A certificate of limited or interim registration is valid until the date shown on the certificate.

### 52. Examinations

- (1) All examinations required to be taken under these bylaws must be under the direction of the Registration Committee.
- (2) The Registration Committee must:
  - (a) develop and administer the policies and procedures related to the examination, and
  - (b) review the results of the examination or re-examination for each applicant and make a determination as to that applicant's qualification for registration, and
  - (c) notify the applicant of the results of the examination or re-examination as soon as is practicable.

### 53. Registration Renewal

- (1) To be eligible for a renewal of registration, a full, limited or non-practising registrant must:
  - (a) apply to the Registrar, and
  - (b) pay the registration renewal fee as set out in Schedule D to these Bylaws;
  - (c) pay any other outstanding fee, debt, fine or levy owed to the college, and

## College of Licensed Practical Nurses

- (d) attest that he or she is in compliance with the Act, the regulations, and these bylaws, and is in compliance with any limits or conditions imposed under section 39(1)(c) of the Act, and
  - (e) provide proof of having met the continuing competence requirements of the College as requested.
- (2) Notice of the fees must be delivered to each registrant no later than six weeks prior to year end and must describe the consequences of late payment and non-payment of fees.
  - (3) Each registrant must pay to the college the registration renewal fee on or before December 31.
  - (4) On payment of the registration renewal fee, and any arrears, the Registrar must issue to the registrant an official receipt stating that the registrant is, subject to his or her compliance with the Act, the regulations, and the bylaws, entitled to practise the profession of Licensed Practical Nursing in the Province of British Columbia as a registrant of the College.
  - (5) Where a registrant fails to pay a registration renewal fee on or before December 31 he or she ceases to be registered unless otherwise directed by the Board.

### 54. Continuing Competence

- (1) A registrant must complete all requirements of the continuing competence program as approved and required by the Board.
- (2) Registrants must undergo a full competency review at least once every five years unless otherwise directed by the Board.

### 55. Reinstatement following non-payment of fees

- (1) A former registrant who ceased to be registered under section 53(5) by reason only of a failure to renew his or her registration is eligible for reinstatement where the former registrant,
  - (a) applies for reinstatement in the form required by the registration committee not later than 3 months following the expiry of his or her registration, and
  - (b) is not in contravention of the Act, the regulation, or these bylaws, and
  - (c) pays the registration renewal fee, and any other outstanding fee, debt, fine or levy owed to the College, and

## College of Licensed Practical Nurses

- (d) pays a reinstatement fee in an amount equal to 35 percent of the registrant's annual registration renewal fee in addition to the fees identified for renewal.
- (2) Despite subsection (1), the Board may reinstate a person without charging any fee where the person is able to demonstrate that he or she was unable to comply with section 53 for reasons of undue hardship.

### 56. Reinstatement

- (1) A former registrant or a non-practising registrant whose registration is not suspended or cancelled under section 33, 36 and 39 of the Act and who has been out of practice for less than 5 years may be restored to the full register by the Registration Committee where the registrant
  - (a) provides proof of having met requirements of competency as required under section 54, and
  - (b) has delivered to the Registrar documents required by the College and the fees as set out in Schedule D to these Bylaws.
  - (c) provides evidence satisfactory to the Registration Committee of the good character of the person consistent with the responsibilities of a registrant and the standards expected of a registrant.
- (2) A former registrant or a non-practising registrant whose registration is not suspended or cancelled under section 36 and 39 of the Act and who has been out of practice for more than 5 years may be granted full registration by the registration committee where the registrant
  - (a) provides proof of having met continuing competence requirements under section 54, and/or successfully completed a nursing refresher program.
  - (b) may, as determined by the registration committee, be subject to a monitoring process to enable the registrant to practice without any risk to public health and safety, and
  - (c) has delivered to the Registrar documents required by the College and the fees as set out in Schedule D to these Bylaws.
- (3) A person who has been granted registration under subsection (2) and who was formerly a full registrant may be restored or reinstated to the full register upon completion of a 1 year period of monitored practice.

### 57. Notification of change of registration information

A registrant must immediately notify the Registrar of any change of address, name or any other registration information previously provided to the Registrar.



**PART V: INSPECTIONS, INQUIRIES AND DISCIPLINE**

58. Inspections

An inspector must not observe a registrant while the registrant is providing a service to a client except where

- (a) the consent of the client being treated has been obtained in advance, or
- (b) the service is being provided in a public setting.

59. Complaints

The Registrar shall make every reasonable effort to facilitate receipt in writing of a complaint if delivery in writing by the complainant is not practical due to special circumstances.

60. Duty to Report

- (1) A registrant has a duty to report to the Registrar if the registrant has reasonable grounds to believe that another registrant of the same College
  - (a) has abused a client (sexually, physically, verbally, psychologically, financially, or otherwise) or,
  - (b) is practising in an unsafe manner in a way that constitutes a danger to the public, or
  - (c) is exhibiting conduct that suggests a physical or mental ailment, emotional disturbance or impairment due to substance abuse that may affect his or her ability to practice and may constitute a danger to the public, or
  - (d) has delegated components of care to another caregiver without due concern regarding the competence of that individual, or
  - (e) is practising in contravention to the Standards of Practice and Code of Ethics for licensed practical nurses in BC.
- (2) A registrant has a duty to report to the Registrar of another health profession when the registrant has reasonable grounds to believe that a registrant of a different professional body
  - (a) has abused a client (sexually, physically, verbally, psychologically, financially or otherwise) , or

- (b) is exhibiting conduct that suggests a physical or mental ailment, emotional disturbance or impairment due to substance abuse that may affect his or her ability to practice and may constitute a danger to the public.

61. Investigations by inquiry committee

- (1) The inquiry committee must notify a registrant who is the subject of an investigation and any complainant of the disposition of the investigation and any action taken under section 33 (6) of the Act.
- (2) Before agreeing to accept an undertaking or consent under section 36 of the Act, the inquiry committee may review all previous complaints and disciplinary matters involving the registrant to be satisfied that the proposed undertaking or consent is appropriate in the circumstances.

62. Consent orders

- (1) In this section  
  
“consent order” means the record of an undertaking or a consent given under section 36 of the Act for the purposes of resolving a complaint.
- (2) A consent order must
  - (a) include any consent to a reprimand or to any other action made by the registrant under section 36 of the Act,
  - (b) include any undertaking made by the registrant under section 36 of the Act,
  - (c) specify the length of time that an undertaking specified in paragraph (b) is binding on the registrant,
  - (d) specify the procedure that the registrant may follow to be released from an undertaking specified in paragraph (b), and
  - (e) specify which terms of the consent order may be disclosed to the public.

63. Mediation

- (1) The inquiry committee may recommend under section 33 (6)(b) of the Act that a complaint be mediated where
  - (a) the inquiry committee determines that mediation may be appropriate.
  - (b) the complainant and the registrant agree to mediation.

## College of Licensed Practical Nurses

- (2) Following a recommendation under subsection (1), the inquiry committee must appoint a mediator who is acceptable to the complainant and the registrant.
- (3) Where an agreement between the complainant and the registrant is reached through mediation, the terms of the agreement must be approved by the inquiry committee.
- (4) Where an agreement is not reached through mediation, the mediator must refer the matter back to the inquiry committee.

### 64. Citation for disciplinary hearing

- (1) On the direction of the Inquiry Committee or Board, the Registrar may join one or more complaints or other matters which are to be the subject of a discipline hearing in one citation as appropriate in the circumstances.
- (2) On the direction of the Inquiry Committee or Board, the Registrar may sever one or more complaints or other matters which are to be the subject of a discipline hearing as appropriate in the circumstances.
- (3) On the direction of the Inquiry Committee or Board, the Registrar may amend a citation issued under section 37 of the Act.

### 65. Hearings of discipline committee

- (1) No person may sit on the discipline committee while he or she is a member of the inquiry committee.
- (2) No member of the discipline committee may sit on the panel hearing a matter in which he or she
  - (a) was involved as a member of the inquiry committee or
  - (b) has had any prior involvement in the matter under review.
- (3) Information about the date, time and subject matter of the hearing must be provided to any person on request unless otherwise directed by the Discipline Committee.
- (4) The Discipline Committee must provide notice by registered mail or by personal service to a person who is required to attend a hearing under section 38(6) of the Act.
- (5) All discipline hearings shall be recorded and any person may obtain, at his or her expense, a transcript of any part of the hearing which he or she was entitled to attend.

## College of Licensed Practical Nurses

- (6) In determining the penalty to be imposed on a registrant under section 39(1) of the Act the Discipline Committee must, after making a determination on the facts, consider a previous relevant disciplinary decision regarding the registrant or an undertaking or consent to a reprimand given by the registrant under section 36(1) of the Act.

### 66. Notice of disciplinary decision

- (1) At the conclusion of a disciplinary proceeding, where there was a finding of fault, the Board must, within a reasonable time, advise every registrant of
  - (a) the name of the member charged,
  - (b) the facts of the case,
  - (c) the disposition of the case, including the nature of any limitation or suspension, and the date it is in effect, and
  - (d) the reasons for the decisions.
- (2) Where disciplinary proceedings result in the limitation, suspension or termination of a registrant's practice, the Registrar must notify:
  - (a) the college or associations responsible for the regulation of the profession of nursing in every Canadian jurisdiction
  - (b) the registrant's employer(s)
  - (c) on request, any other college or association in a jurisdiction inside or outside Canada, and
  - (d) any other individual/organization as directed by Board policy.

### 67. Retention of disciplinary committee and inquiry committee records

- (1) Records of the inquiry committee and discipline committee must be retained for a period in accordance with College record retention policies and Freedom of Information and Protection of Privacy following the conclusion of an investigation.
- (2) Decisions and Reasons documents of the Discipline and Inquiry Committees must be kept on permanent record at the College.

### 68. Registrant under suspension

A registrant while under suspension must not practise the profession of licensed practical nursing and must not hold him or herself out as entitled to practise during that time.

College of Licensed Practical Nurses

69. Fines

The maximum amount of a fine that may be ordered by the discipline committee under section 39 of the Act is \$ 35,000.00.

PART VI: REGISTRANT RECORDS FOR SELF-EMPLOYED REGISTRANTS

70. Definitions

For the purposes of Part 6 of these bylaws,

“client representative” means

- (a) a “committee of the patient” under the *Patient’s Property Act*,
- (b) the parent or guardian of a client who is under 19 years of age,
- (c) after the *Representation Agreement Act* comes into force, a representative authorized by a representation agreement registered under the *Representation Agreement Act* to make or help in making decisions on behalf of a client,
- (d) after the *Representation Agreement Act* comes into force, a monitor named in a representation agreement registered under the *Representation Agreement Act* to ensure that the representative fulfils the duties described in section 16 of that Act,
- (e) after the *Adult Guardianship Act* comes into force, a decision maker or guardian appointed under section 10 of the *Adult Guardianship Act*, and
- (f) after the *Health Care (Consent) and Care Facility (Admission) Act* comes into force, a temporary substitute decision maker chosen under section 16 of the *Health Care (Consent) and Care Facility (Admission) Act*.

71. Purpose for which personal information may be collected

No registrant may collect personal information regarding a client unless

- (a) the information relates directly to and is necessary for providing health care services to the client or for related administrative purposes, or
- (b) the collection of that information is expressly authorized by or under an enactment.

72. Source of personal information

- (1) A registrant must collect personal information about a client directly from the client.
- (2) Despite subsection (1), a registrant may collect personal information from another person if the registrant has reasonable grounds to believe

College of Licensed Practical Nurses

- (a) that the client has been made aware of the matters set out in section 73(1) and has authorized collection of the personal information from another person,
- (b) that the client is unable to give his or her authority and the registrant, having made the client's representative aware of the matters set out in section 73(1), collects the information from the representative or the representative authorizes collection from another person,
- (c) that compliance with subsection (1) would
  - (i) prejudice the best interests of the client,
  - (ii) defeat the purpose or prejudice the use for which the information is collected, or
  - (iii) prejudice the safety of any person,
- (d) that compliance with subsection (1) is not reasonably practicable in the circumstances of the particular case,
- (e) that the collection is for the purpose of assembling a family or genetic history of a person and is collected directly from that person,
- (f) that the information is publicly available information,
- (g) that the information
  - (i) will not be used in a form in which the client concerned is identified, or
  - (ii) will be used for statistical or research purposes and will not be published in a form that could reasonably be expected to identify the client, or
- (h) that non-compliance with subsection 1 is necessary where the information is about law enforcement or anything referred to in sections 15(1) or (2) of the *Freedom of Information and Protection of Privacy Act*.

73. Collection of personal information

- (1) Where a registrant collects personal information directly from the client, or from the client's representative, the registrant must take such steps as are, in the circumstances, reasonable to ensure that the client or client's representative is aware of
  - (a) the fact that the personal information is being collected,
  - (b) the purpose for which the personal information is being collected,
  - (c) the intended recipients of the personal information,

- (d) whether or not the supply of the personal information is voluntary or mandatory and, if mandatory, the legal authority for collecting the personal information,
  - (f) the consequences, if any, for that client if all or any part of the requested personal information is not provided,
  - (g) the rights of access to personal information provided in section 88.
- (2) The steps referred to in subsection (1) must be taken before the personal information is collected or, if that is not practicable, as soon as practicable after the personal information is collected.
- (3) A registrant is not required to take the steps referred to in subsection (1) in relation to the collection of personal information from a client, or the client's representative, if the registrant has taken those steps in relation to the collection, from the client or client's representative, of the same information or information of the same kind for the same or a related purpose, on a recent previous occasion.
- (4) Despite subsection (1); a registrant is not required to comply with subsection (1) if the registrant believes on reasonable grounds
- (a) that non-compliance is authorized by the client concerned,
  - (b) that compliance would
    - (i) prejudice the interest of the client concerned, or
    - (ii) defeat the purpose or prejudice the use for which the information is collected,
  - (c) that compliance is not reasonably practicable in the circumstances of the particular case, or
  - (d) that the information is about law enforcement or anything referred to in sections 15(1) or (2) of the *Freedom of Information and Protection of Privacy Act*.

74. Manner of collection of personal information

Personal information must not be collected by a registrant:

- (a) by unlawful means, or
- (b) by means that, in the circumstances of the case,
  - (i) are unfair, or

College of Licensed Practical Nurses

- (ii) intrude to an unreasonable extent upon the personal affairs of the client concerned.

75. Confidentiality of personal information

A registrant must at all times protect and maintain the confidentiality of personal information collected under section 72, 73 and 74.

76. Accuracy of personal information

The registrant must make every reasonable effort to ensure that the information is current and is legibly, accurately and completely recorded.

77. Right to request correction of personal information

- (1) A person who believes there is an error or omission in a record containing his or her personal information may request that the registrant having the record in his or her custody or control correct the information.
- (2) If after receiving a request for correction under subsection (1), the registrant disagrees that there is an error or omission in the record, the registrant must note the request in the record with particulars of the correction that was sought.

78. Use of personal information by a registrant

- (1) A registrant may use personal information only
  - (a) for the purpose of providing health care services to the client or related administrative purpose,
  - (b) for a use or disclosure consistent with a purpose specified in paragraph (a),
  - (c) if the client has consented to the use, or
  - (d) for a purpose for which that information may be disclosed by the registrant under section 79 and 81.

79. Disclosure of personal information by a registrant

- (1) A registrant must maintain confidentiality of personal information and may disclose relevant personal information only
  - (a) if the client concerned has consented to the disclosure,
  - (b) for the purpose of providing health care services to the client or related administrative purpose or for a disclosure consistent with either purpose,

## College of Licensed Practical Nurses

- (c) for the purpose of complying with an enactment of, arrangement or agreement made under an enactment of British Columbia or Canada,
- (d) for the purpose of complying with a subpoena, warrant or order issued or made by a court, person or body with jurisdiction to compel the production of information,
- (e) to an employee of, or contractor providing services to, the registrant, if the information is necessary for the performance of the duties of, or for the protection of the health or safety of, the employee or contractor,
- (f) to a lawyer acting for the registrant, for use in civil or criminal proceedings involving the registrant,
- (g) where necessary to comply with the *Coroners Act*,
- (h) where necessary to comply with the *Ombudsman Act*,
- (i) for the purposes of
  - (i) collecting a debt or fine owing by a client to the registrant, or
  - (ii) making a payment owing by the client to a registrant,
- (j) to an auditor, the college or any other person or body authorized by law, for audit purposes,
- (k) where the registrant believes on reasonable grounds that there is a risk of significant harm to the health or safety of any person and that the use or disclosure of the information would reduce that risk,
- (l) so that the next of kin or a friend of an injured, ill or deceased individual may be contacted,
- (m) in accordance with section 81 and 88, or
- (n) as otherwise required by law.

### 80. Definition of consistent purpose

A use of disclosure of personal information is consistent with the purposes of providing health care services to a client or related administrative purposes under section 78 and 79 if the use or disclosure has a reasonable and direct connection to either purpose.

### 81. Disclosure for research and statistical purposes

A registrant may disclose personal information for a research purpose, including statistical research, only if

College of Licensed Practical Nurses

- (a) the research purpose cannot reasonably be accomplished unless that information is provided in individually identifiable form or the research purpose has been approved by the Board,
- (b) any record linkage is not harmful to the individuals concerned and the benefits to be derived from the record linkage are clearly in the public interest,
- (c) the head of the public body concerned has approved conditions relating to the following
  - (i) security and confidentiality,
  - (ii) the removal or destruction of individual identifiers at the earliest reasonable time, and
  - (iii) the prohibition of any subsequent use or disclosure of that information in individually identifiable form without the express authorization of the Board relating to the confidentiality of personal information.

82. Storage and retention of personal information

- (1) A registrant must ensure that all records
  - (a) pertaining to his or her practice, and
  - (b) containing personal information are safely and securely stored
- (2) personal information must be retained for a period of 10 years.

83. Manner of disposal of records

A registrant must ensure that records are disposed of only by

- (a) transferring the record to another registrant or with the consent of the client, to another health care agency or health care practitioner,
- (b) effectively destroying a physical record by utilizing a shredder or by complete burning,
- (c) erasing information recorded or stored by electronic methods on tapes, disks, or cassettes in a manner that ensures that the information cannot be reconstructed, or,
- (d) transferring the record to the client.

84. Registrant ceasing to practise

- (1) A registrant who ceases to practise for any reason must dispose of personal information in accordance with this part, notify the college, and provide the college with a written summary of the steps he or she has taken to dispose of the personal information.

- (2) A registrant must make appropriate arrangements to ensure that, in the event that the registrant dies or becomes unable to practise for any reason and is unable to dispose of the personal information, the personal information will be safely and securely transferred to another registrant.
- (3) A registrant who receives personal information transferred in accordance with subsection (2) or section 83 (a) must notify the client concerned of the transfer.

85. Protection of personal information

- (1) A registrant must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.
- (2) A registrant must take reasonable measures to ensure that a third party, including a volunteer, employee of or contractor of the registrant or a health professions corporation or a student practitioner under the supervision of the registrant, does not access, collect, use, disclose, store or dispose of personal information except in accordance with the requirements of this Part.

86. Contracts for handling personal information

A registrant must ensure that, where personal information is transferred to any person or service organization for processing, storage or disposal, a contract is made with that person or organization which includes an undertaking by the recipient that confidentiality and physical security will be maintained.

87. Remedying a breach of security

A registrant must take appropriate measure to remedy any unauthorized access, use, disclosure or disposal of personal information under this part as soon as possible after the breach is discovered, including

- (a) taking steps to recover the personal information or to ensure its disposal if it cannot be recovered,
- (b) taking steps to ensure that any remaining personal information is secured,
- (c) notifying
  - (i) anyone affected by the unauthorized access including clients and other health care providers,
  - (ii) the college, and
  - (iii) law enforcement officials, where criminal action may have contributed to the unauthorized action, and

- (iv) modifying existing security arrangements to prevent a recurrence of the unauthorized access.

88. Client access to personal information

- (1) For the purpose of this section, “access to” means the opportunity to examine or make copies of the original record.
- (2) If a client or a client representative makes a request for access to personal information about the client, the registrant must comply as soon as practicable but not more than 30 days following the request by
  - (a) providing access to the client or client’s representative,
  - (b) providing access to the remainder of the personal information where that information excepted from disclosure under subsection (3) can reasonably be severed, or
  - (c) providing written reasons for the refusal of access to the personal information or to any portion of the health records.
- (3) The registrant may refuse to disclose personal information to a client or client representative
  - (a) where there is significant likelihood of a substantial adverse effect on the physical, mental or emotional health of the client,
  - (b) where there is a significant likelihood of harm to a third party, or
  - (b) if the disclosure could reasonably be expected to disclose personal information regarding another individual.
- (4) Where the registrant provides access and the client or client representative requests a copy of the personal information, a copy must be provided if it can reasonably be reproduced.
- (5) A registrant may charge a reasonable fee for the reproduction of personal information which does not exceed the fee established in Schedule “C”.
- (6) Subject to subsection (3), a client under 19 years of age may have access to a record where, in the opinion of the registrant, the client is capable of understanding the subject matter of the record.
- (7) Except where authorized by the client, a registrant must not provide access to the records of a client who is under 19 years of age to the guardian or parent of the client where the subject matter of the record is health care which was provided without the consent of a parent or guardian in accordance with the requirements of section 16 of the *Infants Act*.

<b>PART VII: GENERAL</b>
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89. Liability insurance

All registrants and their employees must be insured against liability for negligence in an amount of at least \$1,000,000 per occurrence.

90. Review of a Fee Charged to a Client

- (1) A client may request a review of a fee charged by a registrant by applying to the Registrar.
- (2) In the event of any dispute with respect to a fee charged to a client by a registrant the Registrar must investigate the matter raised by the application and take appropriate action in accordance with Board policy.
- (3) The Registrar may establish procedures consistent with Board policy and these Bylaws for that purpose.

91. Marketing

- (1) The Board will provide policies and guidelines for marketing by registrants.
- (2) Notwithstanding section 1, any marketing undertaken or authorized by a registrant in respect of his or her professional services must not be
  - (a) false,
  - (b) inaccurate,
  - (c) likely to mislead the public,
  - (d) unverifiable, or
  - (e) contrary to the public interest in the practice of the profession.
- (3) A registrant must not
  - (a) state publicly that he or she speaks on behalf of the College unless he or she has been expressly authorized by the Board to state the official position of the College, or
  - (b) endorse or lend himself or herself as an LPN to the advertisement of any product or service for sale to the public unless such product or service relates directly to the profession.

**Electoral Districts**

1. Vancouver, Burnaby, North Shore, Richmond, Upper/Central Fraser Valley, Boundary, Simon Fraser
2. Capital Regional District, Upper Island, Coast Garibaldi, Central Vancouver Island
3. Cariboo, Skeena, Peace River, Northern Interior
4. North/South Okanagan, South Central
5. East Kootenay, Central Kootenay

**Recognized Practical Nurse Programs**

(section 47(1)(a))

**Generic Programs**

Camosun College	Victoria
Canadian Healthcare Academy	New Westminster
College of New Caledonia	Multiple locations
College of the Rockies	Multiple locations
Vancouver Island University	Multiple locations
North Island University	Multiple locations
Northern Lights College	Dawson Creek
Northwest Community College	Terrace
Okanagan College	Multiple locations
Sprott-Shaw Community College	Multiple locations
Stenberg College	Multiple locations
Thompson Rivers University	Williams Lake
University of the Fraser Valley	Chilliwack
Vancouver Career College	Multiple locations
Vancouver Community College	Vancouver

**Access Programs**

Camosun College	Victoria
Canadian Healthcare Academy	New Westminster
College of the Rockies	Multiple locations
Discovery Community College	Multiple locations
Okanagan College	Multiple locations
Selkirk College	Trail
Vancouver Career College	Abbotsford
Vancouver Community College	Vancouver

**Refresher Program**

Vancouver Community College	Vancouver
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Schedule "C"

**Maximum fees for information requests**

(section 41 and 88)

1. For applicants other than commercial applicants:

- |   |   |
|---|---|
| (a) for locating and retrieving a record                        | \$ 7.50 per ¼ hour after the first 3 hours                    |
| (b) for producing a record manually                             | \$ 7.50 per ¼ hour  |
| (c) for preparing a record for disclosure and handling a record | \$ 7.50 per ¼ hour  |
| (d) for shipping copies   | Actual costs of shipping by method chosen by applicant        |
| (e) (i) photocopies and computer printouts                      | \$ 25 per page (8.5 x 11, 8.5 x14), \$ .30 per page (11 x 17) |
| (ii) floppy disks   | \$ 10.00 per disk   |

2. For commercial applicants:

for each service listed in item 1	The actual cost of providing that service.
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Schedule “D”

**Assessment, Registration & Examination Fee Structure**

2003- Current

- Assessment Fee (Full, Limited, Non-Practising) \$ 210

**Initial Registration**

- Full Initial \$ 190
- Limited Initial \$ 190
- Interim Initial (students only) \$ 40
- Non-Practising Initial \$ 160

**Renewal of Registration**

- Full Renewal \$ 225
- Limited Renewal (once only) \$ 225
- Non-Practising Renewal \$ 175

**Reinstatement of Registration**

- Full and Limited
  - up to 3 months late \$ 303.75
  - 3 months – 1 year late (50%) \$ 337.50
  - 1 year – 5 years (1 year) \$ 450
  - 5 years+ (1 year + assessment) \$ 660
- Non-Practising
  - up to 3 months (35%) \$ 236.25
  - 3 months+ (50%) \$ 262.50

\* On conversion from non-practising to full, the fee will be pro-rated and the difference charged after all other requirements have been met.

- On conversion from full to non-practising, the fee will be pro-rated and the difference refunded.

**Examination Fee Structure**

2003-Current

Registration Examination

- Processing Fee \$ 200
- Examination Fee \$ 240

## College of Licensed Practical Nurses

### Table of Changes:

#### Section:

36 (3) – Repealed January 2008

Previous text - A registrant may propose a resolution at a general meeting from the floor and any such resolution will be noted by the Chair of the meeting and placed at the end of the agenda to be debated if time permits.

#### Schedules:

“B” Repealed and replaced May 2009

Previous text –

Schedule B – Board Approved PN Education Programs

(section 47(1)(a))

Vancouver Community College, City Centre

250 West Georgia Street

Vancouver BC V6B 1S9

Malaspina University College

900 Fifth Street

Nanaimo BC V9R 5S5

Okanagan University College

1000 KLO Road

Kelowna BC V1Y 4X8

College of the Rockies

PO Box 8500

Cranbrook BC V1C 5L7

Open College (Refresher/Maternal/Child/Children)

4355 Mathissi Place

Burnaby BC V5G 4S8