

Step-by-Step Guide
Becoming a LPN in
Newfoundland and Labrador

By
Global Healthcare Solutions

❖ **Key official sources (open/download these now)**

1. **WES Instructions for CLPNNL**

(Order WES CxC / ICAP, add CLPNNL as recipient)

- <https://www.wes.org/evaluations-and-fees/education/college-of-licensed-practical-nurses-of-newfoundland-and-labrador/>

2. **CLPNNL Verification of Licensure/Registration (VOR) form**

(Applicant completes Section A; regulator completes Section B).

- Instructions: <https://www.clpnnl.ca/storage/clpnnlvor.pdf>
- <https://clpnnl.ca/storage/Request%20for%20VOR%20from%20another%20country%20for%20CLPNNL%20update.pdf>

3. **CPNRE Prep** - Official exam content, length, competency weights.

- <https://globalhealthsolutions.co/>

4. **ProctorU / Measure Remote-Proctoring Guide**

(Tech requirements & room setup).

- Info page: <https://clpnnl.ca/exam>
- Video guide: https://youtu.be/Gji5xLkbT_w?si=fWi1vFFTcDj3Og6a

These PDFs exactly match the regulatory requirements - keep them saved.

➤ **THE STEP-BY-STEP PROCESS (do tasks in parallel to save time)**

❖ **STEP 1 - Immediate pre-work (do this within 48–72 hours)**

- Create accounts now: WES and CLPNNL member portal (Apply for License).
 - WES: <https://applications.wes.org/createaccount>
 - CLPNNL: <https://clpnnl.alinityapp.com/client/Account/Signup>

❖ **STEP 2 - Order WES Course-by-Course (ICAP) and instruct the university**

CLPNNL accepts **WES ICAP** and WES delivers the verified report directly to CLPNNL. Add CLPNNL as a recipient when you order.

Actions:

- Go to: <https://www.wes.org/evaluations-and-fees/education/college-of-licensed-practical-nurses-of-newfoundland-and-labrador/>
- On wes.org:
 - Choose Canada → WES Standard Application → Course-by-Course (ICAP).

- Select or add **“College of Licensed Practical Nurses (CLPNNL)”** as a recipient.
- **Upload:** Required ID/passport scan
- **Pay:** WES fee (shown at checkout — approx. \$225–325 CAD + courier). Keep the confirmation.
- **Instruct your university registrar:**
 - Send the **sealed official transcript** directly to WES (follow the WES country-specific instructions shown in your WES dashboard)
 - Request the **Medium-of-Instruction (MOI) letter** (sample wording below).
- **Timeline:** university mailing 1–2 weeks; WES processing 2–6 weeks after receipt.
- Sample MOI Wording (for registrar)
“This is to certify that the Bachelor of Nursing program attended by [Full name — student ID] from [start] to [end] was delivered in English (lectures, exams and clinical documentation). Signed: [Registrar/Dean], [date], [university seal].”

❖ **STEP 3 - Verification of Licensure (VOR) - Your Nursing Body in Your Country**

CLPNNL requires **official verification from the nursing regulator that issued your license/registration**. The VOR must be completed by your regulator and sent **directly** to CLPNNL - it cannot pass through you.

- <https://clpnnl.ca/storage/Request%20for%20VOR%20from%20another%20country%20for%20CLPNNL%20updated.pdf>

Actions:

- Download and complete CLPNNL VOR Section A (PDF).
- **Prepare documents** to send with your request:
 - Cover letter explaining the purpose of the VOR
 - Copy of passport
 - Copy of current nursing license/registration card
- **Submit to your nursing regulator:**
 - Request they complete **Section B** of the VOR form.
 - Request official license/letter confirming registration status (*dates, registration number, standing*).
 - Ask them to email a **signed/scanned** PDF to CLPNNL (use the email on CLPNNL contact page) AND mail **the original** by courier
- **Courier address (confirmed):**
CLPNNL
209 Blackmarsh Road

St. John's, NL A1E 1T1
Canada

- Ask them to mark the courier envelope: *"For regulatory verification - CLPNNL (Canada)"*.
 - If there are fees, request an official receipt.
 - Keep a copy of all correspondence for your records.

❖ **STEP 4 - Prepare practice & employment evidence, BLS, MOI & CV**

These documents will be uploaded to the CLPNNL portal when requested, to verify your professional background and training

- Employer verification letters on letterhead (dates, hours/week, duties, supervisor contact). Template below.
- BLS/CPR certificate (AHA or equivalent).
- MOI letter from your university (described in Step 2).
- Detailed Resume (English).
- Copies of **specialized course certificates**
- Professional photo ID.
- Employer letter template
*"[On hospital letterhead]
To whom it may concern,*

*This confirms that [Full name] worked as [job title] at [facility] from [start] to [end].
Employment was [full/part time]; average hours/week: [hours]. Main duties: [short
bullet list]. Supervisor: [name, title, contact].*

*Sincerely,
[Manager signature + stamp]"*

❖ **STEP 5 - Apply in CLPNNL portal (Exam Candidate - IEN)**



When to Apply:

- Once WES has been ordered (*and CLPNNL is added as recipient*)
- When VOR from your nursing regulator is in progress

Actions:

- Create CLPNNL account / login to member portal → choose *Exam Candidate (Internationally Educated Nurse)*.

- **Upload:** passport copy, WES order confirmation (and WES will send the actual report electronically), MOI letter (if available), employer letters, BLS, CV, and indicate VOR pending.
 - Pay CLPNNL application/exam invoice when prompted. CLPNNL will generate the CPNRE invoice in the portal (exam fee example shown in the CLPNNL exam PDF — CAD 600 + HST in the 2024/2025 example).
 - Outcome after CLPNNL review:
 - *Eligibility to write CPNRE, or*
 - *Eligibility with conditions* (Temporary License + SPEP) if gaps exist (then you need an NL employer & supervised practice). See CLPNNL SPEP policy for details.
 - <https://www.clpnnl.ca/storage/International%20Applicants.pdf>
 - **Tip!** In your application comments write: “WES ICAP ordered on [date]. VOR from [Your Nursing body] pending — tracking numbers to follow.”
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❖ **STEP 6 - CPNRE booking & Online Proctoring (Meazure/ProctorU)**

- **What happens:**
 - Once eligible, CLPNNL (or Meazure) emails instructions to register and schedule the CPNRE.
 - Many provinces offer secure online proctoring so you can write from home or a private location abroad.
- **Before you book:** run a system check with Meazure / ProctorU (links provided by the exam vendor).
- **Remote Proctoring Requirements:**
 - Desktop or laptop (no tablets/phones), webcam & mic
 - Ability to install Guardian secure browser or ProctorU client.
 - Reliable internet (wired preferred). Minimum recommended ~10 Mbps.
 - Private, quiet room with door; proctor may require you to show a 360° view of the room.
 - Valid government photo ID (passport).
 - Mirror or reflective surface may be required to show monitor edges.
- **CPNRE exam fee:** example from CLPNNL exam application — CAD 600 + HST CAD 90 = CAD 690 (confirm exact invoice in your portal).
- **Study plan:**
 - Use the **official Blueprint (2022-2026)** - <https://www.cpnre.ca/about-the-exam/exam-blueprint/>
 - Use your **Global Healthcare Solutions** Prep course and Blueprint fully developed by the Educator Team — Licensed Nurses from USA & Canada

Email: Recruiter@globalhealthsolutions.com - Phone Number: +1-782-882-2381
Head Office (CANADA): 204 – 800 Windmill Road, Dartmouth Canada

❖ **STEP 7 - Take the exam, results, and what happens next**

- **On exam day:** Follow proctor instructions, show ID, complete exam.
 - **Results:**
 - **PASS:** CLPNNL finalizes your file and issues full registration once all outstanding items are received and you pay the registration fee.
 - **FAIL:** Follow CLPNNL's re-write policy and retake within the allowed number of attempts.
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❖ **STEP 8 - Final registration (pay & receive LPN licence)**

- **After passing the CPNRE:**
 1. Pay the **final registration/initial licence fee** via the CLPNNL portal (see CLPNNL fees PDF for current rates).
 2. CLPNNL issues your **LPN licence** and adds your name to the public register.
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❖ **STEP 9 - Police Certificate (Final step)**

You requested this be the final step, so the certificate is “fresh” when CLPNNL sees it. Many regulators require a **recent** criminal record certificate (ex: within 6 months).

Canada's guidance for obtaining a police certificate in your country outlines country-specific steps (e.g. fingerprints, legalization/apostille, translation).

Suggested approach: complete all requirements, secure CLPNNL eligibility, then request the police certificate and courier/translate it so it's dated within CLPNNL's accepted window.

❖ **ESTIMATED FEES (CAD) - checklist**

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- 1. WES CxC (ICAP): approx CAD 225–325 + delivery (exact at WES checkout). (WES)
- 2. University transcript courier: CAD 30–80 (estimate).
- 3. Your country Nursing VOR: Depend on where you are located (confirm locally)
- 4. CLPNNL CPNRE exam fee (example): CAD 600 + HST = CAD 690 (confirm in invoice).
- 5. CLPNNL application / initial registration fees: see CLPNNL fees PDF (varies).
- 6. Translations / notary / courier / police cert: CAD 50–300 (varies).
- 7. Prep course (Global Healthcare Solutions): Installment plans are available.

❖ **TIMELINE (Realistic, Expedited Process)**

- Week 0: Confirm **CLPNNL acceptance** (email), create **WES & CLPNNL** accounts.
- Weeks 1-3:
 - University sends sealed **transcripts** to WES;
 - **Start license verification** (VOR) and mail to CLPNNL;
 - Collect **employer letters & BLS certificate**.
- Weeks 3-7: WES processes ICAP and sends report to CLPNNL; CLPNNL reviews documents.
- Weeks 5-9: CLPNNL issues eligibility → register for CPNRE → complete system checks → write CPNRE (*online*).
- Weeks 9-12: Receive results; if pass, pay registration, license issued.

Total (fast, no SPEP): est. 3–4 months. If SPEP or delays: 4–9+ months.

**** Timeline may vary depending on evaluating organizations – WES & CLPNNL.**

**** Organizations start the full review upon receipt of all documents. Missing documents will cause a delay**



❖ Step-by-Step Checklist

0. Before You Start

- ☐ Set up accounts: wes.org and CLPNL licensure portal
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1. WES ICAP - Credential Evaluation

- ☐ Complete WES application: choose Course-by-Course ICAP for CLPNL
 - ☐ Upload required documents to WES portal
 - ☐ Pay WES fee (CAD 225–325) + delivery option
 - ☐ Instruct your university to send:
 - ☐ A sealed transcript directly to WES
 - ☐ A Medium of Instruction (MOI) letter (on letterhead) stating your program was delivered in English
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2. Licensure Verification - VOR

- ☐ Download and fill **CLPNL VOR (Section A)**
 - ☐ Send VOR to your **nursing regulator/licensing authority** in your country (and any other body that can verify your licence/registration)
 - ☐ Regulator to complete **Section B** and send (both email and courier):
 - ☐ **By email:** signed/scanned PDF directly to CLPNL
 - ☐ **By courier:** original document to CLPNL address, marked “For regulatory verification - CLPNL (Canada)”
 - ☐ Request invoices & tracking numbers
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3. Support Documents - Practice, BLS, MOI, CV

- ☐ Obtain **employment verification letters** on letterhead (*dates, hours, duties, supervisor contact*)
 - ☐ Secure your BLS/CPR certificate (AHA or equivalent)
 - ☐ Prepare your resume in English
 - ☐ Ensure you have the **MOI letter** from your university ready
 - ☐ Scan all documents (PDFs) for upload to the CLPNL portal
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4. Apply in CLPNL Portal - Exam Candidate (IEN)

Upload:

- ☐ Passport ID copy
- ☐ WES confirmation (add receipt if report not yet arrived)
- ☐ MOI letter
- ☐ Employment letters
- ☐ BLS/CPR certificate
- ☐ Resume
- ☐ Add note: “VOR in progress from [Regulator], tracking to follow”
- ☐ Pay CLPNL application fee (verify amount in fee PDF)

- ☐ Wait for CLPNNL to grant eligibility to write CPNRE or indicate SPEP/temporary license

**** When all documents are submitted to CLPNNL for review, LPN exam preparation should be started simultaneously. LPN exams are administered every 2 months and in-advance exam preparation will help save timeline to receive a full license and transition into employment. Consult with the Regional Representative.**

5. Prepare & Book CPNRE (Online Option)

- ☐ Receive eligibility confirmation from CLPNNL
 - ☐ Access exam booking via portal or exam vendor (Meazure)
 - ☐ Choose online proctoring
 - ☐ Run tech/system check (Guardian browser / ProctorU client) at least 48 hours before exam
 - ☐ Pay CPNRE fee (Approximately CAD 600 + HST)
 - ☐ Study using Prep Course - [Global Healthcare Solutions](https://www.globalhealthsolutions.com)
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6. Take the CPNRE - Online Proctoring

On exam day:

- ☐ Set up quiet, private room
 - ☐ Have valid government ID (passport) ready
 - ☐ Follow the proctor's instructions
 - ☐ Complete exam
 - ☐ Slash the clock
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7. After Passing CPNRE - Final Licensure

- ☐ CLPNNL confirms pass and requests final documents (if any)
 - ☐ Pay final registration/license fee (check fee PDF)
 - ☐ CLPNNL issues your LPN license and adds you to public registry
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8. Police Certificate (Final Step)

- ☐ Request police certificate after all CLPNNL eligibility is confirmed
 - ☐ Send scanned copy to CLPNNL (upload in portal)
 - ☐ Send original by courier (if CLPNNL requires it)
 - ☐ Ensure it's current (within 6 months) when CLPNNL sees it
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❖ **Quick-reference Table**

Step	Task	Who	Reference Link/PDF
0	Set accounts	You	WES page + CLPNNL portal
1	Order WES ICAP & send university transcript	You & University	WES link
2	VOR – Your licensing board → CLPNNL	You & Regulators	CLPNNL VOR Form
3	Police Clearance	You	Canada/Your country guidelines
4	MOI, employer letters, BLS, CV	You	Templates above
5	Apply to CLPNNL portal	You	CLPNNL site
6	Prepare & book CPNRE (online)	You	CPNRE blueprint, Meazure links
7	Write exam (online proctoring)	You	Meazure proctoring guide
8	Pass & final license	You & CLPNNL	CLPNNL portal
9	Send final police certificate	You	CLPNNL policy

❖ LPN Pathway vs PCA Study Program

- **PCA** - International RNs are coming to Canada to start a PCA program.
- **LPN Pathway** - International RNs use their existing nursing education to apply directly for LPN licensure and work with an employer.

Many IENs prefer to come to Canada through PCA program with a false assumption that this is more cost-effective and easier than LPN pathway.

Comparison between PCA & LPN Pathway

	PCA Pathway	LPN Pathway
Approach	Get a 2-year Personal Care Aid/PSW type diploma	Use existing nursing education to apply for a LPN license
Timeline	Admission + 2 year program	6-9 months
Tuition fees	\$15,000-\$20,000 CAD /year x 2 = \$30,000 - \$40,000	Licensing \$1,500 (ECA, Exam, License registration)
Living Cost	\$20,000 CAD / year (Rent, Grocery, and others)	Full-time work to support living expenses
Authorized Work Hours	Max 24 hrs/week during classes; full-time only during winter/spring breaks	Landing Canada on a work permit (35-40 hours / week)
Outcome After 2 Years	Start working as PCA/PSW, earning lower wages, start immigration process	PR approval after 12-15 months after arrival. Higher wages
Earning Potential	\$18-22/hr on average	\$28-\$35/hr on average
Legal Fee	Initial Study permit Permanent Residency	Integrated legal fee structure for Work permit and Permanent Residency

Summary:

- International nurses do not need to compromise their profession as a RN if they take a LPN pathway
- The outcome of the LPN pathway proves to be better in all aspects – timeline, cost, wage, PR application, family settlement
- Limited working hours for the PCA pathway until they complete the study
- LPN pathway offers a secure and affordable option for many, providing international nurses better financial leverage and a quicker route to professional practice.

❖ **GHS's Exclusive Offer - Academic Platform Access for LPN Pathway:**

Exclusive \$1 USD/week Subscription Plan for your selected groups**

- 8-12 week structured programs with full access to all study materials, lecture recordings, practice questions, independent exam questions, scenario-based exam questions, and final mock exams (2500+ Questions)
- 7 In-Progress Assessment Exams
- 17 LPN Practice Questions (2-3 Set of Practice Questions every week)
- 10 Scenario-Based Practice Questions
- 4 GHS LPN Final-Ready Exams - Similar difficulty level to real LPN Exam
- **Topic-Based crash course webinar** – Pharmacology, Maternity / Pediatrics, Professional Ethics & Managing Care, Medical / Surgical Nursing Special
(Approximately 3-4 hours per each crash course – This will be a new setup in case we can bring minimum of 300+ nurses at this premium price)
- Full access to course materials (downloadable)
- WhatsApp Group with Peers – Support, Engagement, Network
- 50+ Video lectures and interactive modules with comprehensive explanations for each lesson
- Access to LPN Exam Question Videos
- Study Resources – Medical vocabulary, short answer quiz, Case Studies, Clinical Training Manuals for different topics, Study guides
- 30 Day Full Study Calendar – Day 1 to Day 31 (Mostly for domestic students)
- 60 Day Full Study Calendar – Day 1 to Day 60 (Most popular)
- 90 Day Full Study Calendar – Day 1 to Day 90 (Ideal for international nurses)

❖ **Documentation Guide – Verification & Compliance:**

- Guidance on license process, regulatory applications, and exam preparation

Transition to Employment Opportunity

- Arrange interview and screening process with potential employers + Job offer

Immigration & Settlement Guidance

- General information on immigration pathways connected to employment
- Immigration processing supported by our legal team once an employer is secured
- Guidance on housing, banking, and settlement resources

**NCLEX-RN will be set up similarly for US pathway*

***Program Commitment condition is applicable (Applicants shall sign a contract with GHS)*