



College of **Registered Nurses**  
of Newfoundland & Labrador

2022

# Supervised Practice Experience Partnership Program (SPEPP)

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**THIS DOCUMENT WAS APPROVED BY THE CRN NL COUNCIL IN OCTOBER, 2022**

(This document was revised November 2023)



The College of Registered Nurses of Newfoundland and Labrador (CRNNL)<sup>1</sup> is the regulatory body responsible for the licensure of Registered Nurses (RNs) and Nurse Practitioners (NPs) in Newfoundland and Labrador (NL) pursuant to the Registered Nurses Act (2008). The mandate of the College is to protect the public by ensuring RNs and NPs possess the qualifications and competencies to practise nursing.

The purpose of this document is to provide information and assistance to Internationally Educated Nurses (IENs) and re-entry RNs and NPs, organizations, and preceptors on the Supervised Practice Experience Partnership Program (SPEPP).

**NOTE:** The SPEPP for Internationally Educated Nurses - Nurse Practitioner (IEN-NP) is not available at this time. Contact the College if you are an IEN-NP seeking licensure.

### Supervised Practice Experience Partnership Program

The SPEPP was developed in January 2021 by the College of Nurses of Ontario and adopted by the College after revisions were made to reflect the needs of the Newfoundland and Labrador nursing context.

The SPEPP is a regulatory program that is employment focused and available to eligible IENs and re-entry RNs and NPs in NL. As part of the program, eligible applicants will be granted an Interim License with Conditions (IL-C) to allow them to gain currency of practice hours (450 hours for RNs or 900 hours for NPs) to be eligible for licensure with the College and enter practice as an RN or NP. By participating in the program, applicants gain currency of practice hours in a mutually agreed upon area of practice, and concurrently enhance their nursing knowledge, skill, and judgement.

### Program Eligibility

Eligible IENs include RNs with some practice hours within the last 10 years who have completed an educational credential assessment (ECA) and the College has determined that their nursing education program:

- meets the requirements for practising in NL, or
- they have successfully completed bridging education to address gaps

and thus, they are eligible for provisional registration; however, they do not meet the legislative currency of practice requirements for licensure with the College as an RN.

Eligible re-entry nurses are RNs or NPs who no longer meet the currency of practice requirements (hours) to renew their practicing licence with the College and re-enter the nursing workforce. As previously registered with the College, these RNs and NPs are considered “re-entry” to practice. Re-entry RNs with some practice hours within the last 10 years and re-entry NPs with some practice hours within the last six years may be considered for the SPEPP.

IENs and re-entry RNs with no practice hours within 10 years but some practice hours between 10 to 12 years can complete a competency assessment through the Nursing Community Assessment Service (NCAS) to determine if there are any competency gaps in their nursing education. If no competency gaps

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<sup>1</sup>herein referred to as the “College.”



are identified, these re-entry RNs will also be considered for the SPEPP. This option is not available for re-entry NPs at this time.

**NOTE:** RNs who have no practice hours in the last 12 years must complete an RN re-entry program. NPs who have no practice hours in the last six years must complete the Nurse Practitioner Competency Validation Process (NPCVP).

### **What Does the Program Include?**

The SPEPP includes 135 hours for RNs (12 shifts using a 11.25-hour rotating schedule or 18 shifts using a 7.5-hour day schedule) or 300 hours for NPs (27 shifts using a 11.25-hour rotating schedule or 40 shifts using a 7.5 hour day schedule) of practice under the direct supervision<sup>2</sup> of an experienced preceptor.

**NOTE:** An experienced RN or NP preceptor is required for RNs and an experienced, clinically competent preceptor is required for NPs (e.g. an experienced NP).

The SPEPP can be used for RNs and NPs in all domains of nursing, not only direct clinical practice. However, re-entry NPs must complete the initial 300 hours in a clinical setting under the direct supervision of a clinically competent preceptor. The direct supervision of a re-entry NP allows the preceptor to have oversight of the NP's orders as a means to verify their appropriateness.

The direct supervision of the preceptor is designed to support the integration of the applicant into the employment setting and provide them the opportunity to update their nursing practices. The direct supervision of the preceptor provides the applicant with a controlled and supportive environment to enhance their knowledge and skills. Using the SPEPP guide, the preceptor will support the applicant and assist the College and the employer to determine the length of time and degree of supervision required to help the applicant demonstrate currency of practice. If required, the participating employer may determine if additional time under direct supervision is required.

Following the successful completion of the 135 hours for RNs or 300 hours for NPs, the applicant can transition into a more independent role to complete an additional 315 hours for RNs or 600 hours for NPs in the practice area(s). During this experience, the applicant can be under indirect supervision<sup>3</sup> of the preceptor(s), who is available for support and questions. Should the participating employer choose, the additional hours might be considered to be part of the orientation required for new RN or NP employees in the health care setting.

Upon successful completion of the program, the applicant will have acquired 450 hours for RNs or 900 hours for NPs of current practice as an RN or NP, meeting the currency of practice requirements to apply for licensure with the College.

### **Condensed SPEPP**

Some re-entry RNs or NPs may be eligible for a condensed SPEPP if they hold a practicing licence in the current licensure year and have practised during that year but do not have enough hours to renew. These

<sup>2</sup>Direct supervision refers to having the preceptor physically present or immediately available while a nursing activity is being performed. It involves direction inspection and corrective action when needed. It is the active process of directing, assigning, delegating, guiding, and monitoring the licence holder's performance.

<sup>3</sup>Indirect supervision refers to the preceptor being readily available for consultation and direction (e.g., telephone, etc.). but may not be physically present with the individual at all times.



individuals can complete the remaining practice hours required for licensure through the SPEPP. Re-entry applicants who are deemed eligible for a condensed SPEPP will be notified of the number of practice hours required under supervision by the College.

### Information for Applicants

#### Application Process

**Step one:** Contact [registration@crnnl.ca](mailto:registration@crnnl.ca) to confirm your eligibility for SPEPP.

**Step two:** Find employment with an NL employer that is supportive of your participation in SPEPP and will provide you with 450 hours for RNs or 900 hours for NPs of supervised practice. Have the employer/organization complete the Supervised Practice Experience Partnership Program Applicant Intake Form for Employers/Organizations.

**Step three:** Apply for an Interim Licence - Conditions (IL-C). Contact [registration@crnnl.ca](mailto:registration@crnnl.ca) for information on the application process. The interim licence is issued for six months for IENs and re-entry RNs and until the end of the licensure year (up to 12 months) for re-entry NPs. An IL-C may be renewed. It is a condition of licensure that an individual hold professional liability protection (PLP). The Council approved PLP provider is the Canadian Nurses Protective Society (CNPS). All applicants are required to submit the PLP application form directly to CNPS with payment.

Confirm that your IL-C has been granted before your start employment, which includes orientation. Practising without a licence puts yourself and your clients at risk and will result in fines and disciplinary action. Licensure status can be confirmed by searching your name on the College's online member search <https://crnnl.ca/member-search>.

#### Program Expectations

This program is employment focused and requires support from an employer willing to participate in the program.

The eligible applicant will:

- go through an orientation process as identified by the employer to become familiar with the organization, the practice setting, and program expectations
- assess any learning needs, identify learning goals, and work with a preceptor to gain identified experiences
- complete a minimum of 135 hours for RNs or 300 hours for NPs of practice experience under the direct supervision of a qualified preceptor(s). Re-entry NPs must complete the initial 300 hours under direct supervision in a clinical setting. The direct supervision of a re-entry NP allows the preceptor to have oversight of the NP's orders as a means to verify their appropriateness. Practice hours with direct supervision may be extended if required, depending on individual progression
- remain in one practice setting during the 135 hours for RNs or 300 hours for NPs of practice experience under direct supervision
- complete an additional 315 hours for RNs or 600 hours for NPs of practice experience under indirect supervision. The applicant may change practice settings as required/available for the



additional hours. However, the applicant must retain the services of a preceptor and may have more than one preceptor for the additional hours depending on availability and practice setting

- re-entry applicants who are deemed eligible for a condensed SPEPP will be notified of the number of practice hours required under supervision by the College
- complete an initial and final self-evaluation related to the application of the College's Standard of Practice for Registered Nurses and Nurse Practitioners, Code of Ethics for Registered Nurses, and other regulatory, legislative, and employer documents
- receive feedback from preceptors and have opportunities for additional experiences. The preceptor(s) will complete the Supervised Practice Experience Partnership Program Assessment Form for Preceptors

While completing the full practice experience hours required for the program, the applicant is accountable to:

- refrain from using the protected title, "RN" or "NP". This title is restricted to individuals who hold a current practicing licence. Applicants who hold a valid IL-C should introduce themselves as a 'Graduate Nurse' for RNs or 'Interim Nurse Practitioner Licence Holder' for NPs and should sign their name with the initials 'GN' for RNs or 'Interim NP Licence Holder' for NPs. IL-C holders are not permitted to use the title Registered Nurse or Nurse Practitioner until they have met all requirements for registration and have obtained a practicing licence
- clearly explain to others, including clients, the capacity in which you are practising. For example, *"I am a College applicant, applying to register as an RN (or re-licensure as an RN). I am completing a supervised practice experience as part of my requirements to enter (or re-enter) the nursing profession under the supervision of a qualified RN". Or, "I am a College applicant, applying to be re-licensed as an NP. I am completing a supervised practice experience as part of my requirement to re-enter the nursing profession as an NP under the supervision of a qualified preceptor).*
- only provide care within your individual scope of practice and competence (knowledge, skill, judgement, ability to manage the outcomes) to gain currency of practice

## Program Completion

Upon completion of the 450 hours for RNs or 900 hours for NPs practice experience hours the applicant will:

- participate in a debrief with the preceptor(s) and/or employer in the practice setting
- ensure the preceptor(s) and/or employer completes the Supervised Practice Experience Partnership Program Completion Form. This form must be submitted via email to [registration@crnnl.ca](mailto:registration@crnnl.ca)

The College will review the documents to ensure all requirements to complete your registration or re-licensure are met.

Upon completion of the SPEPP, individuals will be eligible for the RN Registration exam (NCLEX-RN) or NP Licensure exam. Successful completion of the exam is the final step before licensure as an RN or NP. For those applicants who have already passed the NCLEX-RN or NP Licensure exam through another jurisdiction, or those individuals previously registered with the College and thus already passed the identified licensure exam for registration at that time, will be eligible for licensure following successful completion of the SPEPP.



**NOTE:** Re-entry NPs seeking licensure but did not previously complete an NP licensure exam will be required to complete the NP Licensure exam approved by the College Council following the successful completion of the SPEPP.

### Information for Organizations

The focus of the program is for applicants to gain nursing practice experience and obtain the required hours to meet legislative currency of practice requirements. Participating employers/organizations may choose to retain those applicants who successfully completed the program as orientated nurses once they become registered or re-licensed with the College.

The applicant in gaining currency should also be able to apply nursing knowledge, skill, and judgement and demonstrate an understanding of nursing accountabilities applicable to the College's Standards of Practice and other regulatory documents.

Organizations can choose to end the program agreement at any time. In these situations, organizations are required to notify the College and complete the Supervised Practice Experience Partnership Program Completion Form documenting the reason for failure to complete.

### Organization Responsibilities

To be part of the SPEPP, employers/organizations and practice experiences must be based in NL.

As participating partners, employers/organizations agree to:

- orient the applicant to the practice setting including relevant policies, procedures, resource materials, general practice environment, and any required training (e.g., computer-based training, etc.)
- provide a qualified preceptor to provide direct supervision and guide the applicant and provide feedback and learning opportunities for a minimum of 135 practice experience hours for RNs or 300 practice experience hours for NPs (as per employer identified schedule). For those individuals completing a condensed SPEPP for re-entry, provide a qualified preceptor to provide supervision for a specific number of hours identified by the College
- arrange for an additional 315 hours of practice experience for RNs or 600 hours of practice experience for NPs under indirect supervision
- contact the College with any concerns or clarifications as required
- confirm the applicant has met program hours requirements at the end of the experience

### Information for Preceptors

The preceptor provides supervision and acts as a resource, role model, and mentor/coach. Supervision must be direct for the first 135 hours for RNs or 300 hours for NPs and may be indirect for the last 315 hours for RNs or 600 hours for NPs based on the individual needs of the applicant. Re-entry NPs must complete the initial 300 hours under the direct supervision of a clinically competent preceptor in a clinical setting. The direct supervision of a re-entry NP allows the preceptor to have oversight of the NP's orders as a means to verify their appropriateness.



RN applicants can be supervised by either a qualified RN or NP, as identified as appropriate by the employer. NP applicants can be supervised by a clinically competent preceptor, as identified as appropriate by the employer.

Input should be sought from all preceptors and complete the SPEPP Assessment Form for Preceptors.

The assessment form should be reviewed with the applicant.

### **Submitting Documents**

Upon completion of the program, the organization must complete and submit the Supervised Practice Experience Partnership Program Completion Form to [registration@crnnl.ca](mailto:registration@crnnl.ca)

Applicants who require more information about registration should contact [registration@crnnl.ca](mailto:registration@crnnl.ca). Applicants, preceptors, and/or organizations who require more information or have questions about the program regarding scope of practice, standards of practice, or program outcomes, should contact [practiceteam@crnnl.ca](mailto:practiceteam@crnnl.ca).

For additional information please read: Supervised Practice Experience Program FAQs for IENs/Re-Entry Nurses



# Supervised Practice Experience Partnership Program (SPEPP) Applicant Intake Form for Employers/Organizations

College of Registered Nurses of  
Newfoundland and Labrador  
1033 Topsail Road, Mount Pears, NL  
A1N 5E9  
<https://crn.nl.ca>

Telephone: 709 753 6040  
Toll-free (Canada): 1 800 563 3200  
Fax: 709 753 4940 Email: [registration@crn.nl.ca](mailto:registration@crn.nl.ca)

## Instructions

1. This form must be completed by the organization applying to participate in the Supervised Practice Experience Partnership Program for Internationally Educated Nurse (IEN)/Re-Entry Nurse applicants.
2. Once completed, save, and send the form to the College of Registered Nurses of Newfoundland and Labrador (the College) using the email address at the top of this form. Please add subject heading *SPEPP FORM FOR ORGANIZATIONS*.
3. The College will review the application and notify the employer/organization.

## EMPLOYER/ORGANIZATION INFORMATION

Site Name \_\_\_\_\_ First name of primary contact \_\_\_\_\_  
Street address \_\_\_\_\_ Last name of primary contact \_\_\_\_\_  
City \_\_\_\_\_ Email address \_\_\_\_\_  
Postal code \_\_\_\_\_ Phone number (include area code) \_\_\_\_\_  
Category of registration:  Registered Nurse  Nurse Practitioner

Name of Applicant \_\_\_\_\_  
Name of Unit (e.g., 4SA, etc.) \_\_\_\_\_  
Description of Unit (e.g., acute care, long-term care facility, etc.). Describe below:

## AGREEMENT

**The employer/organization has read the requirements for the Supervised Practice Experience Partnership Program, and are able to:**

- orientate the applicant to the practice setting including relevant policies, procedures, resource materials, general practice environment, and any required training (e.g., computer-based training, etc.)
- provide a preceptor(s) to provide direct supervision and guide the IEN or re-entry nurse and provide feedback and learning opportunities for a minimum of 135 hours of practice experience for RNs or 300 hours of practice experience hours for NPs (as per employer identified schedule)
- arrange for an additional 315 hours of practice experience for RNs or 600 hours of practice experience under indirect supervision
- contact the College with any concerns or clarifications as required
- confirm the IEN/re-entry nurse's attendance at the end of the experience using the College's SPEPP Completion Form

## ADDITIONAL INFORMATION

- The organization must notify the College immediately if the supervised practice program is terminated at any time before completion.

Signature of primary contact \_\_\_\_\_

Date DD/MM/YYYY \_\_\_\_\_

# Supervised Practice Experience Partnership Program Assessment Form for Preceptors



College of Registered Nurses of  
Newfoundland and Labrador  
1033 Topsail Road, Mount Pearl, NL  
A1N 5E9  
<https://crnnl.ca>

Telephone: 709 753 6040  
Toll-free (Canada): 1 800 563 3200  
Fax: 709 753 4940 Email: [registration@crnnl.ca](mailto:registration@crnnl.ca)

## Instructions

This form must be completed by a preceptor(s) who has direct knowledge of the Internationally Educated Nurse's (IENs)/Re-Entry Nurse's practice.

Although the SPEPP assists IENs/Re-Entry Nurses to obtain currency, applicants should demonstrate an understanding of the College's Standards of Practice for Registered Nurses and Nurse Practitioners, the Scope of Practice Framework, and other relevant legislative, regulatory, and employer/organization documents.

## APPLICANT INFORMATION

First name

College Number

Last name

Date supervision started DD / MMM / YY

Email address

Date supervision ended DD / MMM / YY

## PRECEPTOR (S) INFORMATION

Site Name (e.g., Hospital name, Unit name)

Email address

First name

Last name

Site Name (e.g., Hospital name, Unit name)

Email address

First name

Last name

# Supervised Practice Experience Partnership Program Assessment Form for Preceptors



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Site Name (e.g., Hospital name, Unit name)

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Email address

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First name

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Last name

# Supervised Practice Experience Partnership Program Assessment Form for Preceptors *continued*

Within the context of beginning practice, indicate if the below-named applicant HAS MET (YES) or HAS NOT MET (NO) the competency requirements as listed below:

<b>Part A: Demonstrates the ability to provide competent and safe nursing care</b>	<b>Met</b>	<b>Unmet</b>
• Recognizes the limits of their competencies when client's health care needs are complex or change	<input type="checkbox"/>	<input type="checkbox"/>
• Demonstrates initiative to attain knowledge and skills to provide safe, competent, evidence-based care	<input type="checkbox"/>	<input type="checkbox"/>
• Works within their own knowledge, skill, and judgement	<input type="checkbox"/>	<input type="checkbox"/>
• Applies critical thinking and problem-solving skills when practicing nursing	<input type="checkbox"/>	<input type="checkbox"/>
<b>Part B: Demonstrates the ability to work as an effective member of the health care team.</b>	<b>Met</b>	<b>Unmet</b>
• Operates within their role within the health care team	<input type="checkbox"/>	<input type="checkbox"/>
• Uses effective communication skills with clients and the healthcare team	<input type="checkbox"/>	<input type="checkbox"/>
• Collaborates and consults with colleagues in a clear, effective, professional, and timely manner	<input type="checkbox"/>	<input type="checkbox"/>
<b>Part C: Demonstrates an understanding of effective documentation principles and technology and applies this knowledge to practice setting(s).</b>		
• Applies policies and procedures used in the practice setting(s)	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Please provide commentary on the overall performance of the applicant at the end of the program.

# Supervised Practice Experience Partnership Program (SPEPP) Completion Form for Employers/Organizations



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of Newfoundland and Labrador  
1033 Topsail Road, Mount Pearl, NL,  
A1N 5E9  
<https://crnnl.ca>

Telephone: 709 753 6040  
Toll-free (Canada): 1 800 563 3200  
Fax: 709 753 4940 Email: [registration@crnnl.ca](mailto:registration@crnnl.ca)

## Instructions

1. When SPEPP is complete, please complete and email this form to [registration@crnnl.ca](mailto:registration@crnnl.ca) using the subject heading SPEPP COMPLETION FORM FOR ORGANIZATIONS.

## SECTION 1 – APPLICANT INFORMATION

First name

Email address

Last name

Registration Number:

Category of registration:  Registered Nurse  Nurse Practitioner

## APPLICANT CONSENT

In order to verify my evidence of practice requirements, the College is requesting that the organization provide information with respect to my supervised practice experience. I hereby give this organization my consent to provide any and all information to the College regarding my supervised practice experience. This shall constitute your legal authority to provide the information and any other information which the College shall request which may, in any way, be relevant to my application.

Applicant signature

Date (DD/MM/YYYY)

## SECTION 2 – EMPLOYER/ORGANIZATION INFORMATION

Site Name

Telephone number

Street address

Primary contact first name

City

Primary contact last name

Postal code

Primary contact email address

## 1EN & RE-ENTRY NURSE SUPERVISED PRACTICE EXPERIENCE

1. Date of supervised practice experience

Start date (DD/MM/YYYY)

Completion date (DD/MM/YYYY)

2. Total hours completed: \_\_\_\_\_

3. Did the applicant complete the  
450 for RNs or 900 hours for NP?

Yes

NO

If no, please explain why.

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date (MM/DD/YEAR): \_\_\_\_\_





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