



INTERNATIONAL CREDENTIAL EVALUATION SERVICE

3700 Willingdon Avenue, Burnaby, British Columbia, Canada V5G 3H2
Tel: 604-432-8800 Toll-free: 1-866-434-9197 Fax: 604-435-7033

College of Licensed Practical Nurses of BC Evaluation Requirements

The **College of Licensed Practical Nurses of BC (CLPNBC)** requires the following for all evaluations completed by the International Credential Evaluation Service (ICES).

1. Evaluation Report Required

- a) The **CLPNBC** requires a **Comprehensive Evaluation Report** for all evaluations conducted by ICES. This can be ordered by completing the Credential Order Form section of the ICES Application Form. The cost of a Comprehensive Report is **\$225.00** per credential. Detailed information about ICES fees, reports, and documents required as well as a copy of the ICES Application Package can be found at <http://www.bcit.ca/ices>.
- b) The **CLPNBC Report (\$125.00)** is required in addition to the Comprehensive Report. This is ordered by completing **Section C** of the ICES Application Form. In **Section C** please write "**College of Licensed Practical Nurses of BC**".

2. Documents Required by ICES

- a) **Official Documents:** The **CLPNBC** requires that ICES base its evaluation report on *Official* documents for each credential that you are paying to be evaluated. For documents to be considered official, they *must be sent directly to ICES by the educational institutions* you attended. The official documents must indicate the name of the credential, the courses or subjects studied, the grades earned, the hours of study or number of credits for each course, and the date of graduation. These documents may be called an academic record, transcript, detailed marks card, relevé de notes, examination report, extract, student's book, index, or other names, depending on the country from which it is issued. If required, we may ask for the original copies of your educational documents after your official documents arrive at our office.

If it is not possible to have an official copy of your academic record sent to ICES, you may submit original documents instead; however, you will also need to request an official letter sent by the institutions you attended to confirm the credentials you have completed. These official degree confirmation letters must be sent directly to ICES and signed by the Registrar (or similar authority) of the institutions you attended.

ICES understands that it can be difficult and costly for some clients to arrange for official documents to be sent to our office. Official documents are required if you are planning to use your report for the **CLPNBC**. ICES cannot waive this requirement.

- b) **Program Confirmation Form:** The attached Program Confirmation Form must be sent to the educational institution(s) you attended. The form must be completed and returned *directly to ICES by the educational institutions* along with an official transcript of your marks. International students who are unable to get official documents re-issued by your institution may submit original documents that are in your possession instead.

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- c) **Translations:** All required documents written in a language other than French or English must be accompanied by an English translation completed by a certified translator. All translated documents must also be submitted with the original in the original language.

Affiliated Colleges: ICES only accepts educational documents from the institution that awards the credential. For that reason, ICES does not accept documents from affiliated colleges or institutes. ICES must see documents issued from the awarding institution.

3. Number of Credentials

When you apply for a Comprehensive Report, you must indicate the number of credentials you wish to have evaluated. A “credential” is one partially or fully completed educational program taken at one institution or school leading to a certificate, diploma or degree. Any coursework completed at two or more institutions and applied (or transferred) toward a credential is considered a separate credential. If you wish to have more than one credential evaluated, please include the additional fee with your ICES Application Form and make arrangements to have each institution send the necessary official documents directly to ICES.

4. Additional Copy of Report

All Clients receive two copies of the completed report. The first copy is always sent to you; the second copy of your report will be sent directly to the **CLPNBC** as long as this is indicated in **Section D** of the ICES Application Form. If you do not indicate where you want your second copy sent, it will be automatically sent to you. If you require more than two copies of your report, the fee is **\$10.00** per copy.

5. Contact Information

If you have not already done so, please contact the College of **Licensed Practical College of Licensed Practical Nurses of BC (CLPNBC)** to see if they require any additional information from you. They can be reached at

College of Licensed Practical Nurses of BC

Suite 260 – 3480 Gilmore Way

Burnaby BC

V5G 4Y1

Telephone: (604) 660-5750 & Toll Free within BC: 1 (888) 440-6900

Fax: (604) 660-2899

Website: www.clpnbc.org

Email: info@clpn.bc.ca

Please contact ICES directly at icesinfo@bcit.ca if you have any questions about your ICES evaluation.



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Program Confirmation Form

Note to Applicant: Please send this form to your educational institution, with a covering letter which includes the following: a) your current full name, maiden name, and other names used; b) your student number; c) your date of graduation; d) and your full address and telephone number.

To: Registrar or Director of Nursing Programs:

_____ has applied for registration under the Health Professions Act of British Columbia. In order to determine how his/her nursing program meets the educational requirements for applying to the College of Licensed Practical Nurses of British Columbia, we require the **completion of this form**, as well as an **official transcript of his/her nursing education**.

PART I: To be completed by the Registrar or Director of Nursing Programs, and returned (with an *official transcript* of nursing education) *directly to ICES by the educational institutions attended*.

This certifies that _____ was admitted to

_____ (School) _____ (City) _____ (Province/State/Country)

on (date): _____, and the records show that he/she successfully completed the following program of theoretical and clinical instruction in nursing on (date): _____, the length of the program being (full-time duration in years and months) _____, **OR** student has not successfully completed the program, but has completed (duration in years and months) _____ of the program which normally lasts (full-time duration in years and months) _____.

PART II: Please enter the hours of education the student *successfully completed* in each of the following areas. Important: **Do not report combined hours for more than one area as we will then need to report each as zero.**

	Theory Hours	Clinical Hours
Medical Nursing.....	_____	_____
Surgical Nursing	_____	_____
Obstetrical and Paediatric Nursing.....	_____	_____
Gerontology	_____	_____
Community.....	_____	_____
Mental Health.....	_____	_____
Total hours student spent in program.....	_____	_____

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PART III: The following skills are specifically required for Practical Nurse registration in British Columbia. Please check the skills included in your program at the time this applicant was a student:

Competencies	Theory	Clinical	Lab
• Surgical Asepsis Eg. Catheters/dressing	_____	_____	_____
• Physical Assessments including auscultation and percussion	_____	_____	_____
• Pharmacology	_____	_____	_____
• Subcutaneous Injections	_____	_____	_____
• Intramuscular & Narcotic Administration	_____	_____	_____
• Supporting Intravenous Therapy & Blood Products	_____	_____	_____
• Taking and Transcribing Medication Orders	_____		

PART IV: Name, signature and stamp/seal for verification purposes

(Print) Name of Registrar or Director of Nursing	Signature and stamp or seal of Registrar or Director of Nursing
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This information is gathered for the purpose of determining educational equivalency for application for registration as a licensed practical nurse in British Columbia.