

Supervised Practice Experience Program (SPEP) Employer Checklist



COLLEGE OF NURSES
OF ONTARIO
ORDRE DES INFIRMIÈRES
ET INFIRMIERS DE L'ONTARIO

THE STANDARD OF CARE.

The checklist outlines the organization's responsibilities when participating in SPEP.

Become an approved organization

- Organizations interested in participating in SPEP must complete and submit the [Supervised Practice Experience Partnership form](#)
 - Organizations must submit one form per site.
 - CNO confirms SPEP participation approval by email.
 - Once a site is SPEP approved, organizations are not required to resubmit a partnership form.

Matching with SPEP eligible applicants

- Match with SPEP eligible applicants:
 - Ontario Health will match eligible applicants with approved acute care facilities, long-term care homes, home health and community care organizations.
 - Retirement homes must self-match with SPEP eligible applicants.
- Confirm applicant SPEP eligibility
 - Employers must verify the applicant received an eligibility message from CNO (see below). The SPEP placement must match the category (RN or RPN) noted in the eligibility message.

Message Centre

2022-Mar-30

You are eligible for a new way to meet your evidence of practice requirement / Vous êtes admissible à une nouvelle façon de satisfaire à l'exigence en matière de preuve d'exercice

TEST NURSE29

Application/Demande d'inscription 810724435-RN General International

Congratulations! Our records show you are eligible to participate in a new partnership that will help you meet your evidence of practice or your evidence of practice and language proficiency requirements to become a practicing nurse in Ontario.

As part of College of Nurses of Ontario's efforts to modernize the applicant assessment process, we are partnering with Ontario Health to launch the Supervised Practice Experience Partnership for applicants.

This partnership offers an opportunity for you to complete both your evidence of practice and language proficiency through a supervised practice experience with an approved health care organization in Ontario. Details of the program requirements are available on CNO.org.

Interested in applying?

If you are interested in this exciting opportunity and would like to complete the program with a hospital in an acute care setting or a long term care facility, please complete the [Supervised Practice Experience – Intake Form](#) and apply directly to Ontario Health. Ontario Health will be matching you with a CNO approved organization in these types of health care settings.

If you are interested in completing the program through a retirement home or home healthcare service organization, please contact the organization directly to express your interest and verify their eligibility to participate in the SPEP program. You must ensure the organization has been approved by CNO prior to beginning the SPEP program.

Please note this opportunity pertains to you and confirms your eligibility in the program. Only individuals who are eligible receive this message. You will be required to provide proof of receiving this message to Ontario Health and/or your employer before you can begin the program.

If you have any questions about the Supervised Practice Experience Partnership, please contact us at SPE@cnomail.org.

Sincerely
Entry to Practice

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Matching with SPEP eligible applicants

- Assign appropriate preceptor(s)

- Orient the applicant on relevant policies, procedures, resource materials as well as the general practice environment

Program completion

- Complete and submit the [Supervised Practice Experience Partnership Completion Form](#) once applicant completes the *minimum of 140 hours*
 - Organizations can determine if more hours are required based on the applicant's learning needs