

As the lead LPN in your state, these are the following steps you will need to take to get started:

1. Collect a minimum of 10 LPNs, LVNs, or SPNs applications for membership to join NALPN.
2. Develop a set of bylaws using the sample as a guide.
3. Elect the officers as set forth in your bylaws.
4. Establish the new association's tax identification and business license (adhering to state legal requirements for non-profits).
5. Establish a bank account for the association.
6. Send a letter of request to NALPN at the address below asking to be considered as a constituent state of NALPN. Include with your request a board of directors/staff roster with contact info, your chapter bylaws, tax identification number, a copy of your business license, and a copy of minutes from the board meeting establishing the association and initial board members. Memberships must be processed prior to or with the request for chapter consideration.
7. Once we receive your request and verify the information noted above, we will send you a charter certificate. Your charter is valid as long as your association remains active and maintains the required minimum number of 10 members.

Email nalpn@caphill.com if you have any questions. Upon request, we can also send you a NALPN's Code of Ethics, a State Chapter's Sample Bylaws, and NALPN's Bylaws.