

LPE APPLICATION STATUS INFORMATION

Pending Submission:

To retrieve a saved application, under [My Registrations](#), look for the application which is [Pending Submission](#).

Click on the title. Make the necessary changes, attach required documents, and review your application for completeness.

Then click [Submit Enrollment](#) before the registration deadline.

Registration submitted:

Applications which have been successfully submitted will appear under [My Registrations](#) with a status of [Registration Submitted](#); this will be reviewed by the LPE administrator.

Dropped / Cancelled Registration:

Applications which have been approved previously, but cancelled or dropped by the applicant, will appear as [Dropped](#). Please note that applications do not get dropped by the system. Only an applicant can drop their application. Dropped applications cannot be reinstated in inspira. Applicants must submit a new application by the established deadline if they would like to enroll. If an applicant wished to cancel or drop their registration after their application has been approved, applicants must inform their local administrator. Any fees paid by the applicant are non-reimbursable.

Under review:

Application is being reviewed.

Enrolled:

If your application has been approved, you will receive an email notification and your application will have a status of [Enrolled](#) under the [My Learning Activities](#) pane.

Turn off the pop up blocker on your web browser to allow you to view the letter.

Click [Print](#) to view your convocation letter which contains your [Application Number](#).

Remember to print this letter and bring with you on exam day.

Action Requested:

Your application may be returned to you if additional information is required to finalize the screening of your application. You will receive an email notifying you that your application has been “pushed back”. Such incomplete applications are not available for further review or screening as they are non-existent to Administrators until resubmitted in inspira.

Under [My Registrations](#), look for the application which has [Action Requested](#).

Click [View](#) to see the comment from the administrator which explains what is requested from you.

Click on the title, attach requested documentation and enter comments to describe the changes made to your application.

Make sure you RESUBMIT your application in inspira by Clicking on [Submit Enrollment](#) before the registration deadline. Applications not RESUBMIT in inspira by the established deadline cannot be processed.