

### Purpose

The purpose of this fact sheet is to provide information about the College of Licensed Practical Nurses of Manitoba's (CLPNM) requirements for criminal record checks, child abuse registry checks and adult abuse registry checks. Together, these three checks are referred to as suitability checks.

### Why are suitability checks required?

The CLPNM's legislated duty is to regulate the profession of practical nursing in a manner that serves and protects the public interest. In keeping with this duty, the CLPNM has a responsibility to identify whether applicants or members of the profession have a history of conduct that may place the public at risk.

### Who must submit suitability checks to the CLPNM?

All applicants must provide suitability checks as part of their first application to the CLPNM. These checks are also required when former members of the profession apply to reinstate their registration with the CLPNM. LPNs must also provide the CLPNM with updated suitability checks on a periodic basis, approximately once every five years. More detailed information on the requirement to submit period suitability checks is available on the CLPNM website at: <http://www.clpnm.ca/registration/suitability-check-faq/>

### The CLPNM has directed me to provide suitability checks. What documents must I provide?

You must provide all of the following:

- A criminal record check that is based on a Canada-wide search, and which includes a vulnerable sector search;
- A Manitoba-issued child abuse registry check; and
- A Manitoba-issued adult abuse registry check.

To be accepted as valid, each of these documents must have been issued by the relevant government authority within six months of the date they are submitted to the CLPNM.

### How must I submit the documentation to the CLPNM?

Adult and child abuse registry checks, or paper results of criminal record checks, must be submitted to the CLPNM by mail or in person at the CLPNM office in Winnipeg. The CLPNM will only accept original documents or copies notarized by a Notary Public. Faxed, emailed or non-notarized copies of these documents will not be accepted.

If you apply for a criminal record check with the Winnipeg Police Service online, you now have the option of having the result submitted to the CLPNM electronically. Be sure to add College of Licensed Practical Nurses of Manitoba as an agency that you wish to have access to the results. The CLPNM will then be able to view the results through the online portal, and you will not need to submit any paper documentation for this particular check. At this time, the Manitoba Child and Adult Abuse Registries provide paper-based registry checks only.

### Why must I submit abuse registry checks as well as a criminal record check?

Manitoba's Adult and Child Abuse Registries record the names of individuals who have been found, by the government body responsible for those registries, to have abused or neglected a vulnerable

person. In some cases, the name of an individual may be added to the registry even if the individual has not been convicted of a criminal offence. The CLPNM must be aware of this information because, even if the individual does not have a criminal record, the information may have a bearing on the individual's suitability to practise as a practical nurse.

### How do I apply for the required documentation?

Child abuse registry checks must be obtained from the Manitoba Child Abuse Registry. The registry provides the option to apply online, by mail, or in person. Please visit their website for details: [https://www.gov.mb.ca/fs/childfam/child\\_abuse\\_registry.html](https://www.gov.mb.ca/fs/childfam/child_abuse_registry.html)

Adult abuse registry checks must be obtained from the Manitoba Adult Abuse Registry. It also provides the option to apply online, by mail, or in person. Please visit their website for details: [https://www.gov.mb.ca/fs/pwd/adult\\_abuse\\_registry.html](https://www.gov.mb.ca/fs/pwd/adult_abuse_registry.html)

A criminal record check with a vulnerable sector search can be obtained from the Royal Canadian Mounted Police (RCMP) or the Winnipeg Police Service (WPS). You may apply to the RCMP by visiting any RCMP detachment. If you are a resident of the City of Winnipeg, the WPS provides you the option of applying online or in person. Note that the WPS website refers to a criminal record check as police information check. Please visit their website for details: <http://www.winnipeg.ca/police/pr/pic.stm#pic>

### I have been directed to provide a certified criminal record check based on fingerprinting? Why?

If your initial criminal record check shows adverse information, such as a match or a possible match to a charge or a conviction, the CLPNM will direct you to submit a certified criminal record check based on fingerprinting. This second check, which compares fingerprints, is required to confirm that the charge or conviction noted in the first check is associated with you specifically, and not someone else with a similar name. Information on how to obtain a certified criminal record check based on fingerprinting is available on the RCMP website at: <http://www.rcmp-grc.gc.ca/en/steps-getting-a-certified-criminal-record-check>

### What will happen if I have a confirmed criminal record or abuse registry record?

When a criminal or child/adult abuse registry record is identified, the CLPNM carries out an assessment to determine the extent of the risk to the public, if any, before taking any further action. The full circumstances of each case will be considered. The CLPNM will gather further information from you before any decision about your registration is made. In some cases, the CLPNM may determine that authorization to practise does not place the public at risk. Each case is different and may result in a different outcome.

If your initial criminal record check reveals a charge or conviction, or you know that it likely will, it is in your interest to apply for a certified criminal record based on fingerprinting as soon as possible. The CLPNM will require you to submit one once it reviews the results of your initial check. It can take up to 120 days to receive this documentation, and the CLPNM may require a further six weeks to complete a full assessment. Applying for this documentation as soon as you know it will be needed may help you avoid delays that could affect your application.

### Where do I find more information?

If you require further clarification or have any questions, please do not hesitate to contact the CLPNM via email at [info@clpnm.ca](mailto:info@clpnm.ca) or by phone at 204-663-1212 or 1-877-663-1212 toll free.