

# CREDENTIAL ASSESSMENT APPLICATION GUIDE FOR IENS

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College of Licensed Practical  
Nurses of Manitoba



# Credential Assessment Application Guide for Internationally Educated Nurses

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## The National Nursing Assessment Service (NNAS)

A project nine years in the making, the National Nursing Assessment Service (NNAS) streamlines the registration application process for internationally educated nurses (IENs) who want to become Licensed Practical Nurses (LPNs), Registered Psychiatric Nurses (RPNs) or Registered Nurses (RNs) in Canada. This application process went into effect August 12<sup>th</sup>, 2014, at 1:00pm Eastern Standard Time (EST).

The NNAS is the mandatory first step for any internationally educated nurse (IEN) applicant who:

- is a graduate of an entry-level nursing education program outside of Canada, and
- is not currently registered to practise as a nurse anywhere within Canada as a Licensed Practical Nurse (LPN), a Registered Nurse (RN) or as a Registered Psychiatric Nurse (RPN).

Through the NNAS's web portal ([www.nnas.ca](http://www.nnas.ca)), IEN applicants will submit their applications (including supporting documents, credentials, and assessment fee) for initial review through a secure online environment, and they will have the opportunity to indicate which jurisdiction(s) in Canada they wish to seek registration. The NNAS will conduct an initial review of an applicant's documentation, and they will provide an advisory report to the jurisdiction(s) where the applicant wishes to seek registration. The nursing regulatory body will conduct the complete assessment and make the registration decision regarding an IEN applicant's eligibility for registration.

The implementation of the NNAS has helped to provide greater transparency and timeliness in the registration application process. Other benefits of the NNAS to IEN applicants include the ability to:

- complete and pay online for the initial assessment of their nursing education and credentials;
- track the status of their applications online;
- apply to more than one nursing profession at once, and to multiple jurisdictions within Canada;
- send documents (i.e., education transcripts and registration documents) to one central location, and
- access a toll-free customer care line with service in both English and French.



## Applying for Registration with the CLPNM

If you want to register with the College of Licensed Practical Nurses of Manitoba (CLPNM), you must first apply online through the NNAS—a national online application service developed by nursing regulatory bodies across Canada. Please see their website at [www.nnas.ca](http://www.nnas.ca) for more information about the application process. Before you apply, it is strongly recommended that you read the NNAS Applicant Handbook and the frequently asked questions (FAQs) on their website.

## The CLPNM

**The College of Licensed Practical Nurses of Manitoba (CLPNM)** is the Government-authorized regulator for all practical nurses in Manitoba. The CLPNM maintains a registry of student practical nurses, graduate practical nurses, and licensed practical nurses, and enforces the rules that govern the profession. The duty of the CLPNM is to carry out its activities and oversee its members in a manner that serves and protects public safety.

*The Licensed Practical Nurses Act* and the Licensed Practical Nurses Regulations state that if you wish to practice as a licensed practical nurse (LPN) in Manitoba, you must be registered with the CLPNM.

## The Credential Assessment Process

Once your application file has been reviewed by the NNAS, the NNAS will send your advisory report to the CLPNM. The CLPNM will assess your advisory report by assessing several things related to competency, such as: nursing education and nursing work experience. The main reason for this assessment is to make sure that a nurse from outside of Manitoba has the same level of knowledge, skills and judgement as a nurse who has graduated from a Manitoba entry-level practical nursing education program. All Manitoba practical nursing education programs are approved by the Board of Directors of the CLPNM and undergo annual reviews. These programs are designed to teach students the necessary nursing skills and knowledge (competencies) required in order to successfully practise practical nursing to its full scope in Manitoba. The Scope of Practice for Manitoba LPNs is also defined by Provincial laws. Educational programs from outside Manitoba are assessed to make sure that nurses coming to Manitoba are able to perform their duties safely and competently in order to protect the public.

Once the CLPNM has received your advisory report, you may apply to the CLPNM. This application process includes a fee and four forms. Please follow the instructions on each form.

Making a false or misleading statement or representation on your application or supporting documents may result in the cancellation of your application for registration, or of your active practicing registration should it be granted.



If you have any questions that you do not feel are covered in this guide, please check the FAQs on NNAS' website at [www.nnas.ca](http://www.nnas.ca) and the FAQ section of this guide before contacting the NNAS or the CLPNM.

## **A Fair Approach**

Each CLPNM applicant is unique. While the CLPNM has a standardized process, it is not "one size fits all." The CLPNM tries to be as fair as possible while still upholding its mandate to serve and protect the public.

## **Disclaimer**

The official registration decision of the College of Licensed Practical Nurses of Manitoba (CLPNM) will be communicated in writing and no verbal representations or warranties by any staff of CLPNM will be binding on CLPNM, or relevant to the assessment process by CLPNM or any subsequent appeal to the Board of CLPNM.

## Seeking Registration Elsewhere

**Please advise the CLPNM if you are actively seeking registration in another Canadian jurisdiction and/or in a different nursing profession.**

If during the credential assessment process with the CLPNM you are planning on seeking registration in another Canadian jurisdiction and/or in a different nursing profession, please click [here](#) for important information. If after having read this information you have any additional questions, please contact the CLPNM by email at [info@clpnm.ca](mailto:info@clpnm.ca) to discuss your options.

Please read the following information carefully:

### **Nursing Exam:**

If at any time during the credential assessment process with the CLPNM you pass a Canadian nursing exam, such as the CPNRE or the NCLEX-RN, please contact the CLPNM.

### **Registering as a Nurse:**

If at any time during the credential assessment process with the CLPNM you become registered as a nurse (LPN, RN, RPN) anywhere in Canada, please contact the CLPNM.

### **Bridging Program for IENs:**

If at any time during the credential assessment process with the CLPNM you become eligible to take the Bridging Pathway for Internationally Educated Nurses (BPIEN) at Red River College, please contact the CLPNM.

# The Credential Assessment Application Process for IENs

## Before Opening a File

In order to be **eligible** to open a credential assessment application file with the College of Licensed Practical Nurses of Manitoba (CLPNM), you must:

- have applied online through the NNAS; the NNAS must have completed the review of your file and issued an advisory report to you and to the CLPNM;
- have graduated from an entry-level nursing program, and
- be able to provide evidence of having achieved the required language test scores from one of the English or French Board-approved language proficiency tests. For more information about language requirements please see [here](#).

## Opening a File

The CLPNM will open a credential assessment file for you once you have submitted the following documents as one complete package:

- Paid the credential assessment fee of \$315.00 includes GST
  - Fees are subject to change. See the [IEN Fee Fact Sheet](#) for more information.
- Filled out and submitted the Credential Assessment Application form
- Submitted two pieces of valid government-issued ID (one with photo)
  - Examples of government ID include a valid Canadian driver's license, a valid Canadian passport, or a permanent resident card (copy of front and back).
- Provided evidence of achieving the required language test scores from one of the English or French Board-approved language proficiency tests.

**Note:** Your two pieces of valid government-issued ID (one with photo) may be digitally submitted to the CLPNM or submitted by mail. Please click [here](#) for information on how to digitally submit your ID to the CLPNM. Copies submitted by mail must be notarized by a Notary Public.

**All of the above information is required as one complete package in order for a file to be considered "opened" with the CLPNM.**



Once you have opened a file, the CLPNM will respond by email within ten business days. You will receive an email informing you of your login credentials in order to access your CLPNM online profile.

All applicants registered with the CLPNM must ensure that their home address, phone number(s), and email address are kept current and up-to-date at all times. You can check and update this information on the [CLPNM website](#). Click on the [log in](#) link at the top right-hand corner of the page, enter your email and Password, and then access the **Profile** page.

**Important note:**

The CLPNM does not store documents submitted before a file has been opened. Per CLPNM policy, any documents received for applicants who have not yet opened a file will be destroyed thirty days after receipt.



## Application Forms

Each application form is described below.

### 1. Credential Assessment Application

In order to complete the Credential Assessment Application form, please follow the instructions below:

**NNAS ID Number:** please fill in your NNAS ID number.

**NNAS Application Number:** please fill in your NNAS application number.

**Personal Information:** please fill in your personal information.

**Disclaimer:** please read, sign, and date the disclaimer.

**Important Information:** please read all the information carefully.

**General Information:** please respond to all of the general information questions. All general information questions must be answered in order for the application form to be accepted and processed.

**Declaration:** please read, sign, and date the declaration.

**Payment:** please indicate your method of payment.

- **Fee:** \$315.00 includes GST. (Fees are subject to change.) The CLPNM accepts Visa, MasterCard, or Money order; the CLPNM does not accept cash or cheque. See the [IEN Fee Fact Sheet](#) for more information.

**Government ID:** submit two pieces of valid government-issued ID (one with photo).

- Examples of government ID include a valid Canadian driver's license, a valid Canadian passport, a Canadian citizenship card or a permanent resident card (copy of front and back).

**Note:** Your two pieces of valid government-issued ID (one with photo) may be digitally submitted to the CLPNM or submitted by mail. Please click [here](#) for information on how to digitally submit your ID to the CLPNM. Copies submitted by mail must be notarized by a Notary Public.



**Language Proficiency:** all applicants must submit the language proficiency form.

- If your first/primary language is not English or French, you must also submit the required language test scores from a Board-approved language proficiency test if you did not previously submit a test to NNAS.

For more information regarding language proficiency, please see [here](#).

## 2. Disclosure

In order to complete the Disclosure form, please follow the instructions below:

**NNAS ID Number:** please fill in your NNAS ID number.

**NNAS Application Number:** please fill in your NNAS application number.

**Personal Information:** please fill in your personal information.

**Disclosure:** please check YES or NO to the mandatory questions. All questions must be checked, or the form will not be accepted as complete. Please note that depending on your responses, additional information and/or documentation may be required by the CLPNM.

**Note:** if you applied to another regulatory body for LPN registration (i.e. CLPNA) or to another regulatory body for RN registration (i.e. CRNM) and they told you that you would have to return to school to complete an entry-level nursing education program, on the Disclosure form you must check off "Yes" to the question: "Has your registration/license ever been denied, revoked, suspended, restricted or subject to individual terms and conditions by any regulatory body in any jurisdiction?" In addition, along with your Disclosure form, you must submit a letter from the other regulatory body that outlines you were denied registration.

**Declaration:** please read, sign, and date the declaration.

### **Suitability Checks:**

Criminal record checks, child abuse registry checks and adult abuse registry checks are referred to as [suitability checks](#).

### Criminal Record Check with Vulnerable Sector Search

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>

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.

#### Child Abuse Registry Check

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

Adult abuse registry checks must be obtained from the Manitoba Adult 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/pwd/adult\\_abuse\\_registry.html](https://www.gov.mb.ca/fs/pwd/adult_abuse_registry.html)

For more information about these three suitability checks, please see [here](#).

**Note:** Your suitability checks may be digitally submitted to the CLPNM or submitted by mail. Please click [here](#) for information on how to digitally submit your suitability checks to the CLPNM. Copies submitted by mail must be notarized by a Notary Public.

### 3. Language Proficiency

Any applicant whose first/primary language is not English or French must provide evidence of achieving the required language test scores from one of the English or French Board-approved language proficiency tests.

- First / primary language is defined as:
  - the language you first learned and understood in childhood, AND
  - the language you primarily use for reading, writing, listening, and speaking, AND
  - the language you know best and are most comfortable with.

In order to complete the Language Proficiency form, please follow the instructions below:

**NNAS ID Number:** please fill in your NNAS ID number.

**NNAS Application Number:** please fill in your NNAS application number.

**Personal Information:** please fill in your personal information, and then answer the questions. Do not forget to provide your signature and date.

**Important Information:** please read this information carefully.

#### Board-Approved Language Proficiency Tests

- Fee: see the individual language proficiency test's website.

<b>Name of Board-Approved Test</b>	<b>Minimum Scores Required by CLPNM</b>	<b>Testing Centre locations and Contact Information</b>
<b>CELBAN</b> (Canadian English Language Benchmark Assessment for Nurses)	Listening: 10 Reading: 8 Writing: 7 Speaking: 8	Canadian English Language Benchmark Assessment for Nurses  Website: <a href="http://www.celbancentre.ca">www.celbancentre.ca</a>  The CLPNM strongly advises that applicants complete a CELBAN Readiness Self-Assessment (and take English as an Additional Language classes) before writing the exam.

Name of Board-Approved Test	Minimum Scores Required by CLPNM	Testing Centre locations and Contact Information
<b>IELTS</b> (International English Language Testing System) *Academic Version only	Listening: 7.5 Reading: 6.5 Writing: 7.0 Speaking: 7.0	International English Language Testing System  Website: <a href="http://www.ielts.org">www.ielts.org</a>  The CLPNM strongly advises that applicants take English as an Additional Language classes before writing the exam.
<b>TEF</b> (Test d'évaluation de Français)	Compréhension orale (Listening): 5 Compréhension écrite (Reading): 4 Compréhension écrite (Writing): 4 Expression orale (Speaking): 5	Test d'évaluation de Français  Website: <a href="http://www.alliance-francaise.ca/en/exams/tests/tef-canada">http://www.alliance-francaise.ca/en/exams/tests/tef-canada</a>

For more information about language requirements, please see [here](#).

**Note:** The National Nursing Assessment Service (NNAS) may require you to submit proof of language proficiency. If you are required to submit language test results, NNAS' policy is that the results cannot be more than six months old when submitted. However, in response to COVID-19, NNAS has approved a temporary modification to this requirement. During the pandemic, applicants must have the appropriate third party submit language test results that are current for at least six months at the time the NNAS Advisory Report is issued. Please note that once you have a file open with the CLPNM, your language test results will not be considered expired after two years, as long as you are continuing to actively pursue registration with the CLPNM.

#### 4. Non-Nursing Employment Information

In order to complete the Non-Nursing Employment Information form, please follow the instructions below:

**NNAS ID Number:** please fill in your NNAS ID number.

**NNAS Application Number:** please fill in your NNAS application number.

**Personal Information:** please fill in your personal information.

**Employment in Health Care:** please respond "YES" or "NO" to the question, "Have you ever worked in Canada as a health care aid or personal support worker?" Once you have answered the question, follow the written instructions.

**Authorization:** please fill in the name of your employer, and then sign and date the authorization. Once complete, you can send the form to your current and former non-nursing

employer(s).

**Employer Instructions:** your current employer(s) must fill out this form and mail it back to the CLPNM. Please note that you must also submit this form to any other employer(s) you have had in the last four years.

## Completing a File

### Important note:

*If you originally wrote and passed the June 2006 board exam in the Philippines, you must provide proof of having successfully completed the special voluntary examination, which was authorized by the Philippine Department of Labour and Employment (DOLE), Parts III (3) and V (5). Successful completion is the achievement of a score of 75% or better on these sections.*

*If you did not supply this document to NNAS, the Philippine Department of Labour and Employment will need to submit this document to the CLPNM. Without this document, your file would remain incomplete.*

Your file is considered complete once you have submitted all of the information required for the credential assessment to occur, which means that the CLPNM has received your advisory report from the NNAS and all of the necessary additional CLPNM forms and documentation for your application.

The CLPNM will review your NNAS advisory report (including CLPNM's additional forms and documentation) in order to determine the outcome of your paper-based assessment.

The CLPNM will not contact you to let you know if your file is incomplete. It is up to you to follow-up with the CLPNM to see if your file is complete and/or to see which application forms or documents are missing.

Note: the nursing regulatory bodies (RBs) across Canada receive a more detailed and complex Advisory Report than the version you receive. The difference between the reports is that the RBs receive a list of attributes (competencies) that could not be found in your course syllabi submitted by your nursing school to the NNAS. This is not necessarily to say that you do not possess these competencies, but it means that they could not be found in your nursing course syllabi. The CLPNM may then use other methods to assess if you possess the competencies not reflected in the Advisory Report. If you wish to review your Advisory Report submitted to the CLPNM, you may contact the Registration Consultant at [khalligan@clpnm.ca](mailto:khalligan@clpnm.ca) in order to book an appointment.

## Rules for Documents

### Copies

Most documents, if received by email or fax, will not be accepted. However, you may digitally submit your two pieces of valid government-issued ID (one with photo) and your suitability checks. Please click [here](#) for information on how to digitally submit these documents. If you choose to submit these documents by mail, they must be notarized by a Notary Public.

### Translated Documents

All documents submitted to the CLPNM must be in the English language. If your documents are not in the English language, they must be translated by an official translator and then submitted to the CLPNM.

### Storage of Documents

The CLPNM does not store documents submitted before a file is opened. Any documents received for applicants who have not yet opened a file will be destroyed thirty days after receipt.

### Expired Files

After receiving your advisory report from the NNAS and determining that you have met CLPNM's eligibility requirements, you have one year to open AND to complete your credential assessment application file. If you do not open AND complete your file within one year, your file will be closed and all documentation destroyed. (A completed file includes your NNAS advisory report, your CLPNM fee and the required CLPNM documents.)

## Expiration and Validity of Specific Documents

### 1. Suitability Checks

To be accepted as valid, your criminal record check that is based on a Canada-wide search and which includes a vulnerable sector search, your Manitoba-issued child abuse registry check and your Manitoba-issued adult abuse registry check must have been issued by the relevant government authority within six months of the date they are submitted to the CLPNM.

### 2. Language Proficiency Test

Your language test scores are considered current for two years from the date the test was administered. If your scores expire while you are still actively pursuing licensure as an LPN with



the CLPNM (i.e., waiting for a clinical competence assessment; taking the Practical Nursing Qualification Recognition program) you do not need to submit a new language proficiency test, unless the CLPNM determines it is warranted.

**NOTE:** you may be required to submit new suitability checks and/or a new language proficiency test if:

- your submitted documents expire before all requirements for your credential assessment file have been received by the CLPNM, and/or
- the CLPNM deems that updated documents are warranted in order to complete the file.

## Entry-level Competencies of an LPN in Manitoba

To qualify for registration, applicants must demonstrate that they possess the entry-level competencies of the practical nursing profession in Manitoba. The full list of entry-level competencies is available [here](#). For further information regarding LPN competencies, please see [here](#). When reviewing the competencies of credential assessment applicants, the CLPNM most often identifies gaps in areas such as:

- Physical Health Assessment throughout the Lifespan
- Pharmacological knowledge
- Medication Administration and the Principles of Safe Medication Administration
- Intravenous (IV) Therapy
  - IV Initiation & Maintenance
  - Preparing and Administering IV Medications (IV Secondary/IV Push)
- Central Line (CVAD) Therapy including Medication Administration
- Blood Product Administration
- Maternity/Obstetric Nursing
- Pediatric Nursing
- Community Health Nursing

## Credential Assessment Outcomes

The following list provides the possible outcomes of your paper-based credential assessment:

### **1. Graduate Practical Nurse (GPN) Registration & Canadian Practical Nurse Registration Exam (CPNRE)**

Competencies are fully met

If you meet all of the entry-level competencies to practice as an LPN in Manitoba based on your paper-based credential assessment, you will be eligible to apply to register as a Graduate Practical Nurse (GPN) AND eligible to apply to sit the Canadian Practical Nurse Registration Exam (CPNRE). Note: all other requirements to be licensed as an LPN in Manitoba must also be met (i.e., you do not have a criminal record; you have passed the jurisprudence session for Manitoba LPNs, etc.)

Competencies are met if your education matches the required entry-level competencies to practise as an LPN in Manitoba, and if you have worked 1000 hours or more in nursing in the last four years where you practised the same required entry-level competencies as an LPN in Manitoba.

### **2. Clinical Competence Assessment (CCA)**

Competencies are partially met

If there are some gaps in your skills, knowledge and judgement based on your paper-based credential assessment, the CLPNM will refer you for a clinical competence assessment (CCA).

Competencies are partially met if:

- your nursing education includes some of the required entry-level competencies to practise as an LPN in Manitoba;
- you have nursing work experience, but not a total of 1000 hours or more in the last four years, or no hours in the last four years;
- you are a new graduate and have never worked in nursing;
- you have volunteer nursing work experience and/or experience working in another health care setting as a health care aid or personal support worker, but no nursing work experience, and/or
- you are unable to provide evidence related to one or more requirements due to extenuating circumstances (i.e., you are unable to obtain documents due to school

closure or natural disaster; your employer/nursing school refuses to fill out foreign forms, etc.)

### 3. Bridging Education

#### Competencies are partially met

If there are some gaps in your skills, knowledge and judgement based on your paper-based credential assessment that can be directly addressed by bridging education, the CLPNM will refer you.

### 4. Diploma in Practical Nursing (DPN)

#### Competencies are not met

If the gaps in your education, experience, skills, knowledge, and judgement found based on your paper-based credential assessment are too significant to be addressed by the Practical Nursing Qualification Recognition (PNQR) Program, the CLPNM may feel that it is in the public's best interest to refer you to the Diploma in Practical Nursing (DPN) program.

Competencies are not met if:

- your nursing education does not meet most or all of the required entry-level competencies to practise as an LPN in Manitoba;
- you are not a recent graduate from a nursing education program, and
- you have no work experience as a nurse, no volunteer nursing work experience and no experience working in another health care setting.

## Canadian Practical Nurse Registration Exam (CPNRE) Outcomes

The following list provides the possible outcomes of the CPNRE:

### 1. Pass the CPNRE

Once you pass the CPNRE, you are eligible to apply for active practicing registration, which means you can work as an LPN in Manitoba.

- Initial Active Practicing Registration Fee: \$614.25 includes GST
- Initial Active Practicing Registration Timeline: Once you receive email notification that you have successfully passed the CPNRE, you have ninety days from the date of the notification to apply for active practicing registration. If you do not apply within the ninety days, you may face a re-assessment.



**NOTE:** your GPN registration will expire thirty days from the date of the email notification or on your individual GPN expiry date, whichever comes first.

Fees are subject to change. See the [IEN Fee Fact Sheet](#) for more information.

## 2. Fail the CPNRE once

If you fail the CPNRE on your first exam attempt, you must sit the exam at the next available window.

- Renew GPN Registration Fee: \$131.25 includes GST
- Renew GPN Registration Timeline: your GPN registration expires after four months and must be renewed if you have not received notification from CLPNM that you have passed the CPNRE.
- GPN Condition: the registrant must be supervised by a Licensed Practical Nurse, Registered Nurse or a Registered Psychiatric Nurse who is readily available as per the CLPNM's Practice Direction entitled "[Graduate Practical Nurse Practice.](#)"
- CPNRE Fee: \$630.00 includes GST
- CPNRE Condition: Graduate practical nurse registration is immediately cancelled if the registrant does not pass the next writing of the CPNRE.
- Scheduling fee for exam (paid to Yardstick): \$110.25 includes GST

Fees are subject to change. See the [IEN Fee Fact Sheet](#) for more information.

- CPNRE Timeline: the exam is offered four times per year; click [here](#) for specific dates. Please be aware that you must sit the exam when directed to do so by the CLPNM. Missed opportunities are considered a failed attempt.

## 3. Fail the CPNRE twice

If you fail the CPNRE for a second time, your GPN registration will be immediately cancelled and your employer will be notified. You will **not** be eligible to renew your GPN registration and will therefore **not** be eligible to sit the CPNRE. The Executive Director of the CLPNM will determine your next step(s), which may include a clinical competence assessment (CCA) and/or the successful completion of courses through Continuing Education at Assiniboine Community College (ACC), both at your own expense.

- Clinical Competence Assessment Fee: \$1425.00 (This amount is not set by CLPNM and is payable to Université de Saint-Boniface.)

- Clinical Competence Assessment Timeline: the assessment takes one to two days to complete and can usually be scheduled within a month.
- Continuing Education: varies based on CLPNM referral
- Continuing Education Timeline: varies based on CLPNM referral

## Clinical Competence Assessment (CCA) Outcomes

The following list provides the possible outcomes of the CCA:

### **1. Graduate Practical Nurse (GPN) Registration & Canadian Practical Nurse Registration Exam (CPNRE)**

Competencies are fully met

If you successfully demonstrate the required entry-level competencies to practise as an LPN in Manitoba based on your CCA, you will be eligible to apply to register as a Graduate Practical Nurse (GPN) AND eligible to apply to sit the Canadian Practical Nurse Registration Exam (CPNRE). Note: all other requirements to be licensed as an LPN in Manitoba must also be met (i.e., you do not have a criminal record; you have passed the jurisprudence session for Manitoba LPNs, etc.)

### **2. Bridging Education**

Competencies are partially met

If you demonstrate some of the required entry-level competencies to practise as an LPN in Manitoba during your CCA, the CLPNM may refer you for bridging education.

### **3. Diploma in Practical Nursing (DPN)**

Competencies are not met

If you did not demonstrate most or all of the required entry-level competencies to practise as an LPN in Manitoba during your CCA, the CLPNM may feel that it is in the public's best interest to refer you to the Diploma in Practical Nursing (DPN) program, as the gaps in your skills, knowledge, and judgement found based on your CCA would be considered too significant to be addressed by the PNQR program.



## Practical Nursing Qualification Recognition (PNQR) Program Outcomes

The following list provides the possible outcomes of the PNQR:

### 1. **Graduate Practical Nurse Registration (GPN) & Canadian Practical Nurse Registration Exam (CPNRE)**

Competencies are met

Based on your results from the PNQR classes or full program, the CLPNM may declare that you are eligible to apply to register as a Graduate Practical Nurse (GPN) AND that you are eligible to apply to sit the Canadian Practical Nurse Registration Exam (CPNRE). Note: all other requirements to be licensed as an LPN in Manitoba must also be met (i.e., you do not have a criminal record; you have passed the jurisprudence session for Manitoba LPNs, etc.)

### 2. **Practical Nursing Qualification Recognition (PNQR) Program**

Competencies are partially or not met

If you do not successfully complete the requirements of the PNQR program, you may be eligible to repeat some or all the courses in this program, in which you would require a referral from the CLPNM. (You can only repeat the PNQR program once.)

NOTE:

- If you have to repeat part or all of the PNQR program and you successfully complete the requirements, you will then be eligible to apply to register as a Graduate Practical Nurse (GPN) AND eligible to apply to sit the Canadian Practical Nurse Registration Exam (CPNRE). Note: all other requirements to be licensed as an LPN in Manitoba must also be met (i.e., you do not have a criminal record; you have passed the jurisprudence session for Manitoba LPNs, etc.)
- If you do not successfully complete all of the requirements, the Executive Director of the CLPNM will determine your next steps, which may include a clinical competence assessment (CCA) and a referral to the Diploma in Practical Nursing (DPN) program, both at your own expense.



## Graduate Practical Nurse (GPN) Registration and the Canadian Practical Nurse Registration Exam (CPNRE)

In order to become a Licensed Practical Nurse (LPN) in Manitoba, you must pass the CPNRE.

You must sit the examination at the first scheduled exam window following registration as a graduate practical nurse (GPN). (Any unauthorized missed attempt will result in a fail mark and the loss of opportunity.)

- GPN Registration Fee: \$131.25 includes GST

Fees are subject to change. See the [IEN Fee Fact Sheet](#) for more information.

- GPN Registration Timeline:

Once you are eligible to apply for your GPN registration, you will receive email notification explaining that you have four weeks from the date of the email to apply.

NOTE: your GPN registration expires after four months and must be renewed if you have not passed the CPNRE.

GPN Condition: the registrant must be supervised by a Licensed Practical Nurse, Registered Nurse or a Registered Psychiatric Nurse who is readily available as per the CLPNM's Practice Direction entitled "[Graduate Practical Nurse Practice](#)."

- CPNRE Fee: \$630.00 includes GST
- Scheduling fee for exam (paid to Yardstick): \$110.25 includes GST

Fees are subject to change. See the [IEN Fee Fact Sheet](#) for more information.

- CPNRE Timeline: the exam is offered four times per year; click [here](#) for specific dates. Please be aware that you must sit the exam when directed to do so by the CLPNM. Missed opportunities are considered a failed attempt.

You have a maximum of three opportunities to sit and pass the exam.

In the event that you do not pass your first attempt at the CPNRE, you must sit the exam in the next available exam window. (You will be expected to renew your GPN registration after four months.) Your GPN registration will be subject to the following registration condition:

CPNRE Condition: Graduate practical nurse registration is immediately cancelled if the registrant does not pass the next writing of the CPNRE.

If you fail a second time, your GPN registration will be immediately cancelled and your employer will be notified. You will **not** be eligible to renew your GPN registration and will therefore **not**



be eligible to sit the CPNRE. The Executive Director of the CLPNM will determine your next step(s), which may include a clinical competence assessment (CCA) and/or remedial education, both at your own expense.

For information on exam window dates and computer-based testing please see [here](#).

For more information about the CPNRE, please see [here](#).

## Clinical Competence Assessment (CCA)

Many IENs are required to undergo a clinical competence assessment (CCA). The CCA permits you to demonstrate your competencies and allows the CLPNM to assess if you have the competencies expected of an entry-level licensed practical nurse (LPN) in Manitoba. If you are referred to undergo a CCA, you will receive an email with written instructions on how to proceed.

NOTE: IENs who are unsuccessful in their first CCA may be given the opportunity to repeat it, at the discretion of the Executive Director.

For more information about the clinical competence assessment (CCA) please see [here](#).

### You must have a referral from the CLPNM

- Fee: \$1425.00 (This amount is not set by CLPNM and is payable to Université de Saint-Boniface.)
- Timeline: the assessment takes one to two days to complete and can usually be scheduled within a month.

## Practical Nursing Qualification Recognition (PNQR) Program

Many IENs must take some or all the courses in the PNQR program at Assiniboine Community College (ACC). If you were able to demonstrate some nursing knowledge, skills, and judgement that are required for an entry-level LPN in Manitoba, the CLPNM may refer you to courses in the PNQR program. The PNQR program includes courses that occur in the classroom and online. You must be able to attend ACC's Winnipeg campus and have the ability to access some classes online. Please note that course names and program requirements are subject to change.

The PNQR program consists of the following ten-week courses:

- Professional Communication
- Nursing Skills Review



- Pharmacology Review
- Physical Health Assessment

The PNQR also includes two practicums:

- Long Term Care—three weeks
- Acute Care—four weeks

If you successfully complete your required education each course , you will be eligible to take the CPNRE Prep class.

**Please note that you must have a referral from the CLPNM.**

- PNQR Program Application Fee: \$95.00 (this amount is not set by the CLPNM and is payable to ACC.)
- Full PNQR Program Fee: \$2425.75 (This amount includes tuition and books and is not set by the CLPNM and is payable to ACC.)
- Individual PNQR Courses/Practicum Fees: (these amounts are not set by CLPNM; they are payable to ACC, and subject to change.)
  - Professional Communication: \$434.18
  - Nursing Skills Review: \$204.57
  - Pharmacology Review: \$204.57
  - Physical Health Assessment: \$204.57
  - Long Term Care Practicum: \$148.92
  - Acute Care Practicum: \$198.56
  - CPNRE Prep: \$138.38
- Student Practical Nurse Registration Fee: \$78.75 includes GST (valid only while in the PNQR program)

Fees are subject to change. See the [IEN Fee Fact Sheet](#) for more information.

- PNQR Timeline:
  - The PNQR is currently offered twice a year in April and August (program dates subject to change).



- Each course is ten weeks of classroom instruction, followed by seven weeks of practicum, and then one week of CPNRE Prep.

## Remedial Education

If you were only able to demonstrate some nursing knowledge, skills and judgement that are required for an entry-level LPN in Manitoba, and your gaps cannot be solely addressed by the PNQR program, the CLPNM may refer you to additional remedial education, which may include the following courses:

- Health Care Systems
- Pharmacology Theory
- Pharmacology Clinical
- Pharmacology Lab
- Physical Health Assessment
- Health Prevention / Promotion
- Health Promotion Clinical
- Community Nursing
- Community Setting Clinical
- Maternal and Newborn
- Mother and Newborn Clinical
- Pediatric Nursing
- Pediatric Clinical
- Math for Nurses

### **Please note that you must have a referral from the CLPNM.**

- Fees per Individual Course and / or Practicum: (these amounts are not set by CLPNM and are payable to ACC.)
  - Health Care Systems: \$595.00
  - Pharmacology Theory: \$495.00
  - Pharmacology Clinical: \$285.00
  - Pharmacology Lab: \$429.00
  - Physical Health Assessment: \$650.00
  - Health Prevention / Promotion: \$595.00
  - Health Promotion Clinical: \$495.00

- Community Nursing: \$495.00
- Community Setting Clinical: \$325.00
- Maternal and Newborn: \$495.00
- Mother and Newborn Clinical: \$285.00
- Pediatric Nursing: \$495.00
- Pediatric Clinical: \$285.00
- Math for Nurses: \$199.00
- Student Practical Nurse Registration Fee: \$78.75 includes GST (valid only while taking courses through Continuing Education)

Fees are subject to change. See the [IEN Fee Fact Sheet](#) for more information.

- Continuing Education Timeline:
  - Varies based on CLPNM referral

## Diploma in Practical Nursing (DPN)

If you were not able to demonstrate the full range of nursing education, experience, knowledge, skills, and judgement that are required for an entry-level LPN in Manitoba, and your gaps are too significant to be addressed by the PNQR program, the CLPNM may refer you to the Diploma in Practical Nursing (DPN) program.

- Fee: depends on the educational institution (approximate cost: \$9500.00)
- Timeline: approximately two years

The following post-secondary institutions in Manitoba offer the Diploma in Practical Nursing (DPN) program:

- Assiniboine Community College
- Université de Saint-Boniface (French program)
- University College of the North

## Registration Decision Appeal Process

If after receiving the final registration decision you are not satisfied, you may appeal the decision within thirty days of the date of the decision letter, by writing the Executive Director.



The Executive Director will contact you and request a meeting within ten business days to attempt to resolve the appeal informally.

- Fee to pre-appeal registration decision to the Executive Director: free

You may be requested to submit any supporting documentation that was not included in the initial assessment of registration application.

Within ten business days after the meeting, the Executive Director will advise you in writing of the final decision. In the Final Notice of Decision, you will be advised of the reasons for the decision and your right to appeal to the Board.

- Fee to appeal registration decision to the Board: \$210.00 includes GST

Fees may be subject to change. See the [IEN Fee Fact Sheet](#) for more information.

Please contact the CLPNM by email at [info@clpnm.ca](mailto:info@clpnm.ca) for more information about the registration decision appeal process and to retrieve a Request for Appeal form.

## Jurisprudence

Before you can apply to become a Graduate Practical Nurse (GPN) and apply to sit the Canadian Practical Nurse Registration Exam (CPNRE), you must complete and pass an education session on the jurisprudence for LPNs in Manitoba. (You cannot take the jurisprudence education session until you have been directed to do so by the CLPNM.)

The jurisprudence education session includes a video presentation and an online test. You will receive an email with the link to the video presentation. The online test will be sent to you via SurveyMonkey in a separate email within one business day of the first email. Please make sure to check your inbox and junk folder for this communication.

The video session is approximately 95 minutes long, and you should set aside an additional 60 minutes to complete the online test. You must obtain a mark of 80% or higher to successfully complete this requirement. Should you be unsuccessful in obtaining a passing mark, you will be notified by email of the next steps. Please note that once you have submitted your quiz online via SurveyMonkey, CLPNM processing time takes 10 business days.

**NOTE:** Whenever possible, for students in the PNQR program, a consultant from the CLPNM will visit Assiniboine Community College (ACC) and conduct the jurisprudence education session in person.

Please read the [Standards of Practice and Conduct](#), [Code of Ethics](#), [Practice Directions](#), [By-Laws](#) and [Competencies](#) prior to attending the session. All of these documents can be found on CLPNM's website.

## Resources

For additional CPNRE prep materials, outside of the CPNRE Prep course that is offered as part of the Practical Nursing Qualification Recognition Program, please refer to the resources below.

### Canadian Practical Nurse Registration Examination (CPNRE) Predictor Test

The CPNRE Predictor Test, consisting of 85 multiple-choice questions, is a tool to help assess your readiness to write the CPNRE.

The questions on the CPNRE Predictor Test have been used on previous administrations of the CPNRE; they reflect the current CPNRE Blueprint used to create the CPNRE exam, and tests are available in English and French.

The CPNRE Predictor Test is offered by the exam provider, Yardstick Assessment Strategies (YAS), through their website at [www.cpnre.ca](http://www.cpnre.ca) for purchase. The fee for the Predictor Test is \$50.00.

### The Canadian Practical Nurse Registration Exam Prep Test & Guide

The *Canadian Practical Nurse Registration Exam Prep Guide* is a comprehensive study tool consisting of 165 multiple-choice questions that will prepare you to write the CPNRE. You can benefit from the CPNRE Prep Guide whether you have several months or only a couple of weeks to prepare for the examination.

Success on the CPNRE depends on two key factors: (1) your knowledge of practical nursing principles and content; and (2) your ability to apply this knowledge in the context of specific health-care scenarios presented on the CPNRE. The CPNRE Prep Guide is designed to help you prepare to optimize both of these factors.

The CPNRE Prep Guide is a secure PDF document that contains information about the CPNRE, test-taking strategies, a full-length 165 multiple-choice question Practice Test, corresponding rationales for each option and two references per question. Your purchase includes access to an online version of the 165 multiple-choice questions Practice Test. The online Practice Test can be used to simulate taking the actual CPNRE.

The questions on the Practice Test have been used on previous administrations of the CPNRE and were created using the same examination development methods. The Practice Test reflects the current Blueprint. The online Practice Test is available in English and French and is delivered using the same test delivery system as the computer based CPNRE.

The CPNRE Prep Guide is offered by the exam provider, Yardstick Assessment Strategies (YAS), through their website at [www.cpnre.ca](http://www.cpnre.ca) for purchase. The fee for the CPNRE Prep Guide is \$95.00.

## Financial Support

For information on financial supports available for international applicants, please see [here](#).

## Useful Links

### **Canadian English Language Benchmark Assessment for Nurses (CELBAN)**

Description: Provides CELBAN test information, how to prepare for the test, and how to register for the test, and test locations.

Web address: <https://www.celbancentre.ca/>

### **Academic International English Language Testing System (IELTS)**

Description: Provides Academic IELTS test information, how to prepare for the test, how to register for the test, and test locations.

Web address:

[https://ielts.ca/?qclid=EAIaIQobChMI18qr9PCm7wIVh97ICh3QgQaaEAAYASAAEgKNCfD\\_BwE](https://ielts.ca/?qclid=EAIaIQobChMI18qr9PCm7wIVh97ICh3QgQaaEAAYASAAEgKNCfD_BwE)

### **Manitoba Start**

Description: Provides information and referrals to orientation and language services, which includes registering for employment programs.

Web address: <http://www.manitobastart.com/>

### **Entry Program**

Description: Provides settlement orientation for all newcomers to Winnipeg.

Web address: <https://alteredminds.ca/entry-program/>

### **Manitoba Association of Newcomer Serving Organizations**

Description: A non-profit organization that facilitates newcomer integration.

Web address: <https://mansomanitoba.ca/about-manso/>



### **Winnipeg English Language Assessment and Referral Centre (WELARC)**

Description: provides referrals to free English as an Additional Language (EAL) classes, funded by Citizenship and Immigration Canada. Please note that WELARC is also a testing site for CELBAN.

Web address: <http://www.welarc.net/>

### **Health-Care Culture, Language and Communication Skills for Internationally-Educated Nurses**

Description: is a free English as an Additional Language (EAL) class specifically for in internationally educated nurses, which focuses on language, culture, and communication in the Canadian health-care system.

Web address: <https://www.rrc.ca/ltc/programs/permanent-residents/esp/health/health-care-culture-language-and-communication-skills-for-internationally-educated-nurses/>

### **Communication for Internationally-Educated Health Professionals**

Description: is a free English as an Additional Language (EAL) class specifically for in internationally educated health professionals, which focuses on language, culture, and communication in the Canadian health-care context.

Web address: <https://www.rrc.ca/ltc/programs/permanent-residents/esp/health/communication-for-internationally-educated-health-professionals/>

### **Assiniboine Community College (ACC)**

Description: offers the Diploma in Practical Nursing (DPN) program, the Practical Nursing Qualification Recognition (PNQR) program, and practical nursing courses through Continuing Education. ACC requires a referral from the College of Licensed Practical Nurses of Manitoba (CLPNM) to attend the PNQR program and courses through Continuing Education.

Web address: <http://assiniboine.net/>

### **Immigration, Refugee and Citizenship Canada**

Description: facilitates the arrival of immigrants, provides protection to refugees and offers programming to help newcomers settle in Canada.

Web address: <https://www.canada.ca/en/immigration-refugees-citizenship.html>



### **Planning for Canada**

Description: provides services to economic and family class immigrants before coming to Canada.

Web address: <https://www.planningforcanada.ca/>

### **College of Registered Nurses of Manitoba (CRNM)**

Description: CRNM is the regulatory body for all Registered Nurses in Manitoba.

Web address: <http://www.crnmb.ca/>

### **College of Registered Psychiatric Nurses of Manitoba (CRPNM)**

Description: CRPNM is the regulatory body for all Registered Psychiatric Nurses in Manitoba.

Web address: <http://www.crpnmb.ca/>

### **College of Midwives of Manitoba (CMM)**

Description: CMM is the regulatory body for all Registered Midwives in Manitoba.

Web address: <http://www.midwives.mb.ca/>

### **College of Physicians and Surgeons of Manitoba (CPSM)**

Description: CPSM is the regulatory body for all Registered Physicians and Surgeons in Manitoba.

Web address: <http://cpsm.mb.ca/>

### **Manitoba Alliance of Health Regulatory Colleges**

Description: contains information about all the regulatory organizations within the field of health care in Manitoba.

Web address: <http://www.mahrc.net/>

## **NNAS Frequently Asked Questions**

For NNAS questions regarding: General Information, the Application Process, Required Documents, the Advisory Report, Fees, and Contacts please go to: [www.nnas.ca](http://www.nnas.ca).

## CLPNM Frequently Asked Questions

1. I have passed the Canadian Practical Nurse Registration Exam (CPNRE) and I hold an active practicing license in another Canadian Province or Territory; can I become a nurse in Manitoba?
  - Yes. Please click [here](#) to review your options on how to apply to the CLPNM.
2. How long is my file open for?
  - Once the CLPNM has received your advisory report from the NNAS, you have one year in which to open AND to complete your credential assessment application file with the CLPNM.
3. Do you need my original documents for things like criminal record check and government-issued photo ID?
  - Yes and No.
  - Yes. If you choose to submit documents by mail, they must be originals or copies notarized by a Notary Public.
  - No. You may digitally submit your two pieces of government-issued ID (one with photo) and your three suitability checks (which includes your criminal record check with vulnerable sector search). Please click [here](#) for information on how to digitally submit these documents.
4. Do you accept copies of documents certified by a Commissioner of Oaths, or does a lawyer have to notarize the documents?
  - No. Copies from a Commissioner of Oaths are not accepted. If you are submitting documents by mail, the CLPNM requires documents to be notarized by a Notary Public. The Notary Public must stamp, sign and date, and provide a seal on all documents being notarized.
5. If a specific application form for credential assessment does not apply to me, do I have to complete it and send it back to the CLPNM?
  - Yes. All application forms must be filled in and mailed back to the CLPNM.
6. Do I need a criminal record check with vulnerable sector search from Canada?
  - Yes. As part of the credential assessment application process, you need to submit a criminal record check that is based on a Canada-wide search, and which includes a vulnerable sector search. This 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>

7. How do I apply for a child abuse registry check?

- 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)

8. How do I apply for an adult abuse registry check?

- Adult abuse registry checks must be obtained from the Manitoba Adult 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/pwd/adult\\_abuse\\_registry.html](https://www.gov.mb.ca/fs/pwd/adult_abuse_registry.html)

9. Will you notify me when you receive my documents?

- No. The CLPNM will not contact you to let you know if your documents have been received. It is up to you to follow-up with the CLPNM to see if your file is complete, or to see if any documents are missing.

10. If I was not required to submit a language proficiency test to the NNAS, do I still have to submit a language proficiency test to the CLPNM when I apply?

- All applicants must submit the language proficiency form, and if your first language is not English or French you must also provide proof of language proficiency by providing the required language test scores from a Board-approved language proficiency test, if you did not previously submit a language test to NNAS.

11. Can I open a credential assessment file before completing the language proficiency requirements?

- No. After the CLPNM has received your advisory report from the NNAS, you must open a file with the CLPNM. To open this file you must provide evidence of achieving the required language test scores from one of the English or French Board-approved language proficiency tests, if you did not previously submit a language test to NNAS.

12. How do I check on the status of my file?

- To check the status of your CLPNM credential assessment application, please contact the CLPNM at [info@clpnm.ca](mailto:info@clpnm.ca) or by phoning 204.663.1212.

13. When the CLPNM has received all the required documents, how long does it take for my file to be assessed?
- Once the CLPNM has received your NNAS advisory report, and the additional documents (and fee) required by the CLPNM, it takes approximately four weeks for your file to be assessed. Once it is assessed, it takes approximately ten business days to receive email notification of the results of your paper-based credential assessment.
14. How will I be notified once my file has been assessed?
- You will receive email notification of the results of your paper-based credential assessment within ten business days after your file has been assessed.
15. Once my credential assessment file has been assessed, what is my next step?
- You will receive email notification of the results of your paper-based credential assessment within ten business days after your file has been assessed. The written notification will outline your next steps towards registration as a licensed practical nurse (LPN) in Manitoba.
16. I heard that I must pay for my CCA, is this true?
- Yes. The fee is currently \$1425.00; it is not set by CLPNM and is payable to Université de Saint-Boniface.
17. What do I do if I fail the competency exam?
- The clinical competence assessment (CCA) is not an exam. If the CLPNM determines that there are some gaps in your nursing education, experience, knowledge, skills, and judgement based on the outcome of your CCA, you may be referred to some or all of the courses in the Practical Nursing Qualification Recognition (PNQR) program, or to some courses through Continuing Education and to the full PNQR program. If the CLPNM feels that your gaps in nursing education, experience, knowledge, skills, and judgement are too significant to be addressed by the PNQR and/or by courses through Continuing Education, you would then be required to take a Diploma in Practical Nursing (DPN) program.
  - Please note that IENs who are unsuccessful in their first CCA may be given the opportunity to repeat it, at the discretion of the Executive Director.
18. When am I able to take the jurisprudence education session at the CLPNM?
- The jurisprudence session may take place within the PNQR program. If not, you cannot take the jurisprudence education session until you have been directed to do so by the CLPNM.



19. Some friends of mine told me about a few blogs and groups on Facebook that guide IENs about how to apply to NNAS and how to seek registration as a nurse in Canada. With this information, do I still need to read information on the NNAS and CLPNM websites?

- Yes. When seeking information about how to apply to NNAS and how to seek registration with the CLPNM (or with any nursing regulatory body in Canada) you should always go directly to the source.

## IEN Application for Registration Pathway

The following flowchart outlines the essential steps in the IEN application process.

