

# GUIDE FOR ENDORSEMENT APPLICANTS

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College of Licensed Practical  
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## A Fair Approach

Each College of Licensed Practical Nurses of Manitoba (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 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.

## What is an Endorsement?

If you hold current active practicing registration as a Licensed Practical Nurse (LPN) in another Canadian jurisdiction, or as a Registered Practical Nurse (RPN) in Ontario, and wish to practise as an LPN in Manitoba, you may apply to the CLPNM for endorsement.

Please note that to be considered an endorsement applicant, you must hold current active practicing registration as an LPN in another Canadian jurisdiction (or RPN in Ontario) throughout the entire endorsement application process.

## Planning Your Arrival to Manitoba

You may not engage in practical nursing practice, in any capacity, in Manitoba until you have been granted an endorsement by the CLPNM. All steps in the endorsement application process must be complete in order for your endorsement to be granted, which are:

- **Opening an endorsement application file and paying the fee**
- **Completing your endorsement application**
- **Having your completed endorsement application reviewed**
- **Attending a jurisprudence session for LPNs in Manitoba and successfully completing a test once advised by the CLPNM**
- **Applying and paying for your registration on CLPNM’s active practicing register once advised by the CLPNM**

If you are moving to Manitoba from another Canadian jurisdiction due to a Federal Government (National Defence, Armed Forces, and RCMP) transfer, please contact the CLPNM office prior to starting the application process. Applicants who can provide evidence that their application

relates directly to a Federal Government transfer may be eligible for an application fee reduction.

**Important Note:** if you are seeking nursing employment or have secured nursing employment in Manitoba prior to beginning the endorsement process, you are strongly encouraged to contact the CLPNM to help you make informed decisions.

## Application Process for Endorsements

### Before Opening a File

In order to be **eligible** to open a file with the CLPNM, you must:

- have graduated from an entry-level nursing education program;
  - If you did not graduate from an entry-level nursing education program, but from another healthcare discipline, please check the “Useful Links” section of this guide.
- hold current active practicing registration as an LPN in another Canadian jurisdiction or as an RPN in Ontario;
- be proficient in English or French, and
- have practised as an LPN in Canada (or as an RPN in Ontario).
  - If you are a recent graduate of an entry-level nursing education program without previous nursing work experience, you are still eligible for registration. Please contact the CLPNM via email at [info@clpnm.ca](mailto:info@clpnm.ca) to discuss.
  - If you have not accumulated the required 1000 Canadian practical nursing hours, please contact the CLPNM via email at [info@clpnm.ca](mailto:info@clpnm.ca) to discuss.

### Opening a File

In order to open an endorsement application file, you must submit the following documents as one complete package:

- Part 1 Application form
- Fee of \$420.00 includes GST
  - you can pay by Visa, MasterCard, or Money Order.
  - Fees are subject to change. Please see [CLPNM's fee schedule](#) online for more information.
- Two pieces of valid, notarized government-issued ID (one with photo)
  - Examples of government ID include a valid Canadian passport, valid Canadian driver's license, Canadian citizenship card or permanent resident card (copy of front and back is required).

- **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.
- English or French language test scores from a Board approved language proficiency test (if applicable). For more information about language proficiency requirements, please see [here](#).

**Note:** Your language proficiency test scores are considered current for two years from the date the test was administered. If your language test scores expire while you are still actively pursuing licensure as an LPN with the CLPNM, you do not need to submit a new language test unless the CLPNM determines it is warranted.

### Board Approved Language Proficiency Tests

Fee: see the individual language proficiency test’s website.

Timeline: see the individual language proficiency test’s website.

Name of Board-Approved Test	Minimum Scores Required by CLPNM	Testing Centre locations and Contact Information
<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.
<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 College 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 Expression 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>

**All of the above information is required 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.

## Communication

The CLPNM frequently communicates with all applicants via email and by phone; therefore, it is the applicant’s responsibility to ensure their contact information remains current throughout the application process.

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 ([www.clpnm.ca](http://www.clpnm.ca)) by clicking the [LOG IN](#) link at the top right hand corner of the page, by entering your email and Password, and then by accessing the **Profile** page.

### **Important note:**

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

## Completing Your File

In order to complete your endorsement application file, the following documents are required:

- Marriage Certificate or Deed Poll (name change document) if the surname on your application does not match the surname on your nursing transcript or verification of registration
- Part 2 Disclosure form
- Suitability Checks
  - Canadian criminal record check that is based on a Canada-wide search and which includes a vulnerable sector search
  - Manitoba-issued child abuse registry check
  - Manitoba-issued adult abuse registry check



**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.

- Part 3 Verification of Registration form
- Part 4 Licensed Practical Nursing Employment form
- Part 5 Verification of Education form (including your transcript)

Your file is considered complete once the CLPNM has received all of the necessary forms and documentation for your application, which includes documents from you and third parties, such as: your licensing authority, nursing school, employer, and language testing centre.

**Note:** your file will not be reviewed until all documents have been received.



## Endorsement Application Forms

Please see below for a list of all required application forms for your endorsement application. Make sure you read each document very carefully as some documents must be submitted by you and others mailed to the CLPNM by third parties.

### Part 1: Application

In order to complete Part 1, please follow the instructions below:

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

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

**Important Information:** please read and follow the instructions.

**Language Proficiency:** please respond to all of the "Yes" and "No" questions.

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

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

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

- **Fee:** \$420.00 includes GST (Fees are subject to change). The CLPNM accepts Visa, MasterCard, or Money order; the CLPNM does not accept cash or cheque. Please see [CLPNM's fee schedule](#) online for more information.

### Part 2: Disclosure

In order to complete Part 2, please follow the instructions below:

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

**Disclosure:** please respond to all of the "Yes" and "No" questions. Please note that depending on your responses, additional information and /or documentation may be required by the CLPNM.

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

**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.

### **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)

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

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

## Part 3: Verification of Registration

In order to complete Part 3, please follow the instructions below:

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

**Applicant Information:** please read and follow the instructions carefully.

**Applicant Authorization:** please fill in the name of your regulatory body, and then sign and date the authorization. Once complete you can send the form to your current and former regulatory body(ies).

**Regulatory Body Instructions:** your current regulatory body(ies) must fill out this form and either mail or email it back to the CLPNM. Please note that you must submit this form to any other regulatory body(ies) you have had in the last seven years.

- Fee: unknown (depends on your nursing regulatory body)
- Timeline: unknown (depends on your nursing regulatory body)

Please note: You must hold current active practicing registration as an LPN in another Canadian jurisdiction (or RPN in Ontario) throughout the entire endorsement application process. If your current registration expires during the application process, please contact the CLPNM at 204-663-1212 or at [info@clpnm.ca](mailto:info@clpnm.ca) to find out if you need to submit a new verification of registration.

## Part 4: Licensed Practical Nursing Employment

In order to complete Part 4, please follow the instructions below:

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

**Licensed Practical Nursing Employment:** please answer YES or NO to the question and follow the instructions.

**Applicant 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 nursing employer(s).

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

- Fee: unknown (depends on your nursing employer)

- Timeline: unknown (depends on your nursing employer)

## Part 5: Verification of Education

In order to complete Part 5, please follow the instructions below:

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

**Applicant Authorization:** please fill in the name of your nursing educational institution, and then sign and date the authorization. Once complete you can send the form to your nursing school.

**Nursing Educational Institute Instructions:** your nursing school must fill out the rest of the form and either mail or email it back to the CLPNM along with your transcript.

## National Nursing Assessment Service (NNAS) Advisory Reports

If you originally applied through the national nursing assessment service as part of the process to apply for active practicing registration in another Canadian jurisdiction, all above-listed application forms may not apply to you.

For instance, if NNAS issued your Advisory Report to the CLPNM and/or to another Canadian jurisdiction, the CLPNM may be able to use the following sections of your Advisory Report, so that you may not have to request documents from your home country:

- Marriage Certificate or Deed Poll (name change document) (if applicable)
  - You may not have to provide a notarized copy of your marriage certificate or deed poll (if applicable) if you already provided one to NNAS.
- DOLE Certificate (if applicable)
  - 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 the NNAS did not require you to submit a DOLE certificate, you will be required to have one provided to the CLPNM.

- Verification of Registration
  - You may not have to request that your regulatory body overseas fill out and submit CLPNM's Part 3 Verification of Education form unless you returned overseas to work after the document was initially issued to NNAS.  
  
NOTE: this form would still be required from your regulatory body in Canada.
- Verification of Education
  - You may not have to request your nursing school overseas to fill out and submit CLPNM's Part 5 Verification of Education form along with your nursing transcript.  
  
NOTE: this form and nursing transcript would still be required if you took any nursing education in Canada.

Please note that if you did not originally indicate to NNAS that you wanted your Advisory Report sent to the CLPNM, NNAS has a Portability of Advisory Reports service that went live July 6, 2018.

The Portability of an Advisory Report enables you to send a copy of your originally issued report to the CLPNM for up to one year after the original report was issued. Porting a report is the sharing of an exact copy of your originally issued report and supporting documents; NNAS will not revise the ported report.

- Fee: \$45USD (payable to NNAS)
- Timeline: approximately one week

Please be advised that it is possible that the original report may be insufficient to meet the needs of the CLPNM, so you may want to contact the CLPNM at [info@clpnm.ca](mailto:info@clpnm.ca) before having your Advisory Report ported. If the CLPNM determines your Advisory Report and supporting documents to be insufficient, you will need to request the information from the appropriate third parties by using the application forms listed in this document and on CLPNM's website.

## Rules for Documents

### Copies

All documents, if received by fax, will not be accepted. Some documents, if received by email, will be accepted. Please contact the CLPNM at [info@clpnm.ca](mailto:info@clpnm.ca) for a list of these documents. 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 (i.e., transcripts). If your documents are not in the English language, they must be translated by a Canadian certified translator and then submitted to the CLPNM (along with the original documents).

## 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.

## Dormant and Expired Files

If your file has been inactive for more than six months, you will be contacted by the CLPNM to determine if you still wish to proceed with your application.

If your file has been open for one year and is still not complete, your file will be closed, and your documents will either be stored or destroyed as per CLPNM's record retention policy. Should you still wish to practise as an LPN in Manitoba, you would be required to reapply and undergo the full application process.

## Re-assessment

If you do not agree with a registration decision that has been made based on your completed file, you may be eligible to apply and pay for a re-assessment of your file within thirty days of being approved to the active practicing register. The fee for a re-assessment is \$157.50 includes GST.

Fees are subject to change. Please see [CLPNM's fee schedule](#) online for more information.

Please contact the CLPNM at 204-663-1212 or at [info@clpnm.ca](mailto:info@clpnm.ca) to find out if you are eligible to apply for a re-assessment.

## Entry-level Competencies of an LPN in Manitoba

To qualify for registration, all applicants to a CLPNM register must possess, at minimum, 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](#). The most common competency gaps are in areas such as:

- Physical Health Assessment throughout the Lifespan
- 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 including Initiation
- Maternity/Obstetrical Nursing
- Pediatric Nursing
- Community Health Nursing

## Practice Hour Requirement

As per the Licensed Practical Nurses Regulation, all licensed practical nurses (LPNs) in Manitoba must accrue a minimum of 1000 Canadian practical nursing practice hours in the four years previous to the registration year for which they are applying. For endorsement applicants, the practice hour window commences the first year you became registered as a nurse, in any jurisdiction.

If you do not meet the practice hour requirement, one or more of the following referrals may be applicable to you:

- A referral for a Clinical Competence Assessment (CCA)
- A referral to refresher education
- A referral for supervised practice for a specified number of hours
- A referral to a Board approved entry-level practical nursing program

## Canadian Free Trade Agreement

### Notice of Measure to Achieve a Legitimate Objective under Chapter 7 of the Canadian Free Trade Agreement—Approved by the Government of Manitoba

#### Occupation:

Licensed Practical Nurse (LPN) / Registered Practical Nurse (RPN) in Ontario

#### Province(s)/Territory(ies) whose workers are affected:

Saskatchewan, Ontario, Québec, Nova Scotia, Prince Edward Island, New Brunswick, Newfoundland, Northwest Territories, Yukon

#### Measure filed under the following legitimate objective:

Protection of human health

#### Rationale/Justification:

Material Scope of Practice Difference

The scope of practice in Manitoba requires that a licensed practical nurse possess skill, knowledge and ability related to Physical Health Assessment (across the lifespan) and Intravenous Therapy (including initiation and medication administration, Central Venous Access Device therapy and blood product administration) in all practice settings. With the exception of *Alberta and British Columbia*, it is recognized that not all jurisdictions have undertaken a similar mandatory upgrade in education and experience related to practicing the above skills, knowledge, and ability in all practice settings within this broader scope of practice.

#### Additional Requirement(s):

##### **Saskatchewan, Ontario, Nova Scotia, Prince Edward Island, New Brunswick, Newfoundland, Northwest Territories, Yukon:**

A restricted registration (for one year) will be issued until the applicant demonstrates successful completion of post-graduate courses in Physical Health Assessment (across the lifespan) and Intravenous Therapy (including initiation and medication administration, Central Venous Access Device therapy and blood product administration), in Manitoba.

##### **Québec:**

A restricted registration (for one year) will be issued until the applicant demonstrates successful completion of post-graduate courses in Physical Health Assessment and Intravenous Therapy (including initiation and medication administration, Central Venous Access Device therapy and blood product administration), in Manitoba. A restricted registration will also be issued until the applicant demonstrates successful completion of post-graduate courses in obstetrics and paediatrics, in Manitoba.

#### Duration of the additional requirement(s):

It is anticipated all jurisdictions will implement a mandatory upgrade in education and experience similar to that in Manitoba to ensure all Licensed Practical Nurses possess skills, knowledge and abilities related to the above competencies and areas of practice. Until other jurisdictions provide this assurance, the above additional requirements will be required.



## Conditions

In keeping with the Canadian Free Trade Agreement, certain conditions may be applied to your active practicing registration with the CLPNM. (Please review the above page for common conditions per jurisdiction.)

If you have never practised as an LPN in Canada and you graduated from your nursing program one year ago or more, the following conditions may be applied to your active practicing registration:

*Supervised Practice Required: the registrant must practise in an environment where the supervision of a Licensed Practical Nurse, Registered Nurse or a Registered Psychiatric Nurse is readily available for the first 360 hours of practice. Upon completion of those hours, employer confirmation must be submitted to the CLPNM.*

*The registrant must complete CLPNM directed education within one (1) year of initial enrolment. The directed CLPNM course relates to Canadian Healthcare Workplace.*

## Removal of Conditions

If your CLPNM active practicing registration is approved with conditions, you will be granted one year from the date of registration to take the necessary steps to remove any of the following possible conditions on your active practicing registration:

- Health Assessment: successfully complete a Board approved post basic course in physical health assessment in Manitoba.
- IV Therapy: successfully complete a Board approved post basic course in intravenous therapy in Manitoba
- Obstetrics: successfully complete a Board approved post basic course in obstetrical nursing in Manitoba
- Pediatrics: successfully complete a Board approved post basic course in pediatric nursing in Manitoba
- 360 hours of supervised practice: If your CLPNM active practicing registration is approved with a 360-hour supervised practice condition, you may choose to complete a 360-hour Board approved practicum in Manitoba OR to complete 360 hours of supervised practice in an employment setting. Upon completion of the first option, the CLPNM must receive a transcript showing successful completion of the practicum. Upon completion of the 2<sup>nd</sup> option, the CLPNM must receive an employer practice report outlining the completion of the hour requirement.

## Clinical Competence Assessment (CCA)

Should you not be able to provide evidence of accruing a minimum of 1000 Canadian practical nursing practice hours in the four years previous to the registration year for which you are applying, you may be required to undergo a Clinical Competence Assessment (CCA) at Université de Saint-Boniface (USB).

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

### **In order to undergo a CCA, you must have a referral from the CLPNM**

- **Fee:** \$1425.00 (This amount is not set by CLPNM and is payable to USB.)
- **Timeline:** the assessment takes one to two days to complete and can usually be scheduled within a month. Please note that the CLPNM may provide you with a specific timeline within you must register for and take your CCA.

Possible outcomes of the CCA include, but are not limited to, one or more of the following decisions:

- Notification of your eligibility to apply for active practising registration
  - If the CLPNM anticipates that conditions will be applied to your registration, you will also be notified at this time
- A referral to refresher education
- A referral for supervised practice for a specified number of hours
- A decision that you are not eligible for registration with the CLPNM until such time you complete a Board approved entry level practical nursing program.

## Refresher Education

For information about refresher courses through Continuing Education at Assiniboine Community College, please see [here](#).

## Review of Your File

Once your endorsement application file is complete, it takes on average four weeks to be reviewed. Please note that 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 documents are missing.

## Jurisprudence

Before you can be endorsed as an LPN in Manitoba, you must complete and pass an education session on the jurisprudence for LPNs in Manitoba within two months from the date of your

referral email. (You cannot take the jurisprudence education session until you have been directed to do so by the CLPNM.)

The jurisprudence education sessions include 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 to two business days 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 test online via SurveyMonkey, CLPNM processing time takes 10 business days.

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.

## Registration

Once you have completed the endorsement application process and have successfully completed the jurisprudence education session and test, the CLPNM will contact you by email indicating that you may be eligible to apply for initial enrolment and active practicing registration. At this time, you will also be notified that you have three months to apply and pay for initial enrolment and active practicing registration, or your file with the CLPNM will be closed.

Please be aware that the CLPNM registration year runs from December 1 to November 30. Regardless of the time during the year you apply and pay for initial enrolment and active practicing registration, you will be required to pay both the initial enrolment fee of \$120.75 (includes GST) and the active practicing fee of \$493.50 (includes GST) in full as fees are not prorated.

Once you are registered with the CLPNM, you may only declare Manitoba LPN practice hours. If you are at risk for not meeting the Manitoba practice hour requirement and you have worked as a practical nurse in another Canadian jurisdiction, you may apply to have the CLPNM assess your out-of-province nursing practice hours. Please note that there is a fee of \$157.50 (includes GST) for this service, and that undergoing this assessment does not guarantee that you will be credited any nursing hours.

In order to be eligible for ongoing registration with the CLPNM, you must accrue 1000 Canadian practical nursing practice hours in the four years immediately preceding the year in which renewal is sought. This is to mean that if you are applying to renew your registration with the

CLPNM, for example, for the 2021 registration year, you must have accrued a combined total of at least 1000 Canadian practical nursing practice hours in the years 2020, 2019, 2018 and 2017.

## 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 your initial application for registration.

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. Please see the [CLPNM's fee schedule](#) online for more information.

For more information about the registration decision appeal process, please see [here](#).

## Useful links

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

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

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

### **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.crpnm.mb.ca/>

### **College of Occupational Therapists of Manitoba (COTM)**

Description: COTM is the regulatory body for all registered Occupational Therapists in Manitoba.

Web address: [www.cotm.ca](http://www.cotm.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/>

## **Frequently Asked Questions**

1. I am currently licensed in another province. If I want to transfer my license from my current province to Manitoba, do I have to open a file with the CLPNM?
  - Yes. If you currently hold active practicing registration as a licensed practical nurse (LPN) in another Canadian jurisdiction (or as an RPN in Ontario), you may open an endorsement application file in order to be endorsed as an LPN in Manitoba.
2. I have passed the Canadian Practical Nurse Registration Exam (CPNRE) and I am a licensed practical nurse 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.
3. I have passed the Canadian Practical Nurse Registration Exam (CPNRE), but I am not licensed in another Canadian province (or territory); can I be endorsed in Manitoba?
  - No. In order to be endorsed as an LPN in Manitoba you must hold current active practicing registration as an LPN in another Canadian province (or as a registered practical nurse in Ontario). You would instead apply to the CLPNM for a credential assessment if you are not currently licensed in another Canadian jurisdiction. Please

click [here](#) to review your options on how to apply to the CLPNM or contact the CLPNM at [info@clpnm.ca](mailto:info@clpnm.ca).

4. Can I open an endorsement application file if I am not a resident of Manitoba?
  - Yes. If you are currently not a resident of Manitoba, but you hold current active practicing registration as an LPN in another Canadian jurisdiction (or as an RPN in Ontario), you can open an endorsement application file.
5. Can I open an endorsement application file if I am not a permanent resident or a Canadian citizen?
  - Yes.
6. Can I open an endorsement application file if I have never worked as a nurse?
  - Yes. If you are a recent graduate of an entry-level nursing education program without previous nursing work experience, you are still eligible to apply. If you have been registered as a nurse, in any jurisdiction, for more than four years, please review page 15 for additional information related to practice hours.
7. Do I need a certain number of nursing hours to open an endorsement application file?
  - No. As long as you hold active LPN (or RPN in ON) registration in another Canadian jurisdiction, you are eligible to open an endorsement application file. However, the application process may vary depending on if you do not meet the practice hour requirement per the Licensed Practical Nurses Regulation. For additional information about practice hours, please refer to page 15.

8. How long will my file remain open?

Your file will remain open for one year from the date it was first opened. If after one year your file is still incomplete, your file is closed and all documents will either be stored or destroyed as per CLPNM's record retention policy.

- In future should you decide that you want to practise as an LPN in Manitoba, you would be required to reapply and undergo the full application process.
9. Do you need my original documents for things like criminal record check and government-issued photo?
    - Yes and No.
    - Yes. If you choose to submit these 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 suitability checks (which includes your criminal record check with vulnerable sector search). Please click [here](#) for information on how to digitally submit these documents.
10. 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.
11. What do I do if my employer will not complete the licensed practical nursing employment form?
- If your employer will not complete the licensed practical nursing employment form, please notify the CLPNM.
12. What happens if my nursing educational institute (or any other third party) sends me the required documentation instead of sending it directly to the CLPNM?
- If your nursing educational institute (or any other third party) sends you the required documentation for your file, do not open it. Please forward it, unopened, to the CLPNM and we will attempt to verify its origin. (If you live in another Canadian province or territory, you can mail the unopened document to the CLPNM. Make sure to notify the CLPNM of this situation.)
13. If a section of the endorsement application does not apply to me, do I have to complete it and send it back to the CLPNM?
- Yes.
14. Do I need a child abuse registry check from Manitoba?
- Yes. 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)
15. Do I need an adult abuse registry check from Manitoba?
- Yes. 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)

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

- No. The CLPNM will not contact you to let you know if we have received your documents. 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.

17. Do I need to provide a language proficiency test along with my application?

- If you read the Endorsement Application Part 1 form and you do not meet one or more of the criteria listed for English language proficiency or French language proficiency, you will meet the required language test scores from a Board-approved language proficiency test. The testing agency will have to submit your test scores directly to the CLPNM.

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

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

19. I already have a job lined up; how long will it take for my application to be processed?

- Once the CLPNM has received all of the required documents for your application, including documents from you and third parties, such as: your licensing authority, nursing school, employer, and language testing centre, it takes on average four weeks for your file to be reviewed. Once reviewed, it takes approximately ten business days for the CLPNM to email notification of your eligibility to apply for initial enrolment and active practicing registration.

20. Do I have to take the jurisprudence session with the CLPNM if I have already taken it in another Canadian jurisdiction?

Yes. Jurisprudence sessions, assignments and tests are different for every jurisdiction in Canada. Before you are eligible to apply for registration with the CLPNM, you must successfully complete the jurisprudence education session and test.

21. When am I able to take the jurisprudence session at the CLPNM?

- Once you have been directed to do so by the CLPNM, you may take the online jurisprudence education session and complete the test. This requirement must be complete within two months from the referral date.

22. How long does it take to receive my registration once I have successfully completed the jurisprudence education session and test?

- Once you successfully complete the online jurisprudence education session and test, your file has been reviewed, and you have been deemed eligible, it takes approximately



ten business days to receive your letter of eligibility to apply for initial registration via email.

23. Is there a time limit to apply for initial enrolment and active practicing registration once I have been deemed eligible?

- Yes. You must apply for initial enrolment and active practicing registration within three months from the date of your eligibility letter.

24. If the CLPNM places conditions on my license, how long do I have to complete the course requirements to remove the conditions?

- You have one year from the date your initial registration/active practicing registration was approved with the CLPNM to successfully complete the prescribed course(s).

25. If I know in advance that the CLPNM will be directing me to take education and placing conditions on my license, can I take course(s) prior to completing the application?

- No. In order to take the prescribed course(s) you must have a referral from the CLPNM. The CLPNM cannot refer you until your initial registration/active practicing registration has been approved.



# Endorsement Application Flowchart

