

GUIDE FOR ENDORSEMENT APPLICANTS

Revised: February 9, 2023

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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 must 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).

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, Money Order, or by e-transfer.
 - 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.
- If required, 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
CELBAN (Canadian English Language Benchmark Assessment for Nurses)	Listening: 9 Reading: 8 Writing: 7 Speaking: 8	Canadian English Language Benchmark Assessment for Nurses Website: www.celbancentre.ca The CLPNM strongly advises that applicants complete a CELBAN Readiness Self-Assessment (and take English as an Additional Language classes) before writing the exam.
IELTS (International English Language Testing System) *Academic Version only	Listening: 7.0 Reading: 6.5 Writing: 6.5 Speaking: 7.0	International English Language Testing System Website: www.ielts.org The College strongly advises that applicants 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
TEF Canada (Test d'évaluation de Français)	Compréhension orale (Listening): 4 Compréhension écrite (Reading): 4 Expression écrite (Writing): 4 Expression orale (Speaking): 5	Test d'évaluation de Français Canada Website: http://www.alliance-francaise.ca/en/exams/tests/tef-canada

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 make all efforts to 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 communicates with all applicants via email and at times, 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) by clicking on “For Registrants” at the top of the home page, and then by clicking on “[Login to Your Online Profile.](#)”

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 verification of registration, or any other document required as part of the application process.

- 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

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.

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, Money order or e-transfer. 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.

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

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

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 to find out if you need to submit a new verification of registration.

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 (International)
 - You may not have to request that your regulatory body overseas fill out and submit CLPNM's Part 3 Verification of Registration form as long as your verification of registration is not more than 4 years old when received by the CLPNM.

NOTE: this form would still be required from your regulatory body 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 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 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 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 the full scope of LPN competencies, please see [here](#). Unlike many other jurisdictions, in Manitoba, LPNs are educated to practice autonomously in complex environments with clients, from neonate to geriatric, with unpredictable and unstable conditions. The most common competency gaps noted in applicants from outside of Manitoba are in areas such as:

- Client population under five years of age
- Health Assessment across the entire lifespan
- Medication Administration and the Principles of Safe Medication Administration by all routes, across the entire lifespan
- Intravenous (IV) Therapy across the entire lifespan
 - IV Initiation & Maintenance
 - Preparing and Administering IV Medications (IV Secondary/IV Push)
- Central Line (CVAD) Therapy including Medication Administration across the entire lifespan
- Blood Product Administration including Initiation across the entire lifespan
- Maternity/Obstetrical Nursing
- Pediatric Nursing
- Community Health Nursing across the entire lifespan
- Nursing Leadership (charge nurse role, interprofessional collaboration)

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

Please note that as the result of the current Ministerial Order allowing the CLPNM's Executive Director to modify some registration requirements, the CLPNM is temporarily waiving practice hour currency requirements for most applicants. This means that eligible endorsement applicants that do not meet the practice hour requirement may still be able to gain registration without undergoing a CCA, refresher education, supervised practice, and/or completing a Board approved-entry level practical nursing program, if they meet all other requirements of the endorsement application process.

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:

The registrant must confirm the findings of all health assessments (Assmt) with another licensed practical nurse, registered nurse, or registered psychiatric nurse.

The registrant must complete CLPNM directed education within one (1) year of initial enrolment. The directed CLPNM course relates to Physical Health Assessment.

The registrant is restricted from performing IV therapy which includes IV insertion, IV maintenance, IV fluid therapy, IV medication administration, IV bolus/push, blood product administration, central line therapy and maintenance (including medication administration via central lines).

The registrant must complete CLPNM directed education within one (1) year of initial enrolment. The directed CLPNM course relates to IV Therapy and Medications.

The registrant is restricted from practising nursing with the following patient populations:

- a) *Pediatrics*
- b) *Obstetrics*

The registrant must complete CLPNM directed education within one (1) year of initial enrolment. The directed CLPNM course relates to Pediatric Nursing.

The registrant must complete CLPNM directed education within one (1) year of initial enrolment. The directed CLPNM course relates to Obstetrical Nursing.

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.

Registration conditions are considered public information and will be noted on the CLPNM website. All registrants with conditions on their registration are obligated to ensure their employer(s) are aware of these conditions. All registrants with conditions on their registration are obligated to practice within the restrictions noted on the condition and to contact the CLPNM for clarification or support if they are unsure.

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 Manitoba based, Board approved post basic course in physical health assessment
- IV Therapy: successfully complete a Board approved post basic course in intravenous therapy in Manitoba
- Obstetrics: successfully complete a Manitoba based, Board approved post basic course in obstetrical nursing
- Pediatrics: successfully complete a Manitoba based, 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 2nd option, the CLPNM must receive an employer practice report outlining the completion of the hour requirement.

For information about the refresher courses you may be required to take through Continuing Education at Assiniboine Community College, please see [here](#).

Clinical Competence Assessment (CCA) and Refresher Education

If you do not have recent or substantial exposure to the Canadian health care system and have limited recent practice as a nurse in any jurisdiction, you may benefit from additional bridging or refresher education.

For a limited time, the CLPNM is allowing endorsement applicants to undertake bridging education through the Practical Nurse Qualification Recognition Program (PNQR). See below for more details on the PNQR. Contact the CLPNM if you are interested in all or part of the PNQR program. Note that Internationally Educated Nurses undergoing the Credential Assessment application process with the CLPNM have priority seating in the PNQR program.

The following resources are available to help nurses from other jurisdictions feel prepared to meet the expectations of the profession in Manitoba, prior to registration:

1. A clinical competence assessment (CCA), which is a scenario-based assessment of nursing knowledge, judgement and skill conducted within a simulated laboratory environment. Please see enclosed the CLPNM's [LPN CCA Applicant Guide](#) for more information. Undertaking a CCA helps individuals better understand their areas of strength and areas that need to be improved. If you wish to be referred for a CCA, please contact the CLPNM for more information.
2. The Practical Nurse Qualification Recognition (PNQR) program offered through Assiniboine Community College (ACC), which is a low-cost education program designed specifically to help IEN applicants feel prepared to meet the expectations of the practical nursing profession in Manitoba. Courses available through the PNQR include:
 - a) COMM-0395: Professional Communication
This course is strongly recommended for applicants that do not have recent or substantial exposure to the Canadian health care system. This course will provide you with an introduction to communication expectations and culture within Canadian healthcare environments.
 - b) HLTH-0011: Physical Health Assessment

- c) HLTH-0273: Nursing Skills Review
- d) HLTH-0272: Pharmacology Review
- e) PRAC-0262: Long Term Care Practicum
- f) PRAC-0261: Acute Care Practicum

If you choose to complete a CCA, the CLPNM will provide you with a list of PNQR courses that are recommended for you (if applicable), based on the results of your CCA. This will allow you to tailor your education to your unique needs. If you choose not to undergo a CCA, you are still eligible to enroll in some or all of the PNQR courses.

Registration in the PNQR is by CLPNM referral only. If you would like additional information on the PNQR and/or to be referred to the PNQR, please contact the CLPNM.

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 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 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 for Manitoba's Practical Nurses](#), [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 are 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 \$173.25 (includes GST) and the active practicing fee of \$493.50 (includes GST) in full as fees are not prorated.

If you are granted active practising registration as a Manitoba LPN, it is important for you to be aware that:

- The scope of practice of the practical nursing profession is broader and deeper in Manitoba than in many other Canadian jurisdictions. Manitoba LPNs care for clients across the lifespan, who may or may not be stable, whose care needs may vary in complexity, and in environments where they may or may not have the support of a team.
- Each LPN's suitability for practice in any particular nursing environment will always depend on that LPN's unique nursing competencies.
- As per the CLPNM Standards of Practice and Conduct, you must self-assess and ensure that you only engage in practical nursing to the extent that you are competent to do so.
- This means that, as a member of the LPN profession, you will be responsible for ensuring you have the competence required to practise safely, and to meet client needs, in any employment position you choose to accept. Accepting a position, for which you do not have the necessary competence, may put clients at risk and constitute a breach of the Standards of Practice and Conduct of the LPN profession in Manitoba.

Once you are registered with the CLPNM, it is your responsibility to meet the legislated practice hour requirement. As per the Licensed Practical Nurses Regulation, in order to meet the requirements for continuing competence, all LPNs must practise a minimum of 1000 hours of Canadian practical nursing in each four-year period. Practice hours are assessed each year when an LPN applies to renew their registration. Registrants who do not meet the practice hour requirement are not eligible to renew their registration for the following year.

You will self-report your Manitoba-based practice hours annually; however, the CLPNM may verify your hours with your employers. If you are at risk of not having sufficient Manitoba-based hours to renew your registration, you may request an assessment of any additional LPN hours practised in other Canadian jurisdictions, during the applicable four-year window, to determine if they qualify as equivalent to Manitoba LPN practice.

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.crpnmb.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

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.

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, as long as you are currently registered as an LPN (RPN in Ontario) in a Canadian province or territory.
7. Do I need a certain number of nursing hours to open an endorsement application file?
 - No.
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. 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.
12. 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
13. 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
14. 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.
15. 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 or by phoning 204.663.1212.
16. 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, 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.
17. 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.

18. 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.

19. 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.

20. 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.

21. 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).

22. 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?

- 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 contact Assiniboine Community College for information.



Endorsement Application Flowchart

