Reinstatement Fact Sheet

If you are a former Manitoba licensed practical nurse (LPN) and wish to return to practical nursing in Manitoba, you must apply for reinstatement. The College of Licensed Practical Nurses of Manitoba (CLPNM) has created this Fact Sheet to outline the reinstatement assessment process.

What is a Reinstatement Assessment?

A reinstatement assessment is used by the CLPNM to determine whether the length of time you have been away from your licensed practical nursing practice could impact your readiness to provide safe and competent nursing care in Manitoba.

Reinstatement Application Process

To begin the reinstatement process you will need to log in to your online CLPNM registration profile and submit:

- CLPNM Reinstatement Assessment Application Form
  - 2 Valid pieces of Government issued ID (1 with Photo)
  - Suitability Checks within 6 month of issue (or acknowledgment to submit)
  - Language Proficiency Information
  - Registration Information
  - Unauthorized Practice Declaration
  - Disclosure Questions
  - Reinstatement Declaration
- A non-refundable application submission fee toward the CLPNM Board-approved reinstatement fee. Please refer to the CLPNM's website for the current Fee Schedule.

Once a reinstatement application has been submitted online, you will have six (6) months to supply all your documents required in support of your application. All incomplete and inactive files will be closed after expiry.

Required Documentation

Your reinstatement application will not be reviewed until it is completed, submitted, and the fee has been received. While some of the documents must be submitted to the CLPNM directly by third parties (as noted below), it is your responsibility to make arrangements to have them submitted. Please follow-up with the applicable third party to determine if they have submitted the documents by the deadline. The list below outlines the required supporting documentation:

Verification of Registration Form

- You must provide this form to any regulatory authority that has licensed you to practice a profession in the past seven (7) years. This includes any authority with whom you are currently licensed, and authorities that regulate the practice of other professions in

Manitoba or in any other jurisdiction. The CLPNM only accepts this form directly from the regulatory authority. This form can be downloaded directly from your online reinstatement application.

Verification of Hours Form

- You must provide a verification of hours form to all employers with whom you have been employed as an LPN within the last four (4) years, including any current employers if you are licensed to practice as an LPN in another jurisdiction. (Please note that the CLPNM may require a job description from out-of-province employers.) The CLPNM only accepts this form directly from the employer. This form can be downloaded directly from your online reinstatement application.

Suitability Checks

- Current Suitability Checks (within 6 months from the date of issue). The CLPNM will only accept the submission of your suitability checks uploaded via your Reinstatement Application. Please click here for information on how to digitally submit these documents. See Suitability Fact Sheet for more information.

The Registration Assessment Process

Once the CLPNM receives all required supporting documentation, a consultant will assess your file to determine your eligibility to be reinstated onto the active practising register.

If you are deemed eligible, you will be required to view the CLPNM's online Jurisprudence Education Module which can be accessed on the CLPNM website. The learning module is divided into 10 units to give learners the opportunity to pause between topics and reflect on the knowledge gained. Of course, if you wish, you can complete all 10 units in a sitting. The full module is approximately 90 minutes in length. You must obtain a mark of 80% or higher to successfully complete the jurisprudence education session. The cost of the session is $42 including GST.

You should expect that you will also be required to complete any Continuing Competence Program (CCP) requirements that were outstanding when you last held registration with the CLPNM, as well as any CCP requirements that were in effect during the previous registration renewal window. For example, you should expect that you will be required to complete the most recent online Annual Professional Learning module, which all LPNs will have completed during the last registration renewal window. Depending on how long you have been away from practice, the Executive Director may direct you to also complete additional CCP requirements. You will be advised of your specific requirements as part of your Registration Assessment process.

The consultant may also request additional information or documents to assist with the assessment process.

For example, if your criminal record check indicates that there is or may be adverse information, you may be directed to supply a certified criminal record check based on fingerprinting, among other documents, and the application may be referred for review and decision by the Board of Directors. If you left the register as a result of a health condition, disorder, or addiction that interfered with your capacity to provide safe, competent, and ethical care, you may also be

required to undergo a CLPNM fitness to practice assessment as part of the reinstatement process, at your own cost.

It is important to note that if the registration assessment reveals that you do not have at least 1000 hours of Canadian practical nursing practice within the four (4) years immediately preceding the year for which you are seeking registration, an assessment of your nursing practice hours will occur, following which you may be referred for a clinical competence assessment (CCA), at your own cost. Please refer to the CLPNM's Université de Saint-Boniface CCA Applicant Guide for more information.

If the CCA identifies one or more gaps in your nursing competence, the CLPNM may direct you to complete refresher education and/or a supervised clinical practice experience (at your own cost), targeted to your individual competency gaps (if any), before being eligible to reinstate. You will be provided with a deadline to complete the refresher education and/or supervised practical experience, if applicable, unique to your individual file.

Once the assessment is complete, correspondence will be sent to you by email informing you of your next steps in the reinstatement process.

Registration Assessment Outcomes

Possible outcomes of the registration assessment 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 for a Clinical Competence Assessment (CCA)
- A referral to refresher education
- A referral to other remedial education
- A referral for a supervised clinical experience
- A decision that you are not a suitable candidate for reinstatement

Any fees associated with third parties, including but not limited to clinical assessments, education programs, or supervised clinical experience are not set by the CLPNM; they are not included in the CLPNM's reinstatement fee and are at your own cost.

Applying for Registration

After your registration assessment is complete, you will receive correspondence from the CLPNM advising you whether you are eligible to apply for active practicing registration. If you are eligible, your next step will be to obtain professional liability protection through the Canadian Nurses Protective Society (CNPS).

The Licensed Practical Nurses Act requires that every CLPNM registrant obtain and maintain the minimum amount of liability protection that is prescribed by the CLPNM Board of Directors. The prescribed liability protection is that which is available through the CNPS with a minimum limit of protection of five (5) Million dollars. For information on obtaining liability protection through CNPS, please visit our website at https://www.clpnm.ca/professional-liability-protection/.

Once you have obtained CNPS professional liability protection, please email your CNPS receipt to

registration@clpnm.ca. After the CLPNM receives proof that you are registered with CNPS, you can login to your online CLPNM registration profile and pay your Active Practicing Registration fee.

Here are a few things you should be aware of:

- Any conditions applied to your former LPN registration may be reapplied to your reinstated registration.
- After three months, the registration assessment is no longer valid as the documentation it was based upon will no longer be considered current. After three months, should you wish to apply for active practicing registration, your file will be subject to a full reassessment. This may mean that new documentation and assessments will be required, and you may be required to pay additional fees. Please note that, because your eligibility changes as you spend more time away from your nursing practice, a second assessment could result in a different outcome.

Registration Renewal Following Reinstatement

Regardless of the date of your reinstatement, all LPN registrations expire on November 30th of each year. Like all LPNs, you must renew your registration for the following registration year during the annual registration renewal season. Registration renewal includes full payment of fees. The CLPNM does not prorate registration renewal fees based on the number of months the LPN was registered. This means that regardless of the month your registration is reinstated, you must pay for the full year.

Here are a few things you should be aware of related to renewal and ongoing registration, after reinstating:

- Each year, as part of the annual registration renewal process, your eligibility for registration will be reassessed to determine whether you continue to meet each of the requirements for registration and for practise as an LPN in Manitoba.
- As noted above, criteria for registration includes a requirement to practise a minimum of 1000 Canadian practical nursing hours in the four (4) years immediately preceding the year for which registration is sought. This requirement exists to ensure that LPNs maintain their clinical competence. Please ensure you review your nursing hours and consider the implications for your registration in the current year and in upcoming years. It is rare, but possible, that an applicant will have enough nursing hours to reinstate, but then not have enough hours to renew their registration for the following year. If this may apply to you, please contact the CLPNM as early as possible to discuss your options.
- If, at the time of your reinstated registration, you met the practice hour requirement, you must continue to meet that practice hour requirement each year when you apply for a renewal of your registration. That means that, each year, you must ensure that you continue to have 1000 hours of nursing practice in the 4 years prior to the year for which you are applying for registration.
- If you did not meet the practice hour requirement at the time of your application for reinstatement, and subsequently underwent a CCA, you will not be required to meet the practice hour requirement (1000 hours in the previous 4 years) until your fourth renewal of registration.
- You must pay for and have status as a CNPS beneficiary, which makes you eligible for CNPS liability protection, before being eligible to renew your registration.

More information about registration and annual renewal requirements is available on the CLPNM website at clpnm.ca/registration/.

All official registration decisions of the CLPNM are communicated in writing, and no verbal representations or warranties by any staff of the CLPNM will be binding on the CLPNM or relevant to the assessment process of the CLPNM or any subsequent appeal to the Board of the CLPNM.

For clarification or for further information regarding the reinstatement process, please contact the CLPNM by email at registration@clpmn.ca or by phone at 204-663-1212 or 1-877-663-1212 toll free.