

CREDENTIAL ASSESSMENT GUIDE FOR INTERNATIONALLY EDUCATED NURSES

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College of Licensed Practical
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Credential Assessment Guide for Internationally Educated Nurses

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Introduction

Purpose

The purpose of this document is to describe the College of Licensed Practical Nurses of Manitoba's (CLPNM's) credential assessment application process for internationally educated nurses (IENs).

Any IEN who wishes to become registered as a licensed practical nurse (LPN) in the Province of Manitoba must apply to the CLPNM for a credential assessment.

This document explains the steps involved in the credential assessment process, and the possible outcomes of each step along the way. The goal of this document is to help IENs understand what to expect when they apply to the CLPNM.

If you have any questions about the credential assessment process, please check the FAQ section at the end of this guide and the FAQs on the National Nursing Assessment Service's (NNAS) website at www.nnas.ca. If you still have questions, please contact the CLPNM.

The College of Licensed Practical Nurses of Manitoba

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

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

An Introduction to the Credential Assessment Process

Through the credential assessment process, the CLPNM will assess your education, experience, and competence as a nurse to determine whether it is comparable to that of an entry-level practical nurse in Manitoba. The main reason for this assessment is to make sure that a nurse from another jurisdiction has the same level of knowledge, skills, and judgment as a nurse who has graduated from a Manitoba entry-level practical nursing education program.

The CLPNM's credential assessment process for IENs is designed to help IENs feel confident and prepared for the Manitoba workplace. IENs who begin and complete the credential assessment process in Manitoba develop the knowledge, skills, and judgment needed to work as LPNs in a



wide range of practice environments, both autonomously and as part of a team, with patients across the entire lifespan.

Entry-Level Competencies for Manitoba's LPNs

To qualify for LPN registration, all applicants to a CLPNM register must possess, at minimum, the entry-level competencies of the practical nursing profession in Manitoba. Through the credential assessment process, your nursing competencies will be assessed against these entry-level competencies.

The full list of entry-level competencies is available [here](#). For further information regarding the full scope of LPN competencies, please click [here](#).

Unlike many other jurisdictions, in Manitoba, LPNs are educated to practice autonomously in environments with clients of various complexity, from neonate to geriatric, with unpredictable and unstable conditions.

A Fair Approach

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

Seeking Registration Elsewhere

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

Please read the following information carefully.

Nursing Exam

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

Registering as a Nurse in Canada

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

Bridging Program for IENs

If at any time during the credential assessment process with the CLPNM, you become eligible to take the Nurse Re-Entry Program (NREP) at RRC Polytechnic, please contact the CLPNM.



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.

Steps in the Credential Assessment Application Process

For most applicants, the steps in the IEN credential assessment application process will be:

- Apply to the National Nursing Assessment Service
- Apply to the College of Licensed Practical Nurses of Manitoba
- Complete a Clinical Competence Assessment
- Complete Jurisprudence Education
- Complete bridging education and/or gap training (paid supervised practice authorized by the CLPNM)
- Obtain and maintain professional liability protection made available by the Canadian Nurses Protective Society (CNPS)
- Obtain Graduate Practical Nurse Registration Pass the Canadian Practical Nurse Registration Examination
- Apply for LPN Initial Enrolment and Licensure

Each applicant's process could differ depending on their unique circumstances. These are the most commonly required steps in the process. The steps might not occur in sequential order for all applicants.

Throughout the process, it is important for you to be aware that making any false or misleading statement or representation on your NNAS or CLPNM application or in your supporting documents may result in the cancellation of your application for registration, or of your active practicing registration should it be granted. Please be sure to provide complete and accurate information.

The following sections in this document will describe each of these steps in more detail.

Apply to the National Nursing Assessment Service

The most common first step in the credential assessment application process for IENs is to open an application with the National Nursing Assessment Service (NNAS). While you can open a file

with the CLPNM first, an NNAS advisory report will be required by the CLPNM at a later point in the process.

The NNAS is a national online application service developed by nursing regulatory bodies across Canada. The NNAS assists the CLPNM with the credential assessment process for IENs by gathering and validating documents on the CLPNM's behalf. The NNAS performs this service for many nursing regulators across Canada in order to streamline the registration application process for IENs who wish to become registered as nurses in Canada.

You are eligible to begin your application to the NNAS if you are:

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

You will submit your NNAS application (including supporting documents, credentials, and the NNAS application fee) through the NNAS's web portal (www.nnas.ca), which is a secure online environment.

Through the NNAS, you will have the opportunity to:

- complete and pay online for the initial review and validation of your documents, including your nursing education documentation and credentials;
- apply to more than one nursing profession at once, and to multiple jurisdictions within Canada;
- track the status of your application online;
- send documents to one central location, and
- access a toll-free customer care line with service in both English and French.

The NNAS will review and validate your documentation and provide an advisory report to the nursing regulatory bodies you wish to be registered with, in the jurisdictions where you wish to be registered.

If you indicate that you wish to be considered for registration as an LPN in Manitoba, an advisory report will be sent to the CLPNM. The advisory report will be used as one of several sources of information that will help the CLPNM assess your eligibility for registration as an LPN and to make a registration decision.

Do you already have an RN Advisory Report?

If the NNAS has already issued an RN Advisory Report on your behalf to the College of Registered Nurses of Manitoba (CRNM), you may be eligible to by-pass a second NNAS application process by having the CRNM issue a copy of your RN Advisory Report to the CLPNM. The CLPNM may be able to accept your RN Advisory Report from the CRNM in place of a new LPN Advisory Report from the NNAS. Please contact the CLPNM by [email](#) for more information.

Expedited NNAS Service

As of June 29, 2023, the NNAS provides an expedited service to applicants applying to the CLPNM.

With this new service, your NNAS Advisory Report is issued to the CLPNM within five (5) days of all documents being received by the NNAS. This faster service is possible because NNAS, partnering with the CLPNM, has reduced the requirements and documentation applicants must submit.

Please visit the NNAS website at www.nnas.ca for a list of required documents, and for more information about this service and application process. Before you apply to NNAS, we also strongly encourage you to read the NNAS Applicant Handbook and the frequently asked questions (FAQs) on their website.

Apply to the CLPNM

You are eligible to apply to the CLPNM for an IEN credential assessment if you:

- are a graduate of a college or university level entry-level nursing education program outside of Canada, and
- will soon or have opened an online application through the NNAS, and have either:
 - indicated that you wish for the NNAS to issue an LPN Advisory Report to the CLPNM, or
 - had an NNAS RN Advisory Report issued to the CRNM and have arranged for the CRNM to provide a copy of that report to the CLPNM.

If you are applying through the NNAS to have an LPN Advisory Report to be sent to the CLPNM, you may open a credential assessment application with the CLPNM even if you have not yet submitted all the documentation to the NNAS that is required for the NNAS to issue the advisory report. This allows the CLPNM and the NNAS to begin processing your applications at the same time, which may help you move forward in the credential assessment process more quickly.

The steps involved in applying to the CLPNM for a credential assessment are as follows.

Create an Online Profile

Before filling out an online application with the CLPNM, you must create an online profile. Please refer to [Appendix B](#) in this Guide for instructions on how to create your online profile.

The CLPNM will communicate with you using the contact information you have provided. Ensure that your home address, phone number(s), and email address are kept current and up to date. You can check and update this information by accessing your online CLPNM profile.

Complete and Submit the Online Application Form

Once your online CLPNM profile has been created, you can apply to the CLPNM by completing an online application form. Please refer to [Appendix B](#) for information about beginning the application process.

The cost of the CLPNM credential assessment application is \$315.00 (includes GST). Please note that all fees are subject to change and the CLPNM does not determine third party fees (third party organizations are noted with an asterisk*). See the [IEN Fee Fact Sheet](#) for more information.

Documents Required to Complete Your Online Application

To complete your online application to the CLPNM, you will need to supply a number of documents.

1. Proof of Identity

You must upload two (2) pieces of valid government-issued ID (one with a photo) into your online application.

Examples of government ID include a valid Canadian driver's license, a valid Canadian passport, a valid MB Health Card, or a permanent resident card.

Please click [here](#) for CLPNM's digital documents guidelines.

2. Suitability Checks

You must upload your three (3) [suitability checks](#) into your online application:

- Canada-wide criminal record check with vulnerable sector search
- Manitoba-issued child abuse registry check
- Manitoba-issued adult abuse registry check

Please review the [CLPNM's Fact Sheet on Suitability Checks](#) for specific information on how to obtain these documents.

Please click [here](#) for CLPNM's digital documents guidelines.

3. Proof of Language Proficiency

All applicants to the CLPNM must satisfy CLPNM's language proficiency requirements.

You may submit proof of language proficiency at the time you submit your online CLPNM application form, or you may choose to submit proof of language proficiency later in your credential assessment process.

In most circumstances, language proficiency must be provided to the CLPNM:

- before you enrol in any practical nursing education
- before you take part in supervised paid practice, or
- before you apply for registration as a Graduate Practical Nurse

whichever comes first.

One way you can meet the language proficiency requirement is by obtaining the required cut scores from a CLPNM Board approved language proficiency test.

Board-Approved Language Proficiency Tests and Accepted Test Scores

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

The CLPNM strongly recommends that applicants take English as an Additional Language classes and complete any readiness self-assessments offered by the testing companies, before undertaking a language test.

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: https://www.celbancentre.ca/
IELTS (International English Language Testing System) Academic Version	Listening: 7.0 Reading: 6.5 Writing: 6.5 Speaking: 7.0	International English Language Testing System Website: www.ielts.org
IELTS (International English Language Testing System) General Version	Listening: 7.0 Reading: 7.0 Writing: 7.0 Speaking: 7.0	International English Language Testing System Website: www.ielts.org

Name of Board-Approved Test	Minimum Scores Required by CLPNM	Testing Centre locations and Contact Information
OET (Occupational English Test)	Reading: C+ Listening: B Writing: C+ Speaking: B	Occupational English Test Website: https://oet.com/
PTE (Pearson Test of English) Academic Version	Reading: 66 Listening: 73 Writing: 68 Speaking: 75	Pearson Test of English Academic Website: https://www.pearsonpte.com/
TEF Canada (Test d'évaluation de Français Canada)	Compréhension orale (Listening): 4 Compréhension écrite (Reading): 4 Compréhension écrite (Writing): 4 Expression orale (Speaking): 5	Test d'évaluation de Français Website: http://www.alliance-francaise.ca/en/exams/tests/tef-canada

Alternatives to Language Testing

You may also meet the language proficiency requirement by other means, as the CLPNM has introduced a number of alternatives to taking a language test.

Here are some examples:

	You may meet the CLPNM's language proficiency requirement if:	Evidence required:
Did you graduate from an English or French-language nursing education program?	<ul style="list-style-type: none"> In the past four (4) years, you graduated from a full entry-level nursing education program. The program included in-person clinical experience. The language of instruction and evaluation in all components of the program (theory, lab, clinical, virtual simulation) was English or French. An authorized representative of the nursing school completes, signs and seals the CLPNM's Language of Instruction Verification Form. 	Language of Instruction Verification Form

<p>Do you, or have you recently, worked in a health care setting in Manitoba?</p>	<ul style="list-style-type: none"> You are currently employed, or were employed within the past six (6) months, by an eligible Manitoba health care employer. Your position involved direct communication with patients, families and other members of the health care team. An eligible regulated health care professional, who recently supervised you, attests to your language proficiency. 	<p>Employer Language Attestation Form</p> <p>Please contact us to discuss your eligibility for this option.</p>
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Please review the [CLPNM Language Proficiency Policy](#) for more specific eligibility criteria, and for information on other alternatives to testing.

Rules for Documents

When you submit documents to the CLPNM in support of your credential assessment application, there are a few rules you need to be aware of. Documents are to be submitted digitally. Please upload the required documents following the [CLPNM's digital documents guidelines](#).

Translated Documents

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

File Expiry

You must complete your credential assessment application file (meaning you and your third parties must submit all required documents) within one year from the date you paid the application fee. If your file is not complete after one year, it is considered expired and your file will be closed and all documents will be either confidentially stored or destroyed as per CLPNM's record retention policy.

At the discretion of the Executive Director, your timeline may be extended in the following circumstances:

- You are referred for a CCA
- You are referred to education and/or clinical practicum
- Evidence of extenuating circumstances

After Submitting Your Application

Once you have submitted the online application form and have paid for your application, the CLPNM will respond within ten (10) business days advising you of your next steps.

The CLPNM may be able to move you along in the credential assessment process while waiting to receive any or all of the verification documents listed below:

- Evidence of language proficiency
- NNAS Advisory Report
- Verifications of Registration
- Transcript for entry-level nursing program (if required by the Executive Director)
- Documents related to nursing employment (if applicable)

For most applicants, the next step will be a referral for a clinical competence assessment (CCA).

The CCA is likely to be your next step in the credential assessment process if, for example:

- you applied to NNAS through the expedited process (beginning in June 2023), which no longer involves an individual level detailed review of the curriculum from entry-level nursing education;
- you applied to the NNAS prior to the introduction of the expedited process, and a full review of your entry-level nursing education was conducted, but did not provide evidence that all the entry-level competencies of a Manitoba LPN were fully met in your program;
- you have not practiced as a practical nurse;
- you have not practiced nursing recently;
- you are a new graduate and have never worked in nursing, and/or

- you have volunteer nursing work experience and/or experience working in another health care setting as a health care aid or personal support worker, but no practical nursing work experience.

The CCA will provide you with an opportunity to demonstrate the extent to which your current nursing competencies match the entry-level competencies of Manitoba's practical nursing profession. More information on the entry-level competencies of the profession is included in this Guide starting on [page 3](#). More information about the CCA is included on the next page.

Clinical Competence Assessment

The CCA allows you to demonstrate your current competencies and allows the CLPNM to assess if you have the competencies expected of an entry-level LPN in Manitoba.

If you are referred to undergo a CCA, you will receive an email with written instructions on how to proceed.

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

For more information about the clinical competence assessment (CCA) please refer to the [Université de Saint-Boniface LPN CCA Guide for Applicants](#) and the [University of Manitoba LPN CCA Guide for Applicants](#).

You must have a referral from the CLPNM to undertake the CCA. You may select to take the CCA at either the Université de Saint-Boniface (USB) or the University of Manitoba (UM).

***Fee:**

- \$1525.00 (Payable to USB), OR
- \$2540.00 includes GST (Payable to the UM).

Timeline: the assessment takes one to two days to complete.

The most common competency gaps noted in applicants from outside of Manitoba are in areas such as:

- Client population under five years of age, including the neonate
- 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

- 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 (i.e.: delegation, charge nurse role, interprofessional collaboration)

To prepare for the CCA you are encouraged to review the following CLPNM documents on our website (www.clpnm.ca):

- [Entry-Level Competencies for LPNS](#)
- [Code of Ethics](#)
- [Standards of Practice and Conduct](#)
- [Practice Directions](#)

It is also strongly suggested that you review the primary methods for dosage calculation including dimensional analysis, ration/proportion, and formula (desired over method). In addition, the CLPNM suggests you review Canadian nursing textbooks that have been published within the last five years, such as: Fundamentals of Nursing, Anatomy and Physiology, Physical Examination & Physical Assessment for Nurses, and Medical / Surgical Nursing.

Clinical Competence Assessment Outcomes

The following list provides possible outcomes of the CCA.

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

Competencies are fully met

If you successfully demonstrate the required entry-level competencies to practise as an LPN in Manitoba based on your CCA, you will be eligible to apply to register as a Graduate Practical Nurse (GPN) AND eligible to apply to sit the Canadian Practical Nurse Registration Exam (CPNRE).

More information about GPN registration and the CPNRE can be found on [page 20](#).

Note: all other requirements to be licensed as an LPN in Manitoba must also be met (i.e., you have submitted satisfactory suitability checks; you have passed the jurisprudence education session for Manitoba LPNs; you have met the language proficiency requirements of the CLPNM, etc.)

2. Supervised Student Internationally Educated Nurse (SIEN) Gap Training Program

Competencies are mostly met

If you meet many, but not all of the required entry-level competencies to practise as an LPN in Manitoba during your CCA, the CLPNM may refer you to the SIEN Gap Training Program.

More information about the SIEN Gap Training Program is available on [page 14](#) of this document.

3. Bridging Education

Competencies are partially met

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

Information about bridging education can be found on [page 15](#) of this document.

4. Diploma in Practical Nursing (DPN)

Competencies are not met

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

Information about the DPN program can be found on [page 18](#) of this document.

NOTE: IENs who are unable to demonstrate that they possess the entry-level competencies to the required depth and breadth during their first CCA may be given the opportunity to repeat it, at the discretion of the Executive Director.

Bridging Education and/or Gap Training

Following the CCA, most applicants will be referred for some bridging education and/or gap training. This is because the entry-level education and scope of practice of IENs does not always provide the full competencies required for practice as an LPN in Manitoba.

Because each applicant's entry-level education, years of nursing experience, type of nursing experience, and time away from active practice will be different, each applicant will have unique requirements for bridging education and/or gap training.

For most applicants, bridging education will be provided through the Supervised Internationally Educated Nurse (SIEN) Gap Training program and/or the Practical Nursing Qualification Recognition (PNQR) program.

It is less common, but possible, for some applicants to be referred for additional Refresher Education, or to the Diploma in Practical Nursing (DPN) program.

Each of the potential bridging education pathways are described below.

Supervised Internationally Educated Nurse (SIEN) Gap Training Program

The SIEN gap training program has been established, with specific Manitoba employers, to provide IENs deemed eligible by the CLPNM, the opportunity to be employed and work, in a supervised capacity, for a Manitoba Regional Health Authority (RHA) or a Personal Care Home in Manitoba, under the supervision of another regulated nurse (LPN, RN, RPN), while waiting to complete bridging education requirements.

Applicants eligible for the SIEN program will have only a minimal number of competency gaps noted in the CCA.

This paid program offers eligible IENs the opportunity to:

- Enter into practice in Manitoba sooner.
- Gain exposure to the Canadian health care system, and to Canadian health care culture in an environment where the IEN would have access to support from other nurses.
- Be given time away from work so that the IEN can participate in their required courses, when they are offered.
- Complete the required supervised clinical experience (a minimum of 360 hours) through paid SIEN employment, which means the IEN is not required to complete a separate clinical practicum through an educational institution.

Applicants referred to the SIEN gap training program may be required to complete one or more courses through Continuing Education at Assiniboine College (AC), prior to being eligible to begin the supervised student employment.

As part of this program, all applicants will be required to complete the following courses in the PNQR program:

- COMM-0395: Professional Communication
- HLTH-0274: CPNRE Prep

Based on your CCA outcomes, you may be referred to additional education.

Please note that to enter the paid SIEN Gap Training program, all applicants must have a referral from the CLPNM, and must sign an undertaking agreement.

- Courses through Continuing Education: please refer to the section [Refresher Education](#) of this Guide for possible courses you may be required to take. While fees are provided, they are not set by the CLPNM; they are payable to AC, and they are subject to change.
- *PNQR Program Application Fee: \$95.00
- *Applicable PNQR Course Fees: Fees for individual courses range from \$150.00 to \$510.00.
- CLPNM Student Practical Nurse Registration Fee: \$78.75 includes GST (valid only while participating in bridging education and in the SIEN program)

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

- SIEN Gap Training Timeline:
 - Courses through Continuing Education are mostly by distance education, and you have 4 months to complete them.
 - The supervised clinical experience is a minimum of 360 hours.
 - The course Professional Communication is an online 10-week course that includes synchronous and asynchronous learning.
 - The CPNRE prep course takes one week to complete.

Practical Nursing Qualification Recognition (PNQR) Program

Many IENs must take some or all the courses in the PNQR program at Assiniboine College (AC). If you were able to demonstrate some nursing knowledge, skills, and judgement that are required for an entry-level LPN in Manitoba, the CLPNM may refer you to courses in the PNQR



program. The PNQR program includes courses that occur in the classroom and online. You must be able to attend AC's Winnipeg campus and have the ability to access some classes online. Please note that course names and program requirements are subject to change.

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

- Professional Communication
- Nursing Skills Review
- Pharmacology Review
- Physical Health Assessment

The PNQR also includes two practicums:

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

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

Please note that you must have a referral from the CLPNM to attend the PNQR.

- *PNQR Program Application Fee: \$95.00 (Payable to AC.)
- *Full PNQR Program Fee: Ranges between \$3880.00 to \$4400.00 (Payable to AC.)
- *Individual PNQR Courses/Practicum Fees: Applicants may be required to take one to seven PNQR courses. Fees for individual courses range from \$150.00 to \$510.00. (Payable to AC)
- CLPNM Student Practical Nurse Registration Fee: \$78.75 includes GST (valid only while in the PNQR program)

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

- PNQR Timeline:
 - The PNQR is currently offered twice a year in April and August (program dates subject to change).
 - Each course is ten weeks of classroom instruction, followed by seven weeks of practicum, and then one week of CPNRE Prep.

Refresher Education

If, through your CCA, you were only able to demonstrate some nursing knowledge, skills and judgement that are required for an entry-level LPN in Manitoba, and your gaps cannot be solely



addressed by the PNQR program or the SIEN Gap Training program, the CLPNM may refer you to additional education to help refresh some of your fundamental knowledge of nursing. The list below is an example of some of the courses. These refresher courses are available through Assiniboine College's (AC) Continuing Education department:

- Health Care Systems
 - Pharmacology Theory
 - Pharmacology Lab
 - Pharmacology Clinical
 - Physical Health Assessment
 - Health Prevention / Promotion Theory
 - Health Promotion Clinical
 - Community Nursing
 - Community Setting Clinical
 - Maternal and Newborn Nursing Theory
 - Maternal and Newborn Clinical
 - Pediatric Nursing Theory
 - Pediatric Nursing Clinical
 - Dosage Calculations for Nurses
-
- *Fees per Individual Course: Costs for individual courses range from \$300.00 to \$650.00. (Payable to AC)
 - CLPNM Student Practical Nurse Registration Fee: \$78.75 includes GST (valid only while taking courses through Continuing Education)
- Fees are subject to change. See the [IEN Fee Fact Sheet](#) for more information.
- Continuing Education Timeline:
 - Varies based on CLPNM referral

Diploma in Practical Nursing (DPN)

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

- *Fee: depends on the educational institution (approximate cost: \$9500.00)
<https://assiniboine.net/programs/practical-nursing>
<https://www.ucn.ca/dpn/>
<https://ustboniface.ca/diplome-sciences-infirmieres-auxiliaires>

- Timeline: approximately two years

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

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

Bridging and Gap Training Outcomes

The following list provides the possible outcomes of bridging education and/or gap training:

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

Competencies are met

Once the CLPNM receives evidence from AC and/or your SIEN Gap Training employer that you have successfully completed the education and/or gap training you were referred to, the CLPNM may declare that you are eligible to apply to register as a Graduate Practical Nurse (GPN) AND that you are eligible to apply to sit the Canadian Practical Nurse Registration Exam (CPNRE). Note: all other requirements to be licensed as an LPN in Manitoba must also be met (i.e., you do not have a criminal record; you have passed the jurisprudence education session for Manitoba LPNs; you have met the language proficiency requirements of the CLPNM etc.)

2. Repeat Education and/or Gap Training

Competencies are partially or not met

If the CLPNM receives evidence from AC and/or your SIEN Gap Training employer that suggest that you have not successfully completed the education and/or gap training you were referred to, you may be eligible to repeat some or all the bridging courses. (Note that you can only repeat the courses once.)

NOTE:

- If you have to repeat part or all of the bridging education and/or gap training and you successfully complete the requirements, you will then be eligible to apply to register as a Graduate Practical Nurse (GPN) AND eligible to apply to sit the Canadian Practical Nurse Registration Exam (CPNRE). Note: all other requirements to be licensed as an LPN in Manitoba must also be met (i.e., you do not have a criminal record; you have passed the jurisprudence education session for Manitoba LPNs; you have met the language proficiency requirements of the CLPNM etc.)

- If you do not successfully complete all of the requirements on your second attempt, the Executive Director of the CLPNM will determine your next steps, which may include a clinical competence assessment (CCA) or a referral to the Diploma in Practical Nursing (DPN) program, both at your own expense.

Jurisprudence Education

Before you can apply to become a Graduate Practical Nurse (GPN) and apply to sit the Canadian Practical Nurse Registration Exam (CPNRE), you must complete and pass a mandatory education session on the jurisprudence for LPNs in Manitoba. You may also be required to complete the jurisprudence education session prior to being eligible to practise as a Supervised Internationally Educated Nurse (SIEN).

The jurisprudence education session includes an online learning module and an online quiz to verify your learning. You will be notified when you are eligible to complete the jurisprudence education session, at which time you will be provided with instructions on how to access the quiz.

Please read the Standards of Practice and Conduct for Manitoba's Practical Nurses, Code of Ethics, CLPNM's Practice Directions and Guidance Documents, By-Laws, and Competencies before attending the session. All of these documents can be found on CLPNM's [website](#).

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

The cost of the jurisprudence education session is \$42.00 which includes GST.

Graduate Practical Nurse Registration and the Canadian Practical Nurse Registration Exam

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

You must sit the examination at the first scheduled exam window following registration as a graduate practical nurse (GPN). (Any unauthorized missed attempt will result in a failure mark and the loss of opportunity.) You have a maximum of three opportunities to sit and pass the CPNRE.

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

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

- CLPNM GPN Registration Fee: \$157.50 includes GST

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

- GPN Registration Timeline:

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

- *Professional Liability Protection: \$73 plus GST

In order to obtain GPN registration you must obtain and maintain professional liability protection made available by the Canadian Nurses Protective Society (CNPS) with a minimum limit of protection of five (5) Million dollars.

NOTE: your GPN registration expires after four months and must be renewed if you have not passed the CPNRE or if you have not yet received the results. You are required to know your GPN registration expiry date. Your registration status is available for viewing on the CLPNM's [public register](#).

GPN Registration Condition: All GPNs must practice in a supervised capacity. Your GPN license will publicly state the following: the registrant must be supervised by a Licensed Practical Nurse, Registered Nurse or a Registered Psychiatric Nurse who is readily available as per the CLPNM's Practice Direction entitled [Graduate Practical Nurse Practice](#).

CPNRE Fee: \$630.00 includes GST

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

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

Canadian Practical Nurse Registration Exam (CPNRE) Outcomes

The following list provides the possible outcomes of the CPNRE:

1. Pass the CPNRE

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

- CLPNM Initial Active Practicing Registration Fee: \$745.50 includes GST

- Initial Active Practicing Registration Timeline: Once you receive email notification that you have successfully passed the CPNRE, you have ninety days from the date of the notification to apply for active practicing registration. If you do not apply within the ninety days, you may require a re-assessment of your entire file.

NOTE: your GPN registration will expire thirty days from the date of the email notification or on your individual GPN expiry date, whichever comes first. You are required to know your GPN registration expiry date. Your registration status is available for viewing on the CLPNM's [public register](#).

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

2. Fail the CPNRE

First Failed Attempt: If you fail the CPNRE on your first exam attempt, you must sit the exam at the next available window. You will be required to pay the CPNRE fee again and you will likely have to renew your GPN registration as well.

- Renew CLPNM GPN Registration Fee: \$157.50 includes GST
- GPN Registration Conditions: additional conditions will be applied to your GPN registration. You will continue to have the condition of supervised practice (the registrant must be supervised by a Licensed Practical Nurse, Registered Nurse or a Registered Psychiatric Nurse who is readily available as per the CLPNM's Practice Direction entitled [Graduate Practical Nurse](#)). You will also have a condition that states: Graduate practical nurse registration is immediately cancelled if the registrant does not pass the next writing of the CPNRE.

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

Initial Enrolment

After you pass the CPNRE, the CLPNM will advise you of your next steps, including how to apply to initially enrol on to the LPN register.

CLPNM Initial Enrolment Fee (includes enrolment and annual license fee): \$745.50 includes GST

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

Registration Decision Appeal Process

If after receiving a final registration decision you are not satisfied, you may appeal the decision in writing within thirty (30) days of receiving the Executive Director's decision letter, and request that the decision be reviewed. The letter must explain the reason for the review request. The Executive Director will contact you and request a meeting within ten (10) business days to attempt to resolve the appeal informally.

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

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

Within ten (10) business days after the meeting, the Executive Director will send you a Final Notice of Decision. This correspondence will outline the final decision of the Executive Director and your right to appeal to the Board.

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

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

Please click [here](#) for more information about the registration decision appeal process.

Resources

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

Canadian Practical Nurse Registration Examination (CPNRE) Predictor Test

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

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

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

The Canadian Practical Nurse Registration Exam Prep Test & Guide

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

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

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

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

The CPNRE Prep Guide is offered by the exam provider, YAS, through their website at www.cpnre.ca for purchase. *The fee for the CPNRE Prep Guide is \$95.00.

Financial Support

The Government of Manitoba has launched an initiative to provide IENs already in Manitoba with financial assistance for assessment and training costs to support their goal of working as a nurse in Manitoba. Please see the following [news release](#) for more information and to access the [application form](#) to apply for these supports.

Please note that this funding program is administered by the Government of Manitoba. Any questions regarding this program should be directed to the Healthcare Recruitment inbox at healthrec@gov.mb.ca

Useful Links

Canadian English Language Benchmark Assessment for Nurses (CELBAN)

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

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

Academic International English Language Testing System (IELTS)

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

Web address: www.ielts.org

Occupational English Test (OET)

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

Web address: <https://oet.com/>

Pearson Test of English Academic (PTE)

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

Web address: <https://www.pearsonpte.com/>

Test d'évaluation de français Canada (TEF Canada)

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

Web address: <http://www.alliance-francaise.ca/en/exams/tests/tef-canada>

Manitoba Start

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

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

Entry Program

Description: Provides settlement orientation for all newcomers to Winnipeg.

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

Manitoba Association of Newcomer Serving Organizations

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

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

Winnipeg English Language Assessment and Referral Centre (WELARC)

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

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

Communication for Internationally Educated Nurses

Description: is a free English as an Additional Language (EAL) class specifically for internationally educated nurses, which focuses on building core language skills in the four areas of listening, speaking, reading, and writing as they relate to the Canadian healthcare system. In addition, this program also introduces skills and strategies for CELBAN.

Web address: <https://www.rrc.ca/cni/programs/occupation-specific/health/internationally-educated-nurses/>

Communication for Internationally Educated Health Professionals

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

Web address: <https://www.rrc.ca/cni/programs/occupation-specific/health/internationally-educated-health-professionals/>

Pronunciation for Health Professionals

Description: is a free English as an Additional Language (EAL) class specifically for internationally educated health professionals who wish to improve their speech clarity, using vocabulary, exercises, and role-playing unique to the medical setting. The focus is on developing an awareness to the linguistic elements of English speech patterns and applying those rules to your own speech.

Web address: <https://www.rrc.ca/cni/programs/occupation-specific/health/pronunciation-for-health-professionals/>

Assiniboine College (AC)

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

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

Immigration, Refugee and Citizenship Canada

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

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

Planning for Canada

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

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

College of Registered Nurses of Manitoba (CRNM)

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

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

College of Registered Psychiatric Nurses of Manitoba (CRPNM)

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

Web address: <https://crpnm.mb.ca/>

College of Midwives of Manitoba (CMM)

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

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

College of Physicians and Surgeons of Manitoba (CPSM)

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

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

Manitoba Alliance of Health Regulatory Colleges

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

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

NNAS Frequently Asked Questions

For NNAS questions regarding: their expedited service, general information, the application process, required documents, the advisory report, fees, and contacts please go to: www.nnas.ca.

CLPNM Frequently Asked Questions

1. I have passed the Canadian Practical Nurse Registration Exam (CPNRE) and I hold an active practicing license in another Canadian Province or Territory; can I become a nurse in Manitoba?
 - Yes. Please click [here](#) to review your options on how to apply to the CLPNM.
2. How long is my file open for?
 - It is open for one year from the date you paid the application fee. Please refer to [page 9](#) for more information.
3. Do you need my original documents for things like criminal record check and government-issued photo ID?
 - No. You are required to digitally submit your two pieces of government-issued ID (one with photo) and your three suitability checks. Please click [here](#) for information on how to digitally submit these documents.
4. Do I need a criminal record check with vulnerable sector search from Canada?
 - Yes. As part of the credential assessment application process, you need to submit a criminal record check that is based on a Canada-wide search, and which includes a vulnerable sector search. Please review the [CLPNM's Fact Sheet on Suitability Checks](#) for specific information on how to obtain this document.
5. How do I apply for a child abuse registry check?
 - Child abuse registry checks must be obtained from the Manitoba Child Abuse Registry. The registry provides the option to apply online, by mail, or in person. Please review the [CLPNM's Fact Sheet on Suitability Checks](#) for specific information on how to obtain this document.
6. How do I apply for an adult abuse registry check?
 - Adult abuse registry checks must be obtained from the Manitoba Adult Abuse Registry. The registry provides the option to apply online, by mail, or in person. Please review the [CLPNM's Fact Sheet on Suitability Checks](#) for specific information on how to obtain this document.

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

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

8. Do I need to submit proof of language proficiency to the NNAS?

- No. Effective October 14, 2022, NNAS no longer collects language proficiency test scores as part of the NNAS process. Instead, you must submit proof of language proficiency to the CLPNM prior to enrolling in any bridging education, or applying for registration as a Graduate Practical Nurse, whichever comes first. For more information about language proficiency requirements, please click [here](#).

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

- Yes. You must submit proof of language proficiency to the CLPNM, prior to enrolling in bridging education, gap training, or applying for registration as a Graduate Practical Nurse, whichever comes first.

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

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

11. How will I know that I have been referred for a Clinical Competence Assessment and how do I prepare for it?

- You will receive an emailed letter from the CLPNM notifying you that you have been referred for a Clinical Competence Assessment. Attached with the email will be a copy of the [LPN CCA Guide for Applicants](#) from USB and [LPN CCA Guide for Applicants](#) from the UM. These guides will provide you with everything you need to know about the CCA including how to prepare.

12. I heard that I must pay for my CCA, is this true?

- Yes. *The fee is currently \$1525.00 at USB and \$2540.00 at UM.

13. What do I do if I fail the "competency exam"?

- The clinical competence assessment (CCA) is not an exam, it is a diagnostic tool that helps the CLPNM measure which nursing competencies you currently possess. If the CLPNM determines that there are some gaps in your nursing education, experience, knowledge, skills, and judgement based on the outcome of your CCA, you may be referred to the Supervised Internationally Educated Nurse (SIEN) Gap Training

program, to some or all of the courses in the Practical Nursing Qualification Recognition (PNQR) program, or to some refresher courses through Continuing Education and/or to the full PNQR program. If the CLPNM feels that your gaps in nursing education, experience, knowledge, skills, and judgement are too significant to be addressed by the SIEN Gap Training program, PNQR program, and/or by courses through Continuing Education, you would then be required to take a Diploma in Practical Nursing (DPN) program, in order to pursue registration as a licensed practical nurse (LPN) in Manitoba.

- Please note that IENs who are unable to demonstrate they possess the entry level competencies in their first CCA, meaning the depth and breadth of the noted gaps cannot be addressed by bridging education, continuing education, and/or gap training, may be given the opportunity to repeat the CCA, at the discretion of the Executive Director.

14. When am I able to take the jurisprudence?

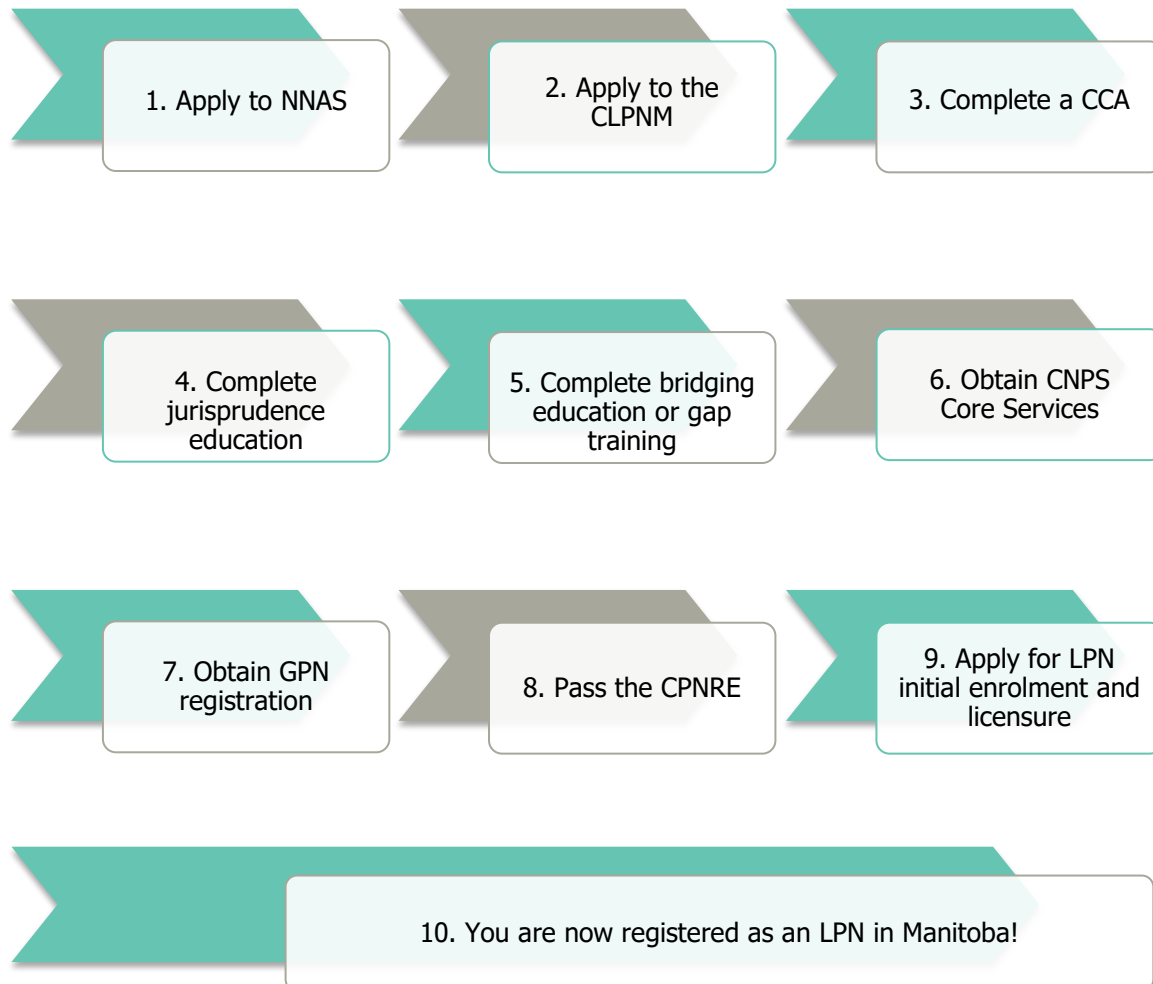
- You will be required to complete the jurisprudence education session after you have submitted a credential assessment application to the CLPNM, and before you are eligible to practise in any capacity as a practical nurse. Once you have applied, the CLPNM will provide you with more specific direction on when to pay for and complete the jurisprudence education session and quiz.

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

- Yes. Every applicant is unique so your pathway may look different from others. When seeking information about how to apply to NNAS and how to seek registration with the CLPNM (or with any nursing regulatory body in Canada) you should always go directly to the source.

Appendix A: IEN Application Process

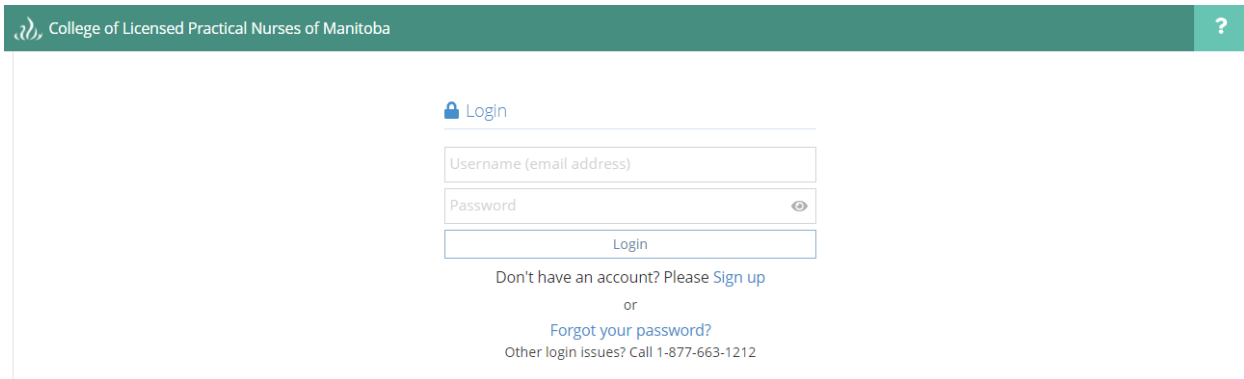
The following flowchart outlines the essential steps in the IEN application process.



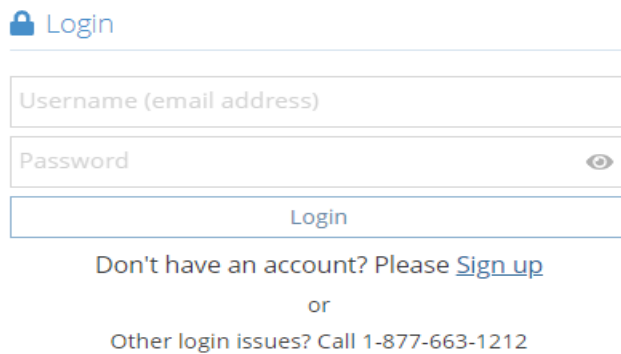
Appendix B: Creating an Online Profile

In order to create yourself a profile in the CLPNM's online registration system, please refer to the following instructions.

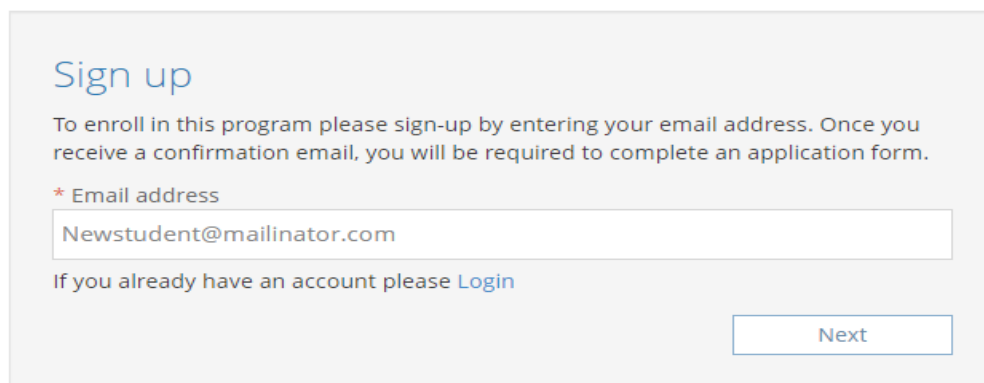
- Click on <https://clpnmv6.alinityapp.com/Account/Login> You will see the following screen:

A screenshot of the CLPNM login page. At the top, a green header bar contains the CLPNM logo and the text 'College of Licensed Practical Nurses of Manitoba' on the left, and a question mark icon on the right. The main content area is white and features a 'Login' heading with a lock icon. Below the heading are two input fields: 'Username (email address)' and 'Password' (with a toggle eye icon). A 'Login' button is positioned below the password field. Underneath the button, there are three lines of text: 'Don't have an account? Please [Sign up](#)', 'or', and 'Forgot your password? Other login issues? Call 1-877-663-1212'.

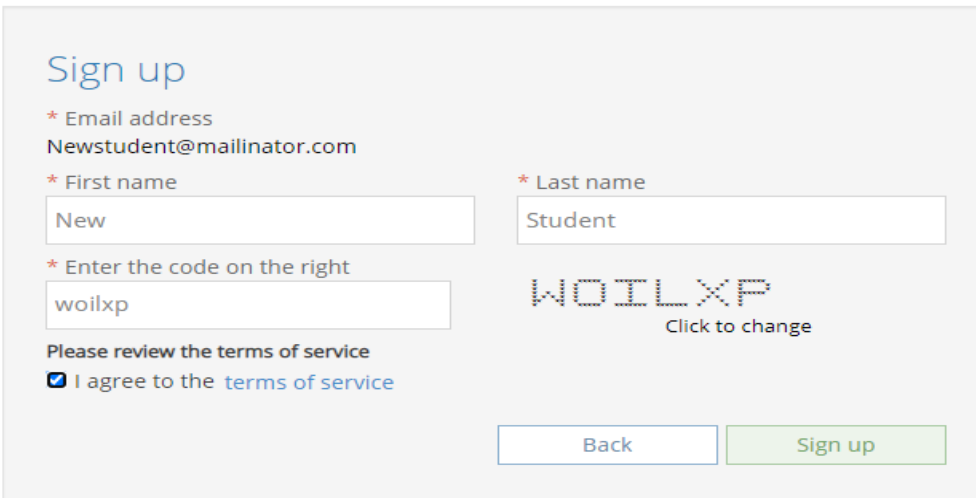
- Click on 'Please sign up' noted under the Login button

A screenshot of the CLPNM sign-up page. It features a 'Login' heading with a lock icon. Below the heading are two input fields: 'Username (email address)' and 'Password' (with a toggle eye icon). A 'Login' button is positioned below the password field. Underneath the button, there are three lines of text: 'Don't have an account? Please [Sign up](#)', 'or', and 'Other login issues? Call 1-877-663-1212'.

- You will be prompted to enter your email address and click 'next'
 - Please make sure to use your personal email address when signing up

A screenshot of the CLPNM sign-up page. The heading is 'Sign up'. Below the heading is a paragraph: 'To enroll in this program please sign-up by entering your email address. Once you receive a confirmation email, you will be required to complete an application form.' Below this is a red asterisk followed by 'Email address'. There is an input field containing the text 'Newstudent@mailinator.com'. Below the input field is the text 'If you already have an account please [Login](#)'. At the bottom right of the form is a 'Next' button.

- Enter your first name, last name, and the code provided on the right side of the screen. Then click 'sign up' at the bottom of the screen.



Sign up

* Email address
Newstudent@mailinator.com

* First name
New

* Last name
Student

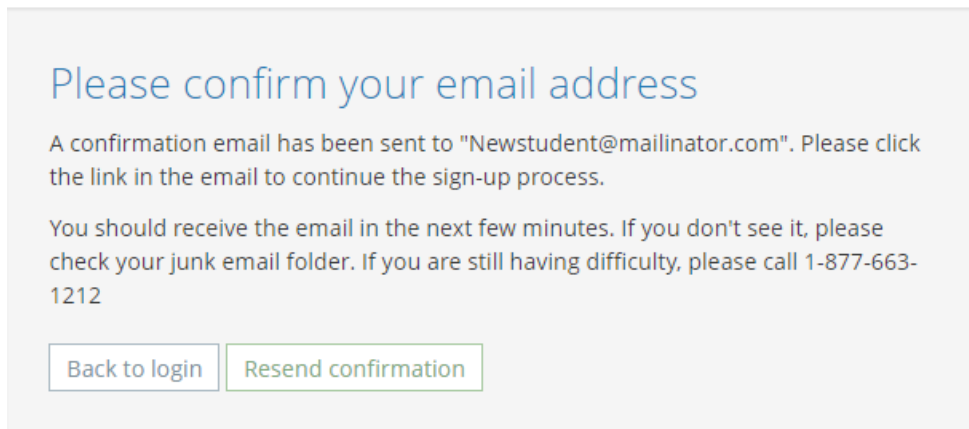
* Enter the code on the right
woilxp

WOILXP
Click to change

Please review the terms of service
 I agree to the [terms of service](#)

Back Sign up

You will then receive an email notification asking you to confirm your email address. Check your email and junk mail.



Please confirm your email address

A confirmation email has been sent to "Newstudent@mailinator.com". Please click the link in the email to continue the sign-up process.

You should receive the email in the next few minutes. If you don't see it, please check your junk email folder. If you are still having difficulty, please call 1-877-663-1212

Back to login Resend confirmation

- Go to your email, find the confirmation email, and click on 'Complete Registration'

Please click the link below to complete your registration:

[Complete registration](#)

Alternatively, you can cut and paste the following URL:

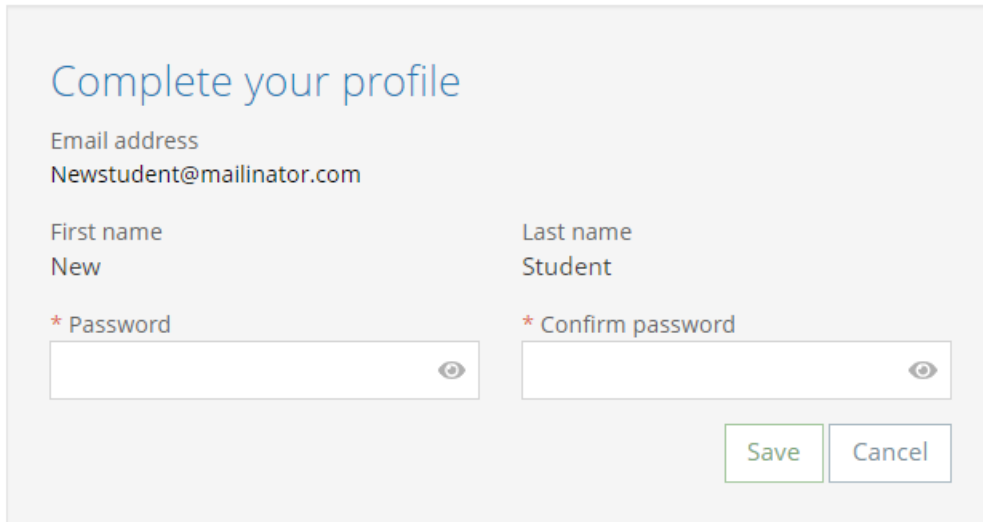
<http://clpnmtestv6.alinityapp.com/account/userconfirmation/A04354E4-D2AD-EB11-82CE-000C292A94A8>

If you have any questions about this process, please contact us, info@clpnm.ca or call 1-877-663-1212, 204-663-1212.

Thank you
CLPNM

A new tab will appear asking you to create a password

- Create a password, confirm it, and click 'save'



Complete your profile

Email address
Newstudent@mailinator.com

First name
New

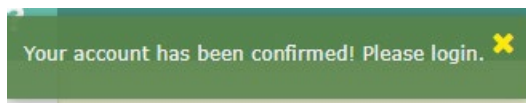
Last name
Student

* Password

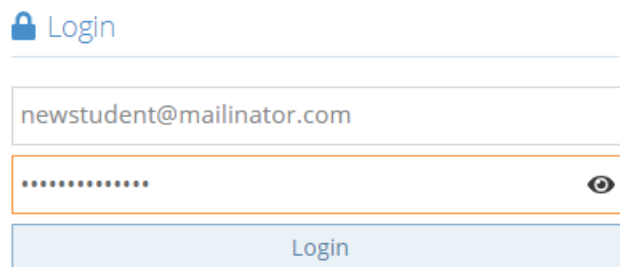
* Confirm password

Save Cancel

Once this is complete you will return to the login screen and your account will be confirmed



- Log in with your email address and password



Login

newstudent@mailinator.com

.....


Login

Don't have an account? Please [Sign up](#)

or

Other login issues? Call 1-877-663-1212

The CLPNM keeps information secure with two factor authentication. You will get a message advising that a code was sent to your email.

 We just want to make sure it's you

We have sent the code to your email address on file, if you don't receive it shortly please check your junk folders as well. Once you have the code enter it exactly as shown in the email to authorize this browser.

Other issues? Call 1-877-663-1212


- Go to your email. Check your inbox and junk mail and then copy the verification code provided into the CLPNM's validation prompting screen.

To ensure security we require you to verify your browser.

To verify the browser you used and access your account you will need to enter the following code exactly as it appears

XVJfEr

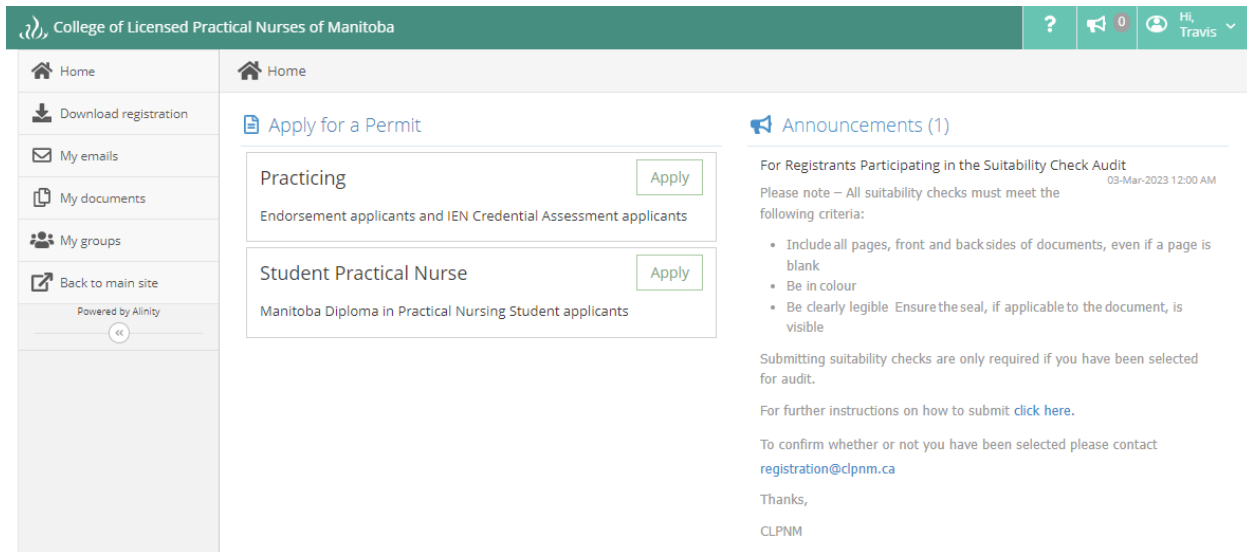
- Paste the verification code into the CLPNM page and click 'validate'

 We just want to make sure it's you

We have sent the code to your email address on file, if you don't receive it shortly please check your junk folders as well. Once you have the code enter it exactly as shown in the email to authorize this browser.

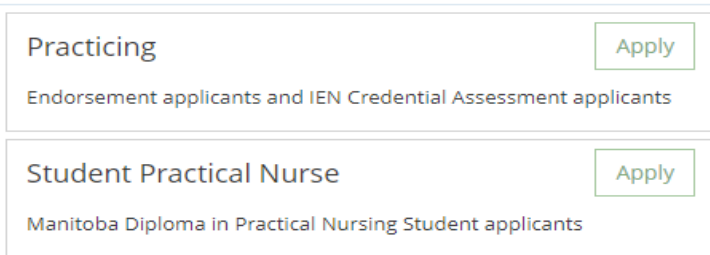
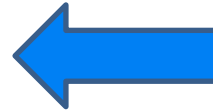
Congratulations! You now have an online profile with the CLPNM.

To access your online application, you must first log in to your online profile. Once you have logged in, you will see a member dashboard.



Under 'Apply for a Permit,' please go to the first box called 'Practising,' and click on 'Apply.'

Apply for a Permit

Follow the directions on the screen to continue the application process.