

CREDENTIAL ASSESSMENT APPLICATION GUIDE FOR IENS

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463 St. Anne's Road
Winnipeg, MB R2M 3C9
info@clpnm.ca
T: 204-663-1212
TF: 1-877-663-1212
F: 204-663-1207



College of Licensed Practical
Nurses of Manitoba



Credential Assessment Application Guide for Internationally Educated Nurses

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The National Nursing Assessment Service (NNAS)

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

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

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

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

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

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



Applying for Registration with the CLPNM

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

The CLPNM

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

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

The Credential Assessment Process

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

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

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



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

A Fair Approach

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

Disclaimer

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

Seeking Registration Elsewhere

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

If you are planning on seeking registration in another Canadian jurisdiction and/or in a different nursing profession, certain actions may affect your eligibility for certain outcomes of the credential assessment process with the CLPNM.

Please read the following information carefully:

Nursing Exam:

If at any time during the credential assessment process with the CLPNM you pass a Canadian nursing exam, such as the CPNRE or the NCLEX-RN, you may no longer be eligible for certain outcomes of the credential assessment process with the CLPNM.

Registering as a Nurse:

If at any time during the credential assessment process with the CLPNM you become registered as a nurse (LPN, RN, RPN) anywhere in Canada, you may no longer be eligible for certain outcomes of the credential assessment process with the CLPNM.

Bridge Program for IENs:

If at any time during the credential assessment process with the CLPNM you become eligible to take the Bridge Program for Internationally Educated Nurses (BPIEN) Level 2 and 3 at Red River College, you may no longer be eligible for certain outcomes of the credential assessment process with the CLPNM. You are required to contact the CLPNM.

The Credential Assessment Application Process for IENs

Before Opening a File

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

- have applied online through the NNAS; the NNAS must have completed the review of your file and issued an advisory report to you and to the CLPNM;
- be a legal resident of Manitoba and be allowed to work and to be educated in Manitoba,
- have practised as a nurse within the previous eight years¹
- be able to provide evidence of having achieved the required language test scores from one of the English or French Board-approved language proficiency tests. For more information about language requirements please see [here](#).

¹ If you have never practised as a nurse, in order to open a file with the CLPNM, you must have graduated from your nursing program within the last four years.

Opening a File

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

- Paid the credential assessment fee of \$441.00 includes GST
 - Fees are subject to change. See the [IEN Fee Fact Sheet](#) for more information.
- Filled out and submitted the Credential Assessment Application form
- Submitted two (2) Canadian passport-sized photos stamped and dated by the place of business who took the photo. Your full name must be printed on the back of each photo and the back of both photos must be signed by a guarantor
 - A guarantor is a person who has known you personally for at least two years and can verify your identity. A guarantor cannot be a family member.
- Submitted a notarized copy of your government ID (with photo)
 - Examples of government ID include a valid Canadian driver's license, a valid Canadian passport or a permanent resident card (copy of front and back).



- Submitted a notarized copy proving your immigration status or Canadian citizenship
 - Examples of proof of immigration status and Canadian citizenship include a permanent resident card (copy of front and back), a Canadian citizenship card, or a letter of approval for permanent residency from Immigration, Refugees and Citizenship Canada (IRCC). If you are on a work permit and/or a study permit, please contact the CLPNM to discuss by calling 204-663-1212.
- Provided evidence of achieving the required language test scores from one of the English or French Board-approved language proficiency tests.

NOTE: all notarized documents must be notarized by a Notary Public.

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

Once you have opened a file, the CLPNM will respond by letter within ten business days. The letter will contain your login credentials: User ID and Password.

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

Important note:

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



Application Forms

Each application form is described below.

1. Credential Assessment Application

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

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

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

Personal Information: please fill in your personal information.

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

Important Information: please read all of the information carefully.

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

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

Payment: please indicate your method of payment.

- **Fee:** \$441.00 includes GST. (Fees are subject to change.) The CLPNM accepts Visa, MasterCard, Money order, or Debit (in person); the CLPNM does not accept cash or cheque. See the [IEN Fee Fact Sheet](#) for more information.

Photos: provide the CLPNM with two Canadian passport-sized photos.

- Each photo must be stamped and dated by the place of business who took the photo. Your name must be printed on the back of each photo and the back of both photos must be signed by a guarantor. (A guarantor is a person who has known you personally for at least two years and who can verify your identity. A guarantor cannot be a family member.)

Government ID: submit a notarized copy of your government ID (with photo).

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

Proof of Immigration Status or Canadian Citizenship: submit a notarized copy proving your immigration status or Canadian citizenship.

- Examples include a permanent resident card (copy of front and back), a Canadian citizenship card, or a letter of approval for permanent residency from Citizenship and Immigration Canada. (If you are on a work permit, please contact the CLPNM to discuss by calling 204-663-1212.)

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

- If your first/primary language is not English or French, you must also submit the required language test scores from a Board-approved language proficiency test, if you did not previously submit a test to NNAS. For more information regarding language proficiency, please see [here](#).

2. Disclosure

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

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

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

Personal Information: please fill in your personal information.

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

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



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

Suitability Checks:

Criminal record checks, child abuse registry checks and adult abuse registry checks are referred to as suitability checks.

Criminal Record Check with Vulnerable Sector Search

A criminal record check with a vulnerable sector search can be obtained from the Royal Canadian Mounted Police (RCMP) or the Winnipeg Police Service (WPS). You may apply to the RCMP by visiting any RCMP detachment. If you are a resident of the City of Winnipeg, the WPS provides you the option of applying online or in person. Note that the WPS website refers to a criminal record check as police information check. Please visit their website for details:

<http://www.winnipeg.ca/police/pr/pic.stm#pic>

If you apply for a criminal record check with the Winnipeg Police Service online, you now have the option of having the result submitted to the CLPNM electronically. Be sure to add College of Licensed Practical Nurses of Manitoba as an agency that you wish to have access to the results. The CLPNM will then be able to view the results through the online portal, and you will not need to submit any paper documentation for this particular check. At this time, the Manitoba Child and Adult Abuse Registries provide paper-based registry checks only.

Child Abuse Registry Check

Child abuse registry checks must be obtained from the Manitoba Child Abuse Registry. The registry provides the option to apply online, by mail, or in person. Please visit their website for details: https://www.gov.mb.ca/fs/childfam/child_abuse_registry.html

Adult Abuse Registry Checks

Adult abuse registry checks must be obtained from the Manitoba Adult Abuse Registry. It also 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

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

3. Language Proficiency

Any applicant whose first/primary language is not English or French must provide evidence of achieving the required language test scores from one of the English or French Board-approved language proficiency tests. (For the definition of first/primary language, please see [here](#).)

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

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

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

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

Important Information: please read this information carefully.

Board-Approved Language Proficiency Tests

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

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: 10 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: 7.5 Reading: 6.5 Writing: 7.0 Speaking: 7.0	International English Language Testing System Website: www.ielts.org The CLPNM 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 (Test d'évaluation de Français)	Listening: 5 Reading: 4 Writing: 4 Speaking: 5 Vocabulary & Grammar: 4	Test d'évaluation de Français Website: http://www.alliance-francaise.ca/en/exams/tests/tef-canada

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

Note: the National Nursing Assessment Service (NNAS) may require you to submit proof of language proficiency. If you are required to submit language test results, NNAS' policy is that the results cannot be more than six months old when submitted. However, if you have language test results that are older than six months but not more than two years from the testing date, you can request the CLPNM to contact the NNAS on your behalf for your language test results to be accepted. Please be aware that your language test results cannot be more than two years old from the testing date when your Advisory Report is issued to the CLPNM.

4. Non-Nursing Employment Information

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

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

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

Personal Information: please fill in your personal information.

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

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

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

Completing a File

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

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

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

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

Rules for Documents

Copies

The CLPNM does not accept any faxed, photocopied, or scanned emailed copies of documents. If you do not want to send original copies of documents to the CLPNM, you can send notarized copies. (Notarized copies must be notarized by a Notary Public.)

If you are unable to get a notarized copy of a document, you may bring the original document and a photocopy of the original document to the CLPNM, so that the CLPNM can verify the authenticity of the copy. Please note that the CLPNM does not provide photocopy services; you are responsible for bringing in your own copies.

Translated Documents

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

Storage of Documents

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

Expired Files

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

Expiration and Validity of Specific Documents

1. Suitability Checks

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

2. Language Proficiency Test

Your language test scores are considered current for two years from the date the test was administered. If your scores expire while you are still actively pursuing licensure as an LPN with the CLPNM (i.e. waiting for a clinical competence assessment; taking the Practical Nursing Qualification Recognition program) you do not need to submit a new language proficiency test, unless the CLPNM determines it is warranted.

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

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



Entry-level Competencies of an LPN in Manitoba

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

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

Credential Assessment Outcomes

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

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

Competencies are fully met

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

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

2. Clinical Competence Assessment (CCA)

Competencies are partially met

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

Competencies are partially met if:

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

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

3. Practical Nursing Qualification Recognition (PNQR) Program

Competencies are partially met

If there are some gaps in your skills, knowledge and judgement based on your paper-based credential assessment that can be directly addressed by the courses provided in the PNQR program, the CLPNM will refer you to this program.

4. Diploma in Practical Nursing (DPN)

Competencies are not met

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

Competencies are not met if:

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

Canadian Practical Nurse Registration Exam (CPNRE) Outcomes

The following list provides the possible outcomes of the CPNRE:

1. Pass the CPNRE

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

- Initial Active Practicing Registration Fee: \$493.50 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 face a re-assessment.



NOTE: your GPN registration will expire thirty days from the date of the letter.

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

2. Fail the CPNRE once

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

- Renew GPN Registration Fee: \$105.00 includes GST
- Renew GPN Registration Timeline: your GPN registration expires after four months, and must be renewed if you have not received notification from CLPNM that you have passed the CPNRE.
- GPN Conditions: 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: \$420.00 includes GST
- Scheduling fee for exam (paid to Pearson Vue): \$110.25 includes GST

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

- CPNRE Timeline: there are four exam windows per year (January/February, June/July, September/October and November/December); you must sit the exam when directed to do so by the CLPNM. Missed opportunities are considered a failed attempt.

3. Fail the CPNRE twice

If you fail the CPNRE for a second time, your GPN registration will be immediately cancelled and your employer will be notified. You will **not** be eligible to renew your GPN registration, and will therefore **not** be eligible to sit the CPNRE. The Executive Director (ED) 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, both at your own expense.

- Clinical Competence Assessment Fee: \$779.10 (under review / subject to change)
 - Fees must be paid to the CCA provider.
 - Note: as of September 1, 2018, the CLPNM CCA is currently in transition to a new vendor.
- Clinical Competence Assessment Timeline: the assessment takes one to two days to complete and can usually be scheduled within a month.

- Continuing Education: varies based on CLPNM referral
- Continuing Education Timeline: varies based on CLPNM referral

Note: in order to take any course in the PNR program, you must have a referral from the CLPNM.

Clinical Competence Assessment (CCA) Outcomes

The following list provides the possible outcomes of the CCA:

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

Competencies are fully met

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

2. Practical Nursing Qualification Recognition (PNQR) Program

Competencies are partially met

If you demonstrate some of the required entry-level competencies to practise as an LPN in Manitoba during your CCA, the CLPNM will refer you to some or all of the courses in the PNQR program. In certain cases, further education through Continuing Education may be required in conjunction with the PNQR (i.e. a maternal and newborn course).

3. Diploma in Practical Nursing (DPN)

Competencies are not met

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



Practical Nursing Qualification Recognition (PNQR) Program Outcomes

The following list provides the possible outcomes of the PNQR:

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

Competencies are met

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

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

Competencies are partially or not met

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

NOTE:

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

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

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

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

- GPN Registration Fee: \$105.00 includes GST

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

- GPN Registration Timeline:

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

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

GPN Conditions: 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: \$420.00 includes GST
 - Scheduling fee for exam (paid to Pearson Vue): \$110.25 includes GST
- Fees are subject to change. See the [IEN Fee Fact Sheet](#) for more information.
- CPNRE Timeline: there are four exam windows per year (January/February, June/July, September/October and November/December); you must sit the exam when directed to do so by the CLPNM. Missed opportunities are considered a failed attempt.

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

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

If you fail a second time, your GPN registration will be immediately cancelled and your employer will be notified. You will **not** be eligible to renew your GPN registration, and will therefore **not** be eligible to sit the CPNRE. The Executive Director (ED) of the CLPNM will determine your next



step(s), which may include a clinical competence assessment (CCA) and/or the Practical Nursing Refresher (PNR) program, both at your own expense.

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

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

Clinical Competence Assessment (CCA)

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

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

You must have a referral from the CLPNM

- Fee: \$779.10 (under review / subject to change)
- Timeline: the assessment takes one to two days to complete and can usually be scheduled within a month.

Practical Nursing Qualification Recognition (PNQR) Program

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

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

- Canadian Healthcare Workplace
- Nursing Skills Review
- Pharmacology Skills Review
- Physical Health Assessment

The PNQR also includes two mandatory practicums:

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



If you successfully complete each course and both practicums, you will be eligible to take the CPNRE Prep class.

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

- PNQR Program Application Fee: \$75.00 (this amount is not set by the CLPNM and is payable to ACC.)
- Full PNQR Program Fee: \$1067.16 (this amount is not set by the CLPNM and is payable to ACC.)
- Individual PNQR Courses/Practicum Fees: (these amounts are not set by CLPNM and are payable to ACC.)
 - Canadian Healthcare Workplace: \$127.56
 - Nursing Skills Review: \$216.84
 - Pharmacology Skills Review: \$216.84
 - Physical Health Assessment: \$153.06
 - Long Term Care Practicum: \$114.78
 - Acute Care Practicum: \$153.04
- Student Practical Nurse Registration Fee: \$52.50 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.

Continuing Education

If you were only able to demonstrate some nursing knowledge, skills and judgement that are required for an entry-level LPN in Manitoba, and your gaps cannot be solely addressed by the PNQR program, the CLPNM may refer you to courses through Continuing Education.

Continuing Education may include the following courses and practicums:

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

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

- Fees per Individual Course and / or Practicum: (these amounts are not set by CLPNM and are payable to ACC.)
 - Health Care Systems: \$595.00
 - Pharmacology Theory: \$495.00
 - Pharmacology Clinical: \$285.00
 - Pharmacology Lab: \$429.00
 - Physical Health Assessment: \$650.00
 - Health Prevention / Promotion: \$595.00
 - Health Promotion Clinical: \$495.00
 - Community Nursing: \$495.00
 - Community Setting Clinical: \$325.00
 - Maternal and Newborn: \$495.00

- Mother and Newborn Clinical: \$285.00
- Pediatric Nursing: \$495.00
- Pediatric Clinical: \$285.00
- Student Practical Nurse Registration Fee: \$52.50 includes GST (valid only while taking courses through Continuing Education)

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

- Continuing Education Timeline:
 - Varies based on CLPNM referral

Diploma in Practical Nursing (DPN)

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

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

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

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

Registration Decision Appeal Process

If after receiving the final registration decision you are not satisfied, you may appeal the decision within thirty days of the date of the decision letter, by writing the Executive Director. The Executive Director will contact you and request a meeting within ten business days to attempt to resolve the appeal informally.

- Fee for pre-appeal: free

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



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

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

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

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

To retrieve a Request for Appeal Form please see [here](#).

Jurisprudence

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

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

The video session is approximately 55 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 via SurveyMonkey, CLPNM processing time takes 10 business days.

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

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

Resources

Canadian Practical Nurse Registration Examination (CPNRE) Predictor Test

The CPNRE Predictor Test is an online test, consisting of 85 multiple-choice questions, which is designed to help gauge how ready you are to take the *Canadian Practical Nurse Registration Examination (CPNRE)*.

The questions on the CPNRE Predictor Test have been used on previous administrations of the CPNRE and were created using the same examination development methods. The CPNRE Predictor Test reflects the current blueprint used to create the CPNRE, and is available in English and French.

The CPNRE Predictor Test is offered by the exam provider through their website at www.cpnre.ca for purchase. The fee is \$42.00 includes GST.

The Canadian Practical Nurse Registration Exam Prep Guide, 5th Edition

The *Canadian Practical Nurse Registration Exam Prep Guide, 5th Edition*, was developed to assist candidates in preparing to take 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 Prep Guide is available at www.cpnre.ca for purchase. The fee is \$89.25 includes GST.

Financial Support

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

Useful Links

Manitoba Start

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

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

Entry Program

Description: Provides settlement orientation for all newcomers to Winnipeg.

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

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/>

Canadian Culture and Communication for Nurses (CCCN)

Description: An English language program specifically developed for internationally educated nurses.

Web address: <https://cccn.manitobanurses.ca/>

Communication for Internationally-Educated Health Professionals (CIEHP)

Description: An English language program that focuses on the language, culture and communication in the Canadian Health Care context. Skill-building in speaking and listening is emphasized.

Web address: <https://www.rrc.ca/academicprep/communication-for-internationally-educated-health-professionals/>

Assiniboine Community College (ACC)

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

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

Immigration, Refugee and Citizenship Canada

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

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

Canadian Immigrant Integration Program (CIIP)

Description: a pre-arrival service that provides an orientation to Canada to economic and family class immigrants before they land in Canada. Sessions are offered worldwide in person and online.

Web address: <http://www.newcomersuccess.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/>

College of Registered Nurses of Manitoba (CRNM)

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

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

College of Registered Psychiatric Nurses of Manitoba (CRPNM)

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

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



College of 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/>

NNAS Frequently Asked Questions

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

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. In order to become a licensed practical nurse (LPN) in Manitoba, you will need to apply through the endorsement process in order to receive licensure. For more information about the endorsement process, please read the [Guide for Endorsement Applicants](#) on CLPNM's website.
2. How long is my file open for?
 - Once the CLPNM has received your advisory report from the NNAS, you have one year in which to open AND to complete your credential assessment application file with the CLPNM.
3. Do you need my original documents for things like criminal record check, immigration status, and so on?
 - Yes and No.
 - Yes. The CLPNM requires original documents or notarized copies of documents. Please note that notarized copies must be notarized by a Notary Public.
 - No. You can bring the original copy of certain documents to the CLPNM, but not third party documents (licensing authority registration, employer information,

transcripts, course outlines, etc.), and a photocopy of these documents to be verified by the CLPNM. Please note that the CLPNM does not provide photocopy services; therefore, you are responsible for bringing your own copies.

4. Do you accept copies of documents certified by a Commissioner of Oaths, or does a lawyer have to notarize the documents?
 - No. Copies from a Commissioner of Oaths are not accepted. The CLPNM requires documents to be notarized by a Notary Public. The Notary Public must stamp, sign and date, and provide a seal on all documents being notarized.
5. If a specific application form for credential assessment does not apply to me, do I have to complete it and send it back to the CLPNM?
 - Yes. All application forms must be filled in and mailed back to the CLPNM.
6. Do I need a criminal record check with vulnerable sector search from Canada?
 - Yes. As part of the credential assessment application process, you need to submit a criminal record check that is based on a Canada-wide search and which includes a vulnerable sector search. This can be obtained from the Royal Canadian Mounted Police (RCMP) or the Winnipeg Police Service (WPS). You may apply to the RCMP by visiting any RCMP detachment. If you are a resident of the City of Winnipeg, the WPS provides you the option of applying online or in person. Note that the WPS website refers to a criminal record check as police information check. Please visit their website for details: <http://www.winnipeg.ca/police/pr/pic.stm#pic>
7. How do I apply for a child abuse registry check?
 - Child abuse registry checks must be obtained from the Manitoba Child Abuse Registry. The registry provides the option to apply online, by mail, or in person. Please visit their website for details: https://www.gov.mb.ca/fs/childfam/child_abuse_registry.html
8. How do I apply for an adult abuse registry check?
 - Adult abuse registry checks must be obtained from the Manitoba Adult Abuse Registry. It also 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
9. Will you notify me when you receive my documents?
 - No. The CLPNM will not contact you to let you know if your documents have been received. It is up to you to follow-up with the CLPNM to see if your file is complete, or to see if any documents are missing.

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

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

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

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

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

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

13. When the CLPNM has received all of the required documents, how long does it take for my file to be assessed?

- Once the CLPNM has received your NNAS advisory report, and the additional documents (and fee) required by the CLPNM, it takes approximately four weeks for your file to be assessed. Once it is assessed, it takes approximately ten business days to receive written notification of the results of your paper-based credential assessment.

14. How will I be notified once my file has been assessed?

- You will receive written notification of the results of your paper-based credential assessment within ten business days after your file has been assessed.

15. Once my credential assessment file has been assessed, what is my next step?

- You will receive written notification of the results of your paper-based credential assessment within ten business days after your file has been assessed. The written notification will outline your next steps towards registration as a licensed practical nurse (LPN) in Manitoba.

16. I heard that I have to pay for my CCA, is this true?

- Yes.

- As of September 1, 2018, the CLPNM CCA is currently in transition to a new vendor. Fees are under review.

17. What do I do if I fail the competency exam?

- The clinical competence assessment (CCA) is not an exam. If the CLPNM determines that there are some gaps in your nursing education, experience, knowledge, skills and judgement based on the outcome of your CCA, you may be referred to some or all of the courses in the Practical Nursing Qualification Recognition (PNQR) program, or to some courses through Continuing Education and to the full PNQR program. If the CLPNM feels that your gaps in nursing education, experience, knowledge, skills and judgement are too significant to be addressed by the PNQR and/or by courses through Continuing Education you would then be required to take a Diploma in Practical Nursing (DPN) program.

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

- The jurisprudence session may take place while you are in the PNQR program. If not, you cannot take the jurisprudence education session until you have been directed to do so by the CLPNM.

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

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

IEN Application for Registration Pathway

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

