

GUIDE FOR ENDORSEMENT APPLICANTS

Revised: October 17, 2018

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



Contents

A Fair Approach	3
Disclaimer	3
What is an Endorsement?	3
Planning Your Arrival to Manitoba	3
Application Process for Endorsements	4
Before Opening a File	4
Opening a File	4
Communication	6
Completing Your File	6
Endorsement Application Forms	8
Part 1: Application	8
Part 2: Disclosure	8
Part 3: Verification of Registration	9
Part 4: Nursing Employment Information	10
Part 4B: Non-Nursing Employment Information	11
Part 5: Verification of Education	11
National Nursing Assessment Service (NNAS) Advisory Reports	12
Rules for Documents	13
Copies	13
Translated Documents	13
Storage of Documents	13
Dormant and Expired Files	13
Re-assessment	14
Expiration and Validity of Specific Documents	14
Entry-level Competencies of an LPN in Manitoba	14
Practice Hour Requirement	15
Canadian Free Trade Agreement	16
Conditions	17
Removal of Conditions	17
Practical Nursing Refresher (PNR) Program	18
Review of Your File	19
Jurisprudence	19
Registration	20
Useful links	20
Frequently Asked Questions	21
Endorsement Application Flowchart	26

A Fair Approach

Each College of Licensed Practical Nurses of Manitoba (CLPNM) applicant is unique. While the CLPNM has a standardized process, it is not “one size fits all.” The CLPNM tries to be as fair as possible while still upholding its mandate to serve and protect the public.

Disclaimer

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

What is an Endorsement?

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

Planning Your Arrival to Manitoba

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

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

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

Application Process for Endorsements

Before Opening a File

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

- be legally allowed to work and to be educated in Manitoba;
- have graduated from an entry-level nursing education program;
 - If you did not graduate from an entry-level nursing education program, but from another healthcare discipline, please check the “Useful Links” section of this guide.
- hold current active practicing registration as an LPN in another Canadian jurisdiction or as an RPN in Ontario;
- be proficient in English or French, and
- have practised as an LPN in Canada (or as an RPN in Ontario).
 - If you are a recent graduate of an entry-level nursing education program without previous nursing work experience, you are still eligible for registration.
 - If you have not practised as a nurse in four or more years, please contact the CLPNM to discuss by calling 204.663.1212.

Opening a File

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

- Part 1 Application form
- Fee of \$315.00 includes GST
 - you can pay by Visa, MasterCard, Money Order or in person by Debit
 - Fees are subject to change. Please see [CLPNM's fee schedule](#) online for more information.
- Notarized Copy of Government ID (with photo)
 - Please submit one of the following documents: valid Canadian passport, valid Canadian driver's license, Canadian citizenship card or permanent resident card (copy of front and back is required).

- Notarized Proof of Canadian Citizenship or Immigration Status
 - Please submit one of the following documents: Canadian birth certificate, valid Canadian passport, Canadian citizenship card, Canadian citizenship document, permanent resident card (a copy of the front and back is required), or a letter of approval of permanent residency from Immigration, Refugees and Citizenship Canada (IRCC).
- Two Canadian passport-sized photos signed by a guarantor
 - Photos must be stamped with the name and address of the place of business where the photo was taken, along with a date stamp. Your name must be printed in full on the back of each photo, and a guarantor must sign the back of both photos.
 - 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 unless you have not known anyone else for two years; in this case the family member would have to be over the age of eighteen.
- English or French language test scores from a Board approved language proficiency test (if applicable). For more information about language proficiency requirements, please see [here](#).

Board Approved Language Proficiency Tests

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

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

Name of Board-Approved Test	Minimum Scores Required by CLPNM	Testing Centre locations and Contact Information
CELBAN (Canadian English Language Benchmark Assessment for Nurses)	Listening: 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 College strongly advises that applicants take English as an Additional Language classes before writing the exam.

Name of Board-Approved Test	Minimum Scores Required by CLPNM	Testing Centre locations and Contact Information
TEF (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

All of the above information is required for a file to be considered “opened” with the CLPNM.

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

Communication

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

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 (www.clpnm.ca) by clicking the **LOG IN** link at the top right hand corner of the page, by entering your User ID and Password, and then by accessing the **Profile** page.

Important note:

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

Completing Your File

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

- Marriage Certificate or Deed Poll (name change document) if the surname on your application does not match the surname on your nursing transcript
- Part 2 Disclosure form
- Suitability Checks

- Canadian criminal record check that is based on a Canada-wide search and which includes a vulnerable sector search
- Manitoba-issued child abuse registry check
- Manitoba-issued adult abuse registry check
- Part 3 Verification of Registration form
- Part 4 Nursing Employment Information form
- Part 4B Non-Nursing Employment Information form
 - This form is only required if you have never practised as a nurse in Canada.
- Part 5 Verification of Education form (including your transcript and course syllabi)

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

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

Endorsement Application Forms

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

Part 1: Application

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

Personal Information: please fill in your personal information.

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

Important Information: please read and follow the instructions.

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

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

Declaration: please read, sign and date the declaration.

Payment: please indicate your method of payment.

- **Fee:** \$315.00 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. Please see [CLPNM's fee schedule](#) online for more information.

Part 2: Disclosure

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

Personal Information: please fill in your personal information.

Disclosure: please respond to all of the "Yes" and "No" questions. Please note that if you answer "Yes" to any question, the CLPNM may contact you for further information.

Declaration: please read, sign, and 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](#).

Part 3: Verification of Registration

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

Personal Information: please fill in your personal information.

Applicant Information: please read and follow the instructions carefully.

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

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

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

Please note: If you originally wrote and passed the June 2006 board exam in the Philippines, you must provide proof of having successfully completed the special voluntary examination, which was authorized by the Philippine Department of Labour and Employment (DOLE), Parts III (3) and V (5). Successful completion is the achievement of a score of 75% or better on these sections.

Part 4: Nursing Employment Information

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

Personal Information: please fill in your personal information.

Employment in Nursing: please answer YES or NO to the question and follow the instructions.

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

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

- Fee: unknown (depends on your nursing employer)
- Timeline: unknown (depends on your nursing employer)

Part 4B: Non-Nursing Employment Information

NOTE: this document is only required if you have never practised as a nurse in Canada.

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

Personal Information: please fill in your personal information.

Employment in Health Care: please answer YES or NO to the question and follow the instructions.

Applicant Authorization: please fill in the name of your employer, and then sign and date the authorization. Once complete you can send the form to your current and former 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 submit this form to any other employer(s) you have had in the last four years.

- Fee: unknown (depends on your nursing employer)
- Timeline: unknown (depends on your nursing employer)

Part 5: Verification of Education

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

Personal Information: please fill in your personal information.

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

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

National Nursing Assessment Service (NNAS) Advisory Reports

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

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

- Marriage Certificate or Deed Poll (name change document) (if applicable)
 - In this case, you may not have to provide a notarized copy of your marriage certificate or deed poll (if applicable), if you already provided one to NNAS.
- DOLE Certificate (if applicable)
 - In this case, you may not have to request that your regulatory body in the Philippines submit your DOLE certificate (if applicable), if you already provided one to NNAS.
- Verification of Registration
 - In this case, you may not have to request that your regulatory body overseas fill out and submit CLPNM's Part 3 Verification of Education form, unless you returned overseas to work after the document was initially issued to NNAS.
- Verification of Education
 - In this case, you may not have to request your nursing school overseas to fill out and submit CLPNM's Part 5 Verification of Education form along with your nursing transcript.

NOTE: this form would still apply for your regulatory body in Canada.

NOTE: this form and nursing transcript would still apply if you took any nursing education in Canada.

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

The Portability of an Advisory Report enables you to send a copy of your originally-issued report to the CLPNM for up to one year after the original report was issued. Porting a report is the

sharing of an exact copy of your originally-issued report and supporting documents; NNAS will not revise the ported report.

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

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

Rules for Documents

Copies

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. (This does not apply to third party documents.) 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 (i.e. transcripts, course syllabi). If your documents are not in the English language, they must be translated by a Canadian certified translator and then submitted to the CLPNM (along with the original documents).

Storage of Documents

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

Dormant and Expired Files

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

If your file has been open for one year and is still not complete, your file will be closed and all documents destroyed. Should you still wish to practise as an LPN in Manitoba, you would be required to reapply and undergo the full application process.

Re-assessment

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

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

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

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

Entry-level Competencies of an LPN in Manitoba

To qualify for registration, all applicants to a CLPNM register must possess, at minimum, the entry-level competencies of the practical nursing profession in Manitoba. The full list of entry-level competencies is available [here](#). For further information regarding LPN competencies, please see [here](#). The most common competency gaps are in areas such as:

- Physical Health Assessment throughout the Lifespan
- Medication Administration and the Principles of Safe Medication Administration
- Intravenous (IV) Therapy

- IV Initiation & Maintenance
- Preparing and Administering IV Medications (IV Secondary/IV Push)
- Central Line (CVAD) Therapy including Medication Administration
- Blood Product Administration (including initiation)
- Maternity/Obstetrical Nursing
- Pediatric Nursing
- Community Health Nursing

Practice Hour Requirement

- As per the Licensed Practical Nurses Regulations, all licensed practical nurses (LPNs) in Manitoba must accrue a minimum of 1000 nursing practice hours in the four years previous to the registration year for which they are applying. If you do not meet this requirement, you will be required to undergo refresher education before being eligible for registration with the CLPNM. If you graduated from your nursing program less than four years ago please contact the CLPNM for further information.
- Practice hours are self-reported yearly at the time of registration renewal. It is your responsibility to know your practice hours and to ensure that they accumulate to the minimum required hours for ongoing registration.
- In order to be eligible for ongoing registration with the CLPNM, you must accrue 1000 nursing practice hours in the four years immediately preceding the year in which renewal is sought. This is to mean that if you are applying to renew your registration with the CLPNM, for example, for the 2021 registration year, you must have accrued a combined total of at least 1000 hours nursing practice hours in the years 2020, 2019, 2018 and 2017.
- Once you are registered with the CLPNM, you may only declare Manitoba LPN practice hours. If you are at risk for not meeting the Manitoba practice hour requirement and you have worked as a practical nurse in another Canadian jurisdiction, you may apply to have the CLPNM assess your out-of-province nursing practice hours. Please note that there is a fee of \$157.50 (includes GST) for this service, and that undergoing this assessment does not guarantee that you will be credited any nursing hours.

Canadian Free Trade Agreement

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

Occupation:

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

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

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

Measure filed under the following legitimate objective:

Protection of human health

Rationale/Justification:

Material Scope of Practice Difference

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

Additional Requirement(s):**Saskatchewan, Ontario, Nova Scotia, Prince Edward Island, New Brunswick, Newfoundland, Northwest Territories, Yukon:**

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

Québec:

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

Duration of the additional requirement(s):

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

Conditions

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

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

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

Regardless of graduation date, if you have never practised as an LPN in Canada and you are unable to provide evidence of successfully completing a nursing practicum in Canada and/or evidence of having experience as a health care aide in a long term care or acute care setting in Canada (evidence provided must be satisfactory to the CLPNM), the following condition may be applied to your active practicing registration:

The registrant must successfully complete the following course: Canadian Healthcare Workplace within one (1) year of initial enrolment.

Please note that if you have a valid work permit, the following condition may be applied to your active practicing registration with the CLPNM:

- 1. The registrant is required to remain in compliance with the limits and restrictions on the work permit. If those conditions change from the immigration documents provided to the CLPNM, the registrant is required to provide notice to the CLPNM.*
- 2. If the registrant ceases to have Immigration Authority to work as a nurse in Canada, the registrant will voluntarily and immediately surrender their registration to the CLPNM, and will not engage in practical nursing in Manitoba.*
- 3. If the registrant's nursing employment is terminated, the registrant must immediately notify the CLPNM in writing of the fact.*

Removal of Conditions

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

- Physical Health Assessment: successfully complete a Board approved physical health assessment course in Manitoba.
- IV Therapy: successfully complete a Board approved IV Therapy course in Manitoba
- Obstetrics: successfully complete a Board approved obstetrics course in Manitoba
- Pediatrics: successfully complete a Board approved pediatrics course in Manitoba

If your CLPNM active practicing registration is approved with a work permit condition, you must provide the CLPNM with a notarized copy (notarized by a Notary Public) of a permanent resident card (copy of front and back), or of a letter of approval of permanent residency from Immigration, Refugees and Citizenship Canada prior to the condition being removed.

If your CLPNM active practicing registration is approved with a 360 hour supervised practice condition, you may choose to complete a 360-hour Board approved practicum in Manitoba OR to complete 360 hours of supervised practice in an employment setting. Upon completion of the first option, the CLPNM must receive a transcript showing successful completion of the practicum. Upon completion of the 2nd option, the CLPNM must receive an employer practice report outlining the completion of the hour requirement.

Practical Nursing Refresher (PNR) Program

If you do not accrue a minimum of 1000 nursing practice hours in the four years previous to the registration year for which you are applying, you will be required to undergo the PNR program at Assiniboine Community College (ACC) and successfully complete all courses and practicums before being eligible for registration with the CLPNM.

The PNR program consists of the following courses and practicums. Please note that tuition and costs for books are not set by the CLPNM and are payable to ACC.

Course Number	Course Name	Length	Cost (Tuition)	Cost of Books (paper)	Cost of Books (digital)	Additional Recourses (paper)	Additional Resources (digital)
HLTH-0253	Health Care Systems	4 months	\$268.98	\$431.50	\$270.99	n/a	n/a
HLTH-0174	Pharmacology Theory	4 months	\$143.01	\$200.25	\$128.94	\$288.25	\$157.72
PRAC-0070	Pharmacology Clinical	40 hours	\$37.74	n/a	n/a	n/a	n/a
HLTH-0096	Pharmacology Lab	16 hours	\$109.50	n/a	n/a	n/a	n/a
HLTH-0011	Physical Health Assessment	4 months	\$151.50	\$252.75	\$116.97	n/a	n/a
HLTH-	Health	4 months	\$294.54	\$590.25	\$365.24	n/a	n/a

0254	Promotion						
PRAC-0058	Health Promotion Clinical	160 hours	\$150.96	n/a	n/a	n/a	n/a
HLTH-0255	Community Nursing	4 months	\$130.26	\$512.50	\$324.97	n/a	n/a
PRAC-0059	Community Setting Clinical	80 hours	\$75.48	n/a	n/a	n/a	n/a
HLTH-0257	Maternal and Newborn	4 months	\$130.26	\$538.75	\$328.94	n/a	n/a
PRAC-0060	Mother and Newborn Clinical	40 hours	\$37.74	n/a	n/a	n/a	n/a
HLTH-0256	Pediatric Nursing	4 months	\$130.26	\$538.75	\$328.89	n/a	n/a
PRAC-0061	Pediatric Clinical	40 hours	\$37.74	n/a	n/a	n/a	n/a

Review of Your File

Once your endorsement application file is complete, it takes on average four weeks to be reviewed. Please note that the CLPNM will not contact you to let you know if your file is incomplete. It is up to you to follow-up with the CLPNM to see if your file is complete and/or to see which documents are missing.

Jurisprudence

Before you can be endorsed as an LPN in Manitoba, you must complete and pass an education session on the jurisprudence for LPNs in Manitoba within two months from the date of your referral email. (You cannot take the jurisprudence education session until you have been directed to do so by the CLPNM.)

The Jurisprudence education sessions include a video presentation and an online 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.

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.

Registration

Once you have completed the endorsement application process and have successfully completed the jurisprudence education session, the CLPNM will contact you by letter indicating that you may be eligible to apply for initial enrolment and active practicing registration.

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 your initial application for registration.

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

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

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

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

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

Useful links

Assiniboine Community College (ACC)

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

Licensed Practical Nurses of Manitoba (CLPNM) to take the PNR program, the PNQR program or courses, directed by the CLPNM, through Continuing Education.

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

College of Registered Nurses of Manitoba (CRNM)

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

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

College of Registered Psychiatric Nurses of Manitoba (CRPNM)

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

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

College of Occupational Therapists of Manitoba (COTM)

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

Web address: www.cotm.ca

College of Midwives of Manitoba (CMM)

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

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

College of Physicians and Surgeons of Manitoba (CPSM)

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

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

Frequently Asked Questions

1. I am currently licensed in another province. If I want to transfer my license from my current province to Manitoba, do I have to open a file with the CLPNM?
 - Yes. If you currently hold active practicing registration as a licensed practical nurse (LPN) in another Canadian jurisdiction (or as an RPN in Ontario), you must open an endorsement application file in order to be endorsed as an LPN in Manitoba.

2. I have passed the Canadian Practical Nurse Registration Exam (CPNRE) and I am a licensed practical nurse in another Canadian province (or territory); can I become a nurse in Manitoba?
 - Yes. If you currently hold active practicing registration as an LPN in another Canadian jurisdiction (or as an RPN in Ontario) and you wish to become an LPN in Manitoba, you will need to open an endorsement application file. Once your application is complete, which means that the CLPNM has received all of the necessary forms and documentation for your application, including documents from you and third parties, such as: your licensing authority, nursing school, employer and language testing centre, it will take on average four weeks for your file to be reviewed. Once your file has been reviewed, you will receive written notification of your next steps in approximately 10 business days.
3. I have passed the Canadian Practical Nurse Registration Exam (CPNRE), but I am not licensed in another Canadian province (or territory); can I be endorsed in Manitoba?
 - No. In order to be endorsed as an LPN in Manitoba you must hold current active practicing registration as an LPN in another Canadian province [or as a registered practical nurse (RPN) in Ontario]. You would instead apply to the CLPNM for a credential assessment if you are not currently licensed in another Canadian jurisdiction.
4. Can I open an endorsement application file if I am not a resident of Manitoba?
 - Yes. If you are currently not a resident of Manitoba, but you hold current active practicing registration as an LPN in another Canadian jurisdiction (or as an RPN in Ontario), you can open an endorsement application file.
5. Can I open an endorsement application file if I am not a permanent resident or a Canadian citizen?
 - Yes. If you hold a valid work permit you can still open an endorsement application file. However, the CLPNM may place conditions on your license where you are required to attend additional education, which your work permit may prevent you from attending. If this is the case, you will need to contact Immigration, Refugees and Citizenship Canada (IRCC) to have the conditions on your work permit revised.
6. Can I open an endorsement application file if I have never worked as a nurse?
 - Yes. If you are a recent nursing graduate and you hold current active practicing registration as an LPN in another Canadian jurisdiction (or as an RPN in Ontario), you are eligible to open a file.

Please note: If you have not practised as a nurse in four or more years, please contact the CLPNM to discuss before you open an endorsement application file.

7. Do I need a certain number of nursing hours to open an endorsement application file?
 - Yes. As per legislation, you require 1000 hours in the last four years. However, the CLPNM looks at each individual application on a case-by-case basis. Therefore, if you are a recent nursing graduate you may still be eligible for endorsement.
8. How long will my file remain open?
 - Your file will remain open for one year from the date it was first opened. If after one year your file is still incomplete, your file is closed and all documents destroyed. In future should you decide that you want to practise as an LPN in Manitoba, you would be required to reapply and undergo the full application process.
9. Do you need my original documents or notarized copies of my 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.
10. Do you accept copies of documents certified by a Commissioner of Oaths, or does a lawyer have to notarize the documents?
 - No. Copies from a Commissioner of Oaths are not accepted. The CLPNM requires documents to be notarized by a Notary Public. The Notary Public must stamp, sign and date, and provide a seal on all documents being notarized.
11. What do I do if my employer will not complete the nursing employment information form?
 - If your employer will not complete the nursing employment information form, please notify the CLPNM.
12. What happens if my nursing educational institute (or any other third party) sends me the required documentation instead of sending it directly to the CLPNM?
 - If your nursing educational institute (or any other third party) sends you the required documentation for your file, do not open it. Please drop it off in person at the CLPNM. If it is unopened, the CLPNM will attempt to verify its origin. (If you live in another

Canadian province or territory, you can mail the unopened document to the CLPNM. Make sure to notify the CLPNM of this situation.)

13. If a section of the endorsement application does not apply to me, do I have to complete it and send it back to the CLPNM?
- Yes. The only exception is the Part 4B Non-Nursing Employment Information form. If you have nursing work experience in Canada in the last four years, you do not need to submit the Part 4B form.
14. Do I need a child abuse registry check from Manitoba?
- Yes. Child abuse registry checks must be obtained from the Manitoba Child Abuse Registry. The registry provides the option to apply online, by mail, or in person. Please visit their website for details:
https://www.gov.mb.ca/fs/childfam/child_abuse_registry.html
15. Do I need an adult abuse registry check from Manitoba?
- Yes. Adult abuse registry checks must be obtained from the Manitoba Adult Abuse Registry. The registry provides the option to apply online, by mail, or in person. Please visit their website for details:
https://www.gov.mb.ca/fs/pwd/adult_abuse_registry.html
16. Will you notify me when you receive my documents?
- No. The CLPNM will not contact you to let you know if we have received your documents. It is up to you to follow-up with the CLPNM to see if your file is complete, or to see if any documents are missing.
17. Do I need to provide a language proficiency test along with my application?
- If you read the Endorsement Application Part 1 form and you do not meet one or more of the criteria listed for English language proficiency or French language proficiency, you will have to submit the required language test scores from a Board-approved language proficiency test along with your application.
18. How do I check on the status of my file?
- To check on the status of your file, please contact the CLPNM at info@clpnm.ca or by phoning 204.663.1212.
19. I already have a job lined up; how long will it take for my application to be processed?
- Once the CLPNM has received all of the required documents for your application, including documents from you and third parties, such as: your licensing authority, nursing school, employer and language testing centre, it takes on average four weeks

for your file to be reviewed. Once reviewed, it takes approximately ten business days for the CLPNM to send written notification of your eligibility to apply for initial enrolment and active practicing registration.

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

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

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

- Once you have been directed to do so by the CLPNM. Please note that once you have been directed by the CLPNM to take the jurisprudence education session, you must successfully complete this requirement within two months from the referral date.

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

- Once you successfully complete the jurisprudence education session, your file has been reviewed, and you have been deemed eligible, it takes approximately ten business days to receive your letter of eligibility to apply for initial registration.

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

- Yes. You must apply for initial enrolment and active practicing registration within 60 days from the date of your eligibility letter.

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

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

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

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



Endorsement Application Flowchart

