



College of Licensed Practical
Nurses of Manitoba

Uploading your Suitability Checks into your CLPNM Profile

Preparing the Documents for Submission

The CLPNM will accept document photographs and scans; however, they must meet the following criteria:

- Be in colour
- Be clearly legible
- Include all pages, front and back sides of documents, even if a page is blank
- Ensure the seal, if applicable to the document, is visible

File Format for Upload

You must ensure that your documents are in one of the following file formats:

- .pdf
- .jpg
- .jpeg
- .png

Word documents (.doc or .docx) will not be accepted. Instructions on how to covert/merge a word document into a .pdf is included on page 4.

Scanned Document

The easiest way to upload a paper document into digital format is to scan the document. When scanning, be sure to scan all pages of the document into a single file. Most scanners automatically save in a .pdf version but it is important to check. This is the recommended tool for creating a single .pdf file.

Photograph

Pictures are usually saved in a .jpeg or .png format, which means they can be directly uploaded into your profile. However, as both sides of the document are required, you will be required to merge your .jpeg document into a single file. If you are unclear on how to convert and/or merge your submission into one (1) single file, instructions have been provided to you on page 4 of this document.

Logging into your CLPNM Profile

To log into your CLPNM profile, please visit the CLPNM website and click on "login", which is found on the top right-hand side of the screen. This is the same online profile you use for registration renewal and you will be asked to enter your email address and password.

Once you log into your profile, you will see the following text box informing you of the suitability check.

Suitability Check - In Progress
(2020/2021)

 Update

Status
New

Last updated
01-Feb-2021

Click on  Update to enter the form.

How to Upload your Documents

After selecting  Update, you will be taken to the following page.

Note: all three documents do not need to be uploaded at the same time.

INSTRUCTIONS



College of Licensed Practical
Nurses of Manitoba

You are among a group of licensed practical nurses that are required to provide the CLPNM with updated suitability checks as a part of your registration renewal application for 2022.

For additional information on these requirements, please click [here](#).

| Member name | Registration # |
|-------------|----------------|
| | |

* Select an option

I will be submitting my criminal record check

My criminal record check will be submitted directly to the CLPNM by Winnipeg Police Service

Canada-wide criminal record check with vulnerable sector search

 Click here to upload a supporting document from your computer

Manitoba issued child abuse registry check

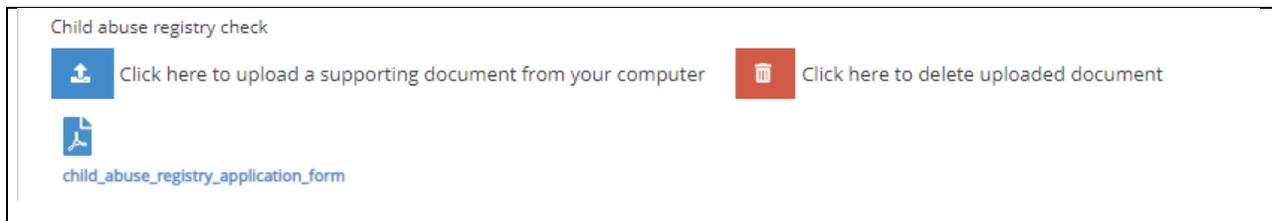
 Click here to upload a supporting document from your computer

Manitoba Issued adult abuse registry check

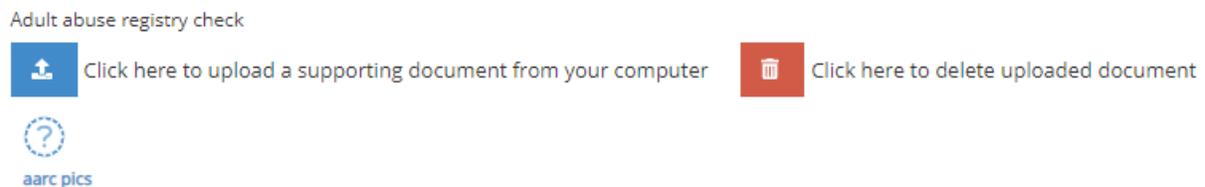
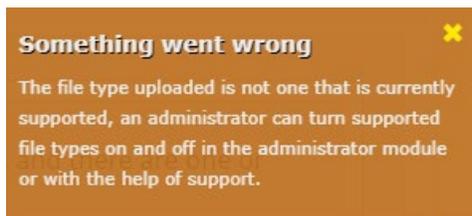
 Click here to upload a supporting document from your computer

To upload a document, simply click on the  below the appropriate heading.

Once you've successfully uploaded your document, you will see the following addition to the form:



Note: If you receive the following error message, it means you have attempted to upload a document in an incorrect file format. Please first delete the uploaded document and re-upload the document in an approved format.



Submission Review by the CLPNM

Once you have uploaded a document into your CLPNM profile, it will be reviewed by CLPNM staff.

Should there be a concern with your submission, you will be notified via email and the form will be returned to you.

Once your submission is complete and approved by the CLPNM, you will receive an email notifying you of the same.

Creating a PDF Using Microsoft Word

There are many online applications that can assist you in converting a word document into a PDF and/or merging multiple photographs/scans into one harmonious document.

The following instructions will help guide you, with the use of Microsoft Word, to merge multiple pages into a single file or convert your initial file to a PDF.

Step 1

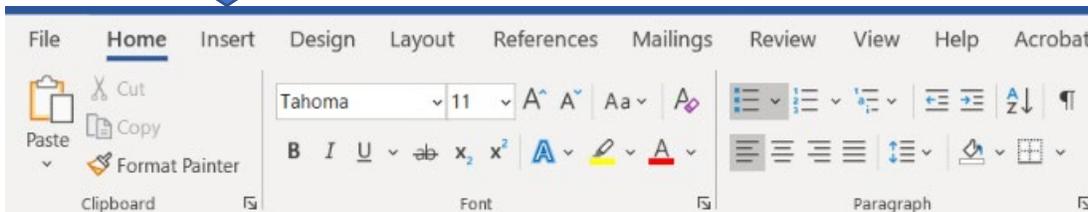
- Take pictures of the document and save them.

Step 2

- Open Microsoft Word

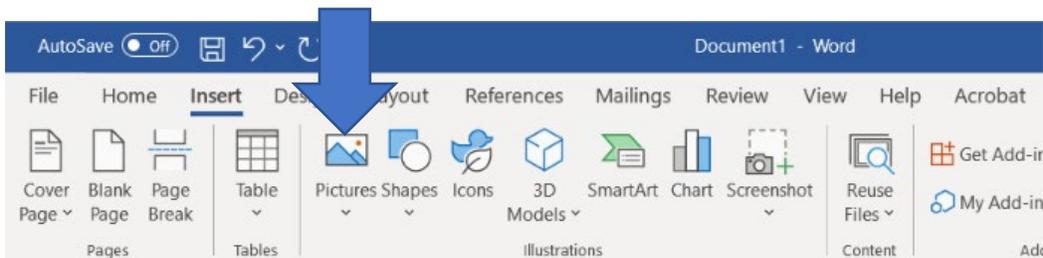
Step 3

- Locate the heading "Insert" in the ribbon of the Word document



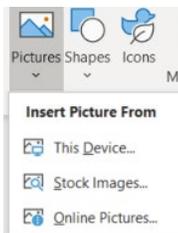
Step 4

- Click on "Insert"; notice the "Picture" option



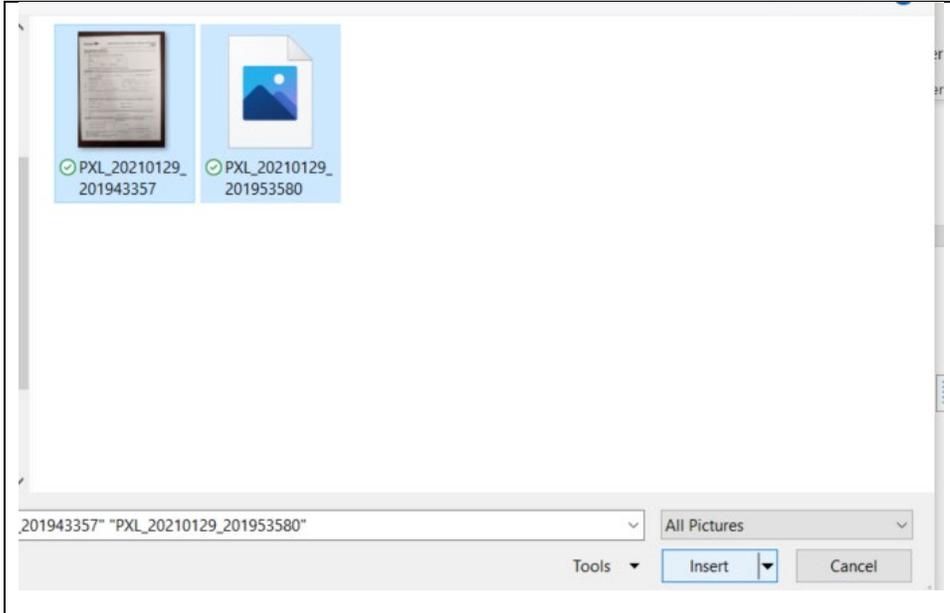
Step 5

- Click on "Pictures"



Step 6

- Select the location where you saved the pictures and insert them into the word document.
- Be sure to select all the pictures that require merging into one (1) file.
- Ensure they meet the guidelines as listed on page one (1) of this document.



Step 7

- Save the document as a .pdf. When saving, click on the dropdown list and find PDF.



Step 8

- Click save – You now have saved the file in an acceptable format.

Step 9

- Log into your CLPNM profile to upload the document.