



# Calculating Practice Hours to Renew a Certificate of Practice

Practice hours are part of the continuing competency requirements for RNs and RN(NP)s to renew their certificates of practice.

If you're not sure if what you're doing is considered registered nursing practice, read the document *Is my practice registered nursing practice?* or reach out to a practice consultant for further discussion.

## How many hours do I need to renew my certificate of practice?

RNs must have:

- at least 1,125 hours of practice in the five years preceding renewal, or
- 450 hours in the past two years preceding renewal

The hours must be in a registered nursing practice role and have been accrued while registered as a practicing member of the College in Manitoba. RNs who are registered and practising in Manitoba and at least one other Canadian jurisdiction may apply for renewal of their Manitoba certificate of practice by endorsement and may count hours accumulated in the other Canadian jurisdiction in which they have concurrent registration. Registered nursing hours accumulated outside the country may not be used for renewal.

Practice hours arising from self-employed registered nursing practice may be counted if they can be verified by an independent third party such as an accountant, lawyer, tax specialist or designated person in authority (cannot be a family member).

RN(NP)s must have:

- at least, 900 hours of practice in an extended practice role in the three years preceding renewal, or
- 300 hours of practice in an extended practice role in the

past year preceding renewal.

RN(NP)s in the role of educators may claim practice hours accrued in teaching RN(NP) students but must accrue a minimum of 100 hours each year in direct clinical practice with patients in a role that requires registration as an RN(NP).

## Claiming Hours From an Educational Program

Education hours can be used for renewal, provided they are verifiable by the institution offering the educational program and fit within the criteria outlined below.

### How many hours can I claim?

- RN registrants enrolled in a degree program in nursing or related discipline (examples include: Post-Basic Program for Registered Nurses (BPRN); Master of Nursing; specialty programs such as the intensive care nursing course that have credit hours applicable to a nursing degree; Authorized Prescriber program and, related disciplines such as education administration and interdisciplinary studies) may claim practice hours for education hours. Registrants may claim 72 practice hours for each credit hour received for the program's required courses. Full time study may be claimed to a maximum of 1,821 practice hours per year for up to 2 years. Educational transcripts may be required to verify education hours.
- RN(NP)s may claim hours from coursework successfully completed in a clinically-focused doctor of nursing practice (DNP) program where registration as an RN(NP) was a minimum requirement for enrollment. In this case, 72 practice hours is equivalent to one credit hour of coursework successfully completed.

## Example Scenarios

I have been offered an interesting job that does not require me to be a RN. I'd like to maintain my practice hours for renewal, and have CNPS liability protection. Would this job qualify as registered nursing practice?

In order for your practice to be considered registered nursing practice, it must fit within the scope of practice of the profession as defined in the RHPA and *The Practice of Nursing Regulation*. Please see the *Scope of Practice for Registered Nurses* document available on our website.

Can I claim volunteer hours or hours spent caring for family members?

Volunteer hours worked within Canada, like paid hours, may be recognized, provided the work performed fits within the scope of registered nursing practice. Valid registration in the Canadian jurisdiction in which the work was performed is required and the hours worked must be verifiable by the agency/employer if required by the College.

Volunteer hours arising from work as a practicing RN for a humanitarian agency outside of Canada may be considered on an individual basis.

Practice hours arising from the care of family members are not recognized for registration application or renewal purposes. Practice hours arising from the provision of medical foster care for a recognized agency will be considered on an individual basis

Can I count the hours I worked as a camp nurse?

Camp nursing and the practice hours associated with it are evaluated on an individual basis. The practice must fit within the scope of practice of registered nursing. Valid registration in the Canadian jurisdiction in which the camp nursing took place is required.

The hours worked as a camp nurse would have to be verified by the camp if requested by the College. On-call hours would not be considered, only actual hours worked would be accepted.

*See Appendix A on the next page for information on how to calculate your practice hours.*

## Appendix A: How to Calculate Practice Hours

Use this worksheet to help you estimate the number of hours you worked in a given year. If you worked casually or have unpredictable hours, make sure you track the number of hours you worked throughout the year.

### Total Practice Hours

Number of hours **worked** per week: \_\_\_\_\_

Multiply by \_\_\_\_\_ weeks: \_\_\_\_\_

Add overtime hours: \_\_\_\_\_

Subtract vacation time: \_\_\_\_\_

Subtract sick time: \_\_\_\_\_

Subtract statutory holidays: \_\_\_\_\_

**Total estimated practice hours:** \_\_\_\_\_

*If you are an RN(NP) educator, at least 100 accrued hours must be related to direct clinical practice in a role that requires registration as an RN(NP).*

### Practice Hours Related to an Approved Education Program

#### Degree program in nursing or related discipline (such as education):

Number of credit hours completed \_\_\_\_\_ x 72 = \_\_\_\_\_ (to a maximum of 1821 practice hours per year to a maximum of two years per program).

#### Non-degree nursing education program (where active practicing registration with the College is required for enrollment such as the Intensive Care Nursing Course):

Number of hours of classroom study completed \_\_\_\_\_ x 1 = \_\_\_\_\_ (to a maximum of 1821 practice hours per year to a maximum of two years per program).

*If you are self-employed, your hours must be verifiable by an independent third party. Education hours accrued for the purpose of registration renewal must be verifiable by the institution offering the educational program.*

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