



College of  
Registered Nurses  
of Manitoba

# Internationally Educated Nurse 2017

## Application Package

Internationally Educated Applicant Instructions

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Internationally Educated Nurse Application Form

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Criminal Record Checks for Registration



College of  
Registered Nurses  
of Manitoba

# Internationally Educated Applicant Instructions 2017

## Communication

Our primary mode of communication with applicants is via email. Please provide a valid email address on your application form and check your email, including your junk folder on a regular basis. Once an application has been reviewed, you will receive a confirmation email from Registration Services regarding all requirements needed to complete the application process.

In order to practise as a Registered Nurse in Manitoba and use the designation “registered nurse”, “RN” or “graduate nurse”, “GN”, a person must register with the College of Registered Nurses of Manitoba (the College) on the register of practicing registered nurses or the register of graduate nurses. These instructions apply to individuals who were educated as an RN outside Canada and who are currently, or have ever been, registered as an RN with the regulatory body in the country where they received their entry-level RN education, and who wish to apply to write the national registered nurse exam in order to be eligible to apply for registration in Manitoba.

All IENs must first apply through the National Nursing Assessment Service (NNAS). Please visit [www.nnas.ca](http://www.nnas.ca) for more information. After the NNAS advisory report has been generated, those wishing to pursue registration in Manitoba must submit an application package directly to the College. Please do not submit an application to the College until the NNAS advisory report has been prepared.

Please be advised that any documentation received before an application file has been opened and assigned an applicant number will not be retained by the College. **The following 4 pieces of information must be submitted to the College as one complete package in order to open an application file:**

1. A completed Internationally Educated Nurse Application Form;
2. The application processing fee of \$525.00 including GST (\$157.50 non-refundable application fee plus \$367.50 CCA assessment fee) in Canadian funds. Please pay by certified cheque or money order (payable to the College of Registered Nurses of Manitoba) or with Visa or MasterCard. If paying by credit card, you must include your credit card number, expiry date and signature on the application form. Interac/debit and cash\* payments are accepted at the College. Please note that the CCA assessment fee is in addition to any fees charged by a CCA Assessment Centre. **\*Effective July 4, 2017 we will no longer accept cash payments.**
3. Proof of identification (photo) – acceptable forms of identification include: photocopy of passport, permanent resident card, driver’s license or other government-issued picture identification and a copy of marriage/divorce certificate (if applicable to verify a name change);
4. Proof of immigration status – you must provide a copy of current Canadian immigration documents (e.g., Canadian Citizenship, permanent residency documents, temporary resident visa, student visa or authorization under the Immigration and Refugee Protection Act (Canada). For information regarding immigration, visas or working and studying in Manitoba, please contact the Canadian Consulate in your country or Citizenship and Immigration Canada. The College does not provide information or assistance with immigration matters.

*The previously listed documents must be received by the College as one complete package. If any documents listed in 1 through 4 arrive separately they will not be retained by the College and will be discarded.*

*Following receipt of requirements 1 through 4, a file will be opened for you.*

**In order for an application to be considered complete and to be brought forward for assessment, the following additional documents are required:**

**1. Report from NNAS:**

NNAS will send a report to the College on your behalf.

**2. Criminal Record Check:**

You will need to undergo a nationwide criminal record check that includes a vulnerable sector search. The criminal record check must be current within six months of the date of the application. Please ensure all current, former, alias and other names used are shown on the Criminal Record Check. You must provide a criminal record check from any country, including Canada, in which you resided within the previous six months. This process may include submitting fingerprints. Once the criminal record check has been completed you must send the College the original copy. The Criminal Record Check is valid for one year from the date it was issued. Faxes, photocopies and scanned copies will not be accepted.

*Note: Applicants who wrote the June 2006 licensure examination in the Philippines 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. If an applicant has not written the special voluntary examination or cannot provide proof of such, they may not be considered as an applicant for registration.*

*Documents received before a file is opened for you will not be retained by the College and will be discarded.*

In the event that there are inconsistencies in any of the information that is provided to the College during the application process, the College reserves the right to require that additional supporting documentation be provided. This may result in your having to arrange for the College to receive information over and above that which is outlined above. The College may make improvements or changes to the information described at any time without notice.

Following receipt of the registration requirements outlined above, your application will be considered complete and assessment will begin. Your application will be assessed for evidence of competence to practice that is substantially equivalent to the competencies required of registered nurses in Manitoba. If the documents you submitted meet our minimum application requirements, you will be referred for a CCA.

**Assessment of Nursing Education**

In keeping with the College policies which state: Applicants who successfully completed post-secondary registered nursing education outside of Canada are eligible for referral to undergo a clinical competence assessment if there is evidence of:

- A minimum of two years of post-secondary nursing education that includes theoretical instruction along the health continuum and which includes providing care to people of all ages, genders, in a variety of settings; and
- The nursing program included a minimum of 1,450 clinical practice hours (not including laboratory or clinical simulation) as per the Standards for Nursing Education Programs; or
- The nursing program included a number of clinical practice hours (not including laboratory or clinical simulation) that, when combined with the applicant's verified RN practice hours post-graduation, equal a minimum of 1,450 hours.

You will be notified when you are eligible to apply to write the national registered nurse examination. You must write and pass the exam in order to be eligible to apply for registration with the College. If you have already passed the NCLEX-RN, you will not need to write the exam again in Manitoba. However, passing the exam is only one of the requirements for internationally educated applicants. You must still complete the international process which begins with your application to NNAS.

If all the requirements listed above are not received within six months from the date a file is opened, the file will be closed. The applicant will need to begin the application process over again should they wish to pursue registration in Manitoba.

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Registration fees will vary depending on the time of year in which you register. Please contact our registration team for specific fees.

**If you have any questions, please contact our registration team at**

890 Pembina Highway  
Winnipeg, MB R3M 2M8

P 204-774-3477 ext 300  
TF (Manitoba) 800-665-2027 ext 300  
F 204-775-7117

[registration@crnm.mb.ca](mailto:registration@crnm.mb.ca)



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# Internationally Educated Nurse Application Form 2017

Submission of this application does not guarantee registration. Therefore, do not make life or career decisions based on the probability that you may be registered. Plan ahead for the time it will take to receive and review all required documents and complete our evaluation.

I understand that this is an application form only and that I must meet the criteria for registration outlined in *The Registered Nurses Act (C.C.S.M. c. R40) and Regulations* and set out in the sheet attached to this application form. I understand that in order to practise nursing in Manitoba, I am required by law to hold a license with the College of Registered Nurses of Manitoba (the College) before I commence employment as a registered nurse (RN), including any orientation.

OFFICE USE ONLY	Date	Signature
Eligible for exam		
CCA Required		
Date Received _____ Reference No. _____ Payment Amount _____ <input type="checkbox"/> CDN <input type="checkbox"/> US Batch No. _____ Date Entered _____ Date Completed _____ Completed by _____ Item Code: APP_INTERNAT - GLACCOUNT: 30110-10 / ASSESS_INT - GLACCOUNT: 30115-10		

## Applicant Information:

(to be completed by the applicant)

_____	_____	_____
Last Name	First Name	Middle Name
_____	_____	
Former/Alias/Other Names Used	Address	
_____	_____	_____
City/Town	Province/State	Country
_____	_____	_____
Postal/Zip Code	Phone No.	Date of Birth (yy/mm/dd)
_____	_____	_____
Email	NNAS File Number	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		

Is English or French the language you learned at home as a child and/or the language you primarily use for reading, writing, listening and speaking? YES  NO

1. Has your NNAS Advisory Report been completed? YES  NO   
NNAS Application No.: \_\_\_\_\_

2. Have you previously applied to the College of Registered Nurses of Manitoba? YES  NO   
If yes, please indicate date: \_\_\_\_\_

3. Have you ever applied to another Canadian province/territory or another country to practise as a registered nurse? YES  NO   
If yes, indicate Canadian province(s)/territory or other country: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Have you ever been registered to practise as a health-care provider in Canada? YES  NO   
If yes, provide information regarding your registration and practice: \_\_\_\_\_  
\_\_\_\_\_

5. Have you resided outside of Canada within the past six months? YES  NO   
If so, where? \_\_\_\_\_

6. Have you been referred for and/or completed a competency assessment (such as a substantially equivalent competency assessment) in another Canadian province/territory? YES  NO   
If yes, indicate the province/territory: \_\_\_\_\_ and date: \_\_\_\_\_  
Did you complete the assessment? YES  NO   
If yes, what was the outcome? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
If no, why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Have you written the Canadian Registered Nurse Exam (CRNE), the Quebec Professional Nursing Exam (OIIQ) or the NCLEX-RN? YES  NO   
If yes, please indicate exam date(s) and province/state that gave you eligibility:  
Date: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_  
Date: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_  
Date: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

8. Have you ever been denied registration or been the subject of a disciplinary finding by any professional regulatory body? YES  NO

9. Have you ever had your registration/license revoked, suspended, restricted or subjected to individual terms and conditions by any regulatory authority in any jurisdiction? YES  NO

10. Have you ever been charged, convicted or found guilty (i.e. conditional discharge, absolute discharge or suspended sentence) of an offence under the Criminal Code, Controlled Drugs and Substances Act or Food and Drugs Act? YES  NO

11. Do you have a physical or mental condition or disorder that impairs your ability to practise nursing competently and safely? YES  NO

12. Do you have an addiction to alcohol or drugs that impairs your ability to practise nursing competently and safely? YES  NO

13. Do you hold current active practicing registration of any kind (including licensed practical nurse registration) in any jurisdiction(s) in Canada or worldwide? YES  NO   
If yes, please provide information below:

Jurisdiction	Type of Registration	Date Obtained	Expiry Date

14. Have you been registered (including licensed practical nurse registration) in any other jurisdictions (including Canada and worldwide) in the last seven years? YES  NO   
If yes, please provide information below:

Jurisdiction	Type of Registration	Date Obtained	Expiry Date

## Authorization and Consent

I authorize the collection, use and disclosure of personal information concerning myself consistent with the confidentiality provisions set out in sections 62 and 62.1 of *The Registered Nurses Act* which are attached to this application.

In addition, I authorize the College to carry out the procedures necessary for the assessment of my eligibility for registration. This includes making copies of my application and any other documents provided for the purpose of assessment and/or contacting pertinent institutions or authorities to verify the authenticity of my documents and the information provided. I agree that a copy of this application and any other documents provided by me or on my behalf may be sent by the College to other regulatory bodies and/or pertinent institutions or authorities allowing them to release information to the College.

I understand that this application for assessment of eligibility for registration/licensure will be considered lapsed and my file will be closed if all required documents are not received within one (1) year from the date my application file is opened by the College. Should my file be closed, I understand I will be required to submit a new application form, initial assessment fee and updated documentation, and that if I do not re-apply, my file documents will be securely destroyed five (5) years after the date they are considered lapsed. The College will not issue a refund and will retain all documents submitted with my application.

I declare that all of the information I have provided, or has been provided on my behalf, in my application is complete and truthful. This applies to this application for registration as well as all documents received during the application process (such as educational transcripts, verifications of registration and written correspondence). I understand that the College will immediately cancel my application and I may be prohibited from applying in the future if:

1. I have provided any inaccurate information;
2. I have omitted required information; or
3. the College determines that any documents submitted by me or on my behalf during the application or assessment process have been altered, tampered with or forged.

I have read and understand the information on this form and agree to the terms stated herein.

I do solemnly declare that the foregoing information and statements are true in every particular, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.  
City/Town, Province/State, Country

\_\_\_\_\_  
Applicant Name (please print legibly)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Witness Name (please print legibly)

\_\_\_\_\_  
Witness Signature



**Please note:** All information below this line related to payment of fees will be removed and destroyed once the payment has been successfully processed.

**Payment:**

An application processing fee of \$525.00 (\$157.50 non-refundable application fee plus \$367.50 CCA assessment fee, includes GST) MUST be enclosed with this application. Fees are subject to change without notice. Your completed application should be sent once only by fax or by mail to prevent duplicate payments or charges to your credit card.

I am paying by:

- Certified Cheque
- Money Order
- Cash (in person only)\*
- Interac (in person only)
- Visa Debit
- Credit Card:

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard
Card Number: _____	Expiry: _____ / _____
Name of card holder: _____	
Authorizing Signature: _____	

**\*Effective July 4, 2017 we will no longer accept cash payments.**

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Registration fees will vary depending on the time of year in which you register. Please visit our website for a breakdown of fees.

**If you have any questions, please contact our registration team at**

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Winnipeg, MB R3M 2M8

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# Criminal Record Checks for Registration

## Registration Fact Sheet

The Registered Nurses Regulation requires that a nationwide criminal record check be submitted by everyone applying to register to practice in Manitoba. Criminal record checks must be obtained from all countries that you resided in during the six months prior to submitting an application for registration.

### Required information

- Canadian residents must submit a Canadian Police Information Center (CPIC) check.
- Criminal record checks must include a vulnerable sector search.
- Please ensure all current, former, alias and other names used are shown on the criminal record check.
- If you currently reside or have recently resided (within the last six months) outside of Canada you must provide a criminal record search based on a nationwide search from the appropriate law enforcement agency in that country. This process may include submitting fingerprints. The police agency in that jurisdiction can provide you with more information on the process and any fees that must be paid.
- A criminal record check submitted with an application for registration must be dated within the previous six months. Criminal record checks are considered valid for one year from the date they were performed.

### Arranging to have a criminal record check completed

Contact your local police agency to obtain a criminal record check. Residents of Altona, Brandon, Morden, Rivers, Winnipeg and Winkler must contact their local police service. We will accept the Online Police Information Check from the Winnipeg Police Service. All other applicants must go through their nearest Royal Canadian Mounted Police (RCMP) detachments.

If you resided in other parts of Canada within the last six months you can contact your nearest police agency or the RCMP.

If you resided in other parts of Canada within the last six months you can contact your nearest police agency, the RCMP or visit the Winnipeg Police Service.

If you resided in the United States within the last six months you must submit a nationwide search which is available through the Federal Bureau of Investigations (FBI). For more information please see [www.fbi.gov](http://www.fbi.gov)

If you resided in the Phillipines within the last six months you must submit the search provided by the National Bureau of Investigations (NBI).

## Submitting your criminal record check to the College

Once the criminal record check has been performed, you will need to arrange for the College to receive an original copy of the results. Faxes, photocopies and scanned copies will not be accepted.

In Canada, if a record exists in the National Repository, it cannot be disclosed unless verified by fingerprint comparison. In this case, the police agency will advise you of the steps you must take to obtain this record. This process may take up to 24 weeks.

If the results of your criminal record check discloses a criminal record, we will advise you of the necessary next steps.

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For more information please contact our registration services team at

**204-774-3477**

**800-665-2027 (Manitoba toll-free)**

This publication is provided for general information. For more specific information see our *Standards of Practice for Registered Nurses*, the Canadian Nurses Association *Code of Ethics for Registered Nurses* and the *Registered Nurses Act and Regulations*.

Our publications are available on our website at [www.crnmb.ca](http://www.crnmb.ca)