



College of
Registered Nurses
of Manitoba

IEN Application Process

A handbook to guide internationally educated nurses (IENs)
through the eligibility assessment for registration in Manitoba

Expectations

The College of Registered Nurses of Manitoba

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Expectations

Process and Timelines

The College is required by law to uphold our mandate to protect the public. We must ensure that the nurses we register meet the requirements for registration to be able to provide safe, competent and ethical care. The processes outlined in this handbook help to ensure that our mandate is upheld so that Manitobans receive care from qualified and competent registered nurses (RNs).

The process toward registration eligibility can range from being relatively short to being much longer. The time required to complete the file depends how quickly your documents arrive at the College.

Submitting Original Documents

Certain documents must be submitted directly to the College from their sources. This handbook shows which documents must be sent from the original source. We will not accept these documents if there is evidence that they were in your possession or someone acting on your behalf, like a friend or family member. If we suspect this has happened, the documents must be resubmitted. This will increase the time it takes to complete your file and may cost more money to complete your file.

Keeping Your Documents Current

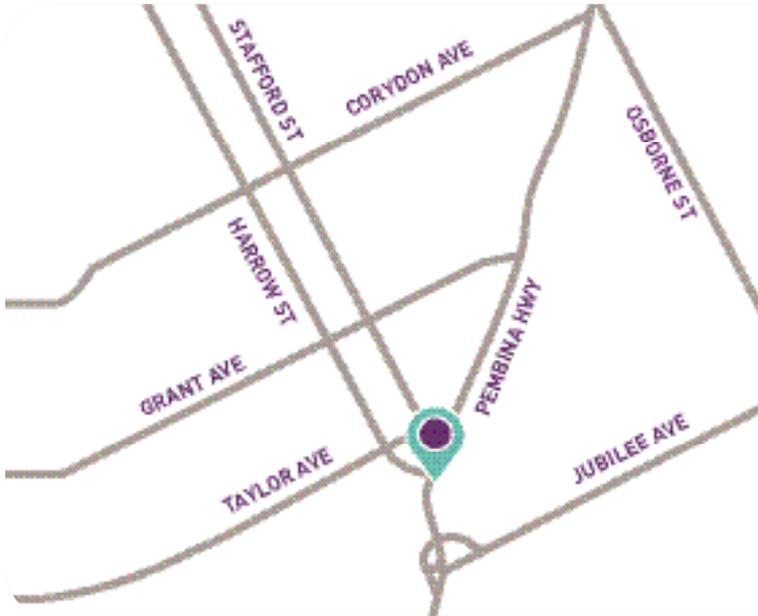
Throughout the process toward registration, there are times when all documents must be current and valid. These times are noted throughout the handbook. It is your responsibility to know the expiry dates on your documents and to resubmit the documents before they expire to avoid delays and complications.

If you have an open file and have questions about expiry dates, please contact:

Registration Services
(204) 774-3477 ext. 300
1-800-665-2027 ext. 300
registration@crnm.mb.ca

This handbook was created to outline the process and requirements for IENs as they apply to the College of Registered Nurses of Manitoba (also referred to as “the College”) for registration. The information in this handbook may be improved or edited at any time without notice.

The College of Registered Nurses of Manitoba



Contact Information

890 Pembina Highway
Winnipeg, MB R3M 2M8
(204) 774-3477
1-800-665-2027
www.crnmb.ca

Our office hours are
Monday – Friday,
8:30 a.m. – 4:30 p.m.

What is the College?

The College of Registered Nurses of Manitoba exists to protect the public.

We accomplish this by:

- setting the standards for education, registration and practice
- supporting registered nurses in meeting the standards
- taking action when the standards are not met

Who can apply to the College as an internationally educated nurse (IEN)?

There are two requirements in order to be eligible to apply:

1. You must have been educated at the level of an RN outside of Canada and meet education requirements.
2. You must be currently registered in the country where you received your basic RN education, or you must have been registered there in the past.

You are not eligible to apply if:

- you were not educated as an RN but were educated as a practical nurse, midwife, psychiatric nurse, auxiliary nurse, or enrolled nurse, among other titles
- you have never been registered where you completed your basic RN education
- you wrote the June 2006 ICNLE in the Philippines but did not write the Voluntary Retake.

Step One:

Open a File

All IENs must first apply through the National Nursing Assessment Service (NNAS). For more information please visit www.nnas.ca. Once the NNAS advisory report has been generated, those wishing to pursue registration in Manitoba must submit an application package to the College.

To open a file you will need to submit these four items together in one complete package:

1. The internationally educated nurse application form
2. Application fee (\$525.00 CAD)
3. Copy of proof of identification
4. Copy of current Canadian immigration status



Remember to make sure your documents are current and valid!

1. Internationally Educated Nurse Application Form

Please read the form carefully and answer all of the questions thoroughly and honestly. Incomplete or missing answers result in delays and complications.

Sign the form and have a witness sign it. The witness can be anyone who knows you.

Please be aware that you are signing a legal declaration that states that the information you are providing is complete and truthful. Providing incomplete or inaccurate information may result in your application being cancelled.

If you have any questions as you are completing the form, please contact registration services:

(204) 774-3477 ext. 300
1-800-665-2027 ext. 300
registration@crnm.mb.ca

Download the form here. <https://www.crnmb.ca/uploads/ck/files/IEN%20Application%20Package%202016.1.pdf>

2. Application Fee

You can submit your fee in any of the following ways:

	In person	By mail	Fax
Debit card	✓		
Certified cheque or money order	✓	✓	
Visa or Mastercard	✓	✓	✓

3. Copy of Proof of Identification

Examples of accepted proof of identification are:

- Valid passport
- Valid driver's license
- Other government-issued photo identification

You do not have to submit the original document, just a copy of it.

4. Copy of Current Canadian Immigration Status

The accepted forms of proof of immigration status are:

- Canadian citizenship
- Permanent residency documents
- Temporary resident visa
- Student visa
- Authorization under the Immigration and Refugee Protection Act (Canada)

You do not have to submit the original document, just a copy of it.

For information about immigration, visas, or working and studying in Manitoba, please contact the Canadian consulate in your country or Citizenship and Immigration Canada.

<http://www.cic.gc.ca/ENGLISH/INDEX.ASP>

The College does not provide information or assistance with immigration matters.

Step Two:

Your File is Opened

Confirmation

Once your file is opened, you will receive a confirmation email from registration services. Please check your junk folder in case the email is filed there.

The email will confirm that we received your application and will list the additional documents that we need to complete your file.

Once you receive this confirmation email you can submit the other required documents. Please do not submit anything before your file is opened. We do not keep documents if there is no file open.

Please note that documents may expire during the application process, it is the responsibility of each applicant to ensure their documents remain current and valid at all times. Language tests are valid for 2 years from the date of the test and Verifications of Registration are valid for one year from date of issue or expiry of the registration, whichever is sooner.

Additional Documents

Other required documents are:

1. Advisory report generated by NNAS, obtained by the College once you have opened a file with the College.
2. Criminal record check

The College reserves the right to ask for any other documentation that we need to properly assess your application. This means you may need to submit documents that are not listed above.

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.

Criminal record check

You will need to submit criminal record checks from every country you lived in within the past six months. Criminal record checks must include a vulnerable sector search. A child abuse registry check is not required and is not an alternative to a vulnerable sector search.

Criminal record checks can't be older than six months when you submit them and they must show all of your current and former names. This document is valid for one year from the date produced.

Criminal record checks can be completed by your local police service:

- Winnipeg Police Service www.winnipeg.ca/police/pr/info_request.stm
- RCMP www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm

For more information see our criminal record check fact sheet.

https://www.cnm.mb.ca/uploads/document/document_file_194.pdf?t=1443467896

Step Three:

File Review

We review your file when we have all of the required documents.

We try to review files within 10 business days of completion, but this can be affected by our workload or by the number of files we are reviewing at any given time. If more information is required as we review your file, the review process can take longer. For example we may need to follow up with educational institutions, other regulatory bodies or employers.

If you have questions about your application, please contact:

Registration Services

(204) 774-3477 ext. 300

1-800-665-2027 ext. 300

registration@crnm.mb.ca

Step Four:

Education Review

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.



Remember to make sure your documents are current and valid!

Step Five:

Clinical Competence Assessment (CCA)

(If required)

If you graduated from a nursing program outside of Manitoba, you may be eligible for registration if you have completed a CCA and, if necessary, have also completed a course of study based on the result of the CCA.

The CCA gives you the opportunity to show that you have the knowledge, skills and judgment required of an entry level RN in Manitoba.

How does the assessment work?

The assessment is completed over a three to five day period at College of Nursing at the University of Manitoba Fort Garry Campus. Your knowledge of general nursing, maternal/newborn, child health and mental health will be assessed. You will also be asked to complete a self-assessment.

You will complete multiple choice and short answer exams as well as oral and practical assessments of your knowledge, skills and judgment. On the self-assessment, you will identify how you meet or have met the *Standards of Practice for Registered Nurses* in your practice.

More information about the CCA:

- [CCA Frequently Asked Questions for Internationally Educated Nurse Applicants](#)

What happens after completing the CCA?

Once you have completed the assessment, your results are sent to the College by the assessment centre, generally within four weeks. We review the results as part of your complete application file and let you know the outcome of our assessment in writing.

There are three potential outcomes:

1. If competencies are met, you will be granted eligibility to apply to write the NCLEX-RN or apply for practicing RN registration, if you've already passed the NCLEX-RN.
2. If gaps in knowledge, skills and judgment are found, a course of instruction must be completed before you would be eligible to apply to write the exam or before you apply for practicing RN registration, if you've already passed the NCLEX-RN.
3. If gaps in knowledge, skills and judgment are too significant to be addressed by a course of instruction, you would be required to complete an approved basic nursing education program in order to pursue registration in the future.

1. Writing the NCLEX-RN

Find more information about applying to write the NCLEX-RN online here.

<https://www.crnmb.ca/applicants/nclex-rn-exam>

2. Course of Instruction

If a course of instruction is needed, you will be referred to the Bridging Program for Internationally Educated Nurses (BPIEN). The program is offered twice a year at Red River College in Winnipeg and has limited space available. Priority is given to permanent residents of Manitoba.

You may be referred to part or all of the program. Level two is a 16-week theory component. Level three is a six week clinical practicum designed to help combine the theory learned in level two and provide an opportunity to learn more about the Canadian health care system.

You may also be referred to online courses in the focused areas of nursing such as maternal/newborn, child health, mental health, and pharmacology. This is determined in part by the results of your CCA. The course requirements are based on gaps identified during the CCA as part of your complete application file and are individual to each candidate.

Click here for more information about this program

<http://me.rrc.mb.ca/Catalogue/ProgramInfo.aspx?RegionCode=WPG&ProgCode=BRIPF-NA>

If courses are required, you must enroll in them within one year of the referral and complete them within two years of the referral. Once the courses are completed, the College is notified by Red River College and you will be notified that you are eligible to apply to write the national registered nurse examination. Documents within the file that may have expired will need to be resubmitted before approval can be granted.

3. Basic Nursing Education Program

You can find more information about approved basic nursing education programs in Manitoba online:

<https://www.crnmb.ca/applicants/nursing-education-programs>



Remember to make sure your documents are current and valid!

Glossary of Terms and Acronyms

IEN	Internationally educated nurse
The College	College of Registered Nurses of Manitoba
RN	Registered nurse
CCA	Clinical competence assessment
NNAS	National Nursing Assessment Service

Online References and Resources

College of Registered Nurses of Manitoba www.crnmb.ca

- Find our IEN page at: <https://www.crnmb.ca/applicants/internationally-educated-nurses>

Citizenship and Immigration Canada

www.cic.gc.ca/ENGLISH/INDEX.ASP

Winnipeg Police Service

www.winnipeg.ca/police/pr/info_request.stm

RCMP

www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm



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