



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

Effective May 31, 2018

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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.

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.

Updating Your Documents

Throughout the process toward registration, there are times when all documents must be current and valid. These times include upon your initial application, application for exam eligibility, and application for RN registration. It is your responsibility to know the expiry dates on your documents and to ensure they have been updated at the appropriate 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. If these documents require updating, we will need to receive the original document directly from the source.

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

About 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 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 the following items together in one complete package:

1. The internationally educated nurse application form
2. Application fee: \$483.00 CAD
3. CCA Assessment fee: 336.00* CAD
4. Copy of proof of identification
5. Copy of current Canadian immigration status

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

2. Application Fee

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

- In person
- By mail
- By 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: <https://www.canada.ca/en/services/immigration-citizenship.html>

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. This can take up to 10 business days. 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.

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. Background checks

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. We require the original document(s) which can't be older than six months when you submit them to us and they must show all of your current and former names, failure to have all names searched will mean the search must be redone. Once on file with us, 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 who have an online service: <http://www.winnipeg.ca/police/pr/pic.stm>
- RCMP: www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm

For more information, see our Background Checks for Registration document:

https://www.crnmb.ca/uploads/document/document_file_194.pdf?t=1527775261

Adult and Child Abuse Registry Checks

You will also need to undergo a search of the Adult Abuse Registry and the Child Abuse Registry. Please ensure all current, former, alias and other names used are shown on the Abuse Registry Checks, failure to ensure all names are searched will mean the search must be redone. The Abuse Registry Checks must be current within six months of the date of your application to the College and are valid for one year from the date they are issued. Once the Abuse Registry Checks have been completed, you must provide the College with the original copies. Faxes, photocopies and scanned copies will not be accepted.

Please note once submitted, all copies of criminal record checks and abuse registry checks become the property of the College and will not be returned unless submitted with a self-addressed stamped envelope or arrangements for pick up are made at the time of submission.

For information on how to obtain these documents, see the Government of Manitoba website:

<https://web22.gov.mb.ca/AbuseRegistry>

For more information, see our Background Checks for Registration document:

https://www.crnmb.ca/uploads/document/document_file_194.pdf?t=1527775261

English Language Proficiency

As per College policy, all applicants must meet the English language proficiency requirement, which can be done in one of three ways:

1. For those currently registered as a registered nurse in Canada, you must provide evidence of safe practice within the past two years working as an RN in another jurisdiction in Canada where evidence of English language proficiency was required for registration eligibility; or
2. You have successfully completed an approved nursing education program from a Canadian school of nursing within the past two years and where the education was provided in English or there was an English language requirement for admission to the program; or
3. You provide evidence of having achieved acceptable scores on one of the English language tests accepted by the College. The College must receive a copy of the official results directly from the testing company. Language fluency test results are valid for two years from the date of the test.

If you have already submitted a language test to NNAS you will not be required to redo the test if it is within two years from the date of the test. If you did not submit a language test to NNAS you will be required to submit one to the College. We accept CELBAN and IELTS (academic version). Language tests are valid for two years from the test date as per the testing companies. All benchmark scores must be met in order for the test to be valid. Scores cannot be combined from multiple tests to meet this requirement.

For information on benchmark scores, see our Language Testing document:

https://www.crnmb.ca/uploads/document/document_file_196.pdf?t=1527775235

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

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.

If after the review it has been determined that the above education requirements are met, a CCA referral will be made to the Assessment Centre on your behalf.

Step Five: Clinical Competence Assessment (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.

Once you are referred for a CCA, you will receive notification by email which will include the contact information needed to schedule your CCA. You will have one year from the date of the referral to complete the CCA.

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, see our CCA frequently asked questions for Internationally Educated Nurse Applicants: https://www.cnm.mb.ca/uploads/document/document_file_219.pdf?t=1459368108

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 via email.

Our final review will result in one of the following possible outcomes:

1. **Eligible** – you are eligible to proceed to the next step of either:
 - a. Writing the NCLEX-RN (and obtaining graduate nurse registration if you wish), or
 - b. Applying for RN registration, if you have previously passed the NCLEX-RN.

2. **Not Eligible** – you do not currently meet registration requirements and are currently not eligible for registration as you require additional education (determined by the College based on your CCA results) in order to acquire the entry-level competencies required of all registered nurses in Manitoba. This additional education may include completion of a course of instruction through the Bridging Pathway for Internationally Educated Nurses (BPIEN) Program or completion of a basic nursing education program approved by the Council of the College.

Writing the NCLEX-RN

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.

More information about applying to write the NCLEX-RN online is available here:

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

Additional Education

If a course of instruction is required, you will be referred to all or parts of level two of the Bridging Pathway for Internationally Educated Nurses (BPIEN). There are three annual intakes of the program at Red River College in Winnipeg and limited space is available. Priority is given to permanent residents of Manitoba.

Level two of the BPIEN program-consists of a total of 12 courses offered by a combination of classroom and online (blended delivery). Level three of the program is comprised of two components – an instructor lead clinical practicum and a preceptor lead clinical practicum each consisting of 120 hours over a period of up to 12 weeks. They are designed to help combine the theory learned in level two and provide an opportunity to learn more about the Canadian health-care system.

The course of instruction is individual to each applicant and is based on your file review, including any gaps in knowledge, skill and judgement identified during the CCA. For more information about this program, see:

<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 re-submitted before approval can be granted for exam eligibility or RN registration.

If a basic nursing education program is necessary in order to pursue registration as an RN in Manitoba, please visit the College website for a list of approved nursing education programs in the province:

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

Glossary of Terms and Acronyms

IEN	Internationally educated nurse
The College	The 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

Citizenship and Immigration Canada: <https://www.canada.ca/en/services/immigration-citizenship.html>

Winnipeg Police Service: <http://www.winnipeg.ca/police/pr/pic.stm>

RCMP: <http://www.rcmp-grc.gc.ca/en/criminal-record-checks>

Questions?

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