



College of
Registered Nurses
of Manitoba

Application Package

Internationally Educated Nurses

Effective May, 2021

Contents:

- Instructions
- Application for Registration



College of
Registered Nurses
of Manitoba

Instructions for Internationally Educated Nurses (IENs)

Application Process

Our primary mode of communication with applicants is by email. Please provide a valid email address on your application form and check your email (including your junk folder) on a regular basis. Once your application has been reviewed, you will receive a confirmation email outlining 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, you must hold a valid certificate of practice with the College of Registered Nurses of Manitoba (the College) in the registered nurse membership class or the graduate nurse membership class.

This application package is for you if you were educated as an RN outside Canada and are currently or have ever been registered as an RN with the regulatory body in the country where you completed your entry-level RN education.

Step 1

All IENs must first apply through the National Nursing Assessment Service (NNAS). After the NNAS advisory report has been generated, you must submit an application package directly to the College. Do not submit an application to the College until the NNAS advisory report has been prepared.

More information: nnas.ca

We do not keep any documentation received before an application file has been opened and assigned an applicant number.

Step 2

To open an application file, you must submit the following four items as one complete package:

Internationally educated nurse application form

Fees

Application processing fee: \$ 483.00 CAD

CCA assessment fee: \$ 336.00* CAD

Total: \$ 819.00 CAD

**This fee is in addition to any fees charged by the CCA Assessment Centre.*

Proof of identification

Acceptable forms of identification include a copy of your:

- passport
- permanent resident card
- driver's license
- other government-issued picture identification and marriage/divorce certificate (only to verify name change)

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 about immigration, visas or working and studying in Manitoba, please contact the Canadian consulate in your country or Citizenship and Immigration Canada. We do not provide information or assistance with immigration matters.

Your registration assessment will begin once we receive all requirements listed above as one complete package. Any items received separately will be discarded.

Step 3

We require the following items before your application will be considered complete and brought forward for assessment:

Report from NNAS

Background Checks

The following three checks are required:

- nationwide criminal record check (with vulnerable sector search)
- adult abuse registry check
- child abuse registry check

Important: Please take the time to review our fact sheet on background checks found [here](#) for details on what is required and how you can obtain these.

□ English Language Proficiency

All applicants must meet the English language proficiency requirement. There are four ways in which this requirement can be met:

1. The applicant is currently registered as a registered nurse in Canada where
 - i. English or French language proficiency was required for registration eligibility if registered prior to June 1, 2018; or
 - ii. English language proficiency was required for registration eligibility if registered beginning June 1, 2018; or
2. The applicant was registered as a registered nurse in Canada and there is evidence of safe practice as outlined in the Registration Practice Direction in a jurisdiction in Canada where there is evidence of either:
 - i. English or French language proficiency being required for registration eligibility prior to June 1, 2018; or
 - ii. English language proficiency being required for registration eligibility beginning June 1, 2018; or
3. The applicant has successfully completed an approved basic nursing education program in Canada 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
4. The applicant provides evidence of having achieved acceptable scores on one of the accepted English language tests. See our [Language Testing Fact Sheet](#) for more information, including the appropriate English language test for your application type.

Applicants from the Philippines:

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.

Next Steps

If there are inconsistencies in any of the information you provide during the application process, we reserve the right to require additional supporting documentation, which may be over and above the items 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.

College Policy on Assessment of Nursing Education

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.

Exam Eligibility

You will be notified when you are eligible to apply to write 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. However, passing the exam is only one of the requirements. 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 and you will need to begin the application process over again.

Fees

Registration fees vary depending on the time of year. You can find a full list of fees on our website:

crnm.mb.ca/applicants/internationally-educated-nurses

Questions?

Contact a registration advisor Monday through Friday, 8:30 a.m. to 4:30 p.m.

204-774-3477 ext. 300

1-800-665-2027 ext. 300 (toll-free in Manitoba)

registration@crnm.mb.ca



Application for Registration

Internationally Educated Nurses

Submission of this application does not guarantee registration. 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.

Declaration:

I understand that this is an application form only and that I must meet the criteria for registration outlined in *The Regulated Health Professions Act* (the RHPA) and the College of Registered Nurses of Manitoba General Regulation. I understand that in order to practise nursing in Manitoba, I am required by law to hold a valid certificate of practice 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 CCA		
Date received: _____ Reference no. _____ Payment amount: _____ <input type="checkbox"/> CAD <input type="checkbox"/> USD Batch no. _____ Date entered: _____ Date completed: _____ Completed by: _____ Item code: APP_INTERNAT-GLACCOUNT: 30110-10 / ASSESS_INT-GLACCOUNT: 30115-10		

Applicant Information

_____	_____	_____
Last name	First name	Middle name
_____	_____	
Former/alias/other names	Address	
_____	_____	_____
City/town	Province/state	Country
_____	_____	_____/_____/_____
Postal/zip code	Phone	Date of birth (yy/mm/dd)
_____	_____	_____
Email	NNAS file number	

1. Have you worked in the past two years as a registered nurse in another Canadian jurisdiction where evidence of English language proficiency was required for registration eligibility? YES NO

2. Have you completed an approved basic nursing education program in Canada within the past two years where the education was provided in English or there was an English language requirement for admission to the program? YES NO

3. Have you completed one of the English language proficiency tests accepted by the College, receiving the minimum required results? YES NO

4. Has your NNAS advisory report been completed? YES NO
 NNAS application number: _____

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

6. 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: _____

7. 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: _____

8. Have you resided outside of Canada within the past six months? YES NO
 If yes, where: _____

9. 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 not, why not? _____

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

11. Are you currently the subject of an investigation or proceeding related to your suitability to practice as a registered nurse or any other health care professional within Canada or elsewhere? YES NO
12. Are you currently or have you ever been the subject of a finding of conduct unbecoming or professional misconduct or incompetence related to the practice of registered nursing or any other health profession in Canada or elsewhere? YES NO
13. Are you currently or have you ever been the subject of a finding of professional negligence or malpractice in Canada or elsewhere? YES NO
14. Have you ever been denied registration or been the subject of a disciplinary finding by any professional regulatory body? YES NO
15. 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
16. Have you ever worked as or held yourself out as a registered nurse without being registered with a regulatory body? YES NO
17. Does your name now appear or has it ever appeared on a child abuse registry or adult abuse registry? YES NO
18. Have you ever been charged, convicted or found guilty (i.e. conditional discharge, absolute discharge or suspended sentence) of a criminal or regulatory offence? YES NO
19. Have you ever been charged, convicted or found guilty (i.e. conditional discharge, absolute discharge or suspended sentence) of careless driving causing death under *The Highway Traffic Act* of Manitoba or similar legislation? YES NO
20. Do you have a physical or mental condition or disorder, including an addiction that may impair your ability to engage in the practice of registered nursing in a safe and effective manner? YES NO
21. 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

22. 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 section 140(2) of *The Regulated Health Professions Act*.

In addition, I authorize the College of Registered Nurses of Manitoba (“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 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
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

***Electronic signatures are not accepted. Documents signed with an electronic signature will need to be resubmitted.**

Payment

All fees are non-refundable, non-transferable and include GST.

Currently fees can be paid via e-transfer, credit card over the phone or certified cheque or money order sent via Canada Post.

Options

Method	Over the Phone	Mail
E-transfer – please see here for instructions on how to pay via e-transfer		
Visa or Mastercard* please see below for further information	✓	
Certified Cheque or Money Order		✓

* If you wish to pay via credit card, do not include a credit card number on your application. Once your application has been received, the College will contact you to arrange for payment. For credit card payments, please allow 3-5 business days for payment collection. Work will not begin on your application until payment has been received.

Questions?

890 Pembina Hwy
Winnipeg, MB R3M 2M8
registration@crnm.mb.ca

Phone: 204-774-3477 ext. 300
Toll-free: 1-800-665-2027 ext. 300 (in Manitoba)
Fax: 204-775-7117

Due with Application

Application processing fee: \$ 483.00 CAD
CCA assessment fee: \$ 336.00* CAD
Total: \$ 819.00 CAD

**This fee is in addition to any fees charged by the CCA Assessment Centre*

