Application Package

Internationally Educated Nurses

Effective March 30, 2020

Contents:

- Instructions
- Application for Registration
- Language Testing
- Background Checks for Registration
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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Application processing fee</td>
<td>$483.00</td>
</tr>
<tr>
<td>CCA assessment fee</td>
<td>$336.00*</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$819.00</strong></td>
</tr>
</tbody>
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*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

See our fact sheet on background checks for details on what is require and how you can obtain these.
English Language Proficiency

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

1. The applicant is or was registered as a registered nurse in Canada and there is evidence of safe practice as outlined in the Registration Practice Direction within the past two years working as a registered nurse in another jurisdiction in Canada where evidence of English language proficiency was required for registration eligibility; or
2. 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
3. Provide evidence of having achieved acceptable scores on one of the accepted English language tests. See our Language Testing Fact Sheet (in this package or on our website) 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 reserves 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:
crmn.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.

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<tr>
<th>OFFICE USE ONLY</th>
<th>Date</th>
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<tr>
<td>Eligible for CCA</td>
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Date received: ________________ Reference no. ________ Payment amount: ________________ □ CAD □ USD
Batch no. ________ Date entered: __________ Date completed: __________ Completed by: ____________________
Item code: APP_INTERNAL-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:

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Type of Registration</th>
<th>Date Obtained</th>
<th>Expiry Date</th>
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Application: Internationally Educated Nurse
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:

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<tr>
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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 ____________________________
Payment

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

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

Please 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.

Options

<table>
<thead>
<tr>
<th>Method</th>
<th>Over the Phone</th>
<th>Mail</th>
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<tbody>
<tr>
<td>Certified cheque or money order</td>
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<tr>
<td>Visa or Mastercard</td>
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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.
Approved Language Tests

For information on who is subject to language testing, please refer to the Language Proficiency Policy.

Internationally Educated Applicants:

<table>
<thead>
<tr>
<th>Name of Accepted Test</th>
<th>Minimum Scores Accepted</th>
<th>Organization to Contact for More Information</th>
</tr>
</thead>
</table>
| Canadian English language Benchmark Assessment for Nurses (CELBAN) | Listening: 10  
Reading: 8  
Writing: 7  
Speaking: 8 | The Celban Centre  
www.celban.org  
Click ➔ Register/ Test Locations to find the closest testing centre. |
| International English Language Testing System (IELTS)      | Writing: No less than 7.0  
Speaking: No less than 7.0  
Listening: No less than 7.5  
Reading: No less than 6.5  
Overall Band Score: No less than 7.0 (The above scores take the Standard Error of Measurement into consideration.) | International English Language Testing System  
www.ielts.org  
Click ➔ Test Takers ➔ Find my nearest test centre/select by location/choose your country, then choose your test centre. |

Canadian Educated Applicants:

<table>
<thead>
<tr>
<th>Name of Accepted Test</th>
<th>Minimum Scores Accepted</th>
<th>Organization to Contact for More Information</th>
</tr>
</thead>
</table>
| International English Language Testing System (IELTS)      | Writing: No less than 7.0  
Speaking: No less than 7.0  
Listening: No less than 7.5  
Reading: No less than 6.5  
Overall Band Score: No less than 7.0 (The above scores take the Standard Error of Measurement into consideration.) | International English Language Testing System  
www.ielts.org  
Click ➔ Test Takers ➔ Find my nearest test centre/select by location/choose your country, then choose your test centre. |

Please note: CELBAN will not be accepted for Canadian educated Applicants.

Questions?
Contact registration services:
204-774-3477 • 1-800-665-2027 (toll-free)
registration@crnm.mb.ca
Background checks are required as part of *The Regulated Health Professions Act* (the RHPA) and the College of Registered Nurses of Manitoba General Regulation.

If you are applying for initial registration or reinstatement, you must submit a background check that includes a satisfactory:

- nationwide criminal record check
- adult abuse registry check
- child abuse registry check

This is also a requirement for RNs and RN(NP)s renewing their certificates of practice, but is only required once every five years of continuous registration. You will be notified by email when it is your year to submit this information.

**Once submitted, all copies of criminal record checks and abuse registry checks become the property of the College and will not be returned.** We do not provide copies so we recommend you make any personal copies required prior submitting documents to the College.

**Criminal Record Checks**

**Important 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, maiden, alias and other names used are shown on the criminal record check. **If you do not do this, you will need to have the search redone.**

- If you currently live or have lived outside of Canada within the last six months, 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 policy agency in that jurisdiction can provide you with more information on the process and any fees.

**Initial Registration or Reinstatement**

Criminal record checks submitted for these applications must be dated within the previous six months.

**Renewal of Certificate of Practice**

Criminal record checks submitted for renewal must be dated in the calendar year prior to the renewal year for which the check is required. For example, if the check is required for 2021 renewal, it must have a 2020 issue date and be submitted by the renewal deadline in order to be accepted.

**How do I obtain a criminal record check?**

Contact your local police agency to obtain a criminal record check. If they are unable to provide one, contact your local Royal Canadian Mounted Police (RCMP) detachment. We will accept the Online Police Information Check from the Winnipeg Police Service.

If you currently live or have lived 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 currently live or have lived in the United States within the last six months, you must submit a nationwide search through the **Federal Bureau of Investigations (FBI)**

If you currently or have resided in the Philippines within the last six months, you must submit the search by the **National Bureau of Investigations (NBI)**

**How do I submit my criminal record check?**

For initial registration, exam eligibility or reinstatement, 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.

For the renewal of a certificate of practice, results will only be accepted electronically, registrants can scan and email or take a photo and email the College at backgroundchecks@crnm.mb.ca.

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.

**Adult Abuse Registry Check and Child Abuse Registry Check**

**Important Information**

- Please ensure all current, former, maiden, alias and other names used are shown on the registry checks. If you do not do this, you will need to have them redone.
- Abuse registry checks submitted with an application for initial registration or reinstatement of a Certificate of Practice must be dated within the previous six months. Abuse registry checks are considered valid for one year from the date they were issued.
- Abuse registry checks submitted to satisfy a Certificate of Practice renewal requirement must be dated in the calendar year prior to the renewal year the checks are required for. For example, if the registry checks are required for 2021 renewal, they must both have a 2020 issue date and be submitted by the renewal deadline in order to be accepted.
- Processing times vary, we recommend ordering as soon as possible so as to avoid unnecessary delay and potentially missing deadlines.

**How do I obtain these checks?**

The adult abuse registry check and the child abuse registry check are separate checks but they can be ordered at the same time online [here](#). Abuse registry checks are not the same as a vulnerable sector search.

Search results cannot be received electronically but can be mailed to you or picked up in person. Applications can also be submitted by mail or in person:

1st floor - 777 Portage Avenue (Winnipeg).

Visit the Child Abuse Registry website

Visit the Adult Abuse Registry website

**How do I submit these checks?**

For initial registration, exam eligibility or reinstatement, once you have received the results of your adult abuse registry check and child abuse registry check, you will need to arrange for the College to receive original copies of the results. Faxes, photocopies and scanned copies will not be accepted.

For the renewal of a certificate of practice, results will only be accepted electronically, registrants can scan and email or take a photo and email the College at backgroundchecks@crnm.mb.ca.

If your name appears on either registry, additional information will be required and we will advise you of the necessary next steps.

**Questions?**

**Contact registration services:**

204-774-3477 or 1-800-665-2027 (toll-free)

registration@crnm.mb.ca

Published: 08/2002

Revised: 01/2020