



College of
Registered Nurses
of Manitoba

Background Checks for Registration

Background checks are now 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. They will not be returned unless you submit them with a self-addressed stamped envelope or make arrangements for pick-up at the time of submission.

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, 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 that must be paid.

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 2019 renewal, it must have a 2018 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 you live in Altona, Brandon, Morden, Rivers, Winnipeg and Winkler, contact your local police service. We will accept the Online Police Information Check from the Winnipeg Police Service. All others must go through your nearest Royal Canadian Mounted Police (RCMP) detachment.

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, available through the Federal Bureau of Investigations (FBI): <https://www.fbi.gov>

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?

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.

Adult Abuse Registry Check and Child Abuse Registry Check

Important Information

- Please ensure all current, former, 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 2019 renewal, they must both have a 2018 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: <https://web22.gov.mb.ca/AbuseRegistry>

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, MB).

More information: https://www.gov.mb.ca/fs/childfam/child_abuse_registry.html or https://www.gov.mb.ca/fs/adult_abuse_registry.html

How do I submit these checks?

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.

If your name appears on either registry, additional information will be required and 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)

registration@crnm.mb.ca

This publication is provided for general information. For more specific information refer to the appropriate practice expectations, the *Code of Ethics for Registered Nurses* and the *College of Registered Nurses of Manitoba General Regulation and The Practice of Nursing Regulation*.

Our publications are available on our website: www.crnmb.ca