College of Registered Nurses of Manitoba

Policy AA-9 Documents From Third Parties Policy

Approved By	CEO/Registrar	**Review Frequency**	Every five years
Approval Date	March 8, 2010	**Date Reviewed/Revised**	October 1, 2025

Rationale:

The College of Registered Nurses of Manitoba (College) requires applicants and registrants to produce documents from third parties as part of the registration application process. Some of these documents must meet specific criteria, such as being provided by approved third parties or submitted within a specific timeframe (called the currency period). This is to ensure authenticity and relevance of documents provided to the College.

Purpose:

This policy provides applicants and registrants with guidance on:

- The types of third-party documents that may be requested by the College
- The accepted third-party providers who may issue these documents (if applicable)
- The currency period for each document type (if applicable).

Authority:

Various sections of *The Regulated Health Professions Act* and the *College of Registered Nurses of Manitoba General Regulation* require the College to request third-party documents/information about applicants and registrants.

Policy:

1) **Accepted Third-Party Documents, Designated Providers, and Established Currency Period**

Document Type	Designated Providers and who must send the document (if applicable)	Currency Period (if applicable)
• Official transcripts • Letters • Completed College forms	Must come directly from authorized personnel of the identified educational institution.	Not applicable
Employer documents (ex. completed College forms, email clarifications)	Must come directly from authorized personnel of the identified employer.	Not applicable
Verification of registration	Must come directly from the identified regulatory body.	Valid for one year from date of issue or expiry of the registration, whichever is sooner.
Educational credential assessment reports *Must be a course-by-course (also known as postsecondary comprehensive) report type.	Must come directly from one of the following educational credential assessment providers: • National Nursing Assessment Service (NNAS) • Comparative Education Service (CES) • International Credential Assessment Service of Canada (ICAS) • World Education Service (WES)	Not applicable
English language proficiency results	Must come directly from the test provider. See the Language Proficiency policy document for details.	Must be submitted to the College within two years of test completion. Once submitted, they are valid until the applicant receives a final registration decision from the College.

Document Type	Designated Providers and who must send the document (if applicable)	Currency Period (if applicable)
Background check documents • Criminal Record Checks • Child Abuse Registry Checks • Adult Abuse Registry Checks	See the Background Checks for Registration document for details.	See the Background Checks for Registration document for details.
Medical/health reports	Not applicable	Not applicable
Certificate of Status (Health Profession Corporation)	See policy AA-1 Health Profession Corporation document for details.	Valid for 60 days from the date of issue.

2) **Submission Rules**

- All third-party documents must be sent directly to the College **by the official source** (e.g. educational institution, employer, etc.) unless otherwise noted.
- Once received, third-party documents become the property of the College and will be used for the intended regulatory purpose, as required. These documents will not be returned to applicants. Additionally, the College will not share these third-party documents with other parties, even if requested to do so by the applicant.
- Any third-party documents (except for background check documents including criminal record checks, child abuse registry checks and adult abuse registry checks, and the Certificate of Status) submitted by the applicant or registrant themselves will be rejected.

3) **Exceptions for Missing Documents:**

- Applicants who are unable to provide official educational transcripts or verification of registration documents must provide:
    - evidence of attempting to obtain the official documents, or
    - evidence of extraordinary circumstances preventing the official document from being obtained (e.g. the school of nursing having destroyed the records, political unrest in the country where the education was attained).
- The College will require the applicant in the above situation (#3) to undergo a Clinical Competency Assessment as part of their prior learning assessment.