



Policy AA-9 Documents From Third Parties

Approved By	CEO/Registrar	Review Frequency	Every five years
Approval Date	March 8, 2010	Date Reviewed/Revised	June 19, 2026

Rationale:

The College of Registered Nurses of Manitoba (College) requires applicants and registrants to produce documents from third parties as part of both the registration application process and professional conduct investigations, proceedings and monitoring. Many 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 or permit the College to request third-party documents/information about applicants and registrants for regulatory purposes.

Specifically, under Part 8 of *The Regulated Health Professions Act*, duly appointed investigators and the Complaints Investigation Committee (CIC) are provided with broad authority to request third-party documents/information from applicants, registrants or former registrants who have matters before the CIC.

Policy:

- 1) Accepted Third-Party Documents, Designated Providers, and Established Currency Period for Regulatory Purposes (including Registration and Professional Conduct)

Document Type	Designated Providers and who must send the document (if applicable)	Currency Period (if applicable)
Personal identification with photograph	Must be government-issued • Passport • Permanent resident card • Driver's license • Other acceptable government-issued photo identification Note: Government-issued documentation must be provided wherever a name change has occurred (e.g. marriage or divorce certificate)	Must be valid. Expired identification documents will not be accepted.
• Official transcripts • Letters • Completed College forms • Proof of remedial course completion	Must come directly from authorized personnel of the identified organization or educational institution.	Not applicable
Employer documents (e.g. completed College forms, email clarifications, RN Practice Reports)	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)	Not applicable

	• International Credential Assessment Service of Canada (ICAS) • World Education Service (WES)	
Competence assessment reports	Must come directly from the College-specified provider	If required for registration purposes – see AA-6 .
English language proficiency results	Must come directly from the test provider. See the AA-2 Language Proficiency policy document for details.	Must be submitted to the College within two years of test completion. Once submitted, the results are valid until the applicant or registrant receives a final registration or CIC decision from the College.
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, physical, psychological, pharmacological and/or specialist reports	Must come directly from the identified health care provider or authorized personnel.	Valid for six months from the date of assessment.
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) Accepted Third-Party Documents, Designated Providers, and Established Currency Period **for Professional Conduct purposes**

- Investigators or the CIC may request any third-party documents they deem necessary. Documents requested for professional conduct purposes are **not limited to those identified in the above table**. Furthermore, the currency period for any third-party document requested for professional conduct purposes will be determined by the investigator or the CIC unless indicated above.

- Applicants, registrants or former registrants engaged in the professional conduct process must ensure that the required third-party documents are provided directly to professional conduct from the designated and official third-party source. **Third-party documents provided by the applicant, registrant or former registrant to the College will be rejected** (unless explicit permission is granted).

3) Submission Rules

- All third-party documents must be sent directly to the College **by the official source** (e.g. educational institution, employer, health care provider, etc.) unless otherwise noted or explicitly permitted.
- 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, registrants, or former registrants.
- Unless it relates to a Professional Conduct matter, the College will not share these third-party documents with other parties. Applicant requests for the College to share these documents with another party will be denied.
- 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, registrant, or former registrant themselves will be rejected.

4) Exceptions for Missing Documents (**for Registration purposes only**):

- 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 this situation to undergo a Competence Assessment as part of their prior learning assessment.