



College of  
Registered Nurses  
of Manitoba

# Application Instructions

## NCLEX-RN Exam Eligibility and Graduate Nurse Membership Class

### *Please Review this Information Before Submitting your Application to the College*

Our primary mode of communication with applicants is by email. Please provide a valid email address when you create your account with the College and check your email (including your junk folder) on a regular basis.

**To be eligible to write the NCLEX through CRNM, you must have completed an approved Manitoba education program. Graduates from other Canadian jurisdictions can establish NCLEX eligibility through the regulatory body in their home jurisdiction or elsewhere.**

### Application Requirements for NCLEX Exam Eligibility:

#### 1. Registration with Pearson Vue Testing Centers

Before completing the NCLEX-RN exam application with the College, you must first register with Pearson Vue Testing Centers and make payment for the exam.

How to Register

- Online: [pearsonvue.com/nclex\\_](https://www.pearsonvue.com/nclex_)
- Phone: 1-866-49-NCLEX (available Monday to Friday, 7 a.m. - 7 p.m. CST)

#### 2. Submit NCLEX-RN Exam Eligibility Application form with non-refundable application processing fee.

Once you have completed registration with Pearson Vue, and created your CRNM profile, you can then complete the application for exam eligibility with the College. When creating your account with the College, you must enter your name exactly as it appears on the photo ID that you will use to enter the exam writing centre.

#### 3. Proof of Identification

You can upload a copy of your photo identification into your NCLEX exam application. Acceptable forms of identification include:

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

#### 4. Background Checks

You can upload copies of your background checks into your NCLEX exam application. The following three checks are required:

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

See our [fact sheet](#) on background checks for important details on obtaining and submitting these documents.

## 5. Course Completion Letter

You will need to arrange for your educational institution to send a course completion letter to the College on your behalf. Please have it sent directly to [registration@crnm.mb.ca](mailto:registration@crnm.mb.ca).

The letter must contain the following information:

- Your first and last name (must match your photo ID)
- It must indicate the name of the program, degree/diploma and date of completion.

## 6. Verification of Registration

If you currently hold, or have held in the last seven years, active practicing registration in another regulated profession in any Canadian province or jurisdiction you are required to obtain verification from the regulatory body/bodies. You can find the form [here](#). Make copies of this form if you need more than one and provide to the appropriate regulatory body.

## 7. English Language Proficiency

All applicants must meet the English language proficiency requirement. For more information, please review the [College's Language Proficiency policy](#).

## Next Steps

### After Exam Approval

1. Once we approve your application for exam eligibility, you will receive an authorization to test email from Pearson VUE. You can then schedule your exam writing with Pearson VUE: [pearsonvue.com/nclex](https://pearsonvue.com/nclex)
2. For information on the exam and preparation resources, visit [ncsbn.org/nclex](https://ncsbn.org/nclex)
3. Exam results are sent by email and are not given out over the phone.

You have as many exam attempts as are possible within the three years immediately following the completion date of your nursing education program. You can write the exam no more than twice while on the graduate nurse register.

## Graduate Nurse (GN) Membership Class

In order to be eligible for registration as a GN, you must have been given exam eligibility and scheduled your writing of the NCLEX-RN exam with Pearson VUE. To apply for GN registration, please log in to your CRNM Profile and submit the Active GN application with the applicable application processing fee.

## Application Requirements for Graduate Nurse Registration – Manitoba Graduates:

1. **Professional Liability Protection:** You will need to obtain professional liability protection for Manitoba from the Canadian Nurses Protective Society (CNPS) which is a requirement for registration. Please visit [www.cnps.ca](http://www.cnps.ca) for information on obtaining coverage.

- 2. Completion of Jurisprudence Learning Modules:** you can access the required JP modules through your CRNM profile once you have an open GN application form.

Once approved for registration as a GN, you will receive an email confirming your GN registration and expiry date. It is your responsibility to renew your GN registration before the expiry date if your NCLEX-RN exam results have not been received.

## Application Requirements for Graduate Nurse Registration – Out of Province Graduates:

If you are a graduate of a program outside of Manitoba, once you have booked your NCLEX exam date, you are eligible to apply for GN registration in Manitoba. To do so, you must create a profile with the College, accessible on the College website. You can then submit an application for GN registration with the applicable application processing fee. Requirements for out of province applicants include:

### 1. Proof of Identification

You can upload a copy of your photo identification into your GN application. Acceptable forms of identification include:

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

### 2. Background Checks

You can upload copies of your background checks into your GN application. The following three checks are required:

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

See our [fact sheet](#) on background checks for important details on obtaining and submitting these documents.

### 3. Course Completion Letter

You will need to arrange for your educational institution to send directly to the College a course completion letter. Please have the letter sent to: [registration@crnm.mb.ca](mailto:registration@crnm.mb.ca). The letter must include:

- Your first and last name (must match your photo ID)
- It must indicate the name of the program, degree/diploma and date of completion.

### 4. Verification of Registration

If you currently hold, or have held in the last seven years, active practicing registration in another regulated profession in any Canadian province or jurisdiction you are required to obtain verification from the regulatory body/bodies. You can find the form [here](#). Make copies of this form if you need more than one and provide to the appropriate regulatory body.

### 5. English Language Proficiency

All applicants must meet the English language proficiency requirement. For more information, please review the [College's Language Proficiency policy](#).

## 6. Professional Liability Protection

You will need to obtain professional liability protection for Manitoba from the Canadian Nurses Protective Society (CNPS) which is a requirement for registration. Please visit [www.cnps.ca](http://www.cnps.ca) for information on obtaining coverage.

## 7. Completion of Jurisprudence Modules

You can access the required modules through your CRNM profile once you have an open GN application form.

Once approved for registration as a GN, you will receive an email confirming your GN registration and expiry date. It is your responsibility to renew your GN registration before the expiry date if your NCLEX-RN exam results have not been received.

**All requirements will be communicated to you through your CRNM profile, once your application has been received and reviewed.**

## Questions?

Contact our registration team 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](mailto:registration@crnm.mb.ca)