



College of
Registered Nurses
of Manitoba

Background Checks for Registration

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 2022 renewal, it must have a 2021 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. **For criminal record checks completed by the Winnipeg Police Service, we will only accept the Online Police Information Check found [here](#).** Paper copies produced by the Winnipeg Police Service will not be accepted.

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, applicants providing results from the RCMP or other municipal police agency outside of Winnipeg, can scan and email or take a photo and email the results to the College at registration@crnm.mb.ca. Paper copies are not required, unless requested.

For record checks completed by the Winnipeg Police Service, please email the PDF results to: registration@crnm.b.ca. Be sure to include in your email the password necessary to open the document.

For the renewal of a certificate of practice, registrants providing results from the RCMP or other municipal police agency outside of Winnipeg can scan and email or take a photo and email the College at backgroundchecks@crnm.mb.ca.

For record checks completed by the Winnipeg Police Service, they must be completed electronically through the Winnipeg Police Service online system. Paper copies are not required, unless requested. Please email the PDF results to: backgroundchecks@crnm.mb.ca. Be sure to include in your email the password necessary to open the document.

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. 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 can scan and email or take a photo and email the results to

the College at registration@crnm.mb.ca. Paper copies are not required, unless requested.

For the renewal of a certificate of practice, registrants can scan and email or take a photo and email the College at backgroundchecks@crnm.mb.ca. Paper copies are not required, unless requested.

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

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