College of
Registered Nurses
of Manitoba

Internationally Educated Nurses Handbook

A guide for internationally educated nurse applicants regarding the assessment for RN registration in Manitoba

Questions?

Contact Registration Services

204-774-3477 ext. 300
1-800-665-2027 ext. 300
registration@crnm.mb.ca

Date published:

10/25

Date Reviewed:

N/A

IEN Handbook

Purpose

In accordance with The Regulated Health Professions Act, the mandate of The College of Registered Nurses of Manitoba (the College) is to serve and protect the public interest. One of the ways we do this is by ensuring that registered nurses (RNs) have met the established requirements to provide safe, competent and ethical care.

Introduction

The College welcomes applications from all qualified internationally educated nurses (IENs). To streamline the registration process, the College has introduced two new registration pathways for applicants from designated countries, alongside the existing standard registration pathway for IENs.

Applicants educated and who have practiced in Australia, Ireland, New Zealand, the United Kingdom can apply through an expedited registration pathway. Similarly, applicants from the United States are offered an expedited registration pathway. All other IEN applicants are invited to apply under the standard registration pathway.

This handbook outlines registration requirements, eligibility criteria, and the College's processes for IENs under the three distinct registration pathways.

Table of Contents

Comparison Table and Decision Diagram

This table provides an overview of the registration processes for each IEN pathway. For details, please review the relevant section of this IEN handbook.

Step	Standard	Expedited Process 1 (Australia, Ireland, New Zealand, UK)	Expedited Process 2 (United States)
Step 1: Open a file	Apply for an educational credential assessment and apply to the College	Apply for an educational credential assessment and apply to the College	BN/BSN-educated applicants: Apply to the College for an educational credential assessment ADN educated applicants: Apply for an educational credential assessment and apply to the College
Step 2: Meet additional requirements	Yes	Yes	Yes
Step 3: File reviewed	Yes	Yes	Yes
Step 4: Education comparability review	Yes	N/A	N/A
Step 5: CCA and remedial education or full NREP	CCA and remedial education if applicable , or full NREP.	One NREP course prior to registration approval	One NREP course within the first year from date of registration
Step 6: Write the NCLEX-RN exam	Yes, if the applicant has not passed yet.	Yes, if the applicant has not passed yet.	N/A: US applicants eligible for this process will have already passed NCLEX-RN
Step 7: Transitional/ Supervised practice	No	Condition for 250 hours of supervised practice for new graduates, transitional practice for all others	Condition for 250 hours of supervised or transitional practice for certain applicants; no condition for others

Proceed to Standard Pathway

Proceed to expedited pathway for Australia, Ireland, New Zealand, and UK

Proceed to expedited pathway for US

Standard Process

The standard registration pathway for internationally educated nurses (IENs) is intended for applicants who are not eligible for the expedited pathways for Australia, Ireland, New Zealand, the UK and US.

Who can apply to the College using the standard IEN pathway?

To be eligible for the standard registration pathway:

1. You must have been educated as an RN outside of Canada and meet the education requirements as required by the College in the Prior Learning Assessment Policy.

2. You must have been registered as an RN in the country where you received your basic entry-level RN education.

You are not eligible for registration as a registered nurse in Manitoba if:

• You were not educated as an

• RN (such as a practical nurse, midwife, psychiatric nurse, auxiliary nurse, or enrolled nurse, or other type of health care provider).

• You were never registered as an RN in the country where you completed your basic entry-level RN education.

Expectations

Timelines

The timeline for assessing registration eligibility can vary based on the specific requirements you need to meet and how they must be fulfilled. While the completion of your file depends on the speed at which your documents are received by the College, much of the process is within your control. Therefore, we encourage you to act promptly to

ensure a smooth and timely registration.

Submitting Original Documents

Certain documents must be submitted directly to the College from their original source, including:

1. Verification of registration

2. Evidence of English language proficiency (must be met before step six)

We cannot accept documents if there is evidence that they were handled by someone other than the original source, such as you (the applicant), or someone acting on your behalf (e.g., a friend or family member). If we suspect this has occurred, your application may be delayed while we wait for the documents to be resubmitted directly from the original source.

Updating Your Documents

All registration documents must be valid and current (not expired) for you to be approved to write the NCLEX-RN exam or for RN registration if you have already passed the exam. Please review policy AA-9: Third Party Documents for information on how long these documents remain valid

1. Background checks

2. Verifications of registration

3. Evidence of English language proficiency (must be met before step six)

Application Process: standard registration pathway for IENs

Step One: Applicant opens a file

Internationally educated nurse applicants under the standard registration pathway must first apply for an educational credential assessment from an accepted service provider, as identified in policy AA-9: Documents from Third Parties.

Once your educational credential assessment report has been received, you can begin the application process. The first step is to open a file. To open a file, you will need to submit the following four requirements at the same time:

1. The internationally educated nurse application form

2. Application fee: $483.00 CAD

3. Clinical Competence Assessment (CCA) fee: $336.00 CAD (if applicable)

4. Copy of valid photo identification

1. **Fill out the internationally educated nurse application form (for standard registration pathway) OR the expedited internationally educated nurse application form (for expedited registration pathway)**

Please read the form carefully and answer all questions completely. Incomplete or missing answers may result in delays and complications.

Please be aware that the application form includes a legal declaration that states that the information you provided is complete and truthful. Providing incomplete or inaccurate information during the application process may result in your application being cancelled.

Sign the form and have a witness sign it (the witness can be anyone who knows you).

Submit your completed application form with a copy of photo identification through your Alinity online profile. For instructions on how to create an account in Alinity, please review the College's Alinity User Guide document.

2. **Application Fee**

You can submit the fee in one of the following ways:

• Certified cheque or money order

• Visa or Mastercard

• Etransfer

3. **Clinical Competence Assessment (CCA) fee: $336.00 CAD (not applicable for the expedited registration process)**

This will be refunded if a CCA is not completed as part of the registration process

4. **Copy of Valid Photo Identification**

Examples of accepted proof of identification are:

• Valid passport

• Valid driver's license

• Other government-issued photo identification

Step Two: Applicant Meets Additional Requirements

Confirmation Message

Registration staff will review the requirements that you submitted to open a file and once a file is officially opened, you will receive a confirmation email from registration services. This process can take up to 10 business days. Please check your junk folder in case the email is filed there.

The purpose of the confirmation email is to let you know that your application was received and your file is open. The email will outline the additional documents needed to complete your file. Once you receive the confirmation email, you can arrange to submit the other required documents. Please do not submit any additional documents before you have received the confirmation email that your file is open; we cannot accept documents if there is no

open applicant file.

Additional Requirements

Additional requirements nurses include:

1. Educational credential assessment report
2. Verification of registration'
3. Background checks
4. English language proficiency

Please be advised that the College reserves the right to ask for any other documentation required to properly complete the assessment of your application. This means that in accordance with College policies, you may be required to arrange for the College to receive additional documents.

Verification of Registration

Some educational credentialling assessment services (e.g. NNAS) collect both initial and current verification of registration documents from applicants. If an applicant uses this service and it has already collected these documents, the applicant only needs to arrange for any outstanding verifications to be submitted to the College. If the educational credentialling assessment service does not collect these documents, the applicant will need to arrange to have them submitted directly to the College by the regulators.

Background Checks

Background checks include criminal record checks and abuse registry checks. Please review the [Background Checks for Registration fact sheet](#) for more information.

English Language Proficiency

A high level of English proficiency in reading, writing, listening, and speaking is essential for safe nursing care in Manitoba. Applicants must demonstrate English proficiency to be approved to write the NCLEX-RN exam or for RN registration if they have already passed the exam.

For information on the accepted way English language proficiency is demonstrated, please see our policy [AA-2 Language Proficiency](#).

Step Three: College reviews File

The College will review your file when it is complete, and all required documents have been received.

We try to complete the review within 10 business days of file completion, but this can be affected by demand for service in the department. Sometimes more information is required as part of the review of your file; the review time can be affected if there is a need to follow up with educational institutions, other regulatory bodies or employers on the information that they provided on your behalf.

Step Four: College Reviews for Education Comparability

In accordance with the College's Prior Learning Assessment policy [(AA-7)](#), nursing education comparability will be determined if there is evidence of:

a. post-secondary nursing education that prepares the nurse for a generalist role in situations of health and illness, along the health continuum and includes providing care across the lifespan (to people of all ages), to all genders, and across diverse practice settings, and

b. the theoretical instruction was accompanied by clinical practice placements which included provision of direct care in all applicable settings

If comparability has been determined, you are eligible to continue in the application process and will be referred for a Clinical Competence Assessment (CCA). Applicants who also meet the additional criteria outlined in College Policy [AA-7](#), will be provided with the option to complete either a CCA or the full complement of courses in the Nurse Re-entry Program (NREP) at Red River College Polytechnic These additional criteria include:

• having demonstrated they met the English language proficiency requirement; and

- having passed the NCLEX-RN within the four-year period immediately before the application date.

A referral from the College is required for both the CCA and the NREP.

If nursing education comparability has not been determined, you will not be referred for a CCA or the NREP and are not eligible to continue in the application process.

Step Five: Applicant completes CCA and/ or Education

Includes one of the following two steps:

a. a Clinical Competence Assessment (CCA) with remedial courses in NREP as required, or

b. Completion of the full Nurse Re-Entry Program (instead of a CCA and only for those eligible for this option),

(A): Clinical Competence Assessment (CCA) Required

The CCA gives you the opportunity to show the extent to which you possess the Entry-Level Competencies (ELCs) for Registered Nurses. These competencies are the minimum requirements for the provision of safe, competent RN care.

Once referred for a CCA, you will receive an email that includes the contact information to schedule your CCA. You have one year from the date of the referral to complete the CCA.

How does the CCA work?

The CCA takes place at the Clinical Competence Assessment Centre for Nursing at the College of Nursing, University of Manitoba Fort Garry Campus: https://umanitoba.ca/nursing/programs-of-study/clinical-competence-assessment.

It assesses your practice for gaps in your ability to meet the Entry-Level Competencies to help the College determine if you require any remedial education.

For more information about the CCA, please see

the Candidate Guide from the College of Nursing as well as our CCA document webpage.

What happens after completing the CCA?

Once you have completed the assessment, your results are sent to the College, generally within four weeks. The College will review the results as part of your complete application file and advise you via email regarding the outcome of our assessment for registration eligibility. To review the possible outcomes following a CCA, including next steps, please review the Prior Learning Assessment policy.

Additional Education Requirement

If a course of instruction is required, you will be referred to all or parts of the NREP.

1. The full complement of the NREP consists of twelve (12) courses and one (1) Practicum course. The course of instruction required by the College is specific to each applicant and is based on your file review, including any gaps in knowledge, skill and judgment identified during the CCA. Courses are offered by a combination of classroom and online (blended) delivery. For more information about this program, see: https://catalogue.rrc.ca/Programs/WPG/Fulltime/NUREF-PC.
   If the full complement of the NREP is not required but specific courses are, you will receive specific information on timelines for enrollment and completion of the program at the time of referral. Once the courses are completed, the College is notified by RRC Polytechnic. The College will then notify you that you are eligible to apply to write the NCLEX-RN or apply for RN registration. Documents within your file that may have expired will need to be re-submitted before approval can be granted for NCLEX-RN eligibility or RN registration.

2. If completion of a basic nursing education program approved by the Council of the College is required in order to pursue registration as an RN in Manitoba, please visit the College website for a list of approved nursing education programs in the province: https://www.crnm.mb.ca/applicants/nursing-education-programs

(B): Optional CCA/Full Nurse Re-Entry Program

Applicants provided with the option of choosing between a CCA or completing the full complement of courses in the NREP and choose the NREP will receive specific information on timelines for enrollment and completion of the program at the time of referral. For more information about the program please visit the RRCP website. For eligibility information on the full NREP option, please review the College's Prior Learning Assessment policy.

Upon successful completion of the program, you will be eligible to apply to write the NCLEX-RN and for registration as a Graduate Nurse (GN). If you have previously passed the NCLEX-RN, you will be eligible to apply for RN registration.

All application documents must be current and language proficiency requirement met at this point in order to be eligible for next steps. To ensure that you meet the language proficiency requirements, please see the College's Language Proficiency policy.

(C): Completion of one course in the Nurse Re-Entry Program (NREP): "Registered Nurse Practice" (expedited registration only)

The "Registered Nurse Practice" course (NRSG-1012) is intended to support successful integration into the Canadian health care system. The course number is subject to change at the discretion of Red River College Polytech. This self-paced, online course may be completed up to one year prior to applying to the College and must be completed prior to passing NCLEX-RN or beginning transitional practice experience if you have already passed NCLEX-RN.

All application documents must be current and language proficiency requirement met at this point in order to be eligible for next steps. To ensure that you meet the language proficiency requirements, please see the College's Language Proficiency policy.

Step Six: Applicant Writes the NCLEX-RN and Option for Graduate Nurse (GN) Membership Class

You must write and pass the NCLEX-RN in order to be eligible for RN registration. If you have already passed the NCLEX-RN, you are not required to write the exam again.

Once you have submitted your application for NCLEX-RN exam eligibility, met all requirements and have been approved to write the NCLEX-RN, you can schedule your exam writing and notify the College of your exam date. Information on how to schedule an exam will be provided once you have been approved to write the exam. You also may have the option of submitting an application for registration as a GN.

Applying for GN registration is optional. In order to be eligible for GN registration you must have an exam writing scheduled with Pearson VUE and you must provide this date to the College. For more information regarding the application process and requirements for NCLEX-RN eligibility and GN registration, please review the application packages found on our website here: https://www.crnm.mb.ca/applicants/students-and-gns/

More information about applying to write the NCLEX-RN online is available here: https://www.crnm.mb.ca/applicants/students-and-gns/nclex-rn-exam/

Expedited Registration Pathway for Applicants from Australia, Ireland, New Zealand, and UK

To be eligible for this expedited registration pathway:

1. You must have graduated from an approved RN program that led to your initial RN registration.

2. You must have graduated from that program within the last two years OR practiced a minimum of 450 RN hours in the last two years or 1125 RN hours in the last five years in one of the designated countries (Australia, New Zealand, Ireland, and the UK); and

3. You must hold current and active RN registration in good standing in a designated country.

You are not eligible if:

• You were not educated as an RN (such as a practical nurse, midwife, psychiatric nurse, pediatric nurse, auxiliary nurse, enrolled nurse, or other type of health care provider).

• You have never been registered in the country where you completed your basic entry-level RN education.

Expectations

Timelines

The timeline for assessing registration eligibility can vary based on the specific requirements you need to meet and how they must be fulfilled. While the completion of your file depends on the speed at which your documents are received by the College, much of the process is within your control. Therefore, we encourage you to act promptly to ensure a smooth and timely registration.

Submitting Original Documents

Certain documents must be submitted directly to the College from their original source, including:

1. Verification of registration

2. Verification of supervised or transitional practice hours

3. Evidence of English language proficiency (must be met before step six)

We cannot accept documents if there is evidence that they were handled by someone other than the original source, such as you (the applicant), or someone acting on your behalf (e.g., a friend or family member). If we suspect this has occurred, your application may be delayed while we wait for the documents to be resubmitted directly from the original source.

Updating Your Documents

All registration documents must be valid and current (not expired) for you to be approved to write the NCLEX-RN exam or for RN registration if you have already passed the exam. Please review policy AA-9: Third Party Documents for information on how long these documents remain valid

1. Background checks

2. Verifications of registration

3. Evidence of English language proficiency (must be met before step six)

Application Process: standard registration pathway for IENs

Step One: Applicant opens a file

Internationally educated nurse applicants under the standard registration pathway must first apply for an educational credential assessment from an accepted service provider, as identified in policy AA-9: Documents from Third Parties.

Once your educational credential assessment report has been received, you can begin the application process. The first step is to open a file. To open a file, you will need to submit the following four requirements at the same time:

1. The internationally educated nurse application form

2. Application fee: $483.00 CAD

3. Copy of valid photo identification

1. Fill out the expedited internationally educated nurse application form for applicants from Australia, Ireland, New Zealand and the UK

Please read the form carefully and answer all questions completely. Incomplete or missing answers may result in delays and complications.

Please be aware that the application form includes a legal declaration that states that the information you provided is complete and truthful. Providing incomplete or inaccurate information during the application process may result in your application being cancelled.

Sign the form and have a witness sign it (the witness can be anyone who knows you).

Submit your completed application form with a

copy of photo identification through your Alinity online profile. For instructions on how to create an account in Alinity, please review the College's Alinity User Guide document.

2. Application Fee

You can submit the fee in one of the following ways:

- Certified cheque or money order

- Visa or Mastercard

- Etransfer

3. Copy of Valid Photo Identification

Examples of accepted proof of identification are:

- Valid passport

- Valid driver's license

- Other government-issued photo identification

Step Two: Applicant Meets Additional Requirements

Confirmation Message

Registration staff will review the requirements that you submitted to open a file and once a file is officially opened, you will receive a confirmation email from registration services. This process can take up to 10 business days. Please check your junk folder in case the email is filed there.

The purpose of the confirmation email is to let you know that your application was received and your file is open. The email will outline the additional documents needed to complete your file. Once you receive the confirmation email, you can arrange to submit the other required documents. Please do not submit any additional documents before you have received the confirmation email that your file is open; we cannot accept documents if there is no open applicant file.

Additional Requirements

Additional requirements include:

1. Educational credential assessment report (will be obtained by the College once you have

opened a file with the College)

2. Verification of registration

3. Background checks

4. English language proficiency

Please be advised that the College reserves the right to ask for any other documentation required to properly complete the assessment of your application. This means that in accordance with College policies, you may be required to arrange for the College to receive additional documents.

Verification of Registration

Some educational credentialling assessment services (e.g. NNAS) collect both initial and current verification of registration documents from applicants. If an applicant uses this service and it has already collected these documents, the applicant only needs to arrange for any outstanding verifications to be submitted to the College. If the educational credentialling assessment service does not collect these documents, the applicant will need to arrange to have them submitted directly to the College by the regulators.

Background Checks

Background checks include criminal record checks and abuse registry checks. Please review the Background Checks for Registration fact sheet for more information.

English Language Proficiency

A high level of English proficiency in reading, writing, listening, and speaking is essential for safe nursing care in Manitoba. Applicants must demonstrate English proficiency to be approved to write the NCLEX-RN exam or for RN registration if they have already passed the exam.

For information on the accepted way English language proficiency is demonstrated, please see our policy AA-2 Language Proficiency.

Step Three: College reviews File

The College will review your file when it is complete, and all required documents have been received.

We try to complete the review within 10 business days of file completion, but this can be affected by demand for service in the department. Sometimes more information is required as part of the review of your file; the review time can be affected if there is a need to follow up with educational institutions, other regulatory bodies or employers on the information that they provided on your behalf.

Step Four: Applicant Completes Education

Completion of one course in the Nurse Re-Entry Program (NREP): "Registered Nurse Practice"

The "Registered Nurse Practice" course (NRSG-1012) is intended to support successful integration into the Canadian health care system. The course number is subject to change at the discretion of Red River College Polytech. This self-paced, online course may be completed up to one year prior to applying to the College and must be completed prior to passing NCLEX-RN or beginning transitional practice experience if you have already passed NCLEX-RN.

All application documents must be current and language proficiency requirement met at this point in order to be eligible for next steps. To ensure that you meet the language proficiency requirements, please see the College's Language Proficiency policy.

Step Five: Applicant Writes the NCLEX-RN and Option for Graduate Nurse (GN) Membership Class

You must write and pass the NCLEX-RN in order to be eligible for RN registration. If you have already passed the NCLEX-RN, you are not required to write the exam again.

Once you have submitted your application for NCLEX-RN exam eligibility, met all requirements and have been approved to write the NCLEX-RN, you can schedule your exam writing and notify the College of your exam date. Information on how to schedule an exam will be provided once you have been approved to write the exam. You also have the option of submitting an application for registration as a GN.

Applying for GN registration is optional. In order to be eligible for GN registration you must have an exam writing scheduled with Pearson VUE and you must provide this date to the College. For more information regarding the application process and requirements for NCLEX-RN eligibility and GN registration, please review the application packages found on our website here: https://www.crnm.mb.ca/applicants/students-and-gns/

More information about applying to write the NCLEX-RN online is available here: https://www.crnm.mb.ca/applicants/students-and-gns/nclex-rn-exam/

Step Six: Completing 250 hours of transitional practice or supervised practice

Applicants under the expedited registration pathway will be granted RN registration, with no limit on scope of practice, with the condition of 250 hours of supervised practice for applicants who have graduated within the last two years and do not meet the minimum number of practice hours and transitional practice for all other applicants under this pathway. Please review this comparison table of supervised practice and transitional practice for more information.

These practice hours must be completed within one year of the date of registration and accrued with a designated employer as identified in Designated Employers for Supervised and Transitional Practice policy. The employer will be required to provide verification of practice hours and confirm satisfactory practice to the College.

Supervised practice

Supervised practice reinforces RN knowledge, skill, and judgment to meet entry-level competencies and practice expectations to ensure patient safety. For detailed information, please see the College's supervised nursing practice direction.

Transitional practice

Transitional practice provides RNs with the support to develop clinical confidence within Manitoba's unique health care environment. It involves increasing skill mastery in a supportive setting conducive to learning, which may involve oversight of nursing practice, open dialogue with an experienced RN who may be able to answer questions, and other guidance. The goal of transitional practice is to facilitate successful integration into nursing practice.

Expedited Registration Pathway for US Applicants

To be eligible for this expedited registration pathway, you must meet the following criteria:

1. Education:

You graduated from an approved entry-level registered nursing education program that led to your initial RN registration; and

2. Recency of Practice or Graduation:

If you hold a Bachelor of Nursing (BN) or Bachelor of Science in Nursing (BSN), you must have graduated from that program within the past two years. If you graduated more than two years ago, you must have practiced as an RN for a minimum of 450 hours in the past two years or 1,125 hours in the past five years in the United States;

OR

If you hold an Associate Degree in Nursing (ADN), you must have practiced as an RN for a minimum of 450 hours in the past two years or 1,125 hours in the past five years in the United States. You also need to have a minimum of 3,600 hours of RN work experience in the United States, which is approximately two years of full-time work; and

3. Licensure:

You hold current and active RN registration in good standing in the United States.

You are not eligible if:

- You hold an ADN and your ADN education is deemed insufficient by the College of Registered Nurses of Manitoba. In such rare cases, ADN-educated applicants will be redirected to the standard IEN application process.

- You were not educated as an RN (such as a practical nurse, a licenced practical nurse (Canada), midwife, psychiatric nurse, auxiliary nurse, or enrolled nurse, or other type of health care provider).

- You have never been registered in the country where you completed your basic entry-level RN education.

If you do not meet all three criteria listed above, you are not eligible to apply through the expedited registration pathway and are invited to apply through the standard IEN pathway.

If you do not meet all three eligibility criteria listed above, you are not eligible to apply through the expedited registration pathway and are invited to apply through the standard IEN pathway.

Expectations

Timelines

The timeline for assessing registration eligibility can vary based on the specific requirements you need to meet and how they must be fulfilled. While the completion of your file depends on the speed at which your documents are received by the College, much of the process is within your control. Therefore, we encourage you to act promptly to ensure a smooth and timely registration.

Submitting Original Documents

Certain documents must be submitted directly to the College from their original source, including:

1. Verification of registration

2. Verification of supervised practice hours (if applicable)

3. Evidence of English language proficiency

We cannot accept documents if there is evidence that they were handled by someone other than the original source, such as you (the applicant), or

someone acting on your behalf (e.g., a friend or family member). If we suspect this has occurred, your application may be delayed while we wait for the documents to be resubmitted directly from the original source.

Updating Your Documents

All registration documents must be valid and current (not expired). Please review policy AA-9: Third Party Documents for information on how long these documents remain valid.

1. Background checks

2. Verifications of registration –

3. Evidence of English language proficiency

Application Process: standard registration pathway for IENs

Step One: Applicant opens a file

Important: Only applicants educated through an Associate Degree in Nursing (ADN) program are required to apply for an educational credential assessment from an accepted service provider, as identified in policy AA-9: Documents from Third Parties. Applicants educated with a Bachelor of Nursing (BN) or a Bachelor of Science in Nursing (BSN) do not need to apply for an educational credential assessment and can proceed directly to the application form described below.

For Associate Degree Nurse (ADN) educated applicants only: ADN-educated applicants under the expedited registration pathway must first apply for an educational credential assessment from an accepted service provider, as identified in policy AA-9: Documents from Third Parties.

Once your educational credential assessment report has been generated, you can begin the application process. The first step is to open a file.

To open a file you will need to submit the following three requirements at the same time:

- The internationally educated nurse application form

- Application fee: $483.00 CAD

- Copy of valid photo identification

1. **Fill out the expedited internationally educated nurse application form for applicants from the US**

Please read the form carefully and answer all questions completely. Incomplete or missing answers may result in delays and complications.

Please be aware that the application form includes a legal declaration that states that the information you provided is complete and truthful. Providing incomplete or inaccurate information during the application process may result in your application being cancelled.

Sign the form and have a witness sign it (the witness can be anyone who knows you).

Submit your completed application form with a copy of photo identification through your Alinity online profile. For instructions on how to create an account in Alinity, please review the College's Alinity User Guide document.

2. **Application Fee**

You can submit the fee in one of the following ways:

- Certified cheque or money order

- Visa or Mastercard

- Etransfer

3. **Copy of Valid Photo Identification**

Examples of accepted proof of identification are:

- Valid passport

- Valid driver's license

- Other government-issued photo identification

Step Two: Applicant Meets Additional Requirements

Confirmation Message

Registration staff will review the requirements that you submitted to open a file and once a file is officially opened, you will receive a confirmation email from registration services. This process can take up to 10 business days. Please check your junk folder in case the email is filed there.

The purpose of the confirmation email is to let you know that your application was received and your file is open. The email will outline the additional documents needed to complete your file. Once you receive the confirmation email, you can arrange to submit the other required documents. Please do not submit any additional documents before you have received the confirmation email that your file is open; we cannot accept documents if there is no open applicant file.

Additional Requirements

Additional requirements include:

1. Official academic transcript (BN/BSN-educated applicants only)

2. Veriification of registration

3. Background checks

4. English language proficiency

Please be advised that the College reserves the right to ask for any other documentation required to properly complete the assessment of your application. This means that in accordance with College policies, you may be required to arrange for the College to receive additional documents.

Official Academic Transcript

BN/BSN-educated applicants: The College requires an official academic transcript from BN/BSN-educated applicants relating to your nursing education directly from the educational institution to validate your education.

Please note that ADN-educated applicants are not required to submit an academic transcript, as your educational background will be verified through an educational credential assessment.

Verification of Registration

Verification of registration documents are required for all current and expired US registrations held within the past seven years. The College will use the nursys.com website portal to verify any current and expired US nursing license(s) as part of the initial registration process and will accept verification of registration documents up to three months following registration.

Verification of registration forms are also required for current and/or expired licenses from other countries held within the last seven years from the relevant licensing authorities. These verification of registration forms must be submitted prior to registration.

Background Checks

Background checks include criminal record checks and abuse registry checks. Please review the [Background Checks for Registration fact sheet](#) for more information.

English Language Proficiency

A high level of English proficiency in reading, writing, listening, and speaking is essential for safe nursing care in Manitoba. Applicants must demonstrate English proficiency to be approved to write the NCLEX-RN exam or for RN registration if they have already passed the exam.

For information on the accepted way English language proficiency is demonstrated, please see our policy [AA-2 Language Proficiency](#).

Step Three: College reviews File

The College will review your file when it is complete, and all required documents have been received.

We try to complete the review within 10 business days of file completion, but this can be affected by demand for service in the department. Sometimes more information is required as part of the review of your file; the review time can be affected if there is a need to follow up with educational institutions, other regulatory bodies or employers on the information that they provided on your behalf.

Step Four: Applicant Completes 250 hours of Supervised Practice (if applicable)

US applicants who have completed a Bachelor of Nursing (BN) or Bachelor of Science in Nursing (BSN) within the last two years and do not meet the minimum number of practice hours identified in the eligibility criteria will be approved for RN registration, with no limit on scope of practice. However, they must complete 250 hours of supervised RN practice as a condition of registration.

US applicants with an Associate Nursing Degree (ADN) must have a minimum number of practice hours to be eligible for the expedited registration pathway. All ADN-educated applicants approved under the expedited pathway must complete 250 hours of transitional RN practice.

Supervised or transitional practice hours must be completed within one year of the date of registration and accrued with a designated employer as identified in the College's Designated Employers policy. The employer will be required to provide verification of practice hours and confirm satisfactory practice to the College.

US applicants with a BN or BSN who meet the minimum number of practice hours under this pathway are not subject to a supervised RN practice condition

Supervised practice

Supervised practice reinforces RN knowledge, skill, and judgment to meet entry-level competencies and practice expectations to ensure patient safety. For more information, please see the College's supervised nursing practice direction.

Transitional practice

Transitional practice provides RNs with the support to develop clinical confidence within Manitoba's unique health care environment. It involves increasing skill mastery in a supportive setting conducive to learning, which may involve oversight of nursing practice, open dialogue with an experienced RN who may be able to answer questions, and other guidance. The goal of transitional practice is to facilitate successful integration into nursing practice.

Step Five: Applicant Completes Education

Completion of one course in the Nurse Re-Entry Program (NREP): "Registered Nurse Practice" within one year of being registered

The "Registered Nurse Practice" course (NRSG-1012) is intended to support successful integration into the Canadian health care system. The course number is subject to change at the discretion of Red River College Polytech. This self-paced, online course may be completed up to one year prior to applying to the College and must be completed within one year of being registered.