



College of  
Registered Nurses  
of Manitoba

# Application Handbook for Internationally Educated Applicants

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

*Effective November 7, 2022*

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 nurses who are registered have met the established requirements to be able to provide safe, competent and ethical care.

The purpose of this handbook is to outline the registration requirements and College processes used to determine registration eligibility.

## Who can apply to the College as an internationally educated applicant?

In order to be eligible to apply for registration:

1. You must have been educated as a registered nurse outside of Canada and meet the education requirements as required by the College (College policy [AA-7](#))
2. You must have been registered as a registered nurse in the country where you received your basic entry-level registered nursing education.

You are not eligible to apply if:

- you were not educated as a registered nurse (such as a practical nurse, 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 registered nursing education

## Expectations

### Timelines

The timeline for assessing registration eligibility can vary depending on the requirements applicable to you and the manner in which they must be met. While completion of your file depends on how quickly your documents arrive at the College, much of the timeline is within your control and so we encourage you to act quickly.

### Submitting Original Documents

Certain documents must be submitted directly to the College from their original source and include:

1. Evidence of English language proficiency
2. Verifications of Registration

We cannot accept these documents if there is evidence that they were in someone else's possession (like you as the applicant or someone acting on your behalf, such as a friend or family member). If we suspect this has happened, there can be a delay to the completion of your application while the College waits for the documents to be resubmitted directly from the source.

### Updating Your Documents

All registration documents must be valid and current (not expired) and valid in order for you to be approved to write the RN-entry examination (NCLEX-RN) or approved for RN registration if you have already written the NCLEX-RN. We encourage you to monitor the expiry dates on the following requirements so that they will be current when eligibility to write the NCLEX-RN and RN registration is being assessed:

1. Evidence of English language proficiency
2. Background Checks
3. Verifications of Registration – these documents are initially collected by the National Nursing Assessment Service and are valid for one year from date of issue or expiry of the jurisdictional registration, whichever date is sooner.

## Questions

If you have any questions about the registration process, please contact:

### Registration Services

204-774-3477 ext. 300

1-800-665-2027 ext. 300

[registration@crnm.mb.ca](mailto:registration@crnm.mb.ca)

# Application Process

## Step One: Open a File

All internationally educated applicants to Canada must first apply to the National Nursing Assessment Service (NNAS). For more information, please visit [www.nnas.ca](http://www.nnas.ca).

Once your NNAS advisory report has been generated, you can begin the application process in Manitoba. The first step is to open a file. To open a file you will need to submit the following 4 requirements together and 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
4. Copy of valid photo identification

### **1. Internationally Educated Nurse Application Form**

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 copy of photo identification electronically by scanning and emailing the documents to: [registration@crnm.mb.ca](mailto:registration@crnm.mb.ca).

### **2. Application Fee**

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

- Certified cheque or money order
- Visa or Mastercard
- e-transfer

**3. Clinical Competence Assessment (CCA) fee: \$336.00 CAD – 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: Your File is Opened

### 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, a file was opened and 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 Documents

Additional required documents include:

1. Advisory report generated by NNAS (will be obtained by the College once you have opened a file with the College)
2. Background checks
3. Evidence of 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 that are not listed above.

### **BACKGROUND CHECKS**

Background checks include criminal record checks and abuse registry checks.

#### **Criminal Record Check**

A criminal record check is required from every country you have lived in within the past six months and must include a vulnerable sector search. The criminal record check(s) must be current within six months of the date of your application to the College and are valid for one year from the date of issue. The checks must show all your current and former first and last names, including any aliases. Failure to have all names searched will require the search to be redone.

Criminal record checks can be completed by your local police service:

- 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.
- RCMP: [www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm](http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm)

For more information, see our Background Checks for Registration document:

<https://www.cnm.mb.ca/resource/background-checks-for-registration/>

## **Adult and Child Abuse Registry Checks**

Applicants must undergo searches of the Adult Abuse Registry and the Child Abuse Registry. The Abuse Registry Checks must be current within six months of the date of your application to the College and are valid for one year from the date of issue. The checks must show all your current and former first and last names, including any aliases. Failure to have all names searched will require the searches to be redone.

Once you have received the findings of the Abuse Registry Checks, scan and email the documents to:  
[registration@crnm.mb.ca](mailto:registration@crnm.mb.ca).

For information on how to obtain these documents, please refer to the Government of Manitoba website:  
<https://web22.gov.mb.ca/AbuseRegistry>

For more information, see our Background Checks for Registration document:  
[https://www.crnmb.ca/uploads/document/document\\_file\\_194.pdf?t=1527775261](https://www.crnmb.ca/uploads/document/document_file_194.pdf?t=1527775261)

## **English Language Proficiency**

It is recognized that a high degree of proficiency in reading, writing, listening, and speaking in English is extremely important for providing safe registered nursing care in Manitoba. Demonstrated English language proficiency is one element of fitness to engage in registered nursing practice. Applicants are required to demonstrate English language proficiency to be approved to write the NCLEX-RN or approved for RN registration if the NCLEX-RN has already been written.

For information on ways English language proficiency can be demonstrated, as well as information on benchmark scores and appropriate type of language test, please see policy AA-2 Language Proficiency on our website here:  
<https://www.crnmb.ca/resource/language-proficiency-aa-2/>

## **Step Three: File Review**

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: Review for Education Comparability**

In keeping with the College 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 RRC 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

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 for Registered Nurses. These competencies are the minimum requirements for the provision of safe, competent nursing practice.

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

#### How does the assessment work?

The assessment is completed over a total of four days at the College of Nursing at the University of Manitoba Fort Garry Campus. You will be asked to complete a self-assessment and your knowledge of general nursing, maternal/newborn, child health and mental health will be assessed.

The assessment includes multiple choice and short answer exams as well as oral and practical assessments of your knowledge, skills and judgment. On the self-assessment, you will identify how you meet or have met the Practice Expectations for Registered Nurses in your practice.

More information about the CCA, please see the [Candidate Guide](#) from the College of Nursing as well as our CCA Frequently Asked Questions for Internationally Educated Nurse Applicants:

<https://www.crnmb.ca/resource/clinical-competence-assessment-cca-for-internationally-educated-nurse-applicants-frequently-asked-questions/>

## 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.

One of the following outcomes is possible:

1. You have demonstrated that you sufficiently possess the ELCs and no remedial action is required as any identified gaps are not foundational to RN practice and can be safely acquired once engaged in practice. At this point you can move on to:
  - a. write the NCLEX-RN (and obtaining graduate nurse registration if you wish), or
  - b. applying for registration in the RN membership class if you have previously passed the NCLEX-RN
2. There have been gaps identified that show some critical ELCs are lacking in your knowledge, and remedial action is required. The remedial action could be in the form of full or partial Nurse Re-Entry Program (NREP)
3. There have been gaps identified that cannot be remediated by NREP. The NREP does not have the capacity to address the ELCs that you do not possess. As these ELCs are foundational for entry-level RN practice, completion of an approved nursing education program is therefore required.

College policy permits applicants to under the CCA a total of two times. An applicant will be offered the opportunity to undergo a second CCA when the CEO/Registrar communicates their decision on registration eligibility that was based on the first CCA. An applicant who wishes to undergo a second CCA must schedule the second CCA within 30 days of the CEO/Registrar's communication.

Once the second CCA begins, the first CCA is not eligible for any further consideration. The second CCA is the only CCA to be considered by the CEO/Registrar in their final decision on registration eligibility and it is the only decision which is subject to appeal.

## 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 judgement 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.crnmb.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 [RRC website](#).

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.

## Step Six: Writing the NCLEX-RN and 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.

**All application documents must be current at this point in order to be eligible for next steps.**

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.crnmb.ca/applicants/students-and-gns/>

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

## Online References and Resources

College of Registered Nurses of  
Manitoba:

[www.crnmb.ca](http://www.crnmb.ca)

## Questions?

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