



## New Registrant Management/Database System Employer Verification System Account Creation

The College of Registered Nurses of Manitoba (the College) is implementing a new registrant management system, *Alinity*, effective September 27, 2023.

This new registrant management system will provide registrants access to comprehensive information pertaining to their CRNM Profile and give the College the ability to leverage *Alinity* to create a seamless registrant experience. For employers, this means some important changes to the Employer Verification System that is available online.

The most significant change is that **employers will need an account to look up the registration status of a large list/batch of registrants** they employ – typically performed during the registration renewal period between October and December of each year.

### Do I need an account?

Employers are encouraged to review the following suggested criteria for account creation in order to minimize the number of accounts that may need to be managed in the future:

#### 1. Number of registrants employed

- The College is recommending that accounts should only be created for individuals who have a list of **30 or more registrants** (RNs, RN(NP)s, RN(AP)s) that they may need to verify the registration status (e.g. expiry date of certificate of practice).
- Employers/contacts with lists of fewer than 30 registrants may find the publicly available version of [Nurse Check](#) to be more efficient, and not require the creation of an account.

#### 2. Role with the organization

- Employer contacts, such as a Chief Human Resource Officer, Chief Nursing Officer, or other individuals tasked with ensuring that registrants have a current certificate of practice/are registered in good standing are the appropriate persons to hold an account.

While this is not an exhaustive or prescriptive list, it should provide you with some guidance on whether an account is required, and how many accounts may be needed to serve your organization's purposes. It is ultimately up to each SDO/employer/facility to make appropriate decisions around who should have access to this tool.

Account creation requests must be received by the College no later than **October 20, 2023** to be processed as part of the initial intake. Please see the attached spreadsheet and user guide for more information, as well as a list of FAQs below.

### **Questions?**

Please contact the College at [info@crnm.mb.ca](mailto:info@crnm.mb.ca) if you have any questions.

## Frequently Asked Questions

### How do I request an account?

Shared Health Manitoba and the College are working together to gather the list of contacts from all health system employers in order to expedite the account creation process. Employers requesting an account are asked to complete the attached spreadsheet with the appropriate names, email addresses and information before returning it to [info@crnm.mb.ca](mailto:info@crnm.mb.ca).

**All requests must be received by October 20, 2023 in order to be processed as part of the initial account creation intake.**

### What happens after accounts are created?

Employer contacts who receive an account will get a confirmation email from the College along with a link to set up a password. This link is time sensitive, but you can always use the “Forgot password” link on the [login page](#) to recover your password.

**Please note:** For employer contacts who use the same work email (e.g. example@hsc.mb.ca) for both their CRNM Profile and for the Employer Verification System, your login information will be the same. The only difference is you will now have access to the Employer Verification System. See the attached Employer User Guide for more information.

### What if I want to check the registration status of a potential hire?

As before, employers can check the registration status of a potential new hire using [Nurse Check](#), the College’s online verification system. The new version on Alinity is shown below:

## Nurse Check

This easy-to-use tool is intended to help members of the public identify whether a person providing services as a registered nurse, registered nurse (nurse practitioner), graduate nurse or graduate nurse practitioner in Manitoba is registered with the College of Registered Nurses of Manitoba and whether there are any conditions or restrictions on that nurse's practice. It will also provide important information about a registrant's registration history, disciplinary history and employer contact information.

You can search using either or both the first and last name of the individual or their registration number. You can also search using a previous name(s). Search results may include individuals who previously held the name you are searching.

### Indicators:

The Directory provides a visual indicator to quickly see the membership class of a registrant.

- - Registered
- - Notation
- - Registered with Conditions
- - Voluntary Surrender
- - Former
- - Cancelled
- - Suspended

Registration #	First name	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Search: 0 member(s) found

Member	Current Membership Class	Effective	Expires	GNP <span style="color: green;">★</span> Has conditions <span style="color: orange;">▲</span> Disciplinary actions <span style="color: red;">!</span>

If you are experiencing technical difficulties or if there are any discrepancies between the results and your records, please contact us at (204) 774-3477 or toll free in Manitoba at (800) 665-2027 or email us at [info@crnm.mb.ca](mailto:info@crnm.mb.ca)

## What are the differences between the old Employer Verification System and the new one?

The previous Employer Verification tool on Nurse Check allowed employers to search for registrants by copying/pasting a list of registrants who were in their employ:

### Search for Registrants

Please note this system no longer supports Internet Explorer or Microsoft Edge. You must use [Google Chrome](#), Safari (iOS only) or [Firefox](#) to obtain accurate results.

Please click one option for your search

#### Option 1

Please copy the data you want to search to the textbox below.

The data **MUST** be in following format:

**Registration Number1, Last Name1,**

**Registration Number2, Last Name2,**

....

Submit Query

#### Option 2

You may search for a nurse by registration number, first name, and/or last name. You must specify search criteria in a minimum of 2 of the fields.

Registration Number:	<input type="text" value="Registration Number"/>	contains ▾
First Name:	<input type="text" value="First Name"/>	contains ▾
Last Name:	<input type="text" value="Last Name"/>	contains ▾
<input type="button" value="Search"/>		<input type="button" value="Reset"/>

While this functionality will not be exactly duplicated in the new version, a similar functionality exists on *Alinity*. Employers with an account on *Alinity* will be able to look up the registration status of all registrants who have listed that employer on their CRNM Profile. More information can be found in the attached **Employer User Guide**.