



College of  
Registered Nurses  
of Manitoba

## Instructions for Canadian RN Applicants

### *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.

In order to practise as a registered nurse in Manitoba and to use the designation registered nurse or RN, you must have a valid certificate of practice with the College of Registered Nurses of Manitoba (the College) in the registered nurse membership class. **We do not keep any documentation received before an application file has been opened and assigned an applicant number.**

#### 1. Application Form

To access the Active RN application, you must first create an account with the College. Once complete, you will find the Active RN application form in your CRNM profile. The application form must be submitted along with the non-refundable application processing fee.

#### 2. Proof of Identification

You can upload a copy of your photo identification into your RN 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)

#### 3. Background Checks

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

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

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

#### 4. Verification of Registration

Verification of all current registrations as well as any registrations held in the previous seven years is required. Complete the upper portion of the [request for verification of registration form](#) and submit it to the appropriate regulatory body/bodies where you have been registered. The regulatory bodies must complete the form and return it directly to the College.

Verifications of registration are valid for one year from the date they were completed or sooner if an expiry date is indicated. **Faxes, photocopies and scanned copies will not be accepted.**

If you completed your basic nursing education program on or after May 31, 2018 you must have obtained active registration with the regulatory body in the jurisdiction in which you completed your basic nursing education in order to be eligible for registration in the RN membership class.

## 5. Verification of Practice Hours

Complete the upper portion of the [request for verification of practice hours form](#) and submit it to all employers for whom you have worked in the past five years. The employers must complete the form and return it directly to us.

## 6. English Language Proficiency

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

## 7. Professional Liability Protection

You will need to wait for an email with your CRNM ID number so you can provide this number to the insurance provider when purchasing liability protection. You are required to obtain professional liability protection through the Canadian Nurses Protective Society (CNPS) on their website at [www.cnps.ca](http://www.cnps.ca). Please contact CNPS directly if you have questions about obtaining individual coverage or other CNPS services.

## 8. Jurisprudence Learning Modules

You will have access to the required JP modules through your CRNM profile once you have an open application with the College.

## Next Steps

If there are inconsistencies in any of the information you provide during the application process, we reserve the right to require additional supporting documentation, which may be over and above the items outlined above. The College may make improvements or changes to the information described at any time without notice.

**Your registration assessment will begin once we receive all requirements.**

## Fees

Registration fees vary depending on the time of year. You can find a full list of fees on our website: [crnm.mb.ca/applicants/canadian](http://crnm.mb.ca/applicants/canadian)

## 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)

