

## Instructions for RN(NP) Canadian 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.

You must meet the requirements to be registered with the College of Registered Nurses of Manitoba in the registered nurse membership class and in the registered nurse (nurse practitioner) membership class. In order to practise as a registered nurse (nurse practitioner) in Manitoba and to use the designation registered nurse (nurse practitioner) or RN(NP), you must have a valid certificate of practice with the College of Registered Nurses of Manitoba (the College) in the registered nurse (nurse practitioner) membership class.

Assessment for a certificate of practice in the RN(NP) membership class requires the College to open a file for you to begin your application process. **We do not keep any documentation received before an application file has been opened and assigned an applicant number.**

To be assessed for eligibility for a certificate of practice in the registered nurse (nurse practitioner) membership class, the College must receive the following:

#### 1. Application Form

To access the Active RN(NP) application, you must first [create an account](#) with the College. Once complete, you will find the Active RN(NP) 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(NP) 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(NP) 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. Applications can be submitted without your background check documents, they can be uploaded whenever you receive them.

#### 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.**

#### 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

Professional liability protection is a requirement for registration. If you have not already obtained RN(NP) professional liability protection for Manitoba from the Canadian Nurses Protective Society, will you need to do so. Please visit [www.cnps.ca](http://www.cnps.ca) for more information on obtaining coverage.

#### 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: [Nurse Practitioners - College of Registered Nurses of Manitoba | College of Registered Nurses of Manitoba](#)

### 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)