



Purpose

The purpose of this fact sheet is to inform endorsement applicants of the application requirements to become a licensed practical nurse with the College of Licensed Practical Nurses of Manitoba (CLPNM). You are eligible to apply for an endorsement if you hold current active practicing registration as a Licensed Practical Nurse (LPN) in another Canadian jurisdiction, or as a Registered Practical Nurse (RPN) in Ontario. Your endorsement must be granted before you can begin working as an LPN in Manitoba.

Endorsement Application Requirements

All steps in the endorsement application process must be completed for your endorsement to be granted. These are:

1. Open an endorsement application.
 - To do so, you will first need to create a profile in the CLPNM's [online registration system](#).
 - Once you have created your online profile, you can open an endorsement file by selecting "apply to practicing." Please be sure to review the questions on the application form carefully.
2. Pay for your endorsement application. The CLPNM endorsement application fee is \$420.00 including GST¹. You can pay by Visa, MasterCard, Money Order, or by e-transfer.
3. Complete your endorsement application. This includes making sure you have answered all questions on the application form and uploading the following documents into your online application²:
 - Marriage Certificate or Deed Poll (name change document) if the surname on your application does not match the surname on your verification of registration, or any other document required as part of the application process.
 - Two (2) pieces of valid government-issued ID (one with a photo). Examples of government ID include a valid Canadian driver's license, a valid Canadian passport, a valid MB Health Card, or a permanent resident card.
 - Three suitability checks including:
 - Canada-wide criminal record check with vulnerable sector search
 - Manitoba-issued child abuse registry check

¹ All fees are subject to change. Please see the [CLPNM's fee schedule](#) online for more information.

² Please [click here](#) for CLPNM's digital document guidelines.

- Manitoba-issued adult abuse registry check

Please review the [CLPNM's Fact Sheet on Suitability Checks](#) for specific information on how to obtain these documents, and upload the documents following the CLPNM's digital document guidelines.

4. View the CLPNM's [online jurisprudence education module](#) which includes successfully completing a test. Note, that the cost of online jurisprudence is \$42.00 including GST¹.
5. Supply your current regulatory body(ies) a [verification of registration form](#) which they must complete and submit directly to the CLPNM. Please note that you must submit this form to all regulatory body(ies) you have had in the last seven years.
6. Supply the CLPNM with verification of your nursing practice hours. As per the Licensed Practical Nurses Regulation, all licensed practical nurses (LPNs) in Manitoba must accrue a minimum of 1000 Canadian practical nursing practice hours in the four years previous to the registration year for which they are applying. If you do not meet the practice hour requirement, you may be referred for supervised practice for a specified number of hours.
7. Once the CLPNM has deemed you eligible to apply for initial enrolment/active practising registration³ you will need to:
 - Obtain and maintain professional liability protection made available by the Canadian Nurses Protective Society (CNPS). For more information on how to obtain professional liability protection [click here](#).
 - Apply and pay for your registration as an active practising LPN. The fee is \$745.50 including GST¹. Please see the [CLPNM's fee schedule](#) online for more information.

Canadian Free Trade Agreement

The scope of practice in Manitoba requires that a licensed practical nurse possess skill, knowledge, and ability related to Physical Health Assessment (across the lifespan) and Intravenous Therapy (including initiation and medication administration, Central Venous Access Device therapy and blood product administration) in all practice settings.

It is recognized that not all jurisdictions have undertaken a mandatory upgrade in education and experience related to practicing the above skills, knowledge, and ability in all practice settings within this broader scope of practice.

³ Please note that the CLPNM's official registration decision will be communicated in writing. No verbal representations or warranties by any staff of the CLPNM will be binding on the CLPNM or relevant to the assessment process by the CLPNM or any subsequent appeal to the Board of CLPNM.

If there is a material difference in the scope of practice between Manitoba and your jurisdiction of current registration, the CLPNM may apply conditions to your active practising registration per Chapter 7 of the Canada Free Trade Agreement⁴. Possible conditions include:

The registrant must confirm the findings of all health assessments (Assmt) with another licensed practical nurse, registered nurse, or registered psychiatric nurse.

The registrant must complete CLPNM directed education within one (1) year of initial enrolment. The directed CLPNM course relates to Physical Health Assessment.

The registrant is restricted from performing IV therapy which includes IV insertion, IV maintenance, IV fluid therapy, IV medication administration, IV bolus/push, blood product administration, central line therapy and maintenance (including medication administration via central lines).

The registrant must complete CLPNM directed education within one (1) year of initial enrolment. The directed CLPNM course relates to IV Therapy and Medications.

The registrant is restricted from practising nursing with the following patient populations:

- a) Pediatrics*
- b) Obstetrics*

The registrant must complete CLPNM directed education within one (1) year of initial enrolment. The directed CLPNM course relates to Pediatric Nursing.

The registrant must complete CLPNM directed education within one (1) year of initial enrolment. The directed CLPNM course relates to Obstetrical Nursing.

If you do not meet the practice hour requirement, you may be referred for supervised practice for a specified number of hours and have the following condition applied to your active practicing registration:

Supervised Practice Required: the registrant must practise in an environment where the supervision of a Licensed Practical Nurse, Registered Nurse or a Registered Psychiatric Nurse is readily available for the first 360 hours of practice. Upon completion of those hours, employer confirmation must be submitted to the CLPNM.

Registration conditions are considered public information and will be noted on the CLPNM website. All registrants with conditions on their registration are obligated to ensure their employer(s) are aware of these conditions. All registrants with conditions on their registration are obligated to practice within the restrictions noted on the condition and to contact the CLPNM for clarification or support if they are unsure.

⁴ Chapter 7 of the Canadian Free Trade Agreement, Article 707, Paragraph 2., states: The imposition of a requirement for additional education, training, or experience may be justified under paragraph 1(b) if a Party can demonstrate that: (a) There is a material difference between the scope of practice of the occupation for which the worker is seeking to be certified in its territory and the scope of practice of the occupation for which the worker has been certified by the regulatory authority of another Party...

If your CLPNM active practicing registration is approved with conditions, you will be granted one year from the date of registration to take the necessary steps to remove any of the conditions on your active practicing registration by either successfully completing directed education and/or providing proof of the successful completion of 360 hours supervised practice in an employment setting or via a practicum.

Registration Decision Appeal Process

If after receiving the final registration decision you are not satisfied, you may appeal the decision within thirty days of the date of the decision letter, by writing the Executive Director. The Executive Director will contact you and request a meeting within ten business days to attempt to resolve the appeal informally.

- Fee to pre-appeal registration decision to the Executive Director: free

You may be requested to submit any supporting documentation that was not included in your initial application for registration.

Within ten business days after the meeting, the Executive Director will advise you in writing of the Executive Director's final decision. In the Final Notice of Decision, you will be advised of the reasons for the decision and your right to appeal to the Board.

- Fee to appeal registration decision to the Board: \$210.00 includes GST¹

Fees may be subject to change. For more information about the registration decision appeal process, please see [here](#).