



College of Licensed Practical
Nurses of Manitoba

How to complete your registration renewal online.

1. Click the **login** link located at the top right side of the CLPNM (www.clpnm.ca) home page to open the login page.
2. Your User ID is your LPN registration number, and your password remains the same as last year, unless you have changed it. Enter each item in the appropriate text field. If you have forgotten your password, please click on the link provided.
3. Click the **login** button to open the start screen.
4. Click the **renewal** link to open the welcome screen.
5. The welcome screen offers you information on the renewal process. You will be notified on this page if you have been randomly selected for the Continuing Competency Program (CCP) Audit.

Please read the entire screen carefully as failing to comply with CLPNM direction will affect your ability to renew your registration. Once you have read all the information, click the **next** button at the bottom to open the profile screen.

6. On the profile screen, review all previously submitted information for accuracy. If there are errors or missing information, click the **edit** button in the appropriate section (located above each subject to the right of the screen) to make the necessary changes.

Once all information is accurate, click the **next** button at the bottom of the screen to open the confirmation screen.

7. The confirmation screen gives you the option to renew your active practicing registration or change your registration type from active practicing to former member. Please read all information carefully.

If you wish to renew your active practicing registration, click the **next** button at the bottom of the screen to open the self-declaration screen.

If you wish to change your registration type from active practicing to former member select the **click here to change your registration type** link which will open the appropriate registration page. Once submitted, you will not be able to undo this registration change.

8. On the self-declaration screen, confirm the number of hours you have worked as an LPN for each Manitoba employer during the practice year and declare whether these hours were related to independent practice. Independent practice hours are practice hours

accrued in a self-employed setting, such as owning and operating your own foot care business.

If there is an error in the number of hours appearing for the prior year, please make the appropriate change by clicking in the box and typing in the correct number.

Please note that the online registration renewal system uses whole numbers only; please round your nursing practice hours up or down accordingly.

9. Answer each self-declaration question by selecting either **yes** or **no** to each.
10. Carefully read the renewal declaration, and click the box on the right to indicate you accept the declaration.
11. Once you are satisfied with the information you have provided, click the **submit** button which submits your request for registration renewal. You will not be able to go back to previous screens once you submit the registration. Once submitted, the payment screen will open.
12. On the payment screen, select your payment method.

To pay by Credit Card (Visa or MasterCard) – fill in the appropriate information and click the **submit payment** button to open the payment confirmation screen. Once submitted, you will be able to print the payment confirmation, if you wish to do so.

To pay by Money Order or Debit – once this option has been selected, click on the **complete renewal button**. Your renewal will not be processed until the CLPNM receives payment. To pay by Debit or to drop off your Money Order, please visit the CLPNM office at 463 St. Anne's Road between 9:30am and 4:30pm Tuesday – Friday.

If you are on the pre-authorized payment plan, your registration fees have already been collected.

Regardless of your payment method, if you do not submit a complete renewal application prior to the November 1 deadline, you are responsible to pay the late fee prior to your registration being approved.

13. If you have been selected for the CCP audit, employer verification of hours, and/or the submission of the suitability checks, the CLPNM will not process your registration renewal application until all documents have been received and reviewed. You are responsible for ensuring all 3rd party information is received by the CLPNM prior to the deadline.

Based on information obtained during the renewal application process, should the CLPNM determine that an in-depth registration assessment is required, you will be required to submit additional documentation and pay the registration assessment fee. Your renewal application will not be processed or a registration decision will not be made until the assessment is complete and a decision is made regarding your eligibility for ongoing registration. This assessment process can take up to eight weeks once all information is received; therefore, it is important to renew your registration early.

14. Your online renewal application is now complete, but not yet approved by the CLPNM. Processing of renewal applications may take several days to weeks; therefore, renew early to avoid additional late fees and/or the cancellation of your registration.

To verify and confirm the status of your registration, please access CLPNM's public register located at www.clpnm.ca. Click on the **Find an LPN** tab.

If you have any questions or concerns regarding registration renewal, please contact the CLPNM by email at registration@clpnm.ca or by phone at (204) 663-1212 or 1 (877) 663-1212.