



College of Licensed Practical  
Nurses of Manitoba

## How to complete your online registration renewal application.

1. Click the **login** link located at the top right side of the CLPNM ([www.clpnm.ca](http://www.clpnm.ca)) home page to open the login page.
2. Your User ID is your 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, or contact the CLPNM.
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, as well as the fee schedule. If you were selected to participate in the annual Continuing Competence Program (CCP) Audit, you will be notified on this screen in **red text**. If you were not selected to participate in the CCP Audit, you will be notified in **green text**.

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 move on to the profile page of the application.

6. On the profile page, review all previously submitted information for accuracy.

If there are errors or missing/incorrect information in your contact information, click the **edit** button in the appropriate section (located above each section to the right of the screen) to make the necessary changes.



Review your Manitoba Employment Information carefully. To add current employers, click the **add** button located above each section to the right of the screen.



Review the employment status question carefully. This question is only applicable to your primary employer. If you are working full-time or part-time as an LPN, you should select "employed in nursing on a regular basis". If you are working casual as an LPN, please select "employed in nursing on a casual basis".

If you have multiple employers but are unsure how to classify them, note that primary refers to the highest number of hours you work for an employer. For example, if you work a 0.7EFT for employer A, and 0.4EFT for employer B, employer A is your primary employer, and employer B is your secondary. If you work the same EFT for two employers, you would select the employer for which you've worked the longest as employer A.

If you no longer work for an employer that is listed on the renewal application, please select **end employment** to update your record. If you still work for that employer, but something has changed (such as position title or EFT), select **edit** to update your record.

## End Employment | Edit

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 practising registration or change your registration type from active practising to former member.

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

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

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. If any of your practice hours are related to independent practice, select **yes** from the drop-down menu. Independent practice is the application of nursing theory and principles in a self-employment setting, such as owning and operating your own foot care business. If your practice hours are not independent practice, select **no** from the drop-down menu.

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.

Answer each self-declaration question by selecting either **yes** or **no** to each. If you are unsure how to answer one of the declaration questions, please contact the CLPNM with any questions. Failure to answer these questions honestly and accurately may affect your eligibility for ongoing registration with the CLPNM.

9. Carefully read the renewal declaration and click the box on the right to indicate you accept the declaration.
10. Once you are satisfied with the information you have provided, click the **submit** button to move on to the payment page. You will not be able to go back to previous screens once you submit the registration.
11. 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 (PPP) and are completing your renewal prior to the November 1 administrative deadline, your registration fees have already been collected. If you are renewing after November 1, you will owe additional fees and must contact the CLPNM.

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.

12. 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 3<sup>rd</sup> 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. A registration decision will not be made until the assessment is complete. This assessment process can take up to eight weeks once all information is received; therefore, it is important to renew your registration early.

13. Your online renewal application is now complete but may not yet be approved by the CLPNM. Processing of renewal applications may take several days to a few weeks; therefore, it's important to renew early to avoid additional late fees and/or the cancellation of your registration.
14. To verify and confirm the status of your registration, please access the CLPNM's public register located at <https://www.clpnm.ca/find-an-lpn/>. You can search for yourself by registration number or first/last name. If your registration renewal application has been approved, the **renewal register** column will state **practicing**. If your registration renewal application is not yet approved, it will state **pending**.
15. To access your payment receipt, ensure you are logged in to your account, by selecting the **login** link located at the top right side of the CLPNM ([www.clpnm.ca](http://www.clpnm.ca)) home page to open the login page.
16. Enter your user ID and password and click the **login** button to open the start screen.
17. Select the **receipts** link from the menu options and select **2019 receipts**. Your receipt will open in a new window, and you can select **print** at the top of the page.

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