

If you are a former Manitoba licensed practical nurse (LPN) and wish to return to practical nursing in Manitoba, you must first apply to have your eligibility for reinstatement assessed. The College of Licensed Practical Nurses of Manitoba (CLPNM) has created this Fact Sheet to outline the reinstatement assessment process.

What is a Reinstatement Assessment?

A reinstatement assessment is used by the CLPNM to determine whether the length of time you have been away from your practice could impact your readiness to provide safe and competent nursing care.

Pre-Assessment

The first step in the process is to submit the Reinstatement Pre-assessment Form to the CLPNM. You can access the form on the CLPNM website at clpnm.ca/registration/re-entering-the-lpn-profession. The Registration Department will then email you the appropriate reinstatement application package, which will include each of the forms you will need. Please check your email, including your junk mail folder, for your CLPNM reinstatement package.

Please note that, if you have unresolved issues with the CLPNM's Investigation Committee, Discipline Committee and/or Board of Directors, you must resolve the issues before you are eligible for a reinstatement assessment.

Opening a Reinstatement File

Once you receive the reinstatement package, you will be ready to open your reinstatement file. In order to open a reinstatement file, you must submit the following:

- Part 1 – CLPNM Reinstatement Assessment Application Form and
- A non-refundable deposit in the amount of \$477.75 toward the CLPNM Board-approved reinstatement fee.

A reinstatement assessment file will not be opened until both the application form and fee deposit have been received. Please ensure you open a reinstatement file before sending any of the additional documents, listed below. As per CLPNM policy, if supporting documents are received but there is no open file, the documents will be destroyed after 30 days.

Required Documentation

Once you have opened a reinstatement file, you have up to six (6) months to ensure that all the required supporting documentation is submitted. Your reinstatement application will only be assessed when all documents have been received. While some of the documents must be submitted to the CLPNM directly by third parties (as noted below), it is your responsibility to make arrangements to have them submitted. The supporting documentation required is:

- Part 2 - Unauthorized Practice Declaration Form
- Part 3 - Verification of Registration Form
 - You must provide this form to any regulatory authority that has licensed you to practice a profession in the past seven (7) years. This includes any authority with whom you are currently licensed, and authorities that regulate the practice of other professions in Manitoba or in any other jurisdiction.
 - The CLPNM only accepts this form directly from the licensing authority.
- Part 4 - Verification of Hours Form
 - You must provide this form to all employers with whom you have been employed as an LPN within the last four (4) years, including any current employers if you are licensed to practice as an LPN in another jurisdiction.
 - The CLPNM only accepts this form directly from the employer.
- A current (within 6 months from the date of issue) Canada-wide Criminal Record Check with a Vulnerable Sector Search
- A current (within 6 months from the date of issue) Manitoba-issued Child Abuse Registry Check
- A current (within 6 months from the date of issue) Manitoba-issued Adult Abuse Registry Check

Documents received by email or fax will not be accepted, and all photocopies must be notarized by a Notary Public. If you are unable to submit all supporting documents within the six (6) month timeframe, you may request a three (3) month extension. A written request, along with the file extension fee of \$157.50 (including GST), must be submitted to the CLPNM before your file expires. All incomplete and inactive files will be destroyed after expiry.

The Assessment Process

Once the CLPNM Registration Department receives all the supporting documentation, a consultant will assess your file to determine your eligibility to be reinstated on to the active practising register. The consultant may request additional information or documents to assist with the assessment process. Once the assessment is complete, a letter will be sent to you by email informing you of the outcome.

Assessment Outcomes

Possible outcomes of the reinstatement assessment may include one or more of the following:

- Notification of your eligibility to apply for active practising registration
 - If the CLPNM anticipates that conditions will be applied to your registration, you will also be notified at this time.
- A referral for a Clinical Competency Assessment (CCA)
- A referral to the Practical Nurse Refresher(PNR) program
- A referral to other remedial education
- A decision that you are not a suitable candidate for reinstatement

Any costs associated with clinical assessments or education programs are the responsibility of the applicant and are not included in CLPNM reinstatement fee.

Registration

If you are eligible to apply for active practicing registration, a registration application package will be provided to you.

Here are a few things you should be aware of:

- You must apply for registration within three (3) months of the date you were advised of your eligibility to apply. After three months, the reinstatement assessment is no longer valid as the documentation it was based on will be out-of-date. If you do not apply within three months, your file will be subject to a full reassessment. Please note that, because your eligibility changes as you spend more time away from your practice, a second assessment could result in a different eligibility decision.
- You will be required to pay the remainder of the reinstatement fee, \$388.50, prior to being approved for active practicing registration.
- Any conditions applied to your former LPN registration may be reapplied to your reinstated registration.
- Regardless of the date of your reinstatement, all LPN registrations expire on November 30th of each year. Like all LPNs, you must renew your registration for the following registration year during the annual renewal season.
- Each year, as part of the annual renewal process, your eligibility for registration will be reassessed to ensure you continue to meet each of the requirements for registration and for practise as an LPN in Manitoba.
- The registration criteria include a requirement to practise a minimum of 1000 nursing hours in the four (4) years immediately preceding the year for which registration is sought. This requirement exists to ensure that LPNs maintain their clinical competence. Please ensure you review your nursing hours and consider the implications for your registration in the current year and in upcoming years. It is rare, but possible, that an LPN will have enough nursing hours to reinstate, but then not have enough to renew his or her registration for the following year. If this may apply to you, please contact the CLPNM as early as possible to discuss your options.
- Any LPN who completes the PNR program will be given a full four years to accrue the required 1000 nursing hours.

More information about registration and annual renewal requirements is available on the CLPNM website at clpnm.ca/registration/.

All official registration decisions of the CLPNM are communicated in writing, and no verbal representations or warranties by any staff of the CLPNM will be binding on the CLPNM or relevant to the assessment process of the CLPNM or any subsequent appeal to the Board of the CLPNM.

For clarification or for further information regarding the reinstatement process, please contact the CLPNM by email at info@clpmn.ca or by phone at 204-663-1212 or 1-877-663-1212 toll free.