

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 licensed practical nursing practice could impact your readiness to provide safe and competent nursing care in Manitoba.

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, 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 requirements:

- Part 1 – CLPNM Reinstatement Assessment Application Form
- A non-refundable application fee toward the CLPNM Board-approved reinstatement fee. Please refer to the CLPNM's website for the current [Fee Schedule](#).

A reinstatement assessment file will not be opened until both the application form and fee have been received. Please ensure you open your reinstatement file with the CLPNM before sending any of the additional required documents, listed below. If all documents are received but there is no open file, the documents will be destroyed after 30 days.

Once a reinstatement file has been opened, you will have six (6) months to supply all your documents required in support of your application. If you are unable to complete the process within that timeframe, you may request a three (3) month extension. A written request to extend, along with the file extension fee, must be submitted to the CLPNM before your file expires. All incomplete and inactive files will be confidentially destroyed after expiry.

Required Documentation

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. Please follow-up with the applicable third party to determine if they have submitted the documents by the deadline. Due to resource constraints, the CLPNM is unable to update you regarding the status of your documents as they arrive. The list below outlines the required supporting documentation:

- 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 regulatory 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.
- Current Suitability Checks (within 6 months from the date of issue)
 - For additional information, please visit our Suitability Check Fact Sheet [here](#).

The CLPNM will accept the submission of your suitability checks digitally or via Canada Post. Instructions for digital submission are noted on our website. Please click [here](#) for information on how to digitally submit these documents. If you choose to submit these documents via Canada Post, they must be original documents or be notarized by a Notary Public.

The Registration Assessment Process

Once the CLPNM receives all required 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.

For example, if your criminal record check indicates that there is or may be adverse information, you may be directed to supply a certified criminal record check based on finger printing, among other documents, and the application may be referred for review and decision by the Board of Directors. If you left the register as a result of a health condition, disorder or addiction that interfered with your capacity to provide safe, competent and ethical care, you may also be required to undergo a CLPNM fitness to practice assessment as part of the reinstatement process.

It is important to note that if the registration assessment reveals that you do not have at least 1000 hours of nursing practice within the four (4) years immediately preceding the year for which you are seeking registration, you will be referred for a clinical competence assessment (CCA), at your own cost. Please refer to the CLPNM's [CCA Fact Sheet](#) for more information.

If the CCA identifies one or more gaps in your nursing competence, the CLPNM may direct you to complete remedial education and/or a supervised clinical practice experience (at your own cost),

targeted to your individual competency gaps (if any), before being eligible to reinstate. You will be provided with a deadline to complete the remedial education and/or supervised practical experience, if applicable, unique to your individual file.

Once the assessment is complete, correspondence will be sent to you by email informing you of next steps in the reinstatement process.

Registration Assessment Outcomes

Possible outcomes of the registration assessment include, but are not limited to, one or more of the following decisions:

- 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 Competence Assessment (CCA)
- A referral to the Practical Nurse Refresher (PNR) program, in whole or part,
- A referral to other remedial education
- A referral for a supervised clinical experience
- A decision that you are not a suitable candidate for reinstatement

Any fees associated with third parties, including but not limited to clinical assessments, education programs or supervised clinical experience are not set by the CLPNM; they are not included in CLPNM's reinstatement fee, and are at your own cost.

Applying for Registration

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

Here are a few things you should be aware of:

- You will be required to pay the remainder of the reinstatement fee, as per the CLPNM fee schedule, prior to being approved for active practicing registration.
- Any conditions applied to your former LPN registration may be reapplied to your reinstated registration.
- You must apply for active practicing registration within three (3) months of the date you were advised of your eligibility to apply. After three months, the registration assessment is no longer valid as the documentation it was based upon will no longer be considered current. After three months, should you wish to apply for active practicing registration, your file will be subject to a full reassessment. This may mean that new documentation and assessments will be required. Please note that, because your eligibility changes as you spend more time away from your nursing practice, a second assessment could result in a different outcome.

Registration Renewal Following Reinstatement

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. Registration renewal includes full payment of fees. The CLPNM does not prorate registration renewal fees based on the number of months the LPN was registered. This means regardless of the month your registration is reinstated, you must pay for the full year.

Here are a few things you should be aware of related to renewal and ongoing registration, after reinstating:

- Each year, as part of the annual renewal process, your eligibility for registration will be reassessed to determine whether you continue to meet each of the requirements for registration and for practise as an LPN in Manitoba.
- As noted above, criteria for registration includes 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 applicant will have enough nursing hours to reinstate, but then not have enough hours 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.
- If, at the time of your reinstated registration, you met the practice hour requirement, you must continue to meet that practice hour requirement each year when you apply for a renewal of your registration. That means that, each year, you must ensure that you continue to have 1000 hours of nursing practice in the 4 years prior to the year for which you are applying for registration.
- If you did not meet the practice hour requirement at the time of your application for reinstatement, and subsequently underwent a CCA, you will not be required to meet the practice hour requirement (1000 hours in the previous 4 years) until your fourth renewal of registration.

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.