



INSTRUCTIONS FOR APPLICANT'S FROM OUTSIDE OF CANADA

The applicant's qualifications and eligibility for registration will be evaluated by the College of Registered Psychiatric Nurses of Manitoba (C.R.P.N.M.) once **all** of the required information and the non-refundable fee of \$100 (CAN) are received. The following is required:

- Application for registration** : This must be completed in the applicant's handwriting. Please note the affidavit section of the Application for Registration form.
- Proof of Identity**: The most acceptable proof of identity is a birth certificate with photograph. A passport is also acceptable. If the current name differs from that on the birth certificate, additional valid proof of the change of name is required (e.g. marriage certificate).
- Criminal Records Check and Child Abuse Registry Check** must be included with your application and must be current within six months of the date of the application.
- Confirmation of Registration** : Complete, sign and date Section A of this form and then forward the form to your current or most recent regulatory body. The regulatory body must return the form directly to the C.R.P.N.M.; to do otherwise would invalidate the form. A Registrar's Certificate will be issued from the applicant's current regulatory body providing the following:
 - Proof of current **practising** registration or **eligibility** for practising registration.
 - Proof that the applicant's registration is in good standing and that the name has never been removed for cause (to their knowledge) from **ANY** register of a regulatory body.
 - Proof of practice as a **REGISTERED PSYCHIATRIC NURSE** for at least 1400 hours in a recognized jurisdiction during the immediately preceding five-year period.
- Proof of Graduation from a Program Specifically in Psychiatric Nursing**: A certified copy of the complete transcript of the applicant's education/training records is required. This should include the subjects, the number of hours in theory and in clinical instruction for each subject, and the results of any examinations (i.e. the marks obtained). The description of course work documents are assessed by the C.R.P.N.M. This is a separate process from the IQAS assessment. (See below)
- Application- International Qualifications Assessment Service (IQAS)**: This is an independent verification of your academic documentation. An instruction sheet is enclosed with the application. This is a separate process from the C.R.P.N.M. assessment of your course work.
- Employer's Reference** : Complete, sign and date Section A of this form and then forward the form to your current or most recent employer. The employer must return the form directly to the C.R.P.N.M.; to do otherwise will invalidate the form. If the applicant has had no work experience, a reference will be needed from the Program of Psychiatric Nursing education from which the applicant graduated. Forward the form to the education program if you have not had any work experience. Again, this must be sent directly to the C.R.P.N.M. from the educational program.
- A current resume** is to be submitted with your application.
- Basic Competence in oral and written English**: applicants whose first language is other than English must produce documentation verifying competency in the English language.

GENERAL INFORMATION

All forms submitted and any supporting documentation (or notarized translations thereof) must be in English.

Applications for registration will be retained for one year from the date of the C.R.P.N.M. assessment. If the membership application has not been pursued at the end of that time, all documentation will be destroyed. If the applicant wishes to seek Manitoba registration at a later date, it will be necessary to reapply and resubmit all documents along with the processing fee.

All eligible applicants will be required to write the C.R.P.N.M. registration examination. The fee for the registration examination is \$200.00. The applicant must pass the exam in order to register with the C.R.P.N.M.

When all requirements have been successfully completed the applicant is issued a membership certificate and can practice Psychiatric Nursing in Manitoba.

All correspondence should be directed and sent to:

The Registrar
The College of Registered Psychiatric Nurses of Manitoba
1854 Portage Avenue
Winnipeg, Manitoba, Canada
R3J 0G9

Telephone: (204) 888-4841
Fax: (204) 888-8638
E-mail: registrar@crpnm.mb.ca