

Important: If any of the items in the list below are missing, your application will not be processed. The CRPNM will only process your application once all documents and fees have been received.

You must submit the following documents:

1. Completed Online Application for Registration

You will need a valid credit card to pay for the \$100 (plus applicable GST) processing fee with your application.

2. Proof of Identity

You must submit two pieces of identification. One of the two pieces must be a birth certificate. One of the two pieces must have a photograph as part of the identification document. Good examples of photo identification are a drivers' license or passport.

If your name has not changed since your birth, you need only submit two pieces of identification: your birth certificate and a piece of photo identification such as a passport.

If your name has changed for any reason since your birth, you must provide a document of this change. For example, if your name changed due to marriage, a marriage certificate or a divorce certificate would be acceptable.

We require this proof for any and all name changes you have had.

Important: Please send us only **notarized** photocopies of your identification documents. Do not send the original documents.

3. Criminal Record Check and Child Abuse Registry Check

We require a criminal record check from your current city or town of residence. Criminal Records Check and Child Abuse Registry Check must be current within six months of the date of application. You do not need to get a Child Abuse Registry check if such a registry does not exist in your province.

Important: Criminal records check must include a vulnerable sector search. For information about the Vulnerable Sector search in Canada, please visit the following page at the RCMP website: Criminal Record Background Checks, Vulnerable Sector and Pardons

4. Confirmation of Registration

Complete, sign and date Section A of the Confirmation of Registration form and then give the form to your current or most recent regulatory body. The regulatory body must then complete the form and return it directly to the CRPNM. If we do not receive it directly from the regulatory body, the form will be invalid.

Your current regulatory body will complete Section B of the form, which will provide proof of the following information:

Registration status: That you are currently registered to practice or that you are eligible to be registered to practice.

Registration history: That your registration with your current regulatory body is in good standing and that your name has never been removed, to the best of their knowledge, from any register of any regulatory body

Hours of practice: That you have practiced as a registered psychiatric nurse for at least 1400 hours within the last five years.

5. Employer's Reference

Complete, sign and date Section A of this form and then give the form to your current or most recent employer. The employer must complete the form and then send it directly to the CRPNM. If we do not receive the form directly from the employer, the form will be invalid.

If you have no work experience, we require a reference from your psychiatric nursing education program. Give the form to the education program if you have not had any work experience. The education program must send us this form directly. If we do not receive it directly from the program, the form will be invalid.

Once all the appropriate information is received in this office, the CRPNM will review the material. The applicant will then be informed of the decision and the applicable registration fees.

Important: You may not practice as a Registered Psychiatric Nurse in Manitoba without valid registration.