



2022 CRPNM Graduate Registration FAQs

This document has been created for the 4th year students in the BScPN program at Brandon University completing their senior practicum in May 2022.

Q: I have sent in all my documents and paid for the exam. Am I eligible for graduate registration?

No, not yet. Completing the exam application, paying for the exam, and sending in your identity documents and your criminal record, child abuse and adult abuse registry checks is part of establishing your eligibility to register as a Graduate Psychiatric Nurse, but you must also complete the program.

Your Confirmation of Program Completion form is completed by the Department of Psychiatric Nursing and the Dean's Office at Brandon University and then sent to the College. If you haven't already done so, you need to complete the top portion of the Confirmation of Program Completion form and send to Laura (Lu) Irwin, Psychiatric Nursing Student Advisor, at irwinl@brandonu.ca

The University cannot complete this form before you finish your clinical practicum. Your faculty advisor will notify the Chair and/or the Dean that you have successfully completed your clinical practicum. The Dean's Office will forward the form to the College after that.

Q: If I am registered for the RPNCE, do I have to apply and work as a Graduate Psychiatric Nurse?

No. It is your choice to apply for practice as a Graduate Psychiatric Nurse. It is not a requirement.

Q: I don't want to apply and work as a Graduate Psychiatric Nurse, when do I have to apply for the RPNCE?

Please visit the CRPNM website at <https://crpnm.mb.ca/applicants/registration-exam/fees-and-dates/> to learn more about the application deadlines for the May 2022 exam.

Q: Am I able to practice between the time I complete my practicum and when I can write the RPNCE?

Pursuant to the *Registered Psychiatric Nurses Act and Regulation* you would be eligible to register as a Graduate Psychiatric Nurse so long as you meet all of the requirements for registration and you have applied to write the exam or are waiting for the results of the exam.

This means that you would be able to practice as a Graduate Psychiatric Nurse even though you will have to wait to write the RPNCE, if you have applied and paid for the RPNCE, and we have received confirmation from Brandon University that you have completed the program.

Q: My employer has offered me a position, but I am still finishing my senior clinical practicum. Am I eligible to work as a Graduate Psychiatric Nurse?

No. You must complete your senior practicum and register as a Graduate Psychiatric Nurse before you may practice as one.

No person except a graduate psychiatric nurse shall use the title “graduate psychiatric nurse”, a variation or abbreviation of that title, or an equivalent in another language (*Registered Psychiatric Nurses Act*).

Q: How will I know when I can apply to the Graduate Psychiatric Nurse register?

Once we have received your Confirmation of Program Completion form, we will enter it into our database and change your status to signal that you have been approved to apply for Graduate Psychiatric Nurse registration. The system will automatically send you an email with instructions about what to do next. You will complete the process in the [portal](#) that you have been using to apply for the exam.

As you know, your portal has a view that allows you see what documents we have received. Please use your portal to check if your Confirmation of Program Completion form, or any other documents, have been received. We ask that you use your portal instead of calling us so that we may concentrate on processing your forms.

Q: What if I don't receive a message from CRPNM informing me I am ready to apply for graduate registration?

If you don't receive an email that says you are eligible to apply for Graduate Psychiatric Nurse registration, it could be that we have not received all of your documents. Please log into your portal to see what documents might be missing. A receipt that shows you have applied for your criminal record, child abuse or adult abuse registry check does not meet the requirement.

You may scan the original copies of your documents and send to the CRPNM Administrative Assistant, Sherry Leynes, at sleynes@crpnm.mb.ca. You can find more information about the requirements for scanned or photographed documents [here](#).

Q: What is the cost for Graduate Registration and how long does it last?

The Graduate Psychiatric Nurse registration fee is \$120 plus the GST.

All practising registered psychiatric nurses of Manitoba, including graduate psychiatric nurses, are required to have beneficiary status with the Canadian Nurses Protective Society (CNPS), so that they may have access to adequate professional liability protection (PLP) in the event of a claim against them. The 2022 CNPS fee is \$92.25 plus the GST.

Registration as a Graduate Psychiatric Nurse must be for a period of not more than four months, but on application may be renewed for further period of up to eight months (*Registered Psychiatric Nurses Regulation*).

Q: As a Graduate Psychiatric Nurse (GPN), do I have restrictions on my practice?

Graduate Psychiatric Nurses have some restrictions on their practice. While on the Graduate Psychiatric Nurse register you:

- May not be in charge and may not practice without supervision*
- Must have an RPN or RN available to you for consultation if required
- Are expected to practice within the CRPNM Standards of Psychiatric Nursing Practice, the Psychiatric Nursing Competencies and the Code of Ethics.

** This does not mean that you require direct or one-to-one supervision. However, this does mean that you cannot be the only nurse in the building or facility, and you must have an RPN or RN available for consultation.*

This information can be found at: <https://www.crpnm.mb.ca/applicants/manitoba-graduates/graduate-registration/>

Q: How will my employer, or prospective employers, know when I am on the Graduate Psychiatric Nurse register?

The Public Register helps employers to verify the registration status of their employees during renewal and throughout the year. The Public Register also identifies if there are any conditions or restrictions on the registrant's practice. This is the most reliable method of verification as the information is updated in real time. [Click here to visit the CRPNM Public Register.](#)

Your portal has a downloadable registration certificate, which notes your registration category and expiry date in the current year. You will only see these once you are on Graduate Psychiatric Nurse register.

Q: As a Graduate Psychiatric Nurse, can I work outside the province?

No. If you want to apply to work in another province, you must contact the RPN regulatory body in that jurisdiction to determine if you meet the registration requirements in that province.

Q: I am having trouble in my portal, what should I do?

If you are encountering issues moving through the pages in your portal, these are often resolved by closing your browser and re-opening it. Sometimes your computer or device may need to be restarted.

If you encounter an error message, please take a screen shot of it and send it to us at crpnm@crpnm.mb.ca. This helps us to resolve issues more quickly.