



Background Checks for Registration

June 2023



BACKGROUND CHECKS FOR REGISTRATION

All applicants for initial registration, or reinstatement of registration, are required to provide a criminal record check that includes a vulnerable sector search, a child abuse registry check, and an adult abuse registry check (collectively the "Background Checks") as part of the application process.

Registered Psychiatric Nurses are required to submit the Background Checks every five years to renew a certificate of practice. After the initial submission, the Background Checks are to be submitted every fifth year.



If you are applying for initial registration or reinstatement, you must submit the Background Checks that includes a satisfactory:

- **nationwide criminal record check (including a vulnerable sector search)**
- **adult abuse registry check**
- **child abuse registry check on application.**

Criminal Record Checks

Important Information

1. Canadian residents must submit a Canadian Police Information Center (CPIC) check. Criminal record checks from other organizations such as "Back Check" or from Commissionaires will not be accepted.
2. Criminal record checks must include a police vulnerable sector search.
3. When submitting documents to the College, please ensure all current, former, maiden, alias and other names used are shown on the criminal record check. *If you do not do this, you will need to have the search redone.*
4. If you currently live or have lived outside of Canada within the last six months, you must provide a criminal record check based on a nationwide search from the appropriate law enforcement agency in that country. This process may include providing fingerprints. The police agency in that jurisdiction can provide you with more information on the process and any fees.
5. Criminal Record Checks are considered valid for one year from the date they are issued.

Initial registration or Reinstatement

If you are applying as a new applicant to the College or as a reinstatement applicant, the criminal record checks submitted for these applications must be dated within six months at the time of application.

Renewal of Certificate of Practice (Registration Renewal)

Under the *College of Registered Psychiatric Nurses of Manitoba General Regulation* (the "General Regulation"), all RPNs will be required to submit a criminal record check every fifth (5th) year to renew a certificate of practice.

RPNs who need to submit a criminal record check to renew their certificate of practice will be sent an email in advance of the renewal period notifying them of the requirement. Do not submit the criminal record checks for renewal unless you have been instructed to do so.

Criminal record checks submitted to renew a certificate of practice must be dated in the calendar year prior to the renewal year for which the check is required. For example, if the check is required for the 2024 renewal, it must have a 2023 issue date and be submitted by the renewal deadline to be accepted.

If you've been instructed to submit a criminal records check to renew a certificate of practice, you will need to provide it to the College before you can access renewal.

 **Under the *General Regulation*, all RPNs are required to submit the Background Checks that includes a satisfactory:**

- **nationwide criminal record check (including a vulnerable sector search)**
- **adult abuse registry check**
- **child abuse registry check**

Every fifth (5th) year to renew a certificate of practice.

How do I obtain a Criminal Record Check?

Contact your local police agency to obtain a criminal record check. The General Regulation requires that the criminal record check includes a vulnerable sector search.

1. If you live in Winnipeg, Manitoba you can find instructions and apply here: <https://www.policesolutions.ca/checks/services/winnipeg/>
2. If you live in Brandon, Manitoba, you can find instructions and apply here: <https://brandon.ca/what-we-do/services/criminal-record-checks>
3. If you live outside of Winnipeg or Brandon, Manitoba contact your local Royal Canadian Mounted Police (RCMP) detachment <https://www.rcmp-grc.gc.ca/en/criminal-record-checks>

If you currently live or have lived in other parts of Canada within the last six months, you can contact your nearest police agency, or the RCMP.

Please note: if you require fingerprinting this will extend the length of time it requires to obtain a criminal record check. This process can take up to 24 weeks. Please contact the Deputy Registrar rshymko@crpnm.mb.ca and we will advise you of the next steps.

***If the results of your criminal record check disclose a criminal record,
we will advise you of the necessary next steps.***

How do I submit a Criminal Record Check?

Applicants can submit their criminal records checks to the CRPNM electronically to admin@crpnm.mb.ca.

If you are a current CRPNM registrant, you can submit your criminal record checks electronically in your [online self-service portal](#). Please look for the Background Check link on the left menu and the upload button for the document you are submitting.

Scanned copies or photographs of these documents will be accepted if:

- The scan or picture is in color;
- The scan/photocopy/photo it is clearly legible; and,
- Both sides of the document have been scanned/photographed, even if the back page is blank.

The CRPNM will authenticate all documents received. We reserve the right to request the originals if we are unable to authenticate the scanned documents.

Please contact the CRPNM Administrative Assistant, Sherry Leynes, at sleynes@crpnm.mb.ca if you require assistance.

Child Abuse Registry Check and Adult Abuse Registry Check

Important Information

1. If you live in a jurisdiction that does not have a child abuse registry and/or an adult abuse registry, these registration requirements may be waived by the College.
2. If you currently reside in Manitoba, you must submit a child abuse and adult abuse registry check upon application, reinstatement, or as part of the background checks required to renew a certificate of practice.
3. When submitting documents to the College, please ensure all current, former, maiden, alias and other names used are shown on the registry checks. *If you do not do this, you will need to have them redone.*
4. Child and adult abuse registry checks are considered valid for one year from the date they were issued.
5. Processing times vary. We recommend applying for the child and adult abuse registry checks early to avoid missing the submission deadlines and/or delaying the processing of your registration application.

Initial registration or Reinstatement

If you are applying as a new applicant to the College or as a reinstatement applicant, the child and adult abuse registry checks submitted for these applications must be dated within six months at the time of application.

Renewal of Certificate of Practice (Registration Renewal)

Under the *College of Registered Psychiatric Nurses of Manitoba General Regulation* (the "General Regulation"), all RPNs will be required to submit a child and adult abuse registry check every fifth (5th) year to renew a certificate of practice.

RPNs who need to submit the child and adult abuse registry checks to renew their certificate of practice will be sent an email in advance of the renewal period notifying them of the requirement. Do not submit the abuse registry checks for renewal unless you have been instructed to do so.

Child and adult abuse registry checks submitted to renew a certificate of practice must be dated in the calendar year prior to the renewal year for which the checks are required. For example, if the checks are required for the 2024 renewal, it must have a 2023 issue date and be submitted by the renewal deadline to be accepted.

How do I obtain a Child and Adult Abuse Registry Check?

The child abuse registry check and the adult abuse registry check are two separate checks, but you can apply for them at the same time [here](#). These abuse registry checks are not the same as the police vulnerable sector search.

[Visit the Child Abuse Registry Website](#)

[Visit the Adult Abuse Registry Website](#)

How do I submit these Checks?

Applicants can submit their child and adult abuse registry checks to the CRPNM electronically to admin@crpnm.mb.ca.

If you are a current CRPNM registrant, you can submit your child and adult abuse registry checks electronically in your [online self-service portal](#). Please look for the Background Check link on the left menu and the upload button for the document you are submitting.

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QUESTIONS?

If you have any questions about these requirements, please contact the Deputy Registrar at rshymko@crpnm.mb.ca



THE COLLEGE OF
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