



## LICENSED PRACTICAL NURSES

Licensed Practical Nurses (LPNs) provide nursing services for the purpose of assessing and treating health conditions, promoting health, preventing illness, and assisting individuals, families and groups to achieve an optimal state of health; these services are provided in a variety of settings including acute and community hospitals, clinics, private homes, community health centers, personal care homes and long term care facilities.

### EDUCATIONAL REQUIREMENTS

Candidates must have successfully completed a practical nursing education program in Manitoba; or have successfully completed a program of nursing education outside Manitoba that is equivalent to the LPN program offered in Manitoba.

### WORK EXPERIENCE REQUIREMENTS

Candidates must hold active practicing registration, which requires you to practice nursing for a minimum of 1000 hours in the 4 years immediately preceding the year for which registration is sought.

### ASSESSMENT PROCESS

To receive a credentials assessment package, contact the **College of Licensed Practical Nurses of Manitoba (CLPNM)** by phone or request a package by visiting their web site: [www.clpnm.ca](http://www.clpnm.ca) .

When applying for assessment using the forms in the credentials assessment package, applicants must submit the following to CLPNM:

- A completed application form\* with payment of \$187.25, birth certificate,
- 2 photos of identification (2" X 3") and
- name change documents of all name changes that have occurred since birth; and
- a completed criminal record review authorization form.

Applicants must also ensure that:

- a verification of registration from\* initial jurisdiction, and all other jurisdictions where registration has occurred in the past 7 years is mailed directly from the registering body to CLPNM;
- employer references\* and verification of nursing practice hours\* from all nursing employers in the past 4 years are mailed directly from the employers to CLPNM; and
- educational information\*: transcript, diploma and syllabus are mailed directly from the educational institution to CLPNM.

*\*Forms referred to are included in the credentials assessment package.*

*\*If documents are not in English, notarized translations are required.*

If the applicants' first language is not English or French, he/she must complete a language proficiency examination approved by CLPNM. Examples of approved examinations and required test scores include: *TOEFL* – a score of 500 on the paper-based examination, with 50 points scored in each section, *or*, the equivalent on the computer based exam; and *Canadian Language Benchmark Assessment* - a score of 8 on each of four sections is required.

\*\* Contact the CLPNM directly for more information about these examinations and others.

Applicants who meet the educational requirements but do not meet current practice requirements must complete the Practical Nursing Refresher Program. The Refresher program may be taken either full-time or part-time. The Refresher Program is offered through Assiniboine Community College by distance education. The program combines theoretical study and clinical practice. For more information about this program please contact the CLPNM.

When the applicant has successfully completed the assessment process, he or she will be required to write the *Canadian Practical Nurse Registration Examination*. The Registration Examination is held in January, May and September of each year. (The current examination fee is \$240.75). This examination is offered in Winnipeg and other cities in Manitoba. For location information, contact the CLPNM.

The applicant may be eligible to apply for graduate practical nurse registration after meeting the following requirements:

- completed assessment,
- applied to write the registration examination, and
- is waiting to write the examination.

Registration as a graduate practical nurse allows applicants to work under direct supervision of a nurse or other medical practitioner for a period of up to four months, with an option to renew. The cost for initial enrolment on the register and graduate registration is \$107.00.

When all requirements have been successfully completed, and fees have been paid (registration fee is \$381.00) the applicant is issued a registration and may practice as a Licensed Practical Nurse in Manitoba. Registration must be renewed each year by November 30.

The fees, documentation requirements, and assessment process detailed above are subject to change without notice.

Applicants are encouraged to make an appointment with the Director of Qualification Assessment at the College of Licensed Practical Nurses of Manitoba to review the application process. (Applicants must call ahead of time to schedule an appointment).

For more detailed information contact:

**College of Licensed Practical Nurses of Manitoba (CLPNM)**

463 St. Anne's Road

Winnipeg Manitoba Canada R2M 3C9

Phone: (204) 663-1212 1-877-663-1212

Fax: (204) 663-1207

Email: [info@clpnm.ca](mailto:info@clpnm.ca)

Website: [www.clpnm.ca](http://www.clpnm.ca)

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