



University College of the North

## Policies & Procedures Manual

Section:

**Academic - Program**

Title:

**Student Practical Nurse Registration**

# Pages:

**2**

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**Learning Council**

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### **POLICY STATEMENT**

The Diploma in Practical Nursing (DPN) program is an education program for a regulated profession with a student register. The College of Licensed Practical Nurses (CLPNM) is the regulatory body for the profession and is responsible to maintain registers for student practical nurses, graduate practical nurses, and practicing practical nurses.

Student Practical Nurse (SPN) registration is a legislated requirement for a student engaged in a practical nursing education program approved by the CLPNM. Students enrolled in the DPN program who do not obtain student practical nurse registration are ineligible to continue in the program.

Therefore, anyone enrolled in the DPN program must hold SPN registration with the CLPNM.

### **PURPOSE OF POLICY**

All DPN students are responsible to attain and maintain a student registration with the CLPNM.

### **PROCEDURES**

1. As part of the Student Practical Nurse registration application process, students are required to create an online profile and upload the following items:
  - A Criminal Record Check that is based on a Canada-wide search, and which includes a Vulnerable Sector Search.
  - A Manitoba-issued Child Abuse Registry Check.
  - A Manitoba-issued Adult Abuse Registry Check.
  - Two (2) pieces of valid government-issued ID (1 with photo). **DO NOT SUBMIT** your SIN card or your Manitoba Vaccination card as identification.
  - All checks must be issued within six (6) months of application to the SPN register.

2. Students enrolled in the DPN program are provided four (4) weeks from the start date of the program to obtain a SPN registration with the CLPNM. Late fees and assessment fees will apply after the four-week deadline.
3. SPN registration directly corresponds to the start date of the practical nurse education program and is only valid for a maximum of twelve (12) consecutive months.
4. SPN registration with the CLPNM must be renewed for Year 2 of the program.
5. Students enrolled in the DPN program are required to disclose any criminal investigations, charges, and/or convictions to both UCN and to the CLPNM.
6. All costs associated with the CLPNM SPN registration is the responsibility of the student.
7. Students are responsible to submit all documentation directly to the CLPNM.