

 University College of the North Policies & Procedures	# Pages: 1	Policy Number: AC-03-18
	Approved by: Learning Council	
Section: Academic - Programs	Effective Date: February 21, 2023	
Title: Reporting to CLPNM for Student Practical Nurse Registry	Replaces: NEW	

POLICY STATEMENT

At the beginning of the program and each term thereafter, University College of the North (UCN) is required to submit a list of students enrolled in the Diploma of Practical Nursing (DPN) program to the College of Licensed Practical Nurses of Manitoba (CLPNM) via email.

PURPOSE OF POLICY

To ensure the CLPNM has a current list of program students of which they can align with their student practical nurse registry.

PROCEDURES

1. In the middle of September, Term 20, the Associate Dean, DPN, will submit a list of enrolled students from all program sites to the Registration Coordinator at the CLPNM.
2. After the Voluntary Withdrawal (VW) date in Term 20, the Associate Dean, DPN, will submit a revised list of enrolled students from all program sites to the Registration Coordinator at the CLPNM.
3. During the first week of Term 30 and 40, the Associate Dean, DPN, will submit a list of enrolled students from all program sites to the Registration Coordinator at the CLPNM.
4. Once students complete the program, the Associate Dean, DPN, will submit a list of graduating students from all program sites to the Registration Coordinator at the CLPNM.