



Alinity User Guide

Letter of Standing



College of
Registered Nurses
of Manitoba

A registrant may request a letter of standing or certificate of conduct about their registration history. This document includes all information about the registrant recorded in any register and a description of every matter outstanding before the complaints investigation committee or inquiry committee. Please note this document is not the same as a verification of registration, required by regulatory bodies in other jurisdictions and will not be suitable for the purposes of obtaining registration in another jurisdiction.

To do this, the member will need to log into their CRNM Profile and complete the Letter of Standing request form. There is a verification document fee of \$135.00 due with submission of the online letter of standing request form.

1 Log into CRNM Profile. The Letter of Standing form is located on the homepage of the profile. Click 'Fill In' to begin completing the form.

The screenshot shows the CRNM Profile homepage. The top navigation bar includes the logo for the College of Registered Nurses of Manitoba, a help icon, a notification bell, a user profile icon, and the text 'Hi, [user name]'. The main content area is divided into several sections:

- My forms:** Contains three cards: 'NCLEX Exam Application' with a 'Fill in' button, 'Verification of Registration' with a 'Fill in' button, and 'Letter of Standing' with a 'Fill in' button circled in red.
- Announcements (1):** A message titled 'New CRNM Profile' dated 14-Sep-2023 12:00 AM, welcoming the user and listing application options: Canadian Nurse Practitioner Examination (CNPE) Eligibility, Registered Nurse (Graduate Nurse Practitioner), and Registered Nurse (Authorized Prescriber) Notation.
- Active Registration:** Shows 'Active (RN)' with fields for 'Effective' and 'Expires', and a 'Details' button.
- Jurisprudence:** A table listing exam results.

Exam	Date	Status	
2022 Scope in Your Practice		Passed	>
Communicating in a Team Environment		Passed	>
Documentation and Record Keeping		Passed	>
Documentation and Record		Passed	>

A confirmation prompt will appear to ensure that you would like to complete the verification of registration form. Click 'Go'.

2 Complete the Letter of Standing form, ensuring that you check the appropriate declarations boxes and all applicable fields on the form.

← Letter of Standing

College of Registered Nurses of Manitoba

Oct 05, 2023

LETTER OF STANDING

INSTRUCTIONS

If you would like to request a Letter of Standing/Certificate of Conduct, please complete this request form and submit payment. The document will be emailed to you once complete.

DECLARATIONS

I authorize the CRNM to release my registration, education, examination and disciplinary history

* I acknowledge and accept the above declaration

I understand the fee to process my letter of standing request is \$135.

* I acknowledge and accept the above declaration

PERSONAL INFORMATION

Registration Number	Registrant Name	Former Name(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Class of Regulated Membership	Status	Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text" value="yyyy-mm-dd"/>

Location of Primary Practice
(self-reported by registrant; not verified by the College)

3 Submit the form for review and processing by clicking 'Submit'.

You can choose to save the form and access and submit it at another time, by clicking 'Save for Later'. You can also withdraw the form if you choose not to submit the letter of standing request at this time. This is done by clicking 'Withdraw'. If you select to withdraw the form, the form along with any information selected will not be saved.

4 Once the form has been submitted, a pop-up message will display to notify you that the form has been submitted and it will only be approved once payment has been received. An invoice will be shown and you will have the option to pay now or close.

If you would like to pay by e-transfer, certified cheque or money order, click 'Close' and proceed with sending payment to the College.

To pay by credit card, click 'Pay', enter in credit card information, and click 'Pay' again.

Invoice

05-Oct-2023
Reference: Letter of Standing
GST #: R107660763

From
College of Registered Nurses of Manitoba
890 Pembina Highway
Winnipeg, MB R3M 2M8

To

Description		Total
Letter of Standing/Certificate of Conduct		\$135.00
	Subtotal	\$135.00
	GST	\$6.75
	Total due	\$141.75

If paying by mail, click "Close" and send payment by money order or certified cheque to the College at the address above. Personal cheques are not accepted. Please include your registration number on your cheque. Deadline for payment is within 30 days. If payment is not received, you will need to re-submit a request form. Your form will not be processed without payment.

[Close](#) [Download receipt](#) [Pay](#)

Once payment has been submitted, you will be returned to the homepage of your CRNM profile where you can view the status of the letter of standing form.

The College will reach out to you if there are any issues with your application.



If you have any questions, please email info@crnm.mb.ca



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