

# Applicant Checklist Restricted Purpose Registration Cross Provincial Practice

This membership category is for applicants from Alberta, Saskatchewan, Ontario, and New Brunswick who wish to practice in Manitoba with a **Restricted Purpose** registration called **Cross Provincial Practice**. This is a temporary registration that **expires in 12 months**' time and is limited to a **maximum of 200 direct client/patient care hours** in Manitoba.

If your primary jurisdiction is not one of the participating provinces listed above, you are not eligible for this registration category. If you expect to have a higher number of direct client/patient care hours, you will need to apply for a Full Regulated membership.

In order to establish eligibility with CASLPM, the application will be reviewed once the online application form has been submitted, the application fee has been paid, and the required documentation has been received in full.

The registration process is divided into three steps, each with its own associated fee: Initial application, **Certificate of Registration**, and **Certificate of Practice**.

You must have both a **Certificate of Registration** and a **Certificate of Practice** to work in Manitoba.

Step C	ne: Initial Application
a.	Application
	Completed online through the CASLPM registration portal.
b.	Proof of Identity and Current Legal Name
	Upload photo ID, such as valid driver's license or valid passport. Upload a 'Selfie'
c.	Verification of Registration
	You must be currently registered or licensed as a full, practicing member in your primary province of Alberta, Saskatchewan, Ontario, or New Brunswick, and be a member in good standing.  Please request that your primary province completes a <a href="Cross-Provincial Practice Verification of Registration form">Cross-Provincial Practice Verification of Registration form</a> and sends it directly to CASLPM.
	As well, you must provide verification of any other registration from each jurisdiction (in Canada and elsewhere) in which you are currently and/or have been registered or licensed to practice in any type of healthcare profession. Verification must be made by the jurisdiction and sent directly to CASLPM.
d.	Employer Verification Form
	You must establish that you have practiced in your primary jurisdiction for at least 750 hours in the three years immediately preceding the Restricted Purpose registration.  Use the <a href="Employer Verification Form">Employer Verification Form</a> provided.
e.	Non-Refundable Application Fee (see Note #3 below)
	Upon submission of the completed application form, you will be prompted to pay the application fee. Visa or MasterCard are accepted.



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## Step Two: Certificate of Registration

Once the completed application has been assessed and approved by CASLPM, you are eligible to obtain a **Certificate of Registration**. The **Certificate of Registration** shows that you are registered with CASLPM, however, it does not allow you to work in Manitoba. See step three below.

### a. Pay the Certificate of Registration Fee (See Note #3 below)

The Certificate of Registration fee will be paid online through the registration portal once your application has been approved. Visa or MasterCard are accepted.

You are not able to practice in Manitoba until you have obtained a Certificate of Practice.

## **Step Three: Certificate of Practice**

Once the **Certificate of Registration** fee has been paid, you will be eligible to obtain a **Certificate of Practice**.

### a. Professional Liability Insurance Coverage

You will be Prompted to enter your Professional Liability Insurance Details in your online account in the Registration Change form.

Professional liability insurance must provide coverage in Manitoba, and you must personally be insured under the policy.

The minimum coverage required is two million dollars (\$2,000,000.00) for each occurrence or claim.

#### b. Pay the Certificate of Practice Fee (See Note #3 below)

The Certificate of Practice fee will be paid online through the registration portal once your liability insurance coverage has been approved. Visa or MasterCard are accepted.

Congratulations! You may now practice in Manitoba as a Restricted Purpose - Cross Provincial Practice member.

#### **Important Notes:**

- 1. It is the applicant's responsibility to ensure that all information is submitted to the CASLPM office.
- 2. Manitoba requires applicants to submit a Criminal Record Check with Vulnerable Sector Search, a Child Abuse Registry Check, and an Adult Abuse Registry Check (or the equivalent checks in home jurisdiction). We will reach out to your primary province directly to acquire current record and registry checks that are on file. If this is not available from your primary province, you will be required to obtain them within a timeframe to be determined by the Registrar.
- 3. <u>CASLPM Fee Schedule Cross Provincial Practice Restricted Purpose Regulated Registration</u>
- 4. The processing of the application may take up to two to three weeks from the date we receive your **COMPLETED** application, including all supporting documents.
- 5. Physical copies will be destroyed by CASLPM once the documents are digitized and added to your permanent digital file.