

This registration checklist is for applicants eligible for registration under the terms of [Chapter 7: Labour Mobility of the Canadian Free Trade Act \(CFTA\)](#). 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 One: Initial Application | |
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| a. Application | |
| | Completed online through the CASLPM registration portal. |
| b. Proof of Identity and Eligibility to Work in Canada | |
| | Upload photo ID such as valid driver's license or valid passport and document proving eligibility to work in Canada such as Canadian Citizenship/Passport, Permanent Resident Card, or valid Work Permit. Upload a 'Selfie'. |
| c. Verification of Registration | |
| | Provide verification of prior registration from each jurisdiction (in Canada and elsewhere) in which you are currently or have been registered or licensed to practice any healthcare profession. Such verification must be made to the jurisdiction and sent directly to CASLPM from the issuing organization by mail or via email to the Deputy Registrar at programs@caslpm.ca . |
| d. Record and Registry Checks (See Note #2 below) | |
| | Criminal Record Check with Vulnerable Sector Search |
| | Adult Abuse Registry Check |
| | Child Abuse Registry Check |
| 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. |

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 Full Regulated 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 recent Criminal Record Check with Vulnerable Sector Search, a Child Abuse Registry Check, and an Adult Abuse Registry Check that have been obtained within the past six months. For more information, please check our [FAQs](#).
3. The CASLPM Fee Schedule is available on the CASLPM website.
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.
6. If you are registered under a provisional or supervision category with another province, you will be transferring to the equivalent registration category with CASLPM.