



## **Canadian Free Trade Agreement Application Instructions** **For applicants currently registered to practice naturopathy in Canada**

Please review the following application and exam requirements carefully.  
Incomplete applications will not be processed.

**Note: non-practicing registration is not available for new applicants.**

1. Completion of the application form for registration in Manitoba. Applications must be returned by email to the Manitoba Naturopathic Association. Form must be typed.
2. **Certificate of Good Standing:** to be completed by all current regulatory bodies. If you plan to practice advanced therapies in Manitoba, the certificate must state that you are certified to practice: acupuncture, oxidative therapies, manipulation, IV therapies and prolotherapy.
3. **Application Fees:** With your completed application, please include a cheque payable to the *Manitoba Naturopathic Association* for the following or e-transfer at [mnapayments@gmail.com](mailto:mnapayments@gmail.com)

1. Application Fee	<b>\$350</b>
2. Jurisprudence Fee	<b>\$150</b>
<b>Total</b>	<b>\$500</b>
4. **Annual Registration Dues**     **\$1800.00** Registration fees will be prorated to the first of the month of registration and must be submitted when registration is approved. An application for registration expires 12 months after the date on which the applicant receives written notification from the registrar of the applicant's eligibility for registration.
5. **Record Checks:** Criminal Record Check with a Vulnerable Sector Search. Contact your local police/RCMP directly.
6. **CPR:**  
Requirement: CPR Level C with AED from an accredited program: St. John's Ambulance, Canadian Red Cross etc. A copy must be included with your application. Training must be conducted in person or blended learning.
7. **Personal Health Information Act (PHIA) Online Training Program (Direct PHI Version)** new members are required to complete the PHIA Online Training Course for Health Professionals within three months of registration and show proof of successful completion (certificate). Applicants are encouraged to complete the training upon submission of their application to the MNA. Five Continuing Education credit hours will be provided upon receipt of course certificates. <https://trainingtodo.com/mbhealth/secure/phia-for-individuals.asp>
8. **Insurance:** Proof of professional liability insurance coverage; minimum of \$2-million dollars. \$3-million for those working in advanced certifications (IV Therapies)

## **Jurisprudence Exam:**

The Jurisprudence examination assesses knowledge of the *Naturopathic Act, Regulations, Standards and Policies* and the *Personal Health Information Act* which are relevant to the practice of naturopathic medicine in Manitoba. Passing of this exam is a requirement for registration.

- **Format:** Virtual (Zoom) Open-book. Examinees may review source material during their exam, but they may not access the Internet to search for specific answers.
- **Scheduling:** Applicants will be notified when they may schedule the Jurisprudence Exam
- **Assessment:** 40 questions (50 for IV applicants) multiple-choice and true or false
- **Time limit:** up to two hours
- **Score:** The passing grade for this examination is 80%. Applicants will be permitted two attempts to pass the exam. If you are unsuccessful after the second attempt, a plan to address your difficulties will be required in order to be permitted a subsequent administration.

In preparation for and during the exam, examinees should refer to the source information listed below.

## **Member Resources:**

<https://www.cndmb.org/copy-of-standards-guidelines>

- MNA Vaccination Guidelines
- MNA Continuing Education Policy
- MNA Advertising & Social Media Standard
- MNA Health Canada Advertising Compounded Products Notice
- MNA Record Keeping Standard
- MNA Dispensing Standard
- MNA Therapeutic Boundaries Standard
- MNA Intravenous Standard (if certified to practice)
- MNA Informed Consent Standard
- MNA Billing & Fees Standard

## **Manitoba Naturopathic Association Legislation:**

<https://web2.gov.mb.ca/laws/statutes/reccsm/n080e.php>

## **Manitoba Naturopathic Association Regulations:**

[https://86c037a4-88bc-43e3-94e4-ff299774bbcf.filesusr.com/ugd/1f8554\\_c85a384b9e7b489ab1bc05dc3bcafee8.pdf](https://86c037a4-88bc-43e3-94e4-ff299774bbcf.filesusr.com/ugd/1f8554_c85a384b9e7b489ab1bc05dc3bcafee8.pdf)

## **Personal Health Information Act:**

<https://www.gov.mb.ca/health/phia/trustees.html>

## **Manitoba Ombudsman Privacy Breach Resources**

[https://www.ombudsman.mb.ca/info/privacy-breaches.html - :~:text=Reporting a Privacy Breach to, theft or harm to reputation\).](https://www.ombudsman.mb.ca/info/privacy-breaches.html - :~:text=Reporting a Privacy Breach to, theft or harm to reputation).)

**MANITOBA NATUROPATHIC ASSOCIATION (MNA)  
CANADIAN FREE TRADE AGREEMENT (CFTA)  
Application for Naturopathic Doctors registered in another jurisdiction**

**DISCLAIMER:** You must be registered with the MNA before commencing the practice (including virtual practice) of naturopathic medicine in Manitoba

**Complete this application and email to [directormna@gmail.com](mailto:directormna@gmail.com)  
Our office does not accept couriers or registered mail**

**PERSONAL INFORMATION:**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Email: \_\_\_\_\_ (dd) (mm) (yyyy)

Languages I can use in my practice: \_\_\_\_\_

List of current and past jurisdictions where you have been or are currently licensed to practice naturopathy

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

**PRACTICE LOCATION:** If you plan to only practice virtually in Manitoba, Check here \_\_\_\_\_

Practice name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Clinic e-mail: \_\_\_\_\_

**\*Important: Registrants must notify the MNA within 30 days of any changes to name, address, phone or email**

Authorization: I authorize the MNA to share my email with the Manitoba Alliance of Naturopathic Doctors Initial \_\_\_\_\_

**REGISTRATION CHECKLIST**

- 1.  **Identification**-Two copies must be submitted with application (one must be current photo I.D.)
- 2.  **Fees:** One cheque or etransfer payable to the *Manitoba Naturopathic Association*, [mnapayments@gmail.com](mailto:mnapayments@gmail.com)
  - 1. Application Fee: \$500 (includes Jurisprudence Exam)
  - 2. **After Confirmation of Registration Submit:**

Annual Registration Fee. The MNA will inform you of exact fees when all registration requirements have been met. Fees are prorated to the first of the month.

- 3.  **Certificate of Good Standing:** from all current and past licencing bodies including certifications
- 4.  **Criminal Record Check with Vulnerable Sector Search** (original)
- 5.  **CPR Certification**
- 6.  **Liability Insurance Declaration:**

I currently have insurance coverage through \_\_\_\_\_ Policy #: \_\_\_\_\_

**I understand that I must always have liability insurance coverage for all clinics including virtual practice while practicing in Manitoba.** \_\_\_\_\_ Initial



# Manitoba Naturopathic Association CFTA Application

## Education Information

List all degrees/diplomas to date. Use a separate sheet if required.

Degree/Diploma	Year	Institution	Location

## Education & Certifications

### 1. CPR

Applicants are required to have current (within two years) **CPR Level C with AED** (in person/blended instructions) certification from an accredited in-person program: St. John's Ambulance, Canadian Red Cross etc.

### 2. [Personal Health Information Act \(PHIA\) Online Training Program](#) (Direct PHI Version)

New members are required to complete the PHIA Online Training Course for Health Professionals within three months of registration and show proof of successful completion (certificate).

I agree to complete the PHIA Online Training Program within three months of my registration and will submit proof of completion to the MNA. Initial: \_\_\_\_\_

### 3. Current Certifications

**If you select "No" for any of the following practices and want to practice them at a future date, notify the Manitoba Naturopathic Association.**

When I am licensed to practice Naturopathic Medicine in Manitoba, I plan to practice:

Acupuncture                      Yes  No

Manipulation                      Yes  No

Prolotherapy                      Yes  No

Ozone/Oxidative Therapies      Yes  No

IV Therapy                      Yes  No

*Emergency Medicine for IV Certification* is required every three years for IV certified practitioners

I have included proof of completion of Emergency Medicine for IV Certification with my application.

I will send proof of completion of Emergency Medicine for IV Certification prior to commencing practice.



# Manitoba Naturopathic Association CFTA Application

## Previous History and Conduct

The following questions relate to any/all proceedings against you and must be answered "Yes" or "No".

Have you ever been denied an application for registration, licensure or any authorization to practice? Yes  No

Have you ever failed an entry-to-practise or licensing examination in any jurisdiction for any profession including naturopathic medicine? Yes  No

Have you ever been found guilty of any offence under a statute in any jurisdiction in Canada or abroad which has not previously been reported to the Board in writing? Yes  No

Has there ever been a finding made against you by a court or a tribunal in Canada or abroad in a civil, criminal or regulatory proceeding in respect to your professional conduct, competence or capacity, including professional negligence or malpractice, which has not previously been reported to the Board in writing? Yes  No

Are there any outstanding or pending civil or criminal proceedings against you in Canada or abroad which have not previously been reported to the Board in writing? Yes  No

Are there any outstanding complaints, investigations or inquiries regarding your conduct, competence or capacity under review by any regulatory body in Canada or abroad which have not previously been reported to the Board in writing? Yes  No

Are you the subject of any current proceedings for professional misconduct, incompetence or incapacity in Canada which have not previously been reported to the Board in writing? Yes  No

Have you ever agreed to a settlement to avoid any criminal, civil or regulatory proceeding or disciplinary action in respect to your professional conduct, competence or capacity including professional negligence or malpractice, which has not previously been reported to the Board in writing? Yes  No

Has there ever been a complaint against you lodged with another regulatory body that has resulted in a caution, undertaking or remediation which has not previously been reported to the Board in writing? Yes  No

Have you ever had any terms, conditions or limitations imposed on a certificate of registration or license issued by a regulatory body which have not previously been reported to the Board in writing? Yes  No

Do you have a physical or mental condition, disorder or addiction to alcohol or drugs that may compromise your ability to practice? Yes  No

Have you previously pled guilty or have been convicted of an offence under the Criminal Code of Canada or any narcotic or controlled substances legislation? Yes  No

**\*If you answered "Yes" to any of the above questions, the Manitoba Naturopathic Association will contact you. Providing false or misleading information is professional misconduct.**