



Manitoba Naturopathic Association New Graduate Application

Non-practicing registration is not available for new applicants

Before You Apply

- Applicants must have graduated from an [accredited](#) four-year naturopathic program **AND** successfully passed the NPLEX or CONO Entry to Practice exam within two years prior to the MNA Registrar receiving the application
- Applicants from non-accredited naturopathic programs must have successfully completed the [Prior Learning Assessment and Recognition](#) (PLAR) program offered through the College of Naturopaths of Ontario
- Annual registration fee **\$1800**-prorated based on registration approval date. **Do not** submit with application

Application Requirements Application Deadlines September 1, March 1, December 1

Application Fees

Submitted with application. Include ONE cheque or etransfer payable to the Manitoba Naturopathic Association, mnapayments@gmail.com for the fees listed below:

- | | | | |
|-----------------------|--------------|--|----------------------------|
| 1. Application Fee: | \$350 | 4. Exam Electives (if practicing) add: | |
| 2. Jurisprudence Fee: | \$150 | Manipulation: | \$50 |
| 3. Board Exam: | <u>\$100</u> | Acupuncture: | \$50 |
| Total = | \$600 | Total = | \$700 (for example) |

Record Checks

Apply for the checks listed below as soon as possible to avoid processing delays. Checks to be conducted by the jurisdiction you have resided in most recently. Applicant may forward results by mail/emailed scan. Contact your local police department or RCMP detachment directly.

1. Criminal Record Check with a Vulnerable Sector Search
2. Child Abuse Registry Check (or provincial equivalent if available)

Transcripts

Sent directly from the naturopathic college you graduated from. The college must be an [accredited](#) naturopathic program.

Entry to Practice Exams (ETP)

The MNA requires passing scores for all exams/sections required from NPLEX or the College of Naturopaths of Ontario (CONO) ETP exam. **Results may arrive after submission of application form/fee/transcripts, record checks.**

The Acupuncture exam **must be passed** if you plan to practice acupuncture in Manitoba.

Note: Minor surgery and pharmacology are elective examinations and not currently within the scope of practice in Manitoba. You may choose to write these ETP examinations but they are not required for registration.

IV Therapy Applicants

Must provide proof (original) of successful completion of a minimum 24-hour course approved by the Board. Applicants who have been trained in Intravenous Therapy during their education are exempt from completion of the 24-hour IV Therapy course as long as their training meets the *MNA Intravenous Therapy Course Guidelines* and they can provide certified evidence of such training. Contact the MNA for a list of course providers.

Emergency Medicine

Applicants planning to practice IV Therapies must complete the *Emergency Medicine for IV Certification* to be completed every three years. Proof of certification (original) must be sent prior to registration. Applicants who completed the course during their education are exempt as long as the course was at least 16 hours in length and completed within 3 years of their application to the MNA. Contact the MNA for a list of course providers.

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.



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Post-Application Requirements

Applicants who have provided all of the required application materials listed above will be informed by email that they are approved to sit the provincial board exams.

Provincial Board Exams

Board Exams are held in person in **January, April and October**. **And scheduled upon receipt of ETP results.** Please see the *Board Exam Guidelines* included in this document.

Exam Results

Results are emailed within one week. The MNA **may** accept regulated provincial board exams (CONO for example) as long as all exam sections have a passing grade and meet with jurisdictional requirements.

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. **The MNA will contact eligible applicants to schedule a time to sit the Jurisprudence exam online over Zoom.**

- **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.

Exam Preparation

In preparation for and during the exam, refer to the source information listed below. [Member Standards & Guidelines:](#)

MNA Vaccination Guidelines

MNA Advertising & Social Media Standard

MNA Health Canada Advertising Compounded Substances

MNA Dispensing Standard

MNA Intravenous Standard (if certified to practice)

MNA Continuing Education Policy

MNA Record Keeping Standard

MNA Therapeutic Boundaries Standard

MNA Informed Consent Standard

MNA Billing & Fees Standard

[Manitoba Naturopathic Association Act](#)

[Manitoba Naturopathic Association Regulations](#)

[Personal Health Information Act](#)

[Manitoba Ombudsman Privacy Breach Resources](#)

Final Registration Steps

[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 in advance of registration.** 5 CE hours provided.

Insurance: All members must have a minimum of \$2-million coverage. IV Therapy registrants must have at least \$3-million coverage. Proof of insurance with the coverage amount must be emailed to the MNA. Please only email the first page of the policy that confirms coverage amounts.

The MNA does not recommend insurance providers.

Registration First Year Dues Payment (\$1300) The MNA will notify you by email of the amount of dues payable. Dues are prorated to the first of the month.

Registration Number: Assigned once all requirements have been met.



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Manitoba Naturopathic Association Board Exam Guidelines

The purpose behind this exam is to determine whether you are able to safely practice Naturopathic Medicine. The exam consists of a combination of questions which the EXAMINER will ask and a variety of practical skills that the EXAMINEE will be asked to perform. The exam is broken down into three sections. You are required to achieve a grade of 75% in EACH SECTION.

Please bring your own equipment (i.e. stethoscope, otoscope, etc.)

- Applicants opting out of the PHYSICAL MEDICINE AND NATUROPATHIC MANIPULATION EXAM are still required to complete PART I of the PHYSICAL MEDICINE AND NATUROPATHIC MANIPULATION EXAM. The reason is that this section covers standard physical exam testing. By opting out of this clinicians are agreeing NOT to utilize manipulation in their practice:

Examinee Signature: _____

- Applicants opting out of the Acupuncture / Chinese Medicine portion of the exam are agreeing NOT to practice acupuncture.

Examinee Signature: _____

1. Physical Therapy Exam

Clinician may be asked to perform any of the following:

1. Vitals – answer questions regarding abnormal results for BP, HR, RR in adults and children
2. Be able to palpate thyroid and palpate and name all sets of lymph nodes in the neck
3. Be able to perform a chest / lung exam – be able to answer questions regarding abnormal results from auscultation and percussion exams
4. Be able to perform eye exam including use of ophthalmoscope
5. Be able to perform ear exam including use of otoscope

2. Chinese Medicine and Acupuncture **Can be opted out of if not practicing**

Part 1: The first part of the exam will consist of 3 questions regarding contraindications and possible emergency situations that could arise.

Part 2: Consists of 5 TRUE or FALSE questions relating to safety in needling and possible emergency situations

Part 3: EXAMINEE will randomly draw 3 cases from the group of cases and will choose 2/3.

- a. LUNG QI DEFICIENCY
- b. DAMP HEAT IN THE LARGE INTESTINE
- c. STOMACH YIN DEFICIENCY
- d. SPLEEN QI DEFICIENCY
- e. HEART BLOOD DEFICIENCY
- f. DAMP COLD in THE BLADDER
- g. KIDNEY YANG DEFICIENCY
- h. LIVER QI STAGNATION
- i. LIVER YANG RISING

You will be expected to be able to:

- Correctly identify the condition
- Correctly identify the correct POINT GROUPING for that condition.

NOTE: ALL cases will be in multiple choice format for the DIAGNOSIS and POINT SELECTION.



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3. Physical Medicine and Naturopathic Manipulation Exam **Can be opted out of if not practicing**

Clinicians opting out of the Chiropractic component are still required to complete PART 1 of this exam.

Part 1: This section will consist of 13 (12 for those opting out of the *Physical Medicine and Naturopathic Manipulation Exam* questions that will require you to answer questions / perform basic palpation and special orthopedic tests.

1. Be aware of ACUTE medical emergencies that could present as musculoskeletal ailments
2. Be able to perform and describe the following special tests
 - a. Apley scratch test (for internal and external rotation)
 - b. Vertebral artery insufficiency test
 - c. Apprehension test for shoulder dislocation
 - d. Straight leg raise test
 - e. Anterior Drawer Test
 - f. Homans Sign
3. Be able to palpate / locate / identify the following landmarks
 - a. Pes anserinus
 - b. Scaffoid process
 - c. Anterior superior iliac spine (ASIS)
4. Be able to list 3 ABSOLUTE and RELATIVE contraindications to manipulation (general). **Not required if you are opting out of the Chiropractic / Manipulation Exam.**

This section will consist of you being able to demonstrate assessment and setup for either:

Part 2: CERVICAL FIXATION

or

Part 3: LUMBAR FIXATION

You will also be expected to answer questions and demonstrate any special tests that may be employed to ensure patient safety. You will not be asked to perform manipulation but you are expected to be able to describe the set up and thrust vector. EXAMINEE will pick from 2 cards.



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You must be registered with the MNA before commencing the practice of naturopathic medicine in Manitoba.

Applications expire 12 months after submission.

Submit application and supporting documentation by email (preferred) or regular mail (**no couriers/registered mail**)

The Manitoba Naturopathic Association
1661 Portage Ave., Suite 307
Winnipeg, MB R3J 3T7
Or by email: directormna@gmail.com

Personal Information

Registrants must notify the MNA within 30 days of any changes to contact information

First Name: _____ Last Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Date of Birth: _____
 DD MM YYYY

Personal Email: _____

Home Phone: _____ Mobile Phone: _____

Practice Information

Clinic Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Name as you would like it to appear on your MNA certificate of practice:

Dr. _____, ND

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

Initial here: _____



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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.



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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.**



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-
- Application form completed in full and signed**
 - Identification:** Two copies must be submitted with application (one must be current photo I.D.)
 - Fees:** Cheque payable to the Manitoba Naturopathic Association or e-transfer to mnapayments@gmail.com

Application Fee	\$350
Jurisprudence Fee	\$150
Board Exam	<u>\$100</u>
Total	\$600

And if applicable Board Exam Electives: Manipulation **\$50**
Acupuncture **\$50**

- Record Checks :**
 1. Criminal Record Check with Vulnerable Sector Search
 2. Child Abuse Registry Check or provincial equivalent if available
- CPR Certification** (copy may be included with application)

One of the following must be sent directly from the College:

- Naturopathic College Official Transcripts** Sent directly from College (**CNME Accredited**), **OR**
 Certification of successful completion (substantially equivalent) of the College of Naturopaths of Ontario's Prior Learning Assessment and Recognition (PLAR) Sent directly from CONO
- NPLEX Part 1 and II Official Results or CONO Entry to Practice Exam (sent directly from NABNE/CONO)**

The following may be submitted after you submit the application form:

- Proof of Certifications**
- PHIA Training Program** (must be completed within the first three months of registration)

Declaration

By signing this application form, I declare that the information provided in this application and supporting documentation is true, correct and complete. I agree to practice according to the Manitoba Naturopathic Act and any regulations enacted pursuant thereto, the Regulation, Standards of Practice and Code of Ethical Conduct of the Association.

Graduates of a program in naturopathy cannot use the Doctor title or any variation of the Naturopath or Naturopathic Doctor designation before becoming registered with the MNA. "Naturopathic Doctor" is not an academic credential. I am aware that completing a doctorate in naturopathy, does not entitle me to use the ND designation.

Similarly, I understand that graduates may not use the ND title followed by "candidate," "provisional" (e.g., ND CAND) to signal their intentions to become registered.

Name: _____ Date Signed: _____

Signature: _____