



MANITOBA NATUROPATHIC ASSOCIATION **NEW GRADUATE APPLICATION PACKAGE**

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.

- Application Fees:** With your completed application, please include a cheque payable to the Manitoba Naturopathic Association for fees 1, 2 and 3 below:
 - Application Fee **\$350**
 - Jurisprudence Fee **\$150**
 - Oral Exam Fees: **\$50** Per Exam Manipulation and/or Acupuncture if practicing
- Annual Registration Dues** **\$1500.00.** 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.
- Record Checks:**
 - Criminal Record Check with a Vulnerable Sector Search
 - Child Abuse Registry Check (or provincial equivalent)Conducted by the jurisdiction you have resided most recently. Sealed results to be forwarded to the MNA. Please contact your local police or RCMP detachment directly.
- Transcripts:** from the naturopathic college you have graduated from. The college must be an accredited institute, or must be a candidate for accreditation and must meet the criteria for eligibility to write the NPLEX exam. Please ask that the transcript be sent directly to the Manitoba Naturopathic Association.
- NPLEX I and II:** Passing scores for both basic science and clinical exams. The transcripts must be mailed directly from NABNE to the Manitoba Naturopathic Association
Note: Minor surgery and pharmacology are elective examinations and not currently within the scope of practice in Manitoba. You may choose to write these examinations but they are not required for registration in Manitoba. The NPLEX Acupuncture elective must be passed if you plan to practice acupuncture in Manitoba. The MNA will accept the **CONO ETP Exams**. Results must be provided before your Manitoba exams will be scheduled.
- IV Therapy Applicants:** must provide proof of successful completion of a minimum 24-hour course approved by the Board. Please see the *Continuing Education Policy* for details. 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
- Emergency Medicine:** Applicants planning to practice advanced IV certifications must complete the *Emergency Medicine for IV Certification* to be completed every three years. Proof of certification 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.
- CPR:** Applicants are required to have *CPR Level C for Health Care Providers with AED* from an in-person accredited program: St. John's Ambulance, Canadian Red Cross etc.
- 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>
- Insurance:** Proof of professional liability insurance coverage; \$2-million dollars and \$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 (45 for IV applicants) multiple-choice and true or false
- **Time limit:** up to three 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 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://86c037a4-88bc-43e3-94e4-ff299774bbcf.filesusr.com/ugd/1f8554_5249352003fa435c9e30f83687611ae1.pdf

Manitoba Naturopathic Association Regulations:

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).

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 DEFIECIENCY
- h. LIVER QI STAGNATION
- i. LIVER YANG RISING

You will be expected to be able to:

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

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

(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 CHIROPRACTIC / MANIPULATION EXAM.**

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

2. CERVICAL FIXATION
- or
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.

**MANITOBA NATUROPATHIC ASSOCIATION (MNA)
NEW GRADUATE APPLICATION FOR REGISTRATION**

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

Please complete this application and mail to **(no couriers/no email)**
The Manitoba Naturopathic Association
971 Corydon Avenue, PO Box 434
Winnipeg, MB R3M 0Y0

***PERSONAL INFORMATION: Registrants must notify the MNA within 30 days of any changes to contact information**

First Name(s): _____ Last Name(s): _____
Address: _____ City: _____
Province: _____ Postal Code: _____ Date of Birth: ____/____/____
Email: _____ (dd) (mm) (yyyy)
Home Phone: _____ Cell: _____

Languages I can use in my practice: _____
Name as you would like it to appear on your MNA certificate: Dr. _____, ND

***PRIMARY PRACTICE: (if available at time of application)**

Practice name (if applicable): _____
Address: _____ City: _____
Province: _____ Postal Code: _____ Business Phone: _____
Email: _____

REGISTRATION REQUIREMENTS:

1. **Identification**-Two copies must be submitted with application (one must be current photo I.D.)
 2. **Fees:** Fees may be paid with one cheque payable to the *Manitoba Naturopathic Association*
 1. Application Fee: \$350
 2. Jurisprudence Exam Fee \$150
 3. Manipulation Exam Fee (if practicing) \$50
 4. Acupuncture Exam Fee (if practicing) \$50

After Confirmation of Registration Submit:

 5. Annual Registration Fees: **\$1500** prorated to the first of the registration month with two payment instalments. (November/May) The office will inform you of exact fees after the practical exam is passed and proof of insurance is submitted.
 3. **Record Checks:** 1. **Criminal Record Check with Vulnerable Sector Search**
2. **Child Abuse Registry Check or provincial equivalent**
 4. **Naturopathic College Official Transcripts (CNME Accredited)**
 5. **NPLEX Part 1 and II Official Results CONO ETP Exams**
 6. **CPR Certification** (see page 2)
 7. **Liability Insurance:** Proof coverage must be provided upon passing examinations
Registrants must have professional liability insurance that adequately covers all clinics, the registrant and staff.
Members must have \$2-million coverage. I.V. Therapy registrants must have at least \$3-million coverage.
- I currently have insurance coverage through _____; Policy #: _____
 I do not have insurance coverage yet.

I understand that I must always have liability insurance coverage (for each clinic) while registered. I will be required to submit proof of insurance before my registration number will be issued. _____ (initial)

EDUCATION INFORMATION: (please list all degrees/diplomas to date, use a separate sheet if required)

Degree/Diploma	Year	Institution	Location

EDUCATION/FIRST AID REQUIREMENTS:

1. CPR:

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

- I have included proof of CPR Level C for Health Care Providers with AED with my application
- I will send proof of CPR Level C for Health Care Providers with AED at a later date

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). <https://trainingtodo.com/mbhealth/secure/phia-for-individuals.asp>

- I agree to complete the PHIA Online Training Program within three months of my registration and will submit proof of completion to the MNA Signed: _____ Date: _____

3. IV THERAPY REGISTRANTS:

Applicants planning to practice IV Therapy in Manitoba must provide proof of successful completion of a minimum 24-hour course approved by the Board. Please see the *Continuing Education Policy* for details. 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; Please notify the MNA if you plan to practice IV Therapy and we will send you more information regarding certification.

- I plan to practice IV Therapy when I am licensed to practice Naturopathic Medicine in Manitoba
- I do not plan to practice IV Therapy when I am licensed to practice Naturopathic Medicine in Manitoba (should you wish to practice at a future date please notify the Manitoba Naturopathic Association)

4. EMERGENCY MEDICINE FOR IV CERTIFICATION:

Applicants planning to practice advanced IV certifications must complete the *Emergency Medicine for IV Certification* every three years. 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.

- 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 at a later date

5. OZONE/OXIDATIVE THERAPY REGISTRANTS:

Applicants planning to practice ozone/oxidative therapies must provide proof of certification. Please review the *Continuing Education Policy* for details.

- I plan to practice Ozone/Oxidative therapies when I am licensed to practice Naturopathic Medicine in Manitoba
- I do not plan to practice Ozone/Oxidative therapies when I am licensed to practice Naturopathic Medicine in Manitoba (should you wish to practice at a future date please notify the Manitoba Naturopathic Association)

6. PROLOTHERAPY REGISTRANTS:

Applicants planning to practice Prolotherapy must provide proof of certification. Please review the *Continuing Education Policy* for details.

- I plan to practice Prolotherapy when I am licensed to practice Naturopathic Medicine in Manitoba
- I do not plan to practice Prolotherapy when I am licensed to practice Naturopathic Medicine in Manitoba (should you wish to practice at a future date please notify the Manitoba Naturopathic Association)

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.**

DECLARATION:

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

Signature _____

Date _____