

Nursing Licensure Reimbursement - Information for Manitoba Nurses

Manitoba nurses employed by any Employer listed in Appendix D of the MNU Collective Agreement, including those who hold casual status or a term position, and who are on the payroll as of December 1, 2022, are eligible for reimbursement of fees paid to maintain their nursing licensure and CNPS core service liability insurance for the 2023 licensure year.

Once payment of licensure and core service liability insurance has been made in full by the nurse to the governing body, the nurse can complete the attached Expense Claim Form. Instructions for completing the form are below.

Fees eligible for reimbursement do not include any supplemental insurance, or additional costs such as Criminal Record Checks (including Vulnerable Sector Search), Child Abuse Registry Checks, Adult Abuse Registry Checks, etc.

Note: Nurses who pay for their licensure in monthly or quarterly installments must wait to claim reimbursement once the payment has been made in full.

Expense Claim Form Instructions:

Expense Claim Forms are available at <https://home.sharedhealthmb.ca/operations/finance/>. Forms can either be printed and submitted in-person, or via email.

Complete all fields in the top section of the form, including the signature fields. Once complete, submit the form along with your proof of payment (i.e., invoice/receipt), to your manager for authorization. Please note, for nurses employed by more than one Employer, the expense claim form should only be completed and submitted once, to one of the Employers.

Claim Forms for the 2023/2024 fiscal year must be submitted no later than March 31, 2023. Any reimbursement claims received after that date will be processed in the normal cue of payments and may be delayed.

Reimbursement will be made by direct deposit through your regular accounts payable processes.

The maximum amounts eligible for reimbursement are below. Please note that if a nurse has membership with the Association of Regulated Nurses of Manitoba (ARNM), this membership includes the CNPS Liability Insurance. By providing proof of payment for membership with ARNM, the nurse is eligible only for the amount paid for the CNPS Liability as outlined below.

Category	College	CNPS Liability	Subtotal	GST	Total
RN	\$ 486.47	\$88.00	\$ 574.47	\$ 28.72	\$ 603.19
RN(NP)	\$ 747.00	\$179.50	\$ 926.50	\$ 46.33	\$ 972.83
LPN	\$ 470.00	\$181.25*	\$ 651.25	\$ 32.56	\$ 683.81
RPN	\$ 594.00	\$92.25	\$ 686.25	\$ 34.31	\$ 720.56

*NOTE: LPN's do not require CNPS Liability, however if they have opted to pay for the core liability, it is to be reimbursed as per the amounts above.

If you have questions about the reimbursement process, contact your manager.