

Job Aid: **Internationally Educated Nurse (IEN) Request for Academic Allowance for Baccalaureate Degree**

Facility: **All Southern Health-Santé Sud (SH-SS) Facilities & Programs**

Unit:

Target Audience: **Managers, Human Resources (HR)**

Created by:

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Purpose	To provide guidance to managers and HR when determining if an IEN meets qualifications for academic allowance (AA) for a Baccalaureate Degree as outlined in MNU Collective Agreement (CA).
Definition	<p>Academic Allowance-As defined in MNU CA, Appendix B</p> <p>Internationally Educated Nurse (IEN)-Nurses education outside of Canada</p> <p>National Nursing Assessment Service (NNAS)- A service that helps IENs register as nurses in Canada. It is a recognized assessment in Manitoba.</p> <p>International Qualifications Assessment Service (IQAS)- An Alberta government service that compares educational credentials from other countries to Canadian educational standards. It is a recognized assessment in Manitoba.</p> <p>World Education Services (WES)- A non-profit organization that evaluates international academic credentials for immigration, education, and employment purposes. It is <u>not</u> a recognized assessment in SH-SS.</p> <p>College of Registered Nurses of MB (CRNM)-Manitoba's registered nursing (RN) regulator ensuring that all registered nurses (RNs) and nurse practitioners (NPs) are qualified to provide safe, ethical care.</p>
Background	<p>There is a provincial process to follow for an IEN requesting to receive an AA for a Baccalaureate Degree.</p> <p>There are two different pathways for nurses to register as RNs in Canada: the direct pathway and the endorsed pathway. IENS registering directly in Manitoba are required to provide a NNAS to CRNM as part of registration process. If an IEN has registered as a RN through the College of Nurses of Ontario (CNO) or other province that does not require an assessment of nursing skill or nursing competency for IENs and then registered with CRNM by the endorsed pathway for Canadian nurses (which does not require an assessment of nursing skill), they will likely not have an NNAS or IQAS to provide for assessment.</p> <p>Assessments from WES are <u>not</u> recognized in SH-SS.</p>

	An IEN without assessment is able to pursue this on their own (information available on CRNM website or via internet search) and submit in order to formally request AA in SH-SS. The IEN is responsible for the cost associated with assessment.
Required Materials	NNAS or IQAS

The Process:

Step	1) Determine if IEN is eligible for AA.
1.1	The IEN provides their NNAS or IQAS assessment to their Manager.
1.2	Manager provides IEN NNAS or IQAS to SH-SS HR Recruitment for new hires or SH-SS LR for current hired employees.
1.3	SH-SS HR/LR reviews the NNAS or IQAS to determine if the IEN meets the provincially determined criteria to receive AA.
1.4	SH-SS HR/LR responds to manager with results of review.
Step	2) Communicate to IEN if eligible/ineligible for AA.
2.1	Manager verbally responds to IEN to communicate that they will receive or <u>not</u> receive AA.
2.2	Manager provides IEN with follow up written communication and places a copy in IEN personnel file: <ul style="list-style-type: none"> ➤ New employees <ul style="list-style-type: none"> ○ Eligible-Language about AA included in letter of offer (LOO) ○ Ineligible-Language about AA is <u>not</u> included in LOO ➤ Existing employees-A letter is provided with language that they will receive or <u>not</u> receive AA.
Step	3) Next steps for Manager to process AA payment.
3.1	Manager completes SH-SS Payroll Advice Form (PAF) requesting AA for IEN and submits to SH-SS Payroll.