College of Physiotherapists of Manitoba

Guide for Requesting Licensure and a Student Placement in Manitoba for International Students of Physiotherapy.

The College of Physiotherapists of Manitoba (CPM) requires all international physiotherapy students to be registered with CPM on the student register prior to commencing a clinical placement in Manitoba. This guide outlines the procedures to be undertaken by the international student and involved parties, in order to be licensed to practice as a student in Manitoba.

WHO IS INVOLVED?

- The ***international physical therapy student*** who is requesting a clinical placement.
- The ***home university*** where the international student is registered.
- The ***College of Physiotherapists of Manitoba (CPM)*** arranges student registration in Manitoba.
- The ***Academic Coordinator of Clinical Education (ACCE)*** at the University of Manitoba, College of Rehabilitation Sciences, Department of Physical Therapy who provides assistance in finding an appropriate clinical placement site.
- The ***National Association for Clinical Education in Physiotherapy (NACEP)***.
- ***Immigration Canada*** or the international student's local ***Canadian Embassy, Consulate or High Commission*** to arrange entrance into Canada.
- The ***clinical site*** or facility offering the clinical placement.

Special Points:

- The registration process can take a minimum of 1 year to complete.
- International students **must** coordinate the clinical placement with the University of Manitoba.
- The process to contact potential clinical placement sites may be initiated at any time, but confirmation of the placement cannot occur until all other requirements of this policy have been met.
- Undertaking a clinical placement in Canada does not guarantee licensure in Canada once the international student graduates.

Procedure:

STEP 1: Submission of a formal clinical placement request to the ACCE

The international student, or student's home university, will contact the ACCE at the University of Manitoba to request a clinical placement in Manitoba. After receiving a request, the ACCE will:

- Contact NACEP partners to determine whether a similar request has been made by the international student elsewhere in Canada.
- Refer the international student or their home university to the NACEP website for further information.
- Communicate with the international student and/or their home university to determine the timing and type of clinical placement being requested. The ACCE will take into account the timing and type of clinical placements required for University of Manitoba students, which take precedence over international student clinical placements. Contact CPM with details regarding the planned clinical placement.

STEP 2: Determination of Canadian entrance requirements

The international student will contact the Canadian Embassy, Consulate or High Commission, at least 6 months to 1 year in advance of clinical placement, in order to determine the appropriate documentation needed to enter Canada for the clinical placement.

STEP 3: Application to CPM for student licensure

The international student will contact CPM at least 6 months before commencing clinical placement in order to apply for student registration.

The international student will be required to provide CPM with the following:

- Evidence of English proficiency if their physiotherapy academic program is not in English.
- A letter from the student's university verifying that the applicant is a student of that university and that the applicant has successfully completed all coursework to date and is ready to undertake the clinical placement being requested.
- A current Criminal Record Check with Vulnerable Sector Search. The application date must be within six (6) months prior to the date of applying to CPM.
- An address, telephone and fax number, and e-mail address at which the applicant can be contacted throughout the processing period.
- A completed registration form and the registration fee.

Possible outcomes:

Once all the documentation is received and reviewed, the ACCE and the international student will be notified by the CPM Registrar that:

A. The applicant's program of studies is deemed to be not substantially different from a Canadian university entry level physiotherapy program and communication between the student and the prospective clinical placement site may begin. In making this decision,

CPM will refer to information from the Canadian Alliance of Physiotherapy Regulator's (CAPR) website about the applicant's physiotherapy education program.

B. The applicant's program of studies is deemed to be substantially different from a Canadian university entry level physiotherapy program. The applicant (and the ACCE) is notified, and the file is closed.

STEP 4: Submission of a clinical placement request to a clinical site

Once the international student is eligible for registration with CPM, the student will submit, in writing, a request for clinical placement to the appropriate facility.

The time required to arrange a clinical placement with a particular clinical site will take a minimum of **3 months**. It is the responsibility of the international student to determine the internal requirements which must be fulfilled in order to complete a clinical placement at the facility. Some internal requirements may include, but are not limited to:

- A signed "letter of agreement" between the facility and the international student's home university.
- Medical clearance.
- Immunization records.
- Liability insurance.
- Health insurance.
- Cardiopulmonary Resuscitation (CPR) certification.
- Evidence of Workers Compensation Board (WCB) coverage.

The facility has the right to cancel the clinical placement if the international student does not meet the facility's internal requirements prior to clinical placement start date.

Step 5: Responsibilities of the facility/supervising physiotherapist

The supervising physiotherapist will confirm with the student and the CPM that the student has a license to practice in Manitoba prior to commencement of the student placement.