



**EDNA
EDWARDS
SCHOOL**
Nursing

BACHELOR OF NURSING PRE-ADMISSION PROGRAM GUIDE

Information for Licensed Practical Nurses Considering the
Post-LPN Bachelor of Nursing Program



**Assiniboine
College**

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INTRODUCING ASSINIBOINE'S BACHELOR OF NURSING

The Post-LPN Bachelor of Nursing (BN) is a unique bridging program in Manitoba for experienced Licensed Practical Nurses who are ready to take the next step in their professional journey.

The program provides a flexible pathway to earn a degree while continuing to contribute to Manitoba's health care as a working Licensed Practical Nurse. Courses are offered on a part-time basis, primarily through online learning, with key lab-based learning opportunities scheduled in different parts of Manitoba to support access for rural and remote communities.

WHY PURSUE A BACHELOR OF NURSING?

Choosing to pursue a degree is about more than earning another credential. It is an opportunity to expand your professional practice, broaden your career opportunities, and prepare for the evolving responsibilities of Registered Nurse role.

A BN may open the door to opportunities such as:

- Expanding your scope of nursing practice and professional responsibilities;
- Pursuing nursing roles in a broader range of clinical, community, leadership, and specialized practice settings;
- Contributing to quality improvement, health system innovation, and evidence-informed practice;
- Pursuing graduate education and continued professional development; and
- Continuing to grow as a nursing professional throughout your career.

IS THIS PROGRAM RIGHT FOR YOU?

This program may be right for you if you:

- Are interested in expanding your professional opportunities and career options;
- Enjoy learning and are ready to embrace new professional challenges;
- Value lifelong learning and continued professional growth;
- Are ready for, and committed to, meeting the challenges of online learning in a rigorous academic program;
- Are prepared to attend in-person laboratory learning experiences at one of Assiniboine's community sites or permanent campuses and in-person clinical placements;
- Are prepared to balance the demands of part-time study with your professional and personal responsibilities.

PROGRAM AT A GLANCE

Program Length	Five Academic Years (Part-Time)
Terms	Fall (September-December), Winter (January-April), Spring/Summer (May-August)
Course Format Synchronous Online In-Person	 Fourteen theory courses, offered throughout the year One lab course: RN Foundations & Readiness Lab Five clinicals (Maternity/Newborn, Surgery, Medicine, Mental Health, Pediatric) One 120-hour Community Practicum One 450-hour Senior Practicum
Standard Course Load	Fall Term – 2 Courses Winter Term – 2 Courses Spring/Summer Term – 1 Course Note: partial course load is possible

ATTENDING SYNCHRONOUS ONLINE CLASSES

Theory courses are attended virtually through synchronous online classes scheduled each week. Classes may include lectures, discussions, case studies, small-group activities, and other interactive learning experiences. Active participation, including online discussions and collaborative activities, is expected.

You should anticipate four hours of scheduled synchronous online class time per course each week, depending on the course. The total weekly time commitment will vary by course, however you should plan for additional time for completing necessary readings and assignments, studying, group work, and exam preparation.

You are required to have regular access to a reliable high-speed internet connection and a personal laptop or desktop computer that meets the College's current technology requirements. Information about minimum hardware, software, and technical specifications is available on the College's Technology Requirements webpage at assiniboine.net/byod.

ATTENDING IN-PERSON CLASSES/PRACTICUM

Although all of the BN theory classes are delivered online, several learning experiences require students to attend in person.

The RN Foundations & Readiness Lab is delivered in-person and provides opportunities to integrate theory, simulation, and clinical reasoning in preparation for Registered Nurse practice. The course

includes laboratory learning, simulation, and competency-based learning activities that cannot be completed remotely.

Laboratory learning experiences will be offered at Assiniboine College community sites or permanent campuses in Brandon, Winnipeg, Portage la Prairie, and Dauphin. The scheduled locations will depend on student enrolment and consideration for rural students.

Practicum/clinical learning experiences are completed in person at approved health-care facilities and community agencies. Practicum/clinical learning experiences may include day, evening, night, weekday, and weekend shifts, depending on course requirements and clinical agency scheduling. You should anticipate adjusting your employment schedule during clinical practicum courses, particularly during the 450-hour Senior Practicum.

Clinical placements are assigned by the Edna Edwards School of Nursing. The Edna Edwards School will make every reasonable effort to arrange clinical placements as close to students' home communities as possible while ensuring students achieve the required course learning outcomes and CRNM entry-level competencies. However, travel may be required. Transportation and any associated travel, accommodation, parking, and related expenditures are a student expense.

PROGRAM PLAN AND PROGRESSION

The program can be completed over five academic years. To complete the program over five years, you need to register and complete the full course load each term.

You may take fewer courses at a time, however you are required to complete the program within seven (7) years of admission. All students taking more than one consecutive term off will require an academic plan authorized by the program Chair. This ensures that currency of knowledge, skills, and clinical competencies and supports the student's ability to meet the current educational and practice requirements expected for entry to nursing practice and registration with the CRNM.

Progression through the curriculum is determined by course prerequisite and co-requisite requirements, and academic standing. For detailed course information including descriptions, visit assiniboine.net/BN.

PROGRAM COSTS

In addition to tuition and mandatory College fees that are charged at the time of each course registration, you should budget for textbooks, learning resources, required equipment, clinical requirements, and travel associated with laboratory and clinical learning experiences.

You may already own some required clinical equipment, such as shoes, a stethoscope, and a watch. You will wear the Edna Edwards School uniform when in the nursing lab and on clinical practicums.

For estimated course and supply costs visit assiniboine.net/BN.

FINANCIAL ASSISTANCE

Financial assistance options may be available to students. Because funding programs and eligibility requirements vary, prospective students are encouraged to contact the College's Financial Aid Office by email at awards@assiniboine.net to discuss options available for their individual circumstances.

Students may also be eligible for scholarships, bursaries, and awards offered by professional nursing organizations, employers, health-care organizations, and community foundations.

PREPARING YOUR APPLICATION

Pursuing a degree is an important professional and personal commitment. This section will help you prepare for the application process.

Learn More About the Program

Before submitting an application, prospective students are encouraged to:

- Review the Bachelor of Nursing webpage on the Assiniboine website, including Frequently Asked Questions (FAQ);
- Attend a program information session;
- Review and complete the attached application checklist.

ADMISSION REQUIREMENTS

Applicants must meet all the following minimum requirements at the time of application:

1. Professional Registration

- Hold current, active registration as a Licensed Practical Nurse (LPN) in good standing with the CLPNM

2. Current Employment in Nursing

- Be currently employed in a nursing role at the time of application
- Have a minimum of four thousand hours of nursing practice experience as a Licensed Practical Nurse and provide verification by submitting the required **Verification of LPN Employment** form.

3. Academic Preparation

- Have successfully completed a Practical Nursing diploma program from a recognized institution in Manitoba; graduates from outside of Manitoba must meet the requirements of the CLPNM to be considered.

Note: Applicants whose entry-to-practice credential is a certificate in Practical Nursing are not eligible for admission.

4. Professional Standing and Fitness to Practice

- Have no current restrictions on nursing practice; and
- Provide a declaration of fitness to practice by submitting the **Fitness to Practice Declaration** form.

5. Writing your Letter of intent

Your Letter of Intent is an opportunity to explain why you want to become a Registered Nurse (RN), what you have learned through practical nursing, and how you are preparing for degree-level study. Write in your own voice and use specific examples where helpful.

What to address

1. Motivation and understanding: How have your experiences as an LPN and your understanding of the RN scope of practice and responsibilities influenced your decision to pursue the BN program?
2. Reflection on nursing experience: Describe one or two relevant experiences that shaped your approach to patient care, teamwork, advocacy, or professional growth, and explain how advancing to RN practice will support your professional goals. Protect patient confidentiality.
3. Readiness and commitment to completing program: How will you approach academic study, critical thinking, feedback and the demands of combining coursework, clinical learning and other commitments?
4. Contributions and aspirations: How do you hope to contribute to nursing, your workplace or communities? You may discuss rural, northern, remote or Indigenous health interests if relevant to your goals.

Writing tips

Organize your statement into an introduction, focused paragraphs and a short conclusion. Be specific, reflective and professional rather than simply listing your résumé. There is no single “right” career story. Ensure the content represents your own experiences and views.

The length should be two to three pages. Applicants should use an easy-to-read 11- or 12-point font, standard margins, and submit a Word or PDF document.

Before you submit your letter of intent

- ☐ I have explained why I want to become an RN and what I hope to achieve.

- ☐ I have shown an understanding of the transition from LPN to RN practice.
- ☐ I have included meaningful examples and reflected on what I learned.
- ☐ I have addressed my readiness for degree-level academic and clinical learning.
- ☐ I have used clear paragraphs and checked spelling, grammar and readability.
- ☐ I have protected patient and workplace confidentiality.
- ☐ I have checked the current admissions instructions for length, format, deadline and submission method.

Important: The Letter of Intent supports the admissions process. It does not replace admission requirements or grant credit for RN-level theory or clinical learning.

Questions on admission requirements can be directed to admissions@assiniboine.net.

This is a competitive selection program. Priority will be given to:

- Manitoba residents
- LPNs working in rural and remote communities
- Provincial workforce priorities
- Applicant preparation for, and commitment to, program completion.

IS THIS THE RIGHT TIME TO APPLY?

Before submitting an application, you are encouraged to consider whether you are well prepared to:

- Learn in an online format and use the technology required to participate fully;
- Travel for laboratory and clinical practice experiences when required;
- Commit the time required for success in a rigorous, part-time program; and
- Balance the academic demands of the program with professional, personal, and family responsibilities.

SUPPORTING YOUR SUCCESS

Assiniboine is committed to supporting students throughout their educational journey. From the application process through graduation, students have access to a wide range of academic, personal, financial, and wellness supports designed to promote student success.

Navigating the transition to the Bachelor of Nursing

Assiniboine's many Student Success Advisors help students develop program plans, understand program requirements, and make informed decisions regarding course progression throughout the BN Program.

In-person support is available in three campus locations, and virtual advising is available across the province.

The Academic Chair of the program is available to meet with prospective and active students on questions related to the successful professional transition for nurses.

Student Success Services for BN Students

After admission to the program, BN students across the province have access to a variety of services designed to promote academic success and personal well-being, including:

- Personal Support and Academic Advising
- Accessibility Services
- Library Services including tutoring through the Learning Curve
- Indigenous Student Services
- Student Wellness Services
- Technology Support

Contact information and links to College services are available on the Assiniboine website, visit [Department Directory](#) for more information.

I STILL HAVE QUESTIONS. WHO CAN I CONTACT?

Undertaking a professional degree is an important decision, and you may have questions that are unique to your circumstances. Visit the [program information session page](#) to find the complete online information session schedule.

Alternatively, the Admissions Advisor, the Student Success Advisor, or the Academic Chair may be the right person to answer your questions. Contact nursing@assiniboine.net to determine your next steps.

FREQUENTLY ASKED QUESTIONS (FAQS)

Please visit assiniboine.net/BN for more frequently asked questions.

APPLICATION CHECKLIST

Use this checklist to prepare your application. Eligibility requirements below reflect the current pre-admission guide. Check the published application instructions for required supporting documents, submission method and deadlines before applying.

Assemble your application information and evidence:

- ☐ Complete the [online](#) College application form and pay the application fee.
- ☐ Order official transcripts to be sent directly by each institution, Assiniboine practical nursing graduates do not need to submit their Assiniboine transcript.
- ☐ Submit a completed employer verification form, confirming your LPN practice hours and current employment. Include both Part 1, completed by you and Part 2, completed by your employer. The employer address and your home address inform the selection process.
- ☐ Complete the fitness-to-practice declaration form including your CLPMN registration details.
- ☐ Submit your letter of intent after reading the letter of intent guide.

Final review:

- ☐ I understand this is a competitive admission process and meeting minimum requirements does not guarantee a place.
- ☐ I have considered synchronous online classes, reliable internet and appropriate computer access.
- ☐ I can plan for required in-person laboratory sessions and clinical placements, including possible travel and related costs.
- ☐ I have considered how I will manage employment, family commitments and intensive clinical periods, including the senior practicum.
- ☐ I have reviewed the expected five-year part-time pathway and seven-year maximum completion period.
- ☐ I have checked the official deadline, application portal, payment instructions and document submission rules.
- ☐ All information is accurate, complete, and consistent across the application and attachments.
- ☐ I have saved copies of my submission and any confirmation or receipt.
- ☐ I know how to contact Admissions if clarification or an accommodation is needed: admissions@assiniboine.net.