

**Policy name:** Confirmation of Membership in Colleges

**Policy category and number:** Registration

**Developed by:** Registration Committee

**Approval by Council:** NLCHP Council

**Date:** January 22, 2013

**Overview of policy:** The *Health Professions Act* (HPA) section 28.4 requires that a person who is registered by the Council shall be a member of their respective discipline specific Colleges. The Newfoundland and Labrador Council of Health Professionals (Council) will require individuals applying for registration/renewal of registration to provide documentation of current membership. Council during its registration/renewal of registration may also collect membership dues for registrants who are not current members of their respective Colleges.

**Policy:** Council requires registrants to provide documentation acceptable to the Registration Committee of current membership in their specific College.

Membership dues collected by the Council will be forwarded on behalf of the registrant to the Chair of the respective College

**Procedure:** 1) Applicants must provide Council with documentation regarding current membership in their respective College. For registrants who hold current membership in their respective Colleges the Council will accept the following as confirmation of membership

1.1 A certified copy of a current membership card.

- 1.2 A faxed document from the College indicating current membership.
- 1.3 A PDF with an e-mail attachment from the College indicating current membership.
- 1.4 A PDF or faxed list containing the names of current members forwarded from the College to the Council.
2. Council will deposit in a separate bank account dues collected on behalf of the Colleges for membership in the College.
3. Council will receipt on behalf of the College dues collected on their behalf during the registration/renewal of registration process
4. Council will forward the membership dues along with the name, mailing address, e-mail address and the registrants ID number to the respective College Chair for dues collected during the registration process.

**References:** *Health Professions Act*

**Policy History:** Original Policy July 26, 2012

**Revised:** April 22, 2013