

Policy name: Registration Process and Timelines

Policy category and number: Registration

Developed by: Registration Committee

Approval by Council: NLCHP Council Meeting

Date: November 6, 2014

Overview of policy:

The *Health Professions Act* (HPA) section 19 identifies the Newfoundland and Labrador Council of Health Professionals (Council) responsibility with respect to registration of health professionals designated in the Schedule under the HPA. Council establishes in policy the registration process and timelines for the notification to health professionals regarding the registration requirements, registration process, timelines for submission of initial applications and yearly renewal of registration.

Council is a public body that must comply with the objectives and principles of the *Access to Information and Protection of Privacy Act* (ATIPPA). The information collected as part of the registration process is for Council use only and will be utilized for several purposes inclusive of registration, renewal, and discipline and quality assurance. Section 15 establishes the Council's authority to set fees in the amount sufficient to discharge the duties under the HPA.

In addition to the mandatory legislative requirements for registration within a jurisdiction, regulatory bodies from time to time set additional education requirements for initial registrations such as mandatory jurisprudence education. The goal of such education is to ensure that registrants are aware of the specific legislations/provincial standards etc. with respect to their particular health profession.

Colleges have identified that the NLCHP Jurisprudence Education for their profession as well as the Newfoundland and Labrador Personal Health Information Act (PHIA) education

are mandatory education requirements for registration with the NLCHP.

Policy:

Council collaborates with the respective discipline specific Colleges and employers to inform health professionals who will be impacted by the registration requirement of the HPA.

Registration information including registration and renewal forms, application deadlines and information on how to complete an application for registration will be posted on the Council's web site www.nlchp.ca.

Applicants for initial registration will be required to provide documentation to indicate completion of the on-line NLCHP Jurisprudence Education for their specific health profession and the on-line Newfoundland and Labrador Personal Health Information Act (PHIA) education courses. There are two courses associated with PHIA: (a) Custodian-Direct Contact with Personal Health Information and (b) Direct Contact with Personal Health Information. The Certificate of Achievement indicating completion of these on-line courses must be dated within 90 days prior to receipt of the individuals application form.

Applicants may apply at any time throughout the applicable registration year for registration, however, renewal of registrations will occur on the established renewal date for the specific health profession.

Registrants will be notified 60 days in advance of the expiration of their registration.

The registration deadline is 30 days prior to the expiry of the discipline registration year requested.

Applications for renewal of registration received after the application deadline will be subject to a late payment fee.

Section 18 of the HPA stipulates that applicants who fail to renew their registration prior to the expiration of their current registration are not permitted to practice upon expiration of their registration.

Procedure:

1. Council will establish and maintain an up to date registration section on the web site www.nlchp.ca .
2. Registration information and forms will be maintained on the web site www.nlchp.ca.
3. Renewal of registration packages will be distributed via email 60 days in advance of the registration year set for the health profession.
4. Application deadline for renewal of registration is 30 days before the beginning of the registration year. Applications received after this date will be subject to a late penalty fee as established by the Finance Committee and specified on the registration form.
5. Individuals applying for initial registration will be required to complete the on-line NLCHP Jurisprudence Education for their health profession and the on-line Newfoundland and Labrador Personal Health Information Act (PHIA) education courses: (a) Custodian-Direct Contact with Personal health Information and (b) Direct Contact with Personal Health Information, within 90 days prior to receipt of their initial registration application.

References:

Health Professions Act

ATIPPA

Policy History:

original policy

Date July 26, 2012

Revised date:

Nov 6, 2014

Associated Policies:

Renewal of Registration