

Policy name: Documentation Letter of Good Standing
Policy category and number: Registration
Developed by: Registration Committee
Approval by Council: NLCHP Council Meeting
Date: September 11, 2013

Policy overview:

Information verification

The discipline specific regulations as set out in regulations under section 19 (2) of the *Health Professions Act* require that an applicant who has been, or who is currently registered or licensed to practice in another jurisdiction must provide as part of the application process a Letter of Good Standing from each and every jurisdiction that the applicant has been, or is currently registered or licensed to practice. The Newfoundland and Labrador Council of Health Professionals (Council) is a public body who 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.

As a regulatory body, Council may be approached from time to time by the Canadian Institute for Health information (CIHI), federal or provincial government(s), researchers and others for de-identified aggregate data that could be used for workforce planning and research into the demographics of the professions regulated by the NLCHP. The NLCHP must be able to access and verify appropriate registration information.

Policy:

Applications for initial registration will not be processed unless letter(s) from each jurisdiction in which the applicant has been, or is currently registered or licensed has been received by the Registrar for the Council.

Applications for renewal of registration will not be processed unless letter(s) form each jurisdiction in which the applicant is currently

registered or licensed has been received by the Registrar for the Council.

Documents provided will not be returned to the applicant but will be maintained in the applicant's file.

Procedure:

Letters of Good Standing

1. Applicants for initial registration must request Letter(s) of Good Standing from each jurisdiction in which he or she is currently registered (licensed) or has been registered (or licensed) to practice.
2. Applicants for renewal of registration must request Letter(s) of Good Standing from each jurisdiction in which he or she is currently registered (licensed) to practice.
3. Letters of Good Standing must be forwarded by the jurisdiction directly to the
**Registrar
Newfoundland and Labrador Council of Health
Professionals (NLCHP)
209 Blackmarsh Road
St. John's, NL
Canada A1E 1T1**
4. Letters of Good Standing must include confirmation of whether or not the applicant is or has been the subject of investigative or disciplinary proceedings in the jurisdiction, and the particulars of those investigative or disciplinary proceedings.

References:

Health Professions Act and the discipline specific regulations associated with the Act

ATIPPA

Policy History:

original policy July 26, 2012

Revised:

September 11, 2013