

Policy name:	Renewal of Registration Requirements
Policy category and number:	Registration
Developed by:	Registration Committee
Approval by:	Registration Committee
Date:	March 11, 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 and renewal of 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.

The Quality Assurance program of the Council conducts random audits (of 25% of registrants per year) to monitor compliance with continuing education and professional development requirements of membership in the respective discipline specific college.

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.

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.

Policy:

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

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

Registration deadlines will be 30 days in advance of the year in which the renewal of registration is being requested.

Applications for 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 in the province.

Documentation of participation in continuing education and professional development programs required as part of the renewal of an applicant's registration will be confirmed by self-declaration.

Registrants who provide information through the renewal of registration process that has been investigated and deemed to be false, will be subject to review under the discipline process of the HPA.

Registrants who do not wish to renew their registration MUST notify NLCHP to change their registration status from active to inactive status.

Inactive registrants who renew their registration within 12 months of notifying NLCHP of a request to change their registration status and who meet the requirements for registration, will be registered using the registration renewal processes.

Inactive registrants who renew their registration *after* 12 months of notifying NLCHP of a request to change their registration status and who meet the requirements for registration, will be registered using the initial registration processes. The NLCHP will not require resubmission of the following documents: government issued photo identification;

graduation from an approved school of study; proof of completion of a registration exam acceptable to the NLCHP. The NLCHP will waive the initial processing fee for previously registered applicants. Applicants for renewal in this category will require a new criminal records report and vulnerable sector check.

Inactive registrants who fail to notify the NLCHP of a change in status and who at a future date apply for registration, will be considered a new registrant. The NLCHP will not require resubmission of the following documents: government issued photo identification; graduation from an approved school of study; proof of completion of a registration exam acceptable to the NLCHP. Applicants in this category will however require a new criminal records report and vulnerable sector check, and this applicant will be required to pay the initial processing fee.

Procedure:

1. Council will notify registrants via e-mail or where no e-mail address is available, by postal mail 60 days in advance of expiry of their registration.
2. Registrants who will not be renewing their registration MUST notify NLCHP of a change in status requirement utilizing the Change of Status Request form. The NLCHP will make the file inactive noting the date of inactivation in the database.
3. Registration information and forms will be maintained on the web site www.nlchp.ca.
4. Applications received after the deadline will be subject to a late penalty fee as established by the Finance Committee and specified in the renewal application forms.

References:

Health Professions Act

Cross reference NLCHP policy -Registration Process and timelines-May 28, 2013

ATIPPA

Policy History:

original policy

June 25, 2013

Revised:

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