

NLCHP Policy
L2FEE2017

Policy:	NLCHP Fees
Developed by:	NLCHP Finance and Human Resource Committee
Review :	Annually

Overview:

The *Health Professions Act* (HPA) section 15 (1) enables the Newfoundland and Labrador Council of Health Professionals (NLCHP) governing Council to set fees. The amount of the fee(s) should ensure that the NLCHP is able to carry out the duties as outlined under the HPA. Services provided by the NLCHP will incur costs that must be paid by registered members and applicants. Fees associated with the designated health professional Colleges under the HPA are not administered by this policy.

Policy:

The Council establishes fees and reviews its fees on a yearly basis.

Initial processing fees were established by the first governing Council and applied based on the membership of each designated health profession as its regulations came into legislation. An initial processing fee is subsequently applied to each new application.

Applicants requesting registration with two health professions regulated by the NLCHP will not be required to pay two (2) separate registration fees. The registration fee for dual registrants will be set by the governing Council.

Adjustments to registration fees General Status and Non-Practicing Status will be proposed by the Finance and Human Resource Committee as part of the yearly budget approval process of the NLCHP.

In the event that a candidate's registration must be reconsidered or reversed for any reason, the NLCHP registration fees and the College membership fees may not be refunded after the start date of the registration year for which the fees have been paid.

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Applications for initial registration or renewal registration made into the 7th month of the applicable registration year are entitled to a prorated fee amount.

The NLCHP operations is dependent on various administrative, processing and registration timelines. Accordingly it must enforce these timelines to operate efficiently and to accommodate all users. The NLCHP applies administrative and penalty fees where applicable including those fees set for late submissions and duplicate processing.

Where an NLCHP registrant requires additional verification of their registration status beyond the NLCHP Register in the form of a Letter of Good Standing, this request is made through the NLCHP office with a standard form and associated fee.

Outstanding fees must be paid in full before a registration can be approved and posted to the NLCHP Register.

The fee schedule will be posted on the web site: www.nlchp.ca and is updated as required.

Procedure:

1. Council establishes the fee schedule for registration and processing associated with the registration and verification of applications. See *Schedule A* at the end of this policy document.
2. Adjustment to registration fees for General Status and Non-Practicing Status will be proposed by the Finance and Human Resources Committee as part of the yearly budget approval process of the NLCHP.
3. Administrative and penalty fees are set by the NLCHP.
4. Fee categories and schedule will be reviewed on a yearly basis.
5. The NLCHP Fee Schedule will be posted on the web site. www.nlchp.ca

References:

Health Professions Act

Original Policy:

July 26, 2012

Revised:

April 23, 2015

April 3, 2017

Schedule A -Fees

Initial registration processing fee	\$60
Registration fee- general status (single profession)	\$350
Registration fee-general status (Dual professions regulated within the <i>Health Professions Act</i>)	\$525(under review)
Registration fee Non-Practicing Status	\$75
Credentialing fee-As required.	<i>Actual costs to be paid by applicant. Please contact NLCHP for details. NLCHP Policy:</i>
Duplicate receipt/ Duplicate registration certificate	\$25
Non-sufficient funds cheque returned	\$50
	\$25
Letter of Good Standing	\$25
Fax	\$10
Late Fee Penalty	\$50