



Policy Name:	<b>Registration Categories and Requirements</b>
Policy Category:	<b>Registration Committee</b>
Developed by:	<b>Registration Committee</b>
Approved by:	<b>NLCHP Council</b>
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**Overview:** Section 19 of The *Health Professions Act* (HPA) identifies the Newfoundland and Labrador Council of Health Professionals (NLCHP) responsibility with respect to registration of health professionals designated in the Schedule under the HPA. The HPA also establishes an appeal process for registration.

**Policy:** The NLCHP carries three main types of active registration categories:

**General Status**

**General Status (Temporary)**

**Non-Practicing Status**

The Regulations of each health professional group outline specific categories for the purposes of registration of members. Noted in Regulations, the Registration Committee of the NLCHP may attach conditions or restrictions to a registration that the registration committee considers appropriate.

Each of these three registration categories also requires membership with a designated health professional College, and there are also membership categories, such as honorary membership that may be specified within the health professional Colleges.



Another active but limited registration is required for selected practitioners whose experience precludes the established training standard but are deemed to be registered based on other criteria set by the designated health professional College for the duration of their employment. **Provisional Status** registration is for a limited time period and only renewable for those who registered initially at the time when regulations are introduced. Once the provisional status practitioner inactivates their registration, they can no longer be registered or renewed. Currently, this registration category is only referenced in the Regulations for Medical Laboratory Technologists.

NLCHP also has a registration category for “Visiting Lecturers”. Registration requirements for “Visiting Lectures” are outlined in the NLCHP Policy, Visiting Lecturers.

All active registrations require standard education, training, certification and work hours established by the designated health professional colleges as well as other official documentation such as criminal records check, vulnerable sector check, and photo identification, in addition to any other specifications set by the health professional College.

Renewal of registration also requires a declaration of continuing education (CE) and professional development (PD). The NLCHP in its Quality Assurance Program conducts a random audit of college members to assess and monitor compliance with continuing education and professional development requirements of the respective discipline specific College.

The NLCHP has an obligation to the public to ensure registrants maintain competency. Registrants are required to participate in the NLCHP-QA Program while they have an active NLCHP registration whether or not they are employed during the registration period.

**General Status** registration is required for designated health professionals who have completed a program approved by the health professional College and have passed an approved certification exam.

**General Status (Temporary)** registration is the same requirement as General Status except that the candidate has not yet completed the certification exam or



is awaiting results. There is no General Status (Temporary) registration for dental hygienists.

**Non-Practicing Status** is an active registration category whereby a candidate must be able to meet criteria set for full General Status with regards to education, certification, work hours standard and continuing education but is not actively practicing in the province of NL. This registration category requires a minimum work hour standard but the registrant in this category cannot accumulate work hours while using this registration status and is not required to have professional liability insurance (PLI). The NLCHP Non-Practicing registration is used for periods of leave from active practice but presumes that the candidate is returning to full General Status at a point in time.

All of these registrations imply that the minimum work hours and continuing competency requirements set by the designated health professional Colleges will be maintained in order to renew registration.

Registration requires the administration and collection of fees. Section 15 of the HPA establishes the NLCHP's authority to set fees in the amount sufficient to discharge the duties under the legislation.

The registration of health professionals is a matter of interest to health boards, government departments and other stakeholders. As the regulatory body for seven (7) health professionals the NLCHP may be approached from time to time by organizations such as 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 registration forms offer the option to consent to data collection in this regard.

Registration information including registration categories, registration and renewal forms, application deadlines and information on how to complete an application for registration is posted on the NLCHP's web site [www.nlchp.ca](http://www.nlchp.ca) Newly regulated and renewing registrants will be given 60 days' notice to register with the NLCHP. For renewing registrants this is 60 days in advance of the expiration of their registration year.



The deadline for receiving renewal registration applications is 30 days prior to the end of the health professional's registration year in which the renewal of registration.

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 or who would like to change registration status must notify NLCHP using the Change of Status Request also found on the NLCHP website: [www.nlchp.ca](http://www.nlchp.ca)

In the event that a candidate for registration is not approved or disagrees with a registration decision, the HPA does provide an appeals process.

**References**

*Health Professions Act*

<http://www.assembly.nl.ca/legislation/sr/statutes/h01-02.htm>

*Access to Information and Privacy Protection Act*

<http://www.assembly.nl.ca/legislation/sr/statutes/a01-2.htm>

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