



Policy Name:	Continuing Education and Professional Development (Registrant Renewal Requirements)
Policy Category:	Registration
Developed by:	Registration Committee
Approved by:	NLCHP Council
Approval date:	September 19th, 2018
Review:	Every 3 years

Overview: As per the regulations under the *Health Professions Act* (HPA) registrants must participate in continuing education and professional development as a requirement for renewal of registration with NLCHP. The CE/PD requirements policies are developed by health profession Colleges.

Policy: The registrant must declare on the registration renewal application the number of CE/PD hours/credits they have completed in the previous calendar year (January-December).
New registrants who register after the beginning of the registration year will not be required to complete the minimum CE/PD requirement for their initial year of registration.
Registrants who apply to renew their registration but who based upon their declaration of CE/PD do not meet the minimum requirements for CE/PD will be required to complete the shortfall within a period up to a maximum of a 90 days as determined by the Registrar. The registrant will also be the subject of the QA audit of CE/PD portfolio documentation for the next registration year. The CE/PD requirement for audit will be the yearly minimum requirement plus the shortfall of hours/credits for the year in question.



Procedure:

1. Applicants applying for renewal of registration must declare the number of hours/credits completed in the previous calendar year.
2. Renewal applicants who do not meet the minimum requirement for CE/PD will have their names forwarded by the Registrar to the QA committee and will be the subject of audit for the next registration year.
3. Registrants who do not meet the required hours/credits of CE/PD:
 - 3.1 Will be required to complete the shortfall in CE hours within a period up to a maximum of a 90 days as determined by the Registrar.
 - 3.2 May be required to undergo a period of supervised practice.

***Registrants who do not meet the minimum requirements for CE/PD within a period up to a maximum of a 90 days as determined by the Registrar, will have their license suspended. The registrant's employer/s will also be notified.**

References

Health Professions Act

Original Policy:

May 15th, 2014

Revised:

September 19th, 2018