



Policy Name:	<b>Change of Status During Registration Year</b>
Policy Category:	<b>Registration</b>
Developed by:	<b>Registration Committee</b>
Approved by:	<b>NLCHP Council</b>
Approval date:	<b>June 19, 2019</b>
Effective date:	<b>January 1, 2020</b>
Review:	<b>Every 3 years</b>

**Overview:** 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.

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 and will be removed from the register.

**Policy:** Registrants who wish to change their active registration category during the registration year from:

- general status to non-practicing status or non-practicing status to general status must complete a Change in Status Request form.
- General status (temporary) to general status must complete a Change in Status Request form.
- General status to General Status- (Additional Skills) must complete a Change in Status Request form.

Registrants who change from non-practicing to general status during the registration year will have their non-practicing fees applied to their general status registration fee.



Registrants who do not wish to renew their registration must notify NLCHP to change their registration status from an active registration renewal category to inactive status and must also complete a Change of Status Request form. Inactive registrants who renew their registration within three months of changing their registration status and who meet the requirements for registration, will be registered using the registration renewal process. After three months of inactive status, registrants will be required to meet initial registration requirements to change to an active registration category including providing a new criminal record and vulnerable sector check and paying a lapsed membership fee of \$60.

Registrants who fail to apply to the NLCHP of a change in status and do not renew their registration before the deadline will be required to re-apply for registration. These individuals will be required to meet initial registration requirements including providing a new criminal record and vulnerable sector check and paying a lapsed membership fee of \$60.

Registration information including registration categories, forms, and fees is posted on the NLCHP's web site [www.nlchp.ca](http://www.nlchp.ca)

**References**

*Health Professions Act*

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

**Original Policy:**

May 23, 2019

**Revised:**