



STATUS CHANGE REQUESTS

Status Change Requests include: Sub-Register (Practice) Level; Change to a Different Class (e.g. from full to non-practicing; LOA; Maternity Leave; Retired)

1. Log in to the Registrant Portal
2. Choose “Change of Status” from the menu
3. Complete all 8 steps of the request as presented
4. Remember to upload document(s) (if applicable) e.g. copy of Successful COPR Exam Certificate
5. Submit your request. Upon submission a \$50.00 administration fee is payable immediately by VISA or MASTERCARD only
6. Your request will be completed within 10 business days
7. After submitting your request, monitor your email for any additional information required until the request has been completed

If you have any questions please submit them via email to info@collegeparamb.ca and include the phrase “Assistance with Status Change Request” in the subject line so that it will be redirected accordingly.