



College of Paramedics of Manitoba		
Policy Name: Administrative Fee Charges	Policy Number: AR-5	Total # of Pages: 1
Approval Signature: <i>Original Signed by T. Bergal</i>	Section: Administrative - Registration	
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1.0 PURPOSE:

From time to time, applicants will require administrative functions to be completed by the college. This policy will outline when the administrative fee will be charged.

2.0 DEFINITIONS:

Administrative Fee: An expense charged to cover costs associated with changing or modifying registrant information or fulfilling documentation requests on behalf of registrants.

3.0 POLICY

1. An administrative fee will be charged for requests by the registrants pertaining to:

- Changes to Education Information in the registrant portal, including addition of Notations after initial applications
- Requests for completion of Letters of Standing or completion of Labour Mobility forms
- Name Change Requests
- Document Requests
- Change of Status Requests
- Letter of Request for third party information
- A change in sub-register class administrative fee will be paid by any Registrant who:
 - Successfully passes the entry to practice exam for a different class of register.
 - Requests a change in class of registration from:
 - CCP to ACP, ICP, PCP, or EMR
 - ACP to ICP, PCP, or EMR
 - ICP to PCP or EMR
 - PCP to EMR
- Payments not honored by the registrant’s financial institution or credit card company.
- Any other item as determined by the registrar.

2. **No request shall be completed until the administrative fee has been paid by the registrant**

3. Administrative Fees may be waived or reduced in keeping with College Bylaws s. 5.3

4. Administrative Fees will be approved by Council from time to time and will be published on the CPMB Fee Schedule posted on the CPMB Website.