



College of Paramedics of Manitoba		
Policy Name: Abandoned Registration Application	Policy Number: AR-7	Total # of Pages: 1
Approval Signature: <i>Original Signed by T. Bergal</i>	Section: Administrative - Registration	
Original Approval Date: October 19, 2021	Last Revision Date:	Next Review Date: October 2024

1.0 PURPOSE:

Applications for registration are occasionally abandoned by the applicant. This can occur at any point in the application process.

2.0 DEFINITIONS

Abandoned Application: An application that is greater than 2 months from date of submission, or the date of last communication from the applicant, and the applicant either:

- 1) states that s/he does not wish to complete the application
- 2) does not respond to email or telephone attempts regarding the application
- 3) does not provide required documents, information, or payment of registration fees, late fees, or re-instatement fees
- 4) abandons the application

3.0 POLICY

1. A review of outstanding applications shall be performed on a monthly basis. This review will track each application for progress. Any application greater than 2 months from the submission date can be subject to being marked “expired”.
2. Should the applicant be responsive to emails/voicemails and is continuing to provide requested information, documents or other items requested by college staff, the application will remain open.
3. Should the applicant demonstrate an unwillingness to respond, or responds but does not provide the requested requirement within 2 months, the application can be marked “expired” at the discretion of the registrar/designate. All emails, phone calls, voicemails will be recorded in the “Notes” section of the Application Details page in the regulatory database
4. Applicants whose applications are marked “expired” shall be notified by email.
5. An applicant wishing to submit an application, but who has abandoned an application in the past, will be required to start the application process from the beginning. Any requirements from the first application that are still relevant, or within date requirements, may be re-submitted in the new application.
6. Application fees are non-refundable.