



College of Paramedics of Manitoba		
Policy Name: Late Renewal Reinstatement	Policy Number: AR-8	Total # of Pages: 2
Approval Signature: <i>Original Signed by T. Bergal</i>	Section: Administrative - Registration	
Original Approval Date: November 5, 2021	Last Revision Date:	Next Review Date: November 2024

1.0 **PURPOSE**

To define the parameters under which a registrant who has failed to renew his or her certificate of practice, or has had his or her certificate of practice or registration cancelled or suspended may have the certificate of practice renewed or reinstated, after review by the Executive Director/Registrar

2.0 **DEFINITIONS**

**Late Renewal:** Occurs when a registrant has not met the requirements of renewal, or has not paid the renewal fee by before March 31 of the renewal

**Late Renewal Fee:** A fee payable when renewal fees are paid prior to April 1 of the renewal year. This fee is set periodically by Council.

**Reinstatement:** Occurs when a registrant has had their registration and/or certificate of practice cancelled by the registrar, or has surrendered their certificate of practice, or has allowed their certificate of practice to lapse, and the registrant now wishes to reinstate.

**Reinstatement Fee:** A fee payable when a registrant wishes to reinstate their cancelled certificate of practice. This fee is set periodically by Council.

3.0 **POLICY**

3.1 **Late Renewal**

Registrants who complete the renewal process and pay the registration fee prior to April 1 but after the end date for the renewal period will be subject to a late renewal fee.

The registrant’s certificate of practice will be renewed within 10 business days of receipt of all requirements, the registration fee and the late renewal fee. CPMB will make every effort to complete the renewal submitted prior to April 1, however if the renewal cannot be processed by April 1, the registrant will not be permitted to work after March 31 until the renewal process has been completed and the certificate of practice has been reissued.

Registrants are not permitted to work as a paramedic in the Province of Manitoba until their certificate of practice has been re-issued.



### 3.2 **Re-instatement**

Registrants who do not complete the renewal process or pay the fee prior to April 1 following the close date for the renewal period, will be subject to a re-instatement fee.

The registrant's certificate of practice will be renewed within 10 business days of receipt of all requirements, the registration fee, and the reinstatement fee.

- 3.3 Any former registrant who was licenced by the EMS Branch of MB Health, Seniors & Active Living and who has not transitioned their registration officially to the College of Paramedics of Manitoba on or before January 31, 2022, will be required to follow the reinstatement process.

## 4.0 **PROCEDURE**

- 4.1 Former registrants applying for re-instatement whose certificate of practice has lapsed, been surrendered, has been cancelled or suspended ("lapsed") for any reason must provide:
- 4.1.1 Evidence that all requirements for re-instatement have been met:
    - 4.1.1.1 Must meet all Requirements of Registration as defined in the CPMB Policy "Requirements for Registration"
    - 4.1.1.2 If certificate of practice has been lapsed for:
      - 4.1.1.2.1 Less than 12 months but greater than 1 month: former registrant must meet all Program for Continuing Competency Requirements prior to reinstatement
      - 4.1.1.2.2 12 to 24 months: provide evidence of successful completion of an approved refresher program and the COPR entry-to-practice exam within the previous 12 months
      - 4.1.1.2.3 More than 24 months: provide evidence of successful completion of an approved program for the requested level of practice within the previous 12 months and of the COPR entry-to-practice exam within the previous 12 months.
  - 4.1.2 Evidence that any condition imposed by the Complaints Investigation Committee or Inquiry Committee have been met or will be in place
  - 4.1.3 Pay the re-instatement fee, and any other fee required.
  - 4.1.4 Any other items/assessments as determined by the Executive Director/Registrar
  - 4.1.5 Meet the requirements of registration as outlined in the "Requirements of Registration" Policy.