



College of Paramedics of Manitoba		
Policy Name: Name Change Request	Policy Number: AR-13	Total # of Pages: 2
Approval Signature: <i>Original Signed by T. Bergal</i>	Section: Administrative - Registration	
Original Approval Date: August 25, 2022	Last Revision Date:	Next Review Date: August 2025

1.0 PURPOSE

To provide clarity on the use of the Name Change Request function within the Registrant's portal.

2.0 DEFINITIONS

N/A

3.0 POLICY

3.1 A registrant is required to change their name on the register and their certificate of practice once they have legally changed their name.

4.0 PROCEDURE

4.1 The Registrant shall access the Name Change Request application from within their Registrant Portal

4.2 The Registrant shall complete the Name Change Request application

4.3 The Registrant shall upload supporting documents which are issued by the Government of Canada supporting their Name Change Request

4.4 The Registrant shall pay the non-refundable administrative fee upon submission of the change of status application

4.5 College staff shall review the Name Change Request application once submitted. If the request is supported by uploaded documentation, and meets any other requirements, the request shall be approved within 10 business days.

4.6 If, upon review by College staff, the request does not contain necessary supporting documents, college staff shall email the registrant requesting any missing information.

4.7 Once the missing information is received by the college, the Name Change Request shall be approved within 10 business days of receipt of the last required documentation.



- 4.8 If the Name Change Request application is to be denied, the registrant shall be notified within 10 business days of receipt of all required documentation, and the reasons that the Name Change Request is denied shall be clearly explained.
- 4.9 The email explaining the reasons for denial of the request shall be uploaded to the files section of the request.