



College of Paramedics of Manitoba		
Policy Name: Temporary to Full Class Conversion	Policy Number: AR-16	Total # of Pages: 1
Approval Signature: <i>Original signed by Trish Bergal</i>	Section: Administrative - Registration	
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1.0 PURPOSE

Registrants who hold a “temporary” registration class may wish to change their registration class to “full” prior to the expiry of their temporary registration.

2.0 DEFINITIONS

Temporary Class: A registrant who has been issued a certificate of practice for an authorized restricted purpose and a limited time period.

Full Class: A registrant who has been issued a certificate of practice.

3.0 POLICY

3.1 Registrants who are currently registered in the “temporary” class and who wish to convert to the “full” class must complete the process prior to the expiry date of their “temporary” certificate of practice.

3.2 No extensions to the “temporary” class are permitted in the General Regulation of the College of Paramedics of Manitoba.

4.0 PROCEDURE

4.1 Registrants will submit a “Change of Status” Application stating they wish to convert from “temporary” class to “full” class and pay the \$50 administrative fee.

4.2 The Change of Status Application will be received, and if no changes to declaration question answers have been noted, the registrant will be issued a manual invoice for pro-rated registration fees required to complete the registration year. The registrant will be advised to log into the registrant portal to pay the invoice.

4.3 Once the manual invoice has been paid by the registrant, the Change of Status application will be approved.

4.4 Once the Change of Status application has been approved, the registrant will be emailed the Welcome package as their responsibilities as a registrant will have changed.

4.5 If the registrant does not pay the invoice by the expiry date of their temporary class, they will then be automatically converted to “former registrant” status.