



College of Paramedics of Manitoba		
Policy Name: Document Request Policy	Policy Number: AR-12	Pages: 2
Approval Signature: <i>Original Signed by T. Bergal</i>	Section: Administrative - Registration	
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1.0 PURPOSE

To provide clarity on the use of the Document Request function within the Registration portal.

2.0 DEFINITIONS

Administrative Fee: The fee charged under this policy to recover internal costs for service provided.

Labour Mobility Form: Usually refers to the COPR Labour Mobility Form but may refer to forms required by other jurisdictions within Canada or elsewhere. Can be requested by registrants or former registrants.

Verification of Good Standing: Refers to any document required by a regulatory body of any profession that requests information on the standing of a CPMB registrant or former registrant.

Other Documents: Any other document that a registrant or former registrant may request to be completed by CPMB.

3.0 POLICY

3.1 A registrant or a former registrant may request documents from CPMB, usually related to labour mobility or proof of registration. However, other documents may be requested.

4.0 PROCEDURE

For Current Registrants

4.1 The Registrant shall access the Document Request application from within their Registrant Portal.

4.2 The Registrant shall complete the Document Request application.



- 4.3 The Registrant will complete any portion of the uploaded document that is required by them to complete. The Registrant shall then upload the document to have the remainder completed by CPMB.
- 4.4 The Registrant shall pay the non-refundable administrative fee upon submission of the Document Request application.
- 4.5 College staff shall review the Document Request application once submitted. If the portion to be completed by the registrant has not been completed, college staff shall contact the registrant by email and request that the document with the appropriate section(s) completed be resubmitted.
- 4.6 If, upon review by college staff, college staff determine that there are inaccuracies in the portion completed by the registrant, they shall inform the applicant that the inaccuracies must be corrected prior to the CPMB completing the form.
- 4.7 Once a correctly completed form is received by the college, the document requested shall be completed within 10 business days and sent directly to the regulator or party requesting the form. The registrant shall be carbon copied on the email. The email and completed form shall be retained by the College in the applicant's file.

For Former Registrants:

- 4.8 Former registrants cannot access the document request form as they do not have access to a portal.
- 4.9 Former registrants will be instructed to email the request to info@collegeparamb.ca or another college email address. They will include the following information in their email:
 - What form they are requesting. If they have a form they require to be completed, it shall be attached to their request email.
 - Where they would like the completed form sent including organization name and email address to forward it to
- 4.10 The former registrant will be advised that they must pay the administrative fee.
- 4.11 Once it has been confirmed that the funds have been received, the requested form will be completed and forwarded to the address provided in the original email.
- 4.12 Once the transaction is complete, the former registrant will receive a copy of the invoice and a receipt.