



College of Paramedics of Manitoba		
Policy Name: Status Change Request	Policy Number: AR-14	Total # of Pages: 3
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 Change of Status function within the Registration portal.

2.0 **DEFINITIONS**

Sub-Register Level: The level at which a registrant is registered. May be Emergency Medical Responder (EMR), Primary Care Paramedic (PCP), Advanced Care Paramedic (ACP), or Critical Care Paramedic (CCP). This is indicated on the registrant’s Certificate of Practice.

Class: Membership Class. May be one of the following:

Full: A member who is eligible to be issued a certificate of practice.

Provisional: A member who is eligible to be issued a certificate of practice, in extenuating circumstances, before satisfying all conditions for full registration.

Temporary: A member who is eligible to be issued a certificate of practice for an authorized restricted purpose and a limited time period.

Non-Practicing: A member who is not currently engaged in the practice of paramedicine but who intends to become engaged in the practice of paramedicine at a later date.

Retired: A member who is not currently eligible for a certificate of practice and who does not intend to become engaged in the practice of paramedicine at a later date.

Registration Status: Describes the status of the registration of the paramedic. Examples include Active, Former Registrant, Certificate of Practice cancelled by Registrant.



3.0 POLICY

- 3.1 A registrant in good standing may wish to change their registration status to better reflect their current circumstances. Some reasons that a registrant may wish to change their status include:
- change in sub-register level
 - change in class
- 3.2 A change of status to add the notation of "PCP-IC" is not required. Please see the PCP-IC Notation Policy for more information.
- 3.2.1 Requests for removal of the PCP-IC notation may be made however registrants must indicate understanding of implications regarding their employment prior to removal. Once the notation is removed it cannot be reinstated except under the PCP-IC notation policy.
- 3.3 A registrant who wishes to change from the "Full" class to the "Retired" class is not required to complete a status change request. The registrant can simply send an email to info@collegeparamb.ca and request the change to "Retired" at the specified date and time.

4.0 PROCEDURE

- 4.1 The Registrant shall access the Change in Status application from within their Registrant Portal.
- 4.2 The Registrant shall complete the Change in Status application to reflect the desired changes.
- 4.3 The Registrant shall upload any documents supporting their change of status request.
- 4.4 The Registrant shall pay the non-refundable administrative fee upon submission of the change of status application, if applicable.
- 4.4.1 Fees are not applicable to changes to or from the "Non-Practicing" class.
- 4.5 Once submitted, college staff shall review the change of status application. If the request is supported by documentation, and meets any other requirements, dependent upon the nature of the request, 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 contact the registrant by email and request the missing information.



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- 4.7 Once the missing information is received, college staff shall review the change of status application. If the request is supported by the documentation received, it will be approved within 10 business days.
- 4.8 If the status change application is denied, the registrant shall be notified within 10 business days, and the reasons for the denial of the status change request shall be clearly explained.
- 4.9 All correspondence regarding the request shall be retained by the College in the applicant's file.