



College of Paramedics of Manitoba		
Policy Name: Registration Fee	Policy Number: AR-6	Total # of Pages: 3
Approval Signature: <i>Original Signed by T. Bergal</i>	Section: Administrative - Registration	
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1.0 **PURPOSE**

To describe the college policy on the application of registration fees.

2.0 **DEFINITIONS**

- 2.1 **Annual Registration Fee:** the fee established by council in keeping with 5.2 of the College Bylaws
- 2.2 **Registration year:** April 1 to March 31 annually
- 2.3 **Re-activation:** Process to re-register or re-issue a certificate of practice that has been previously cancelled under s. 49 or s. 51 of the *Regulated Health Professions Act* (RHPA).

3.0 **POLICY**

All fees will be:

- 3.1 Reviewed on an annual basis and will be coordinated with the annual budget development. Amendments to the fee schedule will be approved by Council.
- 3.2 The fee schedule will be posted on the College of Paramedics of Manitoba website.

4.0 **INITIAL REGISTRATION FEES**

- 4.1 Apply to all registers and sub-registers (Full, Provisional, Temporary, Non-Practicing and Retired) as approved by Council and published in the Fee Schedule.
- 4.2 Must be paid in full once an application is moved to status of "eligible for licensure".
- 4.3 For the Full, Provisional, and Non Practicing classes of licensure:
 - 4.3.1 Annual fee will be pro-rated quarterly when applications are approved during the registration year.
- 4.4 For the Temporary class of licensure:
 - 4.4.1 Will be one-twelfth of the annual fee that is described under policy 3.1 above, times the number of months the license is approved for;
 - 4.4.2 If no specific duration of licensure is identified, the fee charged will be for the maximum allowed length of Temporary class (6 months).
 - 4.4.3 Will form a portion of the fee required, for the remainder of a current licensing year, if the Registrant applies for Full or Non-practicing category



of licensure within a current licensing year. For greater certainty, no portion of this fee will be used from one licensing period to the next.

4.5 All registration fees are non-refundable

5.0 ANNUAL RENEWAL FEES:

5.1 Shall be approved by Council in keeping with the College Bylaw s. 5.2.

5.2 Shall be payable between February 1st and March 31st annually.

5.3 Are non-refundable, unless the Registrant requests a refund before March 31st, for the upcoming registration year.

5.4 If refunded;

5.4.1 The Registrant will receive a refund of the annual license renewal fee, less a non-refundable one-hundred dollars (\$100) which will be retained as an administrative fee.

5.4.2 Will result in the Registrant's certificate of practice not being renewed on April 1st.

6.0 LATE FEES

6.1 The penalty applied to any Registrant who completes the renewal between March 16 and 31, inclusive.

6.2 Shall be waived or reduced in circumstances deemed by the registrar to be appropriate, in compliance with college bylaw s.5.3.

7.0 OTHER

7.1 If a submitted payment is not honored by the registrant's financial institution or credit card, an administrative fee will be applied.

7.2 Registrants must pay fees directly to the college. Third party payments will not be accepted by the college.

7.3 All fees must be paid by Visa Credit, Visa Debit, Mastercard Credit or Mastercard Debit.

7.4 All other fees shall be determined by Council.

7.5 A schedule of all fees will be posted on the CPMB website.



APPENDIX A - FEE SCHEDULE



COLLEGE OF PARAMEDICS OF MANITOBA FEE GUIDE

REGISTRANTS		
CPMB Fee Guide	Amount	Explanation
Registration Fee / Renewal – Full, Provisional, Non-Practicing Classes	\$550	
Registration Fee / Renewal – Retired Class	\$125	
Pro-rated Quarterly Registration Fee / Renewal Full, Provisional, Non-Practicing Classes		
April/May/June	\$550	
July/August/September	\$412.50	
October/November/December	\$275	
January/February/March	\$137.50	
Registration Fee – Temporary Class	\$225	Temporary class registration is for up to six months
Late Renewal Fee	\$225	Applicable March 16-March 31 annually
Non-Refundable Application Processing Fee	\$100	
Administrative Fee	\$50	Filling any forms/letter of standing/banking NSF/change of status or register, excluding changes to or from non-practicing/verification of status (outgoing AIT) or other admin functions
Appeal Fee	\$150	

HEALTH PROFESSION CORPORATIONS		
CPMB Fee Guide	Amount	Explanation
Permit Fees / Renewal Fees	\$1000	
Pro-rated Quarterly Permit Fees / Renewal Fees		
April/May/June	\$1000	
July/August/September	\$750	
October/November/December	\$500	
January/February/March	\$250	
Late Permit Fees / Renewal Fees	\$500	
Non-Refundable Application Processing Fee	\$200	
Appeal Fee	\$300	