



College of Paramedics of Manitoba		
Policy Name: Late Renewal & Reactivation	Policy Number: AR-8	Total # of Pages: 2
Approval Signature: <i>Original Signed by T. Bergal</i>	Section: Administrative - Registration	
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## 1.0 PURPOSE

To define the parameters under which a registrant who has failed to renew his or her certificate of practice, may have the certificate of practice renewed or reactivated, after review by the Executive Director/Registrar or designate.

## 2.0 DEFINITIONS

**Late Renewal:** Occurs when a registrant has not met the requirements of renewal or has not paid the renewal fee after the renewal period closes but before March 31.

**Late Renewal Fee:** A fee payable when renewal fees are paid after the renewal period closes but prior to April 1 of the renewal year. This fee is set periodically by Council.

**Reactivation:** Occurs when a registrant has surrendered their certificate of practice, or has allowed their certificate of practice to lapse, and the registrant now wishes to reactivate.

**Lapsed Certificate of Practice:** Occurs when a registrant has failed to renew their certificate of practice.

## 3.0 POLICY

### 3.1 Late Renewal

Registrants who complete the renewal process and pay the registration fee from March 16 to March 31 will be subject to a late renewal fee.

The registrant's certificate of practice will be renewed within 10 business days of receipt of all requirements, the registration fee and the late renewal fee. CPMB will make every effort to complete any renewals submitted prior to April 1, however if the renewal cannot be processed by April 1, the registrant will not be permitted to work after March 31 until the renewal process has been completed and the certificate of practice has been reissued.

Registrants are not permitted to work as a paramedic in the Province of Manitoba without a certificate of practice. This includes onboarding, orientation, return to work or accommodation activities where there is an intent to return to a paramedic scope of work.

This does not apply to registrants who cancel their certificate of practice and then wish to re-activate their certificate through the labour mobility process.



### 3.2 **Reactivation**

Registrants renewing after March 31 will complete the reactivation process as outlined in section 4 of this policy.

## 4.0 **PROCEDURE**

4.1 Former registrants applying for reactivation for any reason must provide:

- 4.1.1 All requirements of registration as defined in the CPMB Policy Requirements for Registration.
- 4.1.2 Evidence that requirements for reactivation have been met as described below.

4.2 If the applicant has been a former registrant for:

4.2.1 Less than 12 months: former registrant must meet all Program for Continuing Competency requirements for the year prior to reactivation.

4.2.2 12 to 24 months:

- Must participate in clinical practice assessment prior to reactivation. This process will be conducted by the Coordinator of Quality & Standards and will be individual to the applicant. It will explore the knowledge of the applicant related, but not limited to:
  - practice history
  - knowledge of current care maps and scope of practice
  - reserved acts
  - self assessment – PCC
  - reason for reactivation/employment plans
- Required to provide the following documentation, as requested by the Coordinator of Quality & Standards:
  - From last employer, letter regarding length of employment and full time equivalent of position held,
  - Any certificates of relevant training completed since becoming a former registrant including but not limited to Basic Life Support/Cardiopulmonary Resuscitation.
  - Outcomes may include any one of the following, at the discretion of the Coordinator of Quality & Standards:
  - Complete PCC requirements for 1 year and submit for review
  - Successfully write the COPR entry to practice exam (1 attempt)



- Complete a refresher course and successfully write the COPR entry to practice exam
  - 4.2.3 24-36 months: provide evidence of successful completion of an approved refresher program for the requested level of practice within the previous 12 months and successfully write the COPR entry to practice exam and/or
  - 4.2.4 Over 36 months: provide evidence of successful completion of an approved program for the requested level of practice within the previous 12 months and of successful completion of the COPR entry to practice exam within the previous 12 months
- 4.3 Pay all required fees, including the approved late fee as published on the CPMB Fee Schedule
- 4.4 Any other items/assessments as determined by the Executive Director/Registrar