



College of Paramedics of Manitoba		
Policy Name: Late Renewal & Reactivation	Policy Number: AR-8	Total # of Pages: 3
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 or has cancelled their certificate of practice may have the certificate of practice renewed or reactivated, after review by the Executive Director/Registrar or designate.

This policy does not apply to former registrants who are actively registered in another jurisdiction wishing to re-activate their certificate through the labour mobility process.

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.

Former Registrant: An individual who was previously registered with the College of Paramedics of Manitoba (CPMB).

3.0 POLICY

3.1 Late Renewal

Registrants who complete the renewal process between March 16 to March 31 will pay the registration fee and 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 will not be permitted to practice until the renewal process has been completed and the certificate of practice has been reissued.

3.2 Reactivation

Former registrants are permitted to apply to reactivate their certificate of practice following the reactivation process outlined in Section 4.



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 all requirements for reactivation have been met as described below.
 - 4.1.3 If an applicant became a former registrant resulting from findings of or failure to comply with the conduct process, they will be required to resolve the conduct issue prior to being considered for reactivation.
- 4.2 If the applicant has been a former registrant for:
- 4.2.1 Less than 24 months: former registrant must meet all Program for Continuing Competency (PCC) requirements for the year prior to reactivation.
 - 4.2.2 24-48 months
 - Must complete the PCC for the years absent.
 - Must participate in clinical practice assessment prior to reactivation. 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
 - May be required to provide the following documentation:
 - 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,
 - Following assessment, applicants may be directed to:
 - Proceed to apply for registration,
 - Complete a refresher course,
 - Complete a self-study plan,
 - Successfully challenge the COPR entry to practice exam.



4.2.3 Over 48 months:

- Complete an assessment as outlined in 4.2.2.
 - Following assessment, applicants may be directed to:
 - Complete PCC and proceed to apply for registration
 - Complete refresher training for any gaps in knowledge or skills from an approved education provider (at own expense),
 - Complete a refresher course at the level applied for
 - Complete an entire approved program
 - Successfully write the COPR entry to practice exam

4.3 Applicants must pay all required fees, including the approved late fee as published in the CPMB Fee Schedule prior to a Certificate of Practice being issued.

4.4 Any other items/assessments as determined by the Executive Director/Registrar or designate.